

**ENGAGEMENT OF EXPERIENCED PERSONS WITH COMPANY SECRETARY QUALIFICATION  
in LIC of India on Contract Basis**

**Candidates can apply online only from 09/12/2021 to 23/12/2021 and no other mode of application will be accepted.**

**VACANCY & OTHER DETAILS AS DETAILED BELOW:**

Post No	Post	Vacancies	CTC (Per Annum) *	Age	Contract Period
1	Company Secretary- Middle level management	1(UR)@	Rs. 15 to 20 LAKHS	35 to 45 years of age (completed years of age)	Three years, renewable yearly or for lesser period at the sole discretion of LIC
2	Company Secretary- Junior level management	2 (UR)@	Rs. 8 to 10 LAKHS	30 to 40 years of age (completed years of age)	

\*The compensation package would comprise of fixed and variable components but not a limiting factor for a suitable candidate.

@-Candidate belonging to reserved category (including PwBD), for whom no reservation has been mentioned, are free to apply for if they fulfill all the eligibility criteria for the unreserved category.

**Educational, Professional Qualification and Post qualification Experience are:**

Post No	Post and place of posting	Educational Qualification as on 01.12.2021	Post qualification relevant Experience as on 01.12.2021
1	Company Secretary- Middle level management Place - MUMBAI	Graduate from a recognized University ( Essential) Company Secretary ( Essential) Candidate should be a member of the Institute of Company Secretaries of India (ICSI)	Minimum 10 years of experience in listed companies and atleast 4 years experience in Secretarial Department of a listed company
2	Company Secretary- Junior level management Place-MUMBAI	Graduate from a recognized University ( Essential) Company Secretary ( Essential) Candidate should be a member of the Institute of Company Secretaries of India (ICSI)	Minimum 1 year experience in Secretarial department of listed company

**1) Job Profile of Company Secretary - Middle level management - (Number of post- 1)**

- Ensuring compliance with the provisions of the LIC Act, 1956, Rules and Regulations made thereunder, SEBI guidelines and other laws applicable to the Corporation;
- Handling Board, Committee, Shareholders meetings including Agenda, minutes and ATRs for the same;

- Preparation of Corporate Governance Report;
- Matters pertaining to Shareholders' Servicing, demat, remat, issue of Share Certificates, co-ordination with RTAs, depositories, SEBI and Stock exchanges;
- Maintenance and updation of statutory registers and records;
- Ensure compliances, timely filings, submissions, etc. applicable to the Corporation under various Regulations including but not limited to compliances and filings under the SEBI (LODR) Regulations, 2015, SEBI (Prohibition of Insider Trading) Regulations, 2015 etc.;
- Update the amendments in applicable laws or new Laws applicable to the Corporation, Circulars issued by SEBI / Depositories / Exchanges from time to time along with action required to ensure compliances with the amended/new laws;
- Handling Concurrent, Internal and External audits, Inspections by SEBI / IRDAI / Exchanges or any other bodies;
- Co-ordination with Statutory, Internal & Secretarial Auditors;
- Timely resolution to the Compliance queries raised by various functions/departments;
- Handling Investor Grievances as per regulatory guidelines;
- Develop and maintain policies on secretarial matters;
- Reviewing & updating the Corporation's website and other internal documents in line with applicable Act, Rules and Regulations;
- Any other Secretarial and Compliance matters as assigned from time to time

**2) Job Profile of Company Secretary - Junior level management - (Number of posts- 2)**

- Ensuring compliance with the provisions of the LIC Act, 1956, Rules and Regulations made thereunder, SEBI guidelines and other laws applicable to the Corporation;
- Handling Board, Committee, Shareholders meetings including Agenda, minutes and ATRs for the same;
- Preparation of Corporate Governance Report;
- Matters pertaining to Shareholders' Servicing, demat, remat, issue of Share Certificates, co-ordination with RTAs, depositories, SEBI and Stock exchanges;
- Maintenance and updation of statutory registers and records;
- Ensure compliances, timely filings, submissions, etc applicable to the Corporation under various Regulations including but not limited to compliances and filings under the SEBI (LODR) Regulations, 2015, SEBI (Prohibition of Insider Trading) Regulations, 2015 etc.;
- Update the amendments in applicable laws or new Laws applicable to the Corporation, Circulars issued by SEBI / Depositories / Exchanges from time to time along with action required to ensure compliances with the amended/new laws;
- Handling Concurrent, Internal and External audits, Inspections by SEBI / IRDAI / Exchanges or any other bodies;
- Co-ordination with Statutory, Internal & Secretarial Auditors;
- Timely resolution to the Compliance queries raised by various functions/departments;
- Handling Investor Grievances as per regulatory guidelines;
- Develop and maintain policies on secretarial matters;
- Reviewing & updating the Corporation's website and other internal documents in line with applicable Act, Rules and Regulations;
- Any other Secretarial and Compliance matters as assigned from time to time :

1. **SELECTION PROCEDURE:**

- (I) Initial Screening.
- (II) Candidates will be short-listed for personal interview, based on their qualification, experience and overall suitability.
- (III) Selection will be based on personal interview/ interactions.

2. **NATURE OF ENGAGEMENT: CONTRACTUAL**

Contract will be for a period of 3 years renewable yearly or for a lesser period subject to satisfactory performance at the discretion of the Corporation. The contract can be terminated at one month's notice by either side.

3. **REMUNERATION:** The compensation package would comprise of fixed and variable components but not a limiting factor for a suitable candidate.

4. **HOW TO APPLY/GUIDELINES FOR FILLING ON LINE APPLICATION:**

The candidates have to apply online through the official placement site of Institute of Company Secretaries of India (ICSI). Application through any other mode will not be accepted.

The link for submitting application is <https://placement.icsi.edu/PlacementApp/member>

Candidates have to use their credentials for log in as CS member and apply for the post/s.

5. **GENERAL INFORMATION:**

- (I) Appointment of selected candidates is subject to his/her being declared medically fit as per the requirement of the Corporation. Such appointment will also be subject to the "Terms & Conditions of LIC's Policy on Fixed Term Engagement on Contract Basis."
- (II) Decision of Corporation in all matter regarding eligibility, selection etc. would be final and binding on the candidates. No representation or correspondence will be entertained by the Corporation in this regard.
- (III) LIC reserves the right to cancel the above recruitment process at any stage of the process without assigning any reason thereof.
- (IV) Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/ or an application in response thereto can be instituted only in Mumbai and courts/ tribunals/ forums at Mumbai only shall have sole and exclusive jurisdiction to try any cause/ dispute.
- (V) CANVASSING IN ANY FORM WILL LEAD TO DISQUALIFICATION OF CANDIDATURE.

**Mumbai:**

**Date: 09/12/2021**

**Executive Director (Personnel)**