



Brief JD for Company Secretary on contract basis to be posted in the Exim Bank's wholly owned Factoring subsidiary in Gandhinagar:

Designation: Company Secretary

Role and Responsibilities

Handling Secretarial, Compliance, Legal and Recovery function of the Exim Bank's Factoring subsidiary.

Secretarial Responsibilities:

- Organising, preparing agendas for and taking minutes of board meetings and annual general meetings.
- Maintaining statutory books, including registers of members, directors and secretaries.
- Monitoring changes in relevant legislation and the regulatory environment and taking appropriate action.
- Liaising with external regulators and advisers, such as lawyers and auditors.
- Developing and overseeing the systems that ensure the company complies with all applicable codes, in addition to its legal and statutory requirements.

Compliance Responsibilities:

- Liaison with IFSCA / other statutory / regulatory bodies.
- To comply with applicable laws and regulatory guidelines related to the subsidiary.
- Designing and implementing KYC / AML Policy.
- Review of and modifications to Internal Policies / Manuals.
- Addressing queries relating to various IFSCA circulars / notifications from statutory bodies.
- Supporting and monitoring the implementation of Policy in all offices/branches.
- To put in place appropriate controls for detection and reporting of suspicious activities in accordance with applicable laws/laid down procedures.
- To ensure that the concerned staff are adequately trained in KYC/AML/CFT procedures and related operational guidelines issued from time to time.
- To keep abreast with the evolving landscape of factoring business in India / Overseas and implement applicable guidelines.
- Compliance Testing

Legal Responsibilities:

- Drafting and vetting of agreements, deeds, legal policies, legal procedures and product notes.
- Providing guidance to Credit Administration/Operations on legal documentation.
- Strategizing recovery plan in case of Stressed accounts.
- Direct monitoring of recovery of NPA.

Work Experience

Candidates with minimum 5 years' post-qualification experience in Corporate Banking / Trade Finance function, (OR) Experience in Treasury operations and / or Risk Management function and / or Compliance.

The ideal candidate must have experience of working in BFSI sector and they would be given preference.

Location: Gandhinagar, Gujarat

Term of contract

The contract shall be for a period of three years, extendable based on performance, at the option of the Bank.

Remuneration (CTC):

INR 22 lakh per annum. Candidates with higher experience (both in terms of number of years and quality) may be considered for higher CTC. No other benefits will be available on top of the CTC.

Age as on 30.06.23: Max: 35 years

Joining (Tentative): August 2023



Brief JD for Company Secretary (Compliance Officer) on contract to be posted in the Exim Bank's Head Office in Mumbai:

Designation: Company Secretary (Compliance Officer)

Role & Responsibility

Ensuring compliance with the secretarial provisions applicable to "High Value Debt Listed Entity" under the SEBI LODR Regulations.

The Company Secretary shall act as the secretary to the Audit Committee of the Board.

Experience

Candidates with minimum 15 years' experience in legal and regulatory compliance functions.

Location: Mumbai

Term of contract

The contract shall be for a period of three years, extendable based on performance, at the option of the Bank.

Remuneration (CTC)

INR 40 lakh per annum. Candidates with higher experience (both in terms of number of years and quality) may be considered for higher CTC. No other benefits will be available on top of the CTC.

Age as on 30.06.23: Max: 45 years

Joining (Tentative): August 2023



Brief JD for Company Secretary (Deputy Compliance Officer) on contract basis to be posted in the Exim Bank's Head Office in Mumbai:

Designation: Company Secretary (Deputy Compliance Officer)

Role & Responsibility

- Ensuring conformity with the regulatory provisions applicable to the listed entity in letter and spirit.
- Co-ordination with and reporting to the Board, recognised stock exchange(s) and depositories with respect to compliance with rules, regulations and other directives of these authorities in manner as specified from time to time.
- Ensuring that the correct procedures have been followed that would result in the correctness, authenticity and comprehensiveness of the information, statements and reports filed by the listed entity under these regulations.
- Monitoring email address of grievance redressal division as designated by the listed entity for the purpose of registering complaints by investors.
- Co-ordination with and reporting to the Board, recognised stock exchange(s) and depositories with respect to compliance with rules, regulations and other directives of these authorities in manner as specified from time to time.

Experience

Candidates with minimum 5 years' experience in legal and regulatory compliance functions.

Location: Mumbai

Term of contract

The contract shall be for a period of three years, extendable based on performance, at the option of the Bank.

Remuneration (CTC)

INR 22 lakh per annum. Candidates with higher experience (both in terms of number of years and quality) may be considered for higher CTC. No other benefits will be available on top of the CTC.

Age as on 30.06.23: Max: 35 years

Joining (Tentative): August 2023