



Recruitment of Company Secretary (CS) in Cent Bank Home Finance Ltd-2023-24

Last date of Receipt of Application: 07/02/2024

Cent Bank Home Finance Limited is a deposit-taking Housing Finance and Mortgage Company jointly promoted by four Public Sector Institutions, viz. Central Bank of India, National Housing Bank, Specified Undertaking of Unit Trust of India and HUDCO.

CBHFL is looking for talented Company Secretary with winning attitude to be partner in the growth journey of the Company by shouldering responsibility.

Eligibility Criteria and other details is as under:

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| Position/Designation | Company Secretary cum Compliance Officer (Eligibility) |
| Maximum Age | 45 years |
| Qualification | <p>Commerce graduate from a UGC recognized university in regular classroom course and a member of the Institute of Company Secretaries of India (ICSI).</p> <p>Additional professional qualification such as ICWA, ACA, MBA (Finance) and LLB will be added advantage.</p> <p>Preference will be given to candidate having extensive in-depth knowledge of all provision of Companies Act, SEBI guidelines, LODR guidelines (Listing Obligations and Disclosure Requirements) Regulations,, RBI/ NHB regulations for housing finance companies, all other applicable statutory guidelines for NBFCs in India</p> <p>Fluency in English is must.</p> <p>NOTE: Candidate having pending disciplinary action against them at the time of applying for the position or having been punished under disciplinary proceedings in last 5 years will not be considered eligible. All appointments are subject to satisfactory reference / background verification.</p> |
| Remuneration | <p>Minimum Salary (CTC):- Rs. 12 Lacs per annum, which may be increased further to 50,000/- per annum for each year of experience over 5 years of experience, provided total CTC should not exceed Rs.15 Lacs per annum.</p> <p>Annual increment as per Company policy.</p> |



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| Experience | <p>Minimum experience of 5 years as Company Secretary in Public/Private sector undertaking/Bank/NBFC/FIs.</p> <p>Preference will be given to the candidate having experience in HFCs/NBFCs in handling compliance and accounts.</p> |
| Location | Corporate Office, Mumbai |
| Reporting Authority | Managing Director |
| Vacancy | One |
| Job Responsibilities | <p>To handle all secretarial and compliance related work as applicable to a HFC entity as per various laws applicable to the Company.</p> <p>Company Secretary cum Compliance Officer will be responsible for rendering professional assistance on day-to-day basis for:</p> <ol style="list-style-type: none"> 1. Preparation of Notices, Minutes, Resolutions, Returns, Reports, Certifications, Intimations, Registers and Records etc. under the Companies Act, 2013, Secretarial Standards, SEBI Regulations, ROC filings, and other applicable Laws and regulations. 2. Review and Maintenance of Statutory Registers and Records in relation to above areas. 3. Filling and filing of various forms in above areas and certificates. 4. Providing opinions on the provisions of the Companies Act and SEBI Regulations for compliance. 5. Drafting and vetting of information/replies in response to notices and information requirements of various authorities. 6. Assisting in compliances to various provisions of the Companies Act, SEBI Regulations, Depositories Act, IBC, FEMA, NHB Regulations, RBI Guidelines and other applicable laws and regulations. 7. Coordination with the Stock Exchanges & co-ordination with the Registrar and Transfer Agents (-RTA-) for various functions assigned to them and review of information exchanged with RTA. 8. Secretarial Assistance in conducting of various meetings under the Companies Act. 9. Maintenance and updating a calendar of compliance and tracking of pendency's across the group. 10. Equity Shares and Securities related issues and all related aspects, compliances, and reporting's. 11. Preparation required for Secretarial Audit and Secretarial Compliance Report and Compliance to Audit observations. 12. Compliance with Corporate Governance requirements. 13. Event based compliances within the purview of Company Secretary and Compliance Officer. |

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| | <p>14. Renew and oversight of compliances by group companies.</p> <p>15. Complaint handling and reporting's and redressal of Investor grievances.</p> <p>16. Secretarial Affirmations, responses and compliance to Court/ Tribunal directions.</p> <p>17. CSR compliances.</p> <p>18. Periodical publication of results, Drafting of Annual Reports and disclosures in Annual Accounts, preparation of various reports and coordination with the auditors and regulators for the Annual Report.</p> <p>19. Record maintenance within the purview of Company Secretary and Compliance Officer.</p> <p>20. Any other matter as may be assigned from time to time.</p> |
| Selection Procedure | <p>Selection will be done through interview only by Interview Committee appointed by the Board.</p> <p>Shortlisted candidate will be called for interview. It may please be noted that company is not bound to call all the applicants for interview. Only shortlisted candidates will be called for selection procedure. Decision of the Company in this regard is final.</p> |

1. Other Terms:

- Canvassing, in any form, will result in disqualification of candidature.
- In case of any modification in advertisement, same will be updated in website only.
- The above recruitment may be scrapped at any stage of recruitment process without assigning any reason.
- Company may conduct background checks/CIBIL check at any stage of recruitment process or after selection of the candidate. If any information declared in application/documents found to be incorrect, candidate may rejected at any stage of selection process or employment can be terminated if candidate is selected.
- Decision of the Company in this regard is final.

