

Date: 24.01.2025

Ind Bank Housing Limited (IBHL), a subsidiary of Indian Bank, with head quarters in Chennai, invites applications from eligible candidates for the post of **Company Secretary & Compliance Officer on a contract basis**.

Last date for receipt of duly filled in application with the copy of the enclosures	<b>20.02.2025</b>
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**1. DETAILS OF POSITION(S)/DISCIPLINE(S):**

S.No	Name of the position(s)/discipline(s)	Vacancies
1	Company Secretary & Compliance Officer	01

**2. COMPENSATION:**

POSITION(S)/DISCIPLINE(S)	Compensation
Company Secretary / Compliance Officer	Rs.9 lakhs per annum (Negotiable)

**3. AGE, EDUCATIONAL QUALIFICATION AND EXPERIENCE:**

<b>Minimum Age *</b>	21 Years
<b>Maximum Age*</b>	70 Years
<b>Educational Qualification*</b>	(i) Graduate of any discipline with Company Secretary (Persons holding Legal qualification additionally will be preferred) (ii) He/She should be a member of the Institute of Company Secretaries of India
<b>Experience*</b>	Persons with minimum ONE Year experience as a Company Secretary in a listed company/HFC will be preferred

\*Cutoff date for Age, Educational qualification and Experience is 01.01.2025

**Note:**

- All Educational Qualification prescribed shall be from the University/ Institution/ Board recognized by Govt. of India/ approved by Govt. Regulatory Bodies.
- Any Degree wherever mentioned shall be **FULL TIME** course only.
- Experience relevant to the post will only be counted for reckoning the attribute of experience.

**4. HOW TO APPLY**

Candidates having above qualifications may download the application form from our website [www.indbankhousing.com](http://www.indbankhousing.com) and send duly filled in applications with the copy of the enclosures through courier / Registered Post to the above mentioned address addressed to Managing Director. Candidate can also send the scanned copy of the duly filled application with the enclosures to [indhousel991@gmail.com](mailto:indhousel991@gmail.com).

## 5. GENERAL INSTRUCTIONS

- a. Before applying for the post, candidate should verify and satisfy himself/herself that he/she fulfills the eligibility and other norms mentioned in this advertisement. Company would be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post for which he/she has applied. The decision of the Company shall be final in deciding about qualifications, experience and other eligibility norms.
- b. In case it is detected at any stage of recruitment that a candidate does not fulfill any of the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s), his/her candidature will be cancelled. If any of these shortcomings is/are detected even after appointment, his/her contract is liable to be terminated.
- c. The Company reserves the right to alter, modify or change the eligibility criteria and / or any other terms and conditions spelt out in this advertisement.
- d. Only those candidates who have met with the eligibility criteria for appearing in the Personal Interview will be intimated by email to the email address, furnished by them.
- e. The admission to personal interviews will be purely provisional without verification of age, qualification etc. of the candidates with reference to documents.
- f. Candidates will have to produce original relevant certificates like educational qualifications, experience, age, etc. at the time of interview, in support of his /her eligibility, as per the details furnished in the application, failing which his / her candidature will be cancelled.
- g. Decision of the Company in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of the, interview, selection and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Company in this regard.
- h. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated in Chennai.
- i. In case, any dispute arises on account of interpretation in version other than English, English version will prevail.
- j. Company does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of loss in transit or for any other reason beyond the control of the Company.

Chennai

Managing Director



<b><u>Application for Employment</u></b>							
Position applied for							
<b>Personal Details</b>							
Name (to be fully expanded)							
Date of Birth	Photo						
Age							
Passport size photograph to be affixed							
Sex	Male / Female						
Nationality							
Religion							
Whether belongs to	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Backward Caste</td> <td style="width: 50%;">Most Backward caste</td> </tr> <tr> <td>Scheduled Caste</td> <td>Scheduled Tribe</td> </tr> <tr> <td>Ex-Serviceman</td> <td>Physically Handicapped</td> </tr> </table>	Backward Caste	Most Backward caste	Scheduled Caste	Scheduled Tribe	Ex-Serviceman	Physically Handicapped
Backward Caste	Most Backward caste						
Scheduled Caste	Scheduled Tribe						
Ex-Serviceman	Physically Handicapped						
Native Place							
Languages known - To Read							
- To Write							
- To Speak							
Passport No.							
Voter ID No.							
Driving Licence No.							
Father's Name							
Mother's Name							
Marital Status	Single / Married						
Spouse Name							
Number of Children							
Number of other dependents							
Hobbies							
Address for Correspondence							
E-Mail ID							
Phone Number / Mobile Number							

Reference (2 references to be given with Phone numbers / Contact address)	
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Qualifications				
Academic (Photocopies of Certificates to be attached)				
Description	Year of passing	Subject / Specialization	Institution / University	% of Marks
S.S.L.C. / Matriculation				
H.S.C.				
Graduation				
Post Graduation				
Others				

Technical - including computer literacy (Photocopies of Certificates to be attached)				
Description	Year of passing	Subject / Specialization	Institution / University	% of Marks

NCFM / AMFI / Insurance modules (Photocopies of Certificates to be attached)			
Module	Date of Passing	Valid upto	% of Marks



