

CANBANK FINANCIAL SERVICES LIMITED

(wholly owned subsidiary of Canara Bank)

Regd. Office: 6th floor, No.14, “Naveen Complex” M.G. Road, Bangalore –560 001.

Ph -080 25588116/25583844

CIN: U85110KA1987PLC008381

CANBANK FINANCIAL SERVICES LTD.(Wholly owned Subsidiary of Canara Bank). The Regd. Office is located at Bangalore. The company intend to recruit One Company Secretary ON CONTRACT BASIS

Vacancy: Company Secretary -One post.

Roles & Responsibilities	<ul style="list-style-type: none">i. Keeping the Board Members informed of their legal responsibilities.ii. Representing the company for legal documents.iii. Ensuring that the company and its directors operate within the specified legal framework.iv. Registering and communicating with shareholders.v. Maintenance of company records.vi. Organizing the meeting of the Board of Directors.vii. Organizing General Meetings.viii. Corporate Governance.ix. Other relevant responsibilities.
Job Description	Whole time Company Secretary(Flexibility in days/timing)
Educational Qualification	Associate of Company Secretary of India.
Location of positing	Bangalore
Nature of Engagement	Contractual Employment for one year & extendable.
Remuneration	Remuneration offered will be on monthly consolidated with a range of Rs.35,000/ to Rs.40,000/ & negotiable subject to commensurate with the work in the company.
Last date	The last date for receipt of application-20.12.2022

Terms & Conditions:

1. Application along with a photo ID & Address proof can be uploaded to email: – canfina@yahoo.com
2. The valid contact number and email ID to be invariably mentioned in the application.
3. Hard Copy along with the photograph affixed on the Bio-Data to be posted to the following address by courier / speed post: **CANBANK FINANCIAL SERVICES LTD, 6TH FLOOR, NAVEEN COMPLEX, NO.14, M.G.ROAD, BANGALORE- 560 001.** Also enclosed brief proof of experience.
4. Candidates to check out for eligibility for the post.
5. Short listing for Interview will be purely provisional and without verification of supporting documents.
6. All documents in original to be produced at the time of Interview.
7. Location of Job placement is BANGALORE.

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Selection Procedure:

1. The Selection will be based on short listing and subsequent Personal Interview.
2. The Company reserves the right to change (cancel, modify) the vacancy, criterial selection method.
3. Only suitable qualifying candidates will take part in the interview.
4. The selected candidate will be on contract basis for a period of one year.

General Terms & Conditions:

1. The details mentioned in the application should have supporting documents.
2. The Company reserves the right to reject ineligible candidates.
3. Minimum Qualification is Associate of Company Secretary of India.
4. Selected candidates will have to also produce valid documents for having relieved from the previous employer.
5. In case it is detected at any stage, even after the appointment, that the information furnished is false and or there has been suppression of any material fact, the services are liable for termination.
6. No representation / correspondence will be entertained.
7. Candidates resorting to canvassing / external influence will be disqualified.
8. All communications will be through the email, the contact number, the address mentioned in the application submitted.
9. Selected Candidates to submit self-attested KYC documents Viz., PANCARD, ADHAAR, PASSPORT for address proof and Email ID, Contact Number etc.
10. The selected candidate can't claim an employment in the Company at a later date.
11. Preference will be given to experience holder.