2. SUBMISSION OF THE APPLICATION:

Eligible candidates have to submit the application in the given format (Annexure –A). Last date of submission of the application will be 07/02/2024. Advance copy can be submitted through mail on or before the last date of submission of application hr@cbhfl.com. No application shall be entertained beyond the stipulated date. The application super scribing “Application for the post of CS must reach to:

HR Department
 Cent Bank Home Finance Limited



Corporate Office, Mumbai
Central Bank of India
MMO Building, 6th Floor
Flora Fountain,
Mumbai - 400001

3. APPLICATION FEE

A non refundable application fee for Rs.500/- for Un-reserved/ (General)/ and Rs.200/- for SC/ST/ OBC/EWS candidates payable by way of Demand Draft drawn on any Nationalized /Scheduled Bank favouring “Cent Bank Home Finance Limited” payable at Mumbai. The candidate must write his/her full name/post applied for on the reverse of the Demand Draft OR Online payment favour to: “Cent Bank Home Finance Limited” Central Bank of India, A/c No.3171118472, IFSC Code CBIN 02 83312 payable at Bhopal.

4. HOW TO APPLY

- You are required to fill the application form along with a Demand Draft (DD) worth Rs.500/- for General category and Rs.200/- for SC/ST/ OBC/EWS category in favour of Cent Bank Home Finance Limited and submit the application to our Corporate Office at Cent Bank Home Finance Ltd, Central Bank of India Building, MMO, 6th Floor, MG Road, Fort, Hutatama Chowk, Mumbai 400001 on or before **07/02/2024**, the application form is attached at the end of this advertisement.
- Please note that this application fee is non refundable.
- You must write your name and designation applied for, on the reverse side of DD OR Online payment details.
- You must paste your latest colour passport size photograph and sign across it.
- Applications received after expiry of application date will not be considered for recruitment.

5. GENERAL INSTRUCTIONS

1. Before filling the application form, the candidates must ensure that they fulfill all the eligibility criteria with respect to educational qualifications, work experience etc. In case it is observed at any stage of recruitment that a candidate does not fulfill any of the eligibility criteria, and /or that he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/ her candidature will be automatically cancelled. If any of the above shortcoming is/are detected even after appointment, his/her services are liable to be terminated without any notice.
2. Candidate must be a citizen of India.
3. Government guidelines in respect of Reservation norms shall be followed.



4. Mere submission of application against the advertisement and apparently fulfilling the criterion as prescribed in the advertisement would not bestow on him/her right to be called for the interview.
Candidates serving in Government / Public Sector Undertaking (including Banks) should send their application through proper channel and produce a No Objection Certificate from their present employer at the time of interview in the absence of which their candidature may not be considered.
5. Any resulting dispute out of this advertisement shall be subject to the sole jurisdiction of courts at Mumbai.
6. Appointment of selected candidates will be subject to his/her being declared medically fit, satisfactory reports from his/her previous employer and referees. Further, such appointment shall also be subject to Service and Conduct Rules of the Company.



Annexure-A

APPLICATION FOR THE POST OF COMPANY SECRETARY CUM COMPLIANCE OFFICER
IN CENT BANK HOME FINANCE LIMITED

HR Department
Cent Bank Home Finance Limited
Corporate Office
Central Bank of India Building
MMO, 6th Floor, MG Road,
Fort Flora Fountain,
Hutatama Chowk,
Mumbai-400001

Paste Passport Size
Photograph

Please sign across the
Photograph

With reference to your advertisement on Company's website dated _____,
I submit my application in prescribed format.

POST APPLIED FOR _____.

(TO BE FILLED IN CAPITAL LETTERS ONLY)

1. NAME : _____

2. ADDRESS FOR CORRESPONDENCE : _____

3. CATEGORY: GEN / SC / ST / OBC /EWS

4. DATE OF BIRTH (AS PER SCHOOL LEAVING CERTIFICATE)

AGE IN COMPLETED YEARS AS ON **25/01/2024** :
____YR. & ____MONTHS.

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5. DETAILS OF NON-REFUNDABLE APPLICATION FEE :

DD NO./PAYMENT TRANSACTION ID/UTR NO. _____

AMOUNT RS. _____ DATE _____ BANK NAME _____



16. PRESENT RESPONSIBILITY :

NAME AND ADDRESSES OF TWO REFERENCES :

1) _____ 2) _____

DECLARATION

I hereby declare that the particulars furnished above are true and correct to the best of knowledge and belief and I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the relative advertisement, my candidature/appointment for the said post is liable to be cancelled/terminated at any stage and if appointed, my service are liable to be terminated. I am willing to serve anywhere in India. I agree that Company has right to transfer me to any part of the country at its discretion.

I hereby agree that any legal proceedings in respect of any matter of claims or disputes arising out of this application and/or out of said advertisement can be instituted by me only at Mumbai and Courts/tribunals/Forums at Mumbai undertake to abide by all the terms and conditions mentioned in the advertisement displayed on Company's website dated **25/01/2024**.

(SIGNATURE OF APPLICANT)

Place : _____ Date : _____

Enclosures :

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- 2.
- 3.
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