

Position	Company Secretary
Job Description / Responsibilities	<ul style="list-style-type: none"> ➤ Conducting Board, Committee and General meetings ➤ Drafting of agenda, minutes, resolutions, Board's reports, annual reports etc. ➤ To track, implement and comply with provisions of Company Law, SEBI Listing Regulations, SEBI Takeover Regulations, SEBI ICDR Regulations, SEBI SAST Regulations ➤ Formulating, implementing, updating and monitoring action on various policies/codes required under the Companies Act, 2013 and securities-related regulations listed above ➤ Advising on regulatory and legislative changes in Corporate Governance and securities laws; providing impact analysis and ensuring implementation of legislative and regulatory changes ➤ Vigilant interaction with other governance functions / control functions like Compliance, Finance, etc. to ensure consistency in the records of the company and the reporting made to the Board ➤ Maintenance and filing of Statutory returns/records with the Registrar of Companies ➤ Maintaining and regularly updating various records and registers (including website) under the Companies Act, 2013 and other corporate laws ➤ Co-ordinate with statutory and internal auditors of the company; handling Secretarial Audit ➤ Understanding and implementing BOB's Group policies and internal codes of the Company ➤ Interacting with BOB (parent company / Group Secretarial division) on Corporate Governance matters and managing internal / group level reporting to BOB on various matters, being subsidiary of listed company ➤ Compliance with Prevention of Insider Trading Regulations, vis-à-vis Bank of Baroda securities and any other listed securities of the Group. <p>COMPETENCIES:</p> <ul style="list-style-type: none"> ➤ Good Communication ➤ Strong Interpersonal Skills and good stakeholder management ➤ Business acumen and understanding of business environment (added advantage) ➤ Possess executive presence ability to confidently interact with high profile Board of Directors and senior management ➤ Enthusiastic, self-motivated and a Team Leader ➤ Acts on own initiative, takes ownership, makes things happen & accepts responsibility for results

Job specific skills	<p>Applicants should have –</p> <ul style="list-style-type: none"> ➤ Sound knowledge of corporate and securities laws and their applicability ➤ Knowledge of governance framework around capital markets ➤ Excellent writing skills to be able to draft documents ➤ Decision-making ability ➤ Eye for detail and good analytical ability ➤ High commitment to compliance and professional discipline
Educational Qualification	<p>ACS, LLB (added advantage) Experience in handling issues relevant to Stock Broking / Investment Banking entity</p>
Minimum Experience	Minimum 6-7 years
CTC OFFERED	Compensation will not be limiting factor for the right candidate and will be discussed on a case-by-case basis.
Location of posting	<p>Mumbai</p> <p>The candidate may be deputed to work with the team(s) with the organization/ parent organization/ any subsidiary of the parent organization if and as deemed necessary.</p>
How to apply	<p>Applications should be submitted on our email careers@bobcaps.in</p> <p>Please mention “Application for the post of Company Secretary” in the subject. Applications with any other subject will not be accepted.</p>
Website	www.bobcaps.in
Contact Person	Ms. Suchitra Bangera
Contact No.	022-61389300
Last Date for application by email	31 st August 2022