



NABFOUNDATION

Recruitment of Company Secretary

Date of Advertisement: 15th March 2023

Last Date for submission of applications: 31st March 2023

NABFOUNDATION, through this advertisement is seeking to hire a suitable candidate for the post of **Company Secretary**.

NABFOUNDATION, a **Subsidiary of NABARD** is registered as a Section 8 company, fully owned by the National Bank for Agriculture and Rural Development (NABARD) India's apex level institution in the field of rural development. The Foundation has been set up to design and execute development projects across the country either on its own or in association with other stakeholders like civil society organizations, start-ups and CSR units of public and private sector corporates.

The Foundation seeks to hire a suitable candidate who **can handle all the Company Secretarial related work for the company**. He/She may be assigned additional responsibilities which will be at the discretion of the company.

JOB PROFILE: The primary duties and responsibilities of the Company Secretary shall be as follows:

- Report to the Board of Directors about the compliance statement of the company.
- Ensure that the company is complying with all secretarial standards.
- Facilitate the convening of meetings, attend general, board and committee meetings, and maintain the minutes of these meetings.
- Payment of remuneration / sitting fees to the Directors and to ensure compliance with the provisions of Companies Act, 2013
- Preparing Notices & other documentation for meetings and all related matters thereof.
- Maintenance of all relevant Registers eg. Register of Members, Register of Directors and KMP and their Shareholding etc
- Statutory Filings with Registrar of Companies
- Annual Filing of all required forms and statements within the prescribed time limits under the Act
- Any other forms as may be required from time to time
- Advising on Company Law matters including amendments thereto
- Issue of Share Certificates from time to time.
- Managing all Demat related issues
- Represent before several regulators and other authorities under the Act connected with the discharge of duties under the Act.
- Assist the company board in the conduct of the company affairs.
- Advice and assist the board in complying with the corporate governance requirements, ensuring good corporate governance and best practices.
- Participate and assist Banking Services, Finance and accounting Services, Taxation Services, Information Technology
 - Discharge such other duties as specified under the Act or rules.



- Do all such other duties as prescribed by the company Board of Directors from time to time.

2. ELIGIBILITY CRITERIA

a. Educational Qualifications: Graduate in any discipline from a recognized University/Institute having acquired Company Secretary Qualification with Associate/Fellow membership of ICSI.

b. Experience:

- i. Minimum 2 years of experience preferably in a reputed and relevant **NBFCs/ large sized NGOs/ MFIs/ civil society organizations/Start-Ups or other similar organizations**
- ii. Experience in the Development sector will have an added advantage. Knowledge of corporate governance, administration and best practices followed in the country will be given weightage.

c. Age: Candidate should have a minimum age of 30 years and maximum of 50 years as on date of advertisement.

3. OTHER CRITERIA

- i. Proficiency in reading, writing and speaking English.
- ii. Should possess excellent Communication Skill, Time Management and good ability to Multitasking

4. PLACE OF POSTING

- i. The place of posting for the present will be **Mumbai**;
- ii. Depending upon administrative requirements of **NABFOUNDATION**, the candidate may be placed anywhere in the country in future.

5. REMUNERATION

- i. **Candidate will be paid a monthly consolidated salary of Rs. 80,000.00**
- ii. Annual hike will be as per HR policy of the company.
- iii. Travelling and related expenses while on tour will be over and above the salary.

6. OTHER FACILITIES

- i. A total yearly leave of 30 days in a contract year on proportionate basis. Any absence beyond the above period will be treated as leave without pay and the remuneration payable will be reduced to that extent. The leave shall be earned on pro-rata basis in a calendar year and shall not be allowed to carry forward to next contract year. Leave rules are applicable as per extant HR Policy of the Foundation.



- ii. Staff on Contract shall not be entitled to any superannuation benefits viz. Provident Fund, Pension, Gratuity, etc;
- iii. **No Residential accommodation will be provided by the Company;**
- iv. Employee Benefits and Allowances: **Rs. 2000 will be reimbursed** towards mobile usage charges and meal expenses on a monthly basis.

7. CONTRACT PERIOD

- i. The candidate will be appointed on contract basis initially for a period of **THREE** years which may be extended by **TWO** Years (One year at a time) subject to outstanding performance;
- ii. The appointment shall be subject to review of performance on a yearly basis. The Company may terminate the contract of service in case the performance is found to be unsatisfactory during the period of Contract on the basis of a yearly review;
- iii. Termination of Contract will be by giving TWO Month Notice by either party or payment by the candidate in lieu of notice period of TWO Months.

8. HOW TO APPLY

- i. Interested candidates may submit their applications on the link given below:
<https://forms.gle/m6ufA1nWoo81zd447>
- ii. Last date for submission of application: 31st March 2023

9. GENERAL INFORMATION

- i. The candidate's engagement with **NABFOUNDATION** will be in the nature of a contractual employment and she/he shall have, at no point of time, any right to claim regular employment in the Organisation.
- ii. Applicants will be shortlisted based on the eligibility criteria indicated above. Shortlisted candidates will be called for an interview, the traveling cost for which will have to be borne by the candidate only.
- iii. Self-attested copies of educational qualifications and experience certificates will be compulsorily submitted at the time of the interview. Original documents will be required for the verification.
- iv. **NABFOUNDATION** reserves the right to call only the requisite number of candidates for interview after preliminary screening/shortlisting with reference to the candidate's qualification, suitability, and experience, etc. Mere satisfaction of the eligibility criteria does not entitle a candidate to be called for the interview.
- v. Applications received after the due date and time shall not be entertained and will be summarily rejected. No further correspondence will be entertained in this regard.
- vi. **NABFOUNDATION** reserves the right to cancel the recruitment for the captioned post without assigning any reason thereof.