



Dated – 06.02.2024

**Recruitment of Company Secretary (CS) in Cent Bank Home Finance Ltd-2023-24**

**Last date of Receipt of Application: 14/02/2024**

**Cent Bank Home Finance Limited** is a deposit-taking Housing Finance and Mortgage Company jointly promoted by four Public Sector Institutions, viz. Central Bank of India, National Housing Bank, Specified Undertaking of Unit Trust of India and HUDCO.

CBHFL is looking for talented Company Secretary with winning attitude to be partner in the growth journey of the Company by shouldering responsibility.

**Eligibility Criteria and other details is as under:**

Position/Designation	Company Secretary cum Compliance Officer
Maximum Age	45 years as on 31.01.2024
Qualification	<p>Commerce graduate from a UGC recognized university in regular classroom course and a member of the Institute of Company Secretaries of India (ICSI).</p> <p>Additional professional qualification such as ICWA, ACA, MBA (Finance) and LLB will be added advantage.</p> <p>Preference will be given to candidate having extensive in-depth knowledge of all provision of Companies Act, SEBI guidelines, LODR guidelines (Listing Obligations and Disclosure Requirements) Regulations,, RBI/ NHB regulations for housing finance companies, all other applicable statutory guidelines for NBFCs in India</p> <p>Fluency in English is must.</p> <p>NOTE: Candidate having pending disciplinary action against them at the time of applying for the position or having been punished under disciplinary proceedings in last 5 years will not be considered eligible. All appointments are subject to satisfactory reference / background verification.</p>
Remuneration	Attractive salary depending on experience. Remuneration may be negotiated, salary will not be constraint for deserving candidate. Annual increment as per Company policy.
Experience	<p>Minimum experience of 5 years as Company Secretary in Public/Private sector undertaking/Bank/NBFC/FIs.</p> <p>Preference will be given to the candidate having experience in HFCs/NBFCs in handling compliance and accounts.</p>
Location	Corporate Office, Mumbai



**सेन्ट बैंक होम फायनेन्स लिमिटेड**  
**Cent Bank Home Finance Limited**

Corporate Office, Central Bank of India Building, Fort, Mumbai 400001

सेन्ट्रल बैंक ऑफ इण्डिया की अनुषंगी Subsidiary of Central Bank of India

**Dated – 06.02.2024**

Reporting Authority	Managing Director
Vacancy	One
Job Responsibilities	<p>To handle all secretarial and compliance related work as applicable to a HFC entity as per various laws applicable to the Company.</p> <p>Company Secretary cum Compliance Officer will be responsible for rendering professional assistance on day-to-day basis for:</p> <ol style="list-style-type: none"><li>1. Preparation of Notices, Minutes, Resolutions, Returns, Reports, Certifications, Intimations, Registers and Records etc. under the Companies Act, 2013, Secretarial Standards, SEBI Regulations, ROC filings, and other applicable Laws and regulations.</li><li>2. Review and Maintenance of Statutory Registers and Records in relation to above areas.</li><li>3. Filing and filing of various forms in above areas and certificates.</li><li>4. Providing opinions on the provisions of the Companies Act and SEBI Regulations for compliance.</li><li>5. Drafting and vetting of information/replies in response to notices and information requirements of various authorities.</li><li>6. Assisting in compliances to various provisions of the Companies Act, SEBI Regulations, Depositories Act, IBC, FEMA, NHB Regulations, RBI Guidelines and other applicable laws and regulations.</li><li>7. Coordination with the Stock Exchanges &amp; co-ordination with the Registrar and Transfer Agents (-RTA-) for various functions assigned to them and review of information exchanged with RTA.</li><li>8. Secretarial Assistance in conducting of various meetings under the Companies Act.</li><li>9. Maintenance and updating a calendar of compliance and tracking of pendency's across the group.</li><li>10. Equity Shares and Securities related issues and all related aspects, compliances, and reporting's.</li><li>11. Preparation required for Secretarial Audit and Secretarial Compliance Report and Compliance to Audit observations.</li><li>12. Compliance with Corporate Governance requirements.</li><li>13. Event based compliances within the purview of Company Secretary and Compliance Officer.</li><li>14. Renew and oversight of compliances by group companies.</li><li>15. Complaint handling and reporting's and redressal of Investor grievances.</li><li>16. Secretarial Affirmations, responses and compliance to Court/ Tribunal directions.</li><li>17. CSR compliances.</li><li>18. Periodical publication of results, Drafting of Annual Reports and disclosures in Annual Accounts, preparation of various reports and coordination with the auditors and regulators for the Annual Report.</li><li>19. Record maintenance within the purview of Company Secretary and Compliance Officer.</li><li>20. Any other matter as may be assigned from time to time.</li></ol>



**Dated – 06.02.2024**

Selection Procedure	Selection will be done through interview only by Interview Committee appointed by the Board.  Shortlisted candidate will be called for interview.  It may please be noted that company is not bound to call all the applicants for interview. Only shortlisted candidates will be called for selection procedure. Decision of the Company in this regard is final.
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**1. OTHER TERMS:**

- Canvassing, in any form, will result in disqualification of candidature.
- In case of any modification in advertisement, same will be updated in website only.
- The above recruitment may be scrapped at any stage of recruitment process without assigning any reason.
- Company may conduct background checks/CIBIL check at any stage of recruitment process or after selection of the candidate. If any information declared in application/documents found to be incorrect, candidate may rejected at any stage of selection process or employment can be terminated if candidate is selected.
- Decision of the Company in this regard is final.

