



REPCO HOME FINANCE LTD

(Promoted by REPCO Bank - Govt of India Enterprises)

Corporate Office: 3rd Floor, Alexander Square,

New No: 2(Old No 34&35) Sardar Patel Road, Guindy, Chennai - 600032

PH: 044 42106650 HRD PH: 9962235359,7823942864

Repco Home Finance Limited (RHFL) established in the year 2000, a housing finance company (HFCs), registered with National Housing Bank and regulated by Reserve Bank of India is inviting applications for **RECRUITMENT OF ASSISTANT COMPANY SECRETARY FOR CHENNAI.**

Post Code: ASSISTANT COMPANY SECRETARY

Position: MANAGER/SENIOR MANAGER

Location:CHENNAI

Eligibility:-

For Managers:

1. Age not exceeding 35 years as on 01-07-2024 (relaxation generally up to 45 years of age can be considered based on commensurate, relevant prior experience for deserving cases based on Management discretion).
2. Minimum 7 years of experience (for age not exceeding 35 years) in a listed/non-listed company preferably NBFC. For further age relaxation, commensurate additional experience would be required.

For Senior Managers:

1. Age not exceeding 36 years as on 01-07-2024 (relaxation generally up to 45 years of age can be considered based on commensurate, relevant prior experience for deserving cases based on Management discretion).
2. Minimum 8 years of experience (for age not exceeding 36 years) in a listed/non-listed company preferably NBFC. For further age relaxation, commensurate additional experience would be required.

Desired Profile:

1. Any graduation(10+2+3 format) from a UGC recognized university in regular class room and an ACS-an associate member of the Institute of Company Secretaries of India (ICSI). Additional professional qualification such as ICWA, ACA, MBA (Finance) will be added advantage.
2. Extensive in-depth knowledge of all provision of Companies Act, SEBI guidelines, LODR guidelines, RBI/ NHB regulations for housing finance companies, all other applicable statutory guidelines for NBFCs in India.
3. Presently holding a role in the cadre now equivalent to or not lower than that of Assistant Manager / Manager (Deputy Manager) cadre .

4. Candidates have to specify in the Bio Data form for which position they are applying (Manager/Senior Manager) followed by the desired location.
5. Fluency in respective regional language (read, write & speak) and Hindi besides English is must.
6. Early joining will be preferred.
7. For recruitment in all cadres, external candidates applying, 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.
8. Candidates terminated by any previous employers are not eligible to apply.
9. RHFL Internal candidates are not eligible to apply.

Job Description:

- To support Company Secretary in handling all secretarial and compliance related work as applicable to a listed entity as per various laws applicable to the Company (RHFL is a public limited company listed at NSE and BSE).
- Assisting, organizing and preparing agendas and papers for Board meetings, Board Committee meetings and Annual General Meetings (AGMs);
- Well versed in Company Law, LODR, SEBI compliances
- Regular compliances under Companies Act, 2013 and Rules made thereunder;
- Responsible for filing, registering any document including forms, returns and applications by and on behalf of the company as an authorized representative with SEBI, RBI, NHB, ROC, Stock Exchanges and other Statutory Bodies etc. and annual filings with MCA
- Maintaining and monitoring compliance of the Company with applicable laws and regulations including LODR requirements
- Responsible to maintain minutes and records for all the Board Meetings, Board Committee Meetings, AGM, EGM, all Committee meetings as per the current guidelines and rules laid down in the Companies Act and other applicable statutes.
- Preparing requisite documents for Creation/ Modification/ Satisfaction of Charges and Coordinating with Bankers and Registrar of Companies for registering such documents with ROC.
- Regular upkeep and maintenance of various Statutory Records and Registers.
- Advising on good governance practices and compliance of Corporate Governance norms as prescribed under various Corporate, Securities and Other Business Laws and regulations and guidelines
- Guide the Directors about their Responsibilities and duties.
- Liaison between the Company and the Stakeholders.
- Advising the Board of directors on legal obligations and corporate responsibilities and matters of corporate governance.
- Manage the Secretarial/Compliance Audit.
- Assists in developing a corporate and social sustainability framework
- Reviewing various petitions/applications/any legal opinions as may be obtained from external/internal counsel as and when required.
- Ensure monthly and quarterly Compliance with various regulations.
- Any other work as assigned from time to time

Key Competencies Required

- A high level of commitment and self-motivation.
- Proven work experience in handling the requisite portfolio.
- Strong integrity, trustworthiness and accountability
- Excellent written and verbal communication skills.
- Excellent Analytical Skill
- Proficiency in Microsoft Applications
- Professionalism and ethical conduct in all dealings.
- Proficiency in MS-Office

Pay & Perquisites : Negotiable Based on Current CTC + Attractive incentives.

PROBATION : 1 year

How to Apply:

Eligible candidates are requested to apply only as per the enclosed bio-data format (along with NOC if applicable and with detailed CV). Applications shall be sent by email/post/courier. Applications sent without the Bio Data format will not be considered.

Applications in a sealed envelope super-scribing the **“Application for the post of Assistant Company Secretary - MANAGER / SENIOR MANAGER - CHENNAI- JULY 2024** shall be forwarded to the address as given below to reach the addressee on or before 5 pm on July 15, 2024:

By Post/ Courier to:

The DGM (HR)
Repco Home Finance Limited
3rd Floor, Alexander Square
New No. 2/Old No. 34 & 35
Sardar Patel Road, Guindy
Chennai- 600 032.
Contact Number: 99622 35359

or

By mail to:

recruitment@repcohome.com
(With scanned Bio Data format and detailed CV)

Applications received after due date and without prescribed Bio Data format or through any other mode/ by hand except by post/ courier will not be considered.

The shortlisting will be done as per the prescribed criteria and as per management discretion depending upon the number of applications received. The shortlisted candidates shall be called for further selection process subsequently. The date & venue & mode of the same will be communicated to the shortlisted candidates individually in due course. The Company reserves the right to accept/reject any/all applications and/ or modify any of the eligibility

conditions without assigning any reason or even abandon the recruitment process. The Company also reserves the right to offer suitable cadre/emoluments to candidates as per its own discretion depending on profile, past experience and performance in the selection process etc. No further communication/ correspondence in this regard after submission of application will be entertained. Bringing external influence will lead to disqualification.

For eligible candidates of Repco Group of Companies, NOC from the Competent Authority has to be obtained before applying for the above position.
