

Ref.No.ISARC/2019-20

Date: 21/03/2020

EMPLOYMENT NOTICE FOR COMPANY SECRETARY POSITION

India SME Asset Reconstruction Company Limited (ISARC) is a Securitization and Asset Reconstruction Company registered with the Reserve Bank of India under Section 3 of the SARFAESI Act, 2002, that strives for speedier resolution of Non-Performing Assets (NPAs) in the MSME sector. ISARC has been promoted by Small Industries Development Bank of India (SIDBI) along with SIDBI Venture Capital Ltd., Bank of Baroda and United Bank of India as other sponsors, and 9 other public sector Banks, LIC of India and 4 state level institutions as shareholders.

ISARC invites applications from highly motivated professionals for the following position:

Positions:

Sl.	Name of the post	Department	No. of Vacancy	Pay Scale
1.	Company Secretary	Secretarial	1	Commensurate with experience.

Company Secretary - (1 Post- General Category)

Minimum Educational Qualification: The Candidate should be a qualified member of The Institute of Company Secretaries of India.

Experience and Age: not less than 4 years post qualification experience with specific experience in all matters pertaining to Company Law, Secretarial functions, Legal, Finance Accounts, Income Tax, Sales Tax & Insurance, etc. and age not exceeding 35 years as on 21st March, 2020.

The candidate should have proficient knowledge of IT systems to work with fluency on computers and should have excellent skill-sets in analysis, communication and interpersonal dealings.

Relaxation in eligibility criteria could be considered in deserving cases of above post. Salary as per industry practice.

How to Apply

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

The candidate is required to submit duly signed application form along with recent passport size photograph, self-attested copies of relevant documents in support of qualification, age, experience including latest salary statement (if applicable), latest resume etc. and forward the same to the address mentioned below in a sealed envelope mentioning the post applied for on the top left corner of the envelope and a copy of the same can also be sent by email to appln.isarc@isarc.in

The Managing Director & CEO

India SME Asset Reconstruction Company Limited

Swavalamban Bhavan, C-11, G-Block,

Bandra-Kurla Complex, Bandra (East), Mumbai - 400051

The Applications along with requisite documents should reach latest by 7th April, 2020. Applications not received within the stipulated date or received without proper documents, will be summarily rejected without any further correspondence.

Only eligible candidates meeting all eligibility criteria mentioned herein viz., Qualification, experience, age, need to apply.

Note:

- The Company will in no case be responsible for non-receipt of applications or any delay in receipt thereof on any account whatsoever.
- Applications, which are incomplete, or received after the prescribed date will not be considered.
- The decision of the Company in all matters would be final and binding, and no correspondence in this regard would be entertained.
- The upper age limit indicated above is with relaxation as applicable to SC/ST/OBC in line with Government guidelines.
- The candidates should ensure that he/she fulfills the eligibility criteria and other norms mentioned in the advertisement as on the specified dates and that the particulars furnished are correct in all respect. In case, it is detected at any stage of the recruitment process that a candidate doesn't fulfil the eligibility norms and/ or that he/ she has furnished any incorrect/ false information or has suppressed any material/ fact(s), his/ her candidature shall stand automatically cancelled. If any of the above shortcoming(s) is/ are detected even after appointment, his/ her services are liable to be terminated without notice.
- Mere meeting the conditions of the advertisement by the candidate(s) will not automatically entail them to be called for Test/ Interview/ Selection & Appointment.
- Management reserves the right to restrict the number of candidates.
- Management also reserves the right to cancel the advertisement and / or the selection process at its discretion.