



Advertisement for Company Secretary (1 post)

Location: Mumbai

Micro Units Development and Refinance Agency Limited (MUDRA)

I. Company Profile

Government of India (GOI) has setup a Micro Units Development & Refinance Agency Ltd., hereinafter referred to as MUDRA presently as a wholly subsidiary of SIDBI. MUDRA would be responsible for refinancing all eligible institutions in the business of lending to micro / small business entities engaged in manufacturing, trading and services activities. MUDRA would also partner with state level / regional level coordinators to provide finance to Last Mile Financiers of small / micro business enterprises. MUDRA would further work to strengthen these institutions by extending other development support to expand their outreach, in addition to refinancing them with a view to turn help micro businesses across the length and breadth of the country.

The Company is Non-Banking Financial Institution with a present paid up share capital of Rs.250 Crore. MUDRA is looking for appointment of competent professional for the following position:-

II. Company Secretary

- 1. Minimum Educational Qualification:-** The Candidate should be a qualified member of the Institute of Company Secretaries of India.
- 2. Experience and Age:-** Post qualification experience of not less than 4 years preferably with specific experience in all matters pertaining to Company Law, Secretarial functions, Legal, Finance Accounts. Income Tax, Sales Tax & Insurance etc. especially pertaining to NBFCs / Banks & age not exceeding 35 years as on June 30, 2015. Policy on reservation as per the Government guidelines will be followed.
- 3. Excellent Communication and interpersonal skills, analytical ability, initiative, drive and commitment to quality systems are essential.**
- 4. Relaxation in eligibility criteria could be considered in deserving cases.**
- 5. Salary:** Negotiable and in line with industry standards.

III. Candidates belonging to and applying under reserved category are required to submit a Certificate regarding his / her Community in the prescribed format.

The percentage of reservation is as follows:

Particulars	SC	ST	OBC
Percentage of Reservation	7.5%	15%	24%

Micro Units Development and Refinance Agency Limited

(CIN : U65100DL2015PLC278078)

Corporate Office: **MSME Development Centre, C-11, G-Block, Bandra Kurla Complex, Bandra E, Mumbai – 400 051. Tel : 022-67531307, Email : ceo@mudra.org.in, www.mudra.org.in**



IV. Relaxation in upper age limit: (In case of candidates belonging to the following categories)

Sr. No.	Category	No. of years of relaxation
i)	Scheduled Caste / Scheduled Tribe candidates	5 years
ii)	Other Backward Classes candidates	3 years
iii)	Persons with Disabilities (VI / HI / OH)	10 years
iv)	All persons who have ordinarily been domiciled in Kashmir Division of J & K State during 01.01.1980 and 31.12.1989	5 years
v)	In the case of ex-servicemen and commissioned officers including Emergency Commissioned Officers (ECOs) / Short Service Commissioned Officers (SSCOs) who have rendered atleast 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within the next one year from the last date for receipt of application) other than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disability attributable to military service or on invalidment, by 5 years, subject to ceiling as per Government guidelines.	5 years

Note:

1. An Ex-Serviceman who has once joined a government job on the civil side after availing of the benefits given to him as an ex-serviceman for his re-employment, his ex-serviceman status for the purpose of re-employment in Government ceases.
2. In the case of a candidate who is eligible for relaxation under more than one of the above categories, the age relaxation will be available on cumulative basis with any one of the remaining categories for which age relaxation is permitted as mentioned above. This cumulative age relaxation is available to SC / ST / OBC candidates only.
3. Candidates claiming relaxation under IV (i to iii) should enclose necessary certificate as documentary proof.
4. The candidates eligible for age relaxation under IV (iv) above must produce the Domicile Certificate at the time of interview from the District Magistrate in the Kashmir Division within whose jurisdiction he / she had ordinarily resided or any other authority designated in this regard by Govt. of J & K to the effect that the candidate had ordinarily been domiciled in the Kashmir Division of the State of J & K during 1st Jan, 1980 and the 31st day of December, 1989.

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V. Reservation is available to Persons with Disabilities under Sec. 33 of Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995. Only such persons would be eligible for reservation in services / posts who suffer from not less than 40% of the relevant disability. A disability certificate issued by a Medical Board at the District level consisting of Chief Medical Officer, Sub-Divisional Medical Officer in the District and a member who is a specialist in Orthopedics, ENT or Ophthalmology, as the case may be, **shall be produced**. Accordingly, candidates with the following disabilities are eligible to apply for the posts reserved / identified for them.

1. **Visually Impaired (VI) - Blindness** refers to a condition where a Person suffers from any of the following conditions: (i) Total absence of sight (ii) Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses, (iii) Limitation of the field of vision subtending an angle of 20 degree or worse.
2. **Low vision** means a person with impairment of visual functioning even after treatment or standard refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device.
3. **Deaf & Hearing Impaired (HI)** The deaf are those persons in whom the sense of hearing is non functional for ordinary purpose of life i.e. total loss of hearing in both ears. They do not hear; understand sounds at all even with amplified speech. Hearing impairment means loss of 60 decibels or more in the better ear in the conversational range of frequencies.
4. **Orthopedically Challenged (OC)** Only those Orthopedically Challenged candidates who have locomotors disability or cerebral palsy with locomotors impairment of minimum of 40% and only those who fall in the following categories are eligible to apply:
 - BL - Both legs affected but not arms
 - OA - One arm affected (R or L)
 - Impaired reach;
 - weakness of grip;
 - ataxia
 - OL - One leg affected (R and or L)
 - MW - Muscular weakness and limited physical endurance

In case of non-availability of reserved candidates, of particular disability, ISARC reserves the right to inter-change these categories as per Government Directives.

VI. **THE COMPETENT AUTHORITY FOR ISSUE OF CERTIFICATE IS AS UNDER:**

For SC / ST / OBC Candidates:

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District Magistrate / Additional Dist Magistrate / Collector / Deputy Commissioner / Additional Dy. Commissioner / Dy. Collector / First Class Stipendiary Magistrate / Sub-Division Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner / Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate / Revenue Officer not below the rank of Tahsildar / Sub-Divisional Officer of the area where the candidate and / or his / her family normally resides.

For Persons with Disabilities:

Authorised Certifying Authority will be Medical Board at the District level. The Medical Board consists of Chief Medical Officer, Sub-Divisional Medical Officer in the District and a member who is a specialist in Orthopedics, ENT or Ophthalmology, as the case may be.

VII. How to Apply

Eligible candidates shall apply in the prescribed format by downloading the same from our website viz. www.imudra.org.in

The application in duly filled-in prescribed format including affixing latest passport size photograph together with copy of resume needs to be forwarded to MUDRA so as to reach MUDRA on or before close of office hours on **August 05, 2015** – by post / courier in a cover superscribed “**Application for the post of Company Secretary**” to the address given below and a copy of the same should also be sent by email to ceo@mudra.org.in

The CEO,
Micro Units Development and Refinance Agency Limited
C-11, G-Block, Bandra-Kurla Complex,
Bandra (East), Mumbai – 400 051.

Note:-

1. The Company will in no case be responsible for non-receipt of applications or any delay in receipt thereof on any account whatsoever.
2. Applications which are incomplete, or received after the prescribed date will not be considered.
3. The decision of the Company in all matters would be final and binding, and no correspondence in this regard would be entertained.

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