



pnb cards & services limited
(a wholly owned subsidiary of PNB)

Regd Off: PNB Head Office, Plot No.4, Sector 10, Dwarka.
Corp. Off: 6th Floor, 7, Bhikaiji Cama Place, New Delhi-110607
Email: info@pnbcard.co.in

Ref: Adv./PNB Card/ 01/2023

Recruitment Notice

PNB Cards & Services Limited, a wholly owned subsidiary of Punjab National Bank, invites applications from eligible Indian citizens for the following posts at New Delhi.

Sl.	Open Positions	Min. Qualification	Age Limit	CTC (Rs.)	No. of Vacancies
1	Company Secretary & Legal Head	CS & LLB	40 Yrs.	Negotiable	One
2	Manager-Accounts	CA	40 Yrs.	Negotiable	One

Last Date of Application: 25/03/2023

Please submit your application on prescribed format along with curriculum vitae (CV) at info@pnbcard.co.in

For further details, please visit <https://pnbcard.in/>

Addendum/ Modification, if any shall be notified only on this website.

Place: Delhi
Date: 04/03/2023

Authorised Officer

**APPLICATION FOR RECRUITMENT OF COMPANY SECRETARY / MANAGER-ACCOUNTS
IN PNB CARDS AND SERVICES LTD. (a wholly owned subsidiary of Punjab National Bank)**
Ref: Adv./PNB Card/ 01/2023

The Chief Operating Officer
PNB Cards and Services Ltd.
Corp. Off: 6th Floor,
7, Bhikaiji Cama Place
New Delhi-110607
Email: info@pnbcard.co.in

Paste Passport Size Photograph
Please sign across the Photograph

APPLICATION FOR THE POST OF _____

With reference to your advertisement dated _____, I submit my application in prescribed format.

1 Full Name :
[In capital letters]

2 Father's/Husband Name :
[In capital letters]

3 I. CORRESPONDANCE
ADDRESS:

II. PERMANENT ADDRESS:

PIN:

PIN:

4 CONTACT DETAILS:

MOBILE No. _____

LANDLINE No. _____

E-Mail ID _____

5 IDENTIFICATION DETAILS:

ID PROOF:	ID NUMBER:
AADHAAR CARD	
PAN CARD	

6 GENDER:

7 RELIGION:

8 NATIONALITY:

9 MARITAL STATUS:

10 CATEGORY: GEN/SC/ST/OBC/OTHERS

11 IF PERSON WITH DISABILITY
TYPE OF DISABILITY PERCENTAGE OF DISABILITY

12 DATE OF BRITH (As per SSC/SSLC)
DD MM YYYY

13 BIRTH PLACE: NATIVE PLACE:

14 CIBIL Score: _____ as on _____

15 POST APPLIED FOR (tick against post applied for)

01. COMPANY SECRETARY & LEGAL HEAD

02. MANAGER-ACCOUNTS

16 EDUCATIONAL QUALIFICATION (As on date of application)

Sl.	Name of University / Institution	Month & year of passing	% of Marks*	Class / Grade

*Self-attested Copy of educational qualification certificates to attach.

17 EXPERIENCE: (Candidate can use separate sheet, if required)

Sl.	Organisation's name & address	Post held		Duration	Reason for leaving the job (if applicable)
		From	To		

- 18 Whether the applicant has undergone any disciplinary proceedings during his/her service in the previous / current employer(s) & if so, furnish details:
- 19 Is there any case pending or adjudicated by CBI or any other court of law / Is the candidate facing any criminal charges or investigation? If so, furnish details:

20 **DECLARATION:**

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief and I understand that in the event of any information being found false or incorrect at any stage or myself not satisfying the eligibility criteria as per the advertisement dated _____, my candidature/appointment for the said post is liable to be cancelled/terminated at any stage.

I hereby agree that I shall obey the final decision of the PNB Cards and Services Ltd., however in case of any legal proceedings in respect of any matter of claims or disputes arising out of this application and/or out of said advertisement can be instituted by me only at jurisdictional courts of New Delhi. I undertake to abide by all the terms and conditions mentioned in the PNB Cards and Services Ltd.'s advertisement dated _____.

(Signature of Applicant)

Name:

Date:

Place:

Enclosures:

1

4

2

5

3

6

(Candidate can use separate sheet, if required)



PNB Cards & Services Limited, a wholly owned subsidiary of Punjab National Bank, has been formed to undertake non-financial support services related only to operational needs of Punjab National Bank.

PNB Cards & Services Limited's main function is to assist Punjab National Bank to acquire customers from open market using all acquisition platforms including digital platforms, acquisition through DSA/PSA's/Other Channels.