**2. SUBMISSION OF THE APPLICATION:**

Eligible candidates have to submit the application in the given format (Annexure –A). No modification should be made in the application form. Last date of submission of the application will be 14/02/2024. Advance copy can be submitted through mail on or before the last date of submission of application [hr@cbhfl.com](mailto:hr@cbhfl.com). No application shall be entertained beyond the stipulated date. The application super scribing “Application for the post of CS must reach to:

HR Department  
Cent Bank Home Finance Limited  
Corporate Office, Mumbai  
Central Bank of India  
MMO Building, 6<sup>th</sup> Floor  
Flora Fountain, Mumbai -400023

**3. APPLICATION FEE: NIL**

**4. HOW TO APPLY**

- You are required to fill the application form and submit the application to our Corporate Office at Cent Bank Home Finance Ltd, Central Bank of India Building, MMO, 6<sup>th</sup> Floor, MG Road, Fort, Hutatama Chowk, Mumbai 400023 on or before **14/02/2024**, the application form is attached at the end of this advertisement.
- You must paste your latest colour passport size photograph and sign across it.

Dated – 06.02.2024

- ***You have to submit educational certificate, ICSI membership, Experience certificate (appointment letter and relieving) and last three months salary slip of your current employer with application form.***
- Applications received after expiry of application date will not be considered for recruitment.
- Application and documents must be self attested by the Candidate.

## **5. GENERAL INSTRUCTIONS**

1. Before filling the application form, the candidates must ensure that they fulfill all the eligibility criteria with respect to educational qualifications, work experience etc. In case it is observed at any stage of recruitment that a candidate does not fulfill any of the eligibility criteria, and /or that he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/ her candidature will be automatically cancelled. If any of the above shortcoming is/are detected even after appointment, his/her services are liable to be terminated without any notice.
2. Candidate must be a citizen of India.
3. Government guidelines in respect of Reservation norms shall be followed.
4. Mere submission of application against the advertisement and apparently fulfilling the criterion as prescribed in the advertisement would not bestow on him/her right to be called for the interview.  
Candidates serving in Government / Public Sector Undertaking (including Banks) should send their application through proper channel and produce a No Objection Certificate from their present employer at the time of interview in the absence of which their candidature may not be considered.
5. Any resulting dispute out of this advertisement shall be subject to the sole jurisdiction of courts at Mumbai.
6. Appointment of selected candidates will be subject to his/her being declared medically fit, satisfactory reports from his/her previous employer and referees. Further, such appointment shall also be subject to Service and Conduct Rules of the Company.

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Dated – 06.02.2024

**Annexure-A**

**APPLICATION FOR THE POST OF COMPANY SECRETARY CUM COMPLIANCE OFFICER**  
**IN CENT BANK HOME FINANCE LIMITED**

HR Department  
Cent Bank Home Finance Limited  
Corporate Office  
Central Bank of India Building  
MMO, 6<sup>th</sup> Floor, MG Road,  
Fort Flora Fountain,  
Hutatama Chowk,  
Mumbai-400023

Paste Passport Size  
Photograph  
  
Please sign across the  
Photograph

With reference to your advertisement on Company's website dated \_\_\_\_\_,  
I submit my application in prescribed format.

POST APPLIED FOR \_\_\_\_\_.

(TO BE FILLED IN CAPITAL LETTERS ONLY)

1. NAME : \_\_\_\_\_

2. ADDRESS FOR CORRESPONDENCE : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. CATEGORY: GEN / SC / ST / OBC / EWS

4. DATE OF BIRTH (AS PER SCHOOL LEAVING CERTIFICATE)

AGE IN COMPLETED YEARS AS ON **31/01/2024** :  
\_\_\_\_YR. & \_\_\_\_MONTHS.

D	D	M	M	Y	Y

5. CONTACT DETAILS :

MOBILE No. \_\_\_\_\_



Dated – 06.02.2024

13. EXPERIENCE : Total Experience \_\_\_\_\_YY\_\_\_\_\_MM

S. No.	Name of Company	Designation	Duration (In Years & Months)		Period of Service YY/MM	Key Responsibilities
			Joining Date	Resigned date		

14. DETAILS OF PRESENT EMPLOYMENT AND ASSIGNMENTS :

- (a) ORGANISATION : \_\_\_\_\_
- (b) FULL ADDRESS : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 DATE SINCE IN PRESENT EMPLOYMENT FROM \_\_\_\_\_ TO \_\_\_\_\_
- (c) POSITION : \_\_\_\_\_  
 \_\_\_\_\_
- (d) REPORTING TO : \_\_\_\_\_  
 \_\_\_\_\_
- (e) ASSIGNMENT : \_\_\_\_\_



Dated – 06.02.2024

15. PRESENT RESPONSIBILITY :

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NAME AND ADDRESSES OF TWO REFERENCES :

1) \_\_\_\_\_ 2) \_\_\_\_\_  
\_\_\_\_\_

**DECLARATION**

I hereby declare that the particulars furnished above are true and correct to the best of knowledge and belief and I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the relative advertisement, my candidature/appointment for the said post is liable to be cancelled/terminated at any stage and if appointed, my service are liable to be terminated. I am willing to serve anywhere in India. I agree that Company has right to transfer me to any part of the country at its discretion.

I hereby agree that 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 Mumbai and Courts/tribunals/Forums at Mumbai undertake to abide by all the terms and conditions mentioned in the advertisement displayed on Company's website dated **31/01/2024**.

**(SIGNATURE OF APPLICANT)**

Place : \_\_\_\_\_ Date : \_\_\_\_\_

Enclosures :

- 1.
- 2.
- 3.
- 4.