

**Advertisement for Recruitment –  
Company Secretary cum Compliance Officer  
on full time on roll - contract basis – (1 Post)**

**Location: Mumbai**

MUDRA is seeking to hire the services of One Company Secretary cum Compliance Officer (on contract basis) to be based at the Corporate Office of MUDRA, presently at Mumbai to undertake several tasks related to secretarial functions of the Company.

**COMPANY PROFILE:**

Government of India (GOI) has setup Micro Units Development & Refinance Agency Ltd., (MUDRA) as a Non-Banking Finance Institution (NBFI) and a wholly subsidiary of SIDBI. MUDRA is mandated to fund the eligible institutions engaged in the business of lending to micro / small business entities in manufacturing, trading, services and agri-allied activities through refinance, securitization and other modes. MUDRA is also responsible for monitoring the performance of Banks and other lending institutions under Pradhan Mantri Mudra Yojana (PMMY).

The Company is Non-Banking Financial Institution with a present paid up share capital of ₹1675 Crore and has a balance sheet size of over ₹ 17,000 crores. MUDRA is looking for appointment of competent professional for the position of Company Secretary-cum-Compliance Officer, to be designated as the Key Managerial Person and will be placed at the middle level of the hierarchy of the company.

**ELIGIBILITY**

- Should be an Associate / Fellow Member of Institute of Company Secretaries of India.
- Graduate from a recognized University. LLB qualification is desirable.
- Demonstrate commitment to carrying out tasks on time and under deadline.
- Excellent written, oral communication and interpersonal skills, analytical ability, initiative, drive and commitment to quality system.
- Post qualification, minimum secretarial experience of preferably 2 years in a similar organisation and should be familiar with matters pertaining to Company Law, Secretarial functions, Compliances required by Reserve Bank of India / Registrar of Companies in respect of NBFCs, Legal, Finance Accounts, Income Tax, Sales Tax & Insurance etc. Preference shall be given to candidate having experience of working in large NBFCs, Banks or financial Institutions.
- Age not exceeding 35 years as on March 31, 2018.
- Policy on reservation as per the Government guidelines will be followed.

**CONTRACTUAL STATUS AND DURATION**

The position will be a contractual position with MUDRA for a period of 3 years, extendable for a further period of 3 years or absorption in regular services of MUDRA, subject to satisfactory annual performance review and prevailing HR policy in this regard.

## **JOB PROFILE**

- Providing secretarial assistance to the Company, including dealing with Board matters, filing of returns and providing advices to the management.
- Complying with guidelines of Reserve Bank of India (RBI) for Non-Banking Financial Companies matters.
- Filing, registering any document including forms, returns and applications by and on behalf of the Company as an authorized representative with RBI, ROC or any other competent authority.
- Drafting Legal documents, Notice of the meetings, Agendas, Minutes & all other corporate documents.
- Compliance with various authorities like Reserve Bank of India (RBI), FEMA, Registrar of Companies (ROC) etc.
- Compliance with secretarial and corporate laws.
- Co-ordinating board/committee/annual general meetings/extra ordinary general meeting and follow-up actions thereof.
- Custodian of corporate records, statutory books and registers.
- Advising companies on Compliance of legal and procedural aspects, Companies Act, RBI Act, matters relating to NBFCs, Consumer Protection Act, Labour and Industrial Laws, Management, Valuation and Audit, Drafting of Legal Documents, Manpower planning and development etc.
- Representing Company before the courts, tribunals, tax authorities and other statutory / regulatory authorities as and when required.
- Communication with various stakeholders, like Shareholders, Government, Regulators, Authorities etc. and also Maintaining Industrial relations.
- Any other matters relating to the company secretarial assignment, including all incidental works, such as legal matters, audit, accounts, report writing, preparation of Annual Report / Directors' Report preparation, etc., and compliance of various statutory, regulatory and other reporting.

## **COMPENSATION**

- The compensation shall be market driven on CTC basis and shall be commensurate with experience and expertise of the selected person. It will be in the form of a total package and in the range of Rs.7 lakh to 10 lakh per annum. The selected candidate will also be eligible for annual increments not exceeding 10% pa, based on the performance and prevailing HR policy.

## **GENERAL INFORMATION**

Candidates are advised that they should not furnish any particulars or information that are false, tampered/fabricated or should not suppress any material information while applying on line. In case it is detected at any stage that a candidate does not fulfill any of the eligibility criteria for the post applied for and / or that he / she has furnished any incorrect information or has suppressed any

material fact(s), his / her candidature will stand cancelled. If any of these shortcomings is / are detected even after the appointment, his/her services are liable to be terminated.

Selection would be by way of written test/ presentation/ personal interview to be held at Mumbai before the Selection Committee or any other place as decided by MUDRA. MUDRA will undertake a preliminary screening of the applications received for preparing, if necessary, a list of eligible candidates to be called for interview. Thus, merely fulfilling the requirements laid down in the advertisement would not automatically entitle any candidate to be called for interview. The date of interview will be advised to the shortlisted candidates in due course.

Candidates short listed for interview shall have to produce all certificates in original for verification of their age, educational qualification, category, experience details, etc. at the time of interview. Failure to produce the same shall render the candidate ineligible for the recruitment process.

**MUDRA shall follow the reservation policies of GOI.**

**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%

**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 at least 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 being rendered invalid 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.
5. 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 Orthopaedics, 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.
  - a) **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.
  - b) **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.
  - c) **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.
  - d) **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, MUDRA reserves the right to inter-change these categories as per Government Directives.

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

**1. For SC / ST / OBC Candidates:**

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.

**2. 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.

#### **HOW TO APPLY:**

Eligible candidates shall apply in the prescribed format by downloading the same from our website viz. [www.mudra.org.in](http://www.mudra.org.in)

The duly filled-in application 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 31, 2018 – by post / courier in a cover super scribed “**Application for the post of Company Secretary-cum-Compliance Officer**” to the address given below and a copy of the same should also be sent by email to [ceo@mudra.org.in](mailto:ceo@mudra.org.in)

The MD & CEO,

**Micro Units Development and Refinance Agency Limited**

First Floor, MSME Development Centre,

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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