Position	Company Secretary & Legal Head
Location	New Delhi
Reporting to	MD & CEO
Job Responsibilities	To provide guidance to company directors about how their organization should be directed, managed or controlled. Assisting in corporate governance ensuring that the company complies with legal and regulatory requirements
Purpose & Highlights of the role	<ul style="list-style-type: none"> • Ensuring compliance of all Regulatory and Statutory Laws / Guidelines. • training directors and members of the senior leadership team on corporate governance matters. • keeping up to date with any regulatory or statutory changes and policies that might affect the organization. • ensuring that policies are up to date and are approved • implementing processes or systems to help ensure good management of the organisation or compliance with legislation • Compliance with all the rules and regulations of different laws. • Filing, registering any document including forms, returns and applications by and on behalf of the company as an authorized representative. • Maintenance of secretarial records, statutory books and registers. • All work relating to shares and their transfer and transmission. • Arranging and making necessary arrangements for the meeting of the board and other sub committees of the board of directors. • Prepare agendas and papers for board meetings, committees, and annual general meetings (AGMs) and follow up on action points. Matters pertaining to the holding and conducting of the Annual General Meeting of the company including preparation of Annual Report of the same. • Drafting of Notices & maintenance of Minutes for Board Meetings and General Meetings. • Drafting Board reports, resolutions, and letters related to appointment and resignation of directors. • To prepare the Minutes of Board Meeting, Annual General Meeting and various other committees of the Board. • Liaise with external regulators and advisers such as lawyers and auditors.

	<ul style="list-style-type: none"> • Handling secretarial work related to private placement, CSR compliances, conducting board meetings and general meetings. • Preparation of Annual Report, Annual Returns , XBRL filings and other related documents. • Should be well versed about various compliances of Companies Act, 2013. • To ensure that the legal requirements related to running the business and managing operations are properly adhere to within the framework of the government of law in various locations and geographies. • To monitor various processes relating to business, operations & functions for their compliance; to offer advice whenever required to enable strict compliance to set policies, procedures and practices. • To file various forms and other due compliances before the Registrar of Companies, RBI and other regulatory body. • Drafting & vetting of Legal documents in the likes of Lease Deeds, Memorandum of Understanding, Legal notices & Reply to the Notices, replying to Show Cause Notices, Indemnity Bonds, Power of Attorney, Leave & License Agreements Affidavits, Agency agreements, settlement agreements, Non-Disclosure agreements, Confidentiality agreements, Service Agreements, replies to RTI etc. Preparing case briefs, representing the company in courts, forums, etc. • Responsible for any other secretarial and legal matters as and when needs arises. • To comply with the compliance directions issued by the Parent organization. • Manages the Secretarial/ Compliance Audit.
<p><u>Key skills required</u></p>	<ul style="list-style-type: none"> • Strong administrative skills and an aptitude for using IT software • Commercial awareness • Meticulous attention to detail • Interpersonal skills • Influencing skills • Excellent organisation and time management • Ability to take the initiative • Flexible and practical approach to work. • Discretion and diplomacy.
<p>Qualification & Experience</p>	<ul style="list-style-type: none"> • Company Secretary from ICSI and L.L.B with atleast 50% marks from any recognized college/university. • Relevant post qualification work experience of atleast 3 years.
<p>Maximum Age</p>	<ul style="list-style-type: none"> • Maximum 40 as on 31.03.2022
<p>Note: In case of large no. of applicants, preliminary screening may be done to shortlist candidates for further interview.</p>	



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Position	Manager- Accounts
Location	Delhi
Reporting to	Chief Financial Officer
Job Responsibilities	The candidate to ensure accurate accounting and up to date books in Tally Software. The candidate will be part of the finance team reporting to CFO.
Purpose & Highlights of the role	<ul style="list-style-type: none"> • Maintain accurate and up to date books in Accounting Package as per IGAAP. • Ensure timely closure of books /monthly closing activities. • Ensure proper reconciliations of ledgers on time. • Preparation of Financial statement including Balance sheet, Profit & Loss and cash flow with working papers and schedules. • Record keeping for all the accounting transactions. • Support in Monthly MIS preparation. • Ensure timely payment of Statutory dues and submission of Return Filings related to GST, TDS, Income Tax, PF, ESI etc. • Periodic reporting as per the parent entity. • Responsible for reconciliation between books vs all statutory returns filling. • Managing payroll and statutory compliances related to staff. • Staff payments including sundry advances and their reimbursement/travelling bills. • Reconciliation of Bank and Office Imprest Accounts on Daily basis. • Support in Implementing Internal controls and implementation of new processes. • Coordinate with external consultants to get the work done on time. • Preparation of periodic reports required by Management and support in Management /Investor reporting. • Responsible for all Inter Company reconciliations on periodic basis. • Managing Fixed Deposit and ensuring timely renewal. • Timely Closure of Statutory Audit and Internal Audit. • Process Rental on timely basis as per agreement. • Process Service delivery invoice as per the Service Level agreement executed with the stakeholders. • Process vendor invoices and disburse the payments within applicable timelines. • Custodian of Bank Guarantees/EMD deposited by the vendors.

Key skills required	<ul style="list-style-type: none"> • Working knowledge of accounting terminology and procedures. • Proficiency in all Microsoft Office applications and accounting software. • Knowledge of Advance excel shall be an added advantage. • Excellent organizational and time management skills. • Effective communication skills. • Detail-oriented.
Qualification & Experience	<ul style="list-style-type: none"> • The candidate should be qualified Chartered Accountant from ICAI with post qualification relevant work experience of atleast 3 years. • Certification of Tally and/or Microsoft Excel shall be added advantage • Excellent communication and interpersonal skills with a high regard for hierarchy. • Multitasking, Good analytical and time management skills • Exceptional ability to think strategically, challenging the status quo to deliver innovative ideas, thus resulting in competitive advantage and commercial performance.
Maximum Age	<ul style="list-style-type: none"> • Maximum 40 as on 31.03.2022

Note: In case of large no. of applicants, preliminary screening may be done to shortlist candidates for further interview.