



India SME Asset Reconstruction Company Limited (ISARC)

Advertisement for Recruitment of Company Secretary (on Contract)

Location: Mumbai

Company Profile

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., Punjab National Bank and Bank of Baroda as other sponsors, and 6 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:

1. Company Secretary (on contract) - 1 Post

Minimum Educational Qualification: The Candidate should be a qualified member of The Institute of Company Secretaries in 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 **June 30, 2021**.

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. Salary will be as per the industry practice.

The selected candidate will be appointed on contract basis initially for one year which is extendable for further period.

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 Chief Operating Officer
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 **July 23, 2021**. 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, caste (as applicable) need to apply.

Note:

- a. The Company will in no case be responsible for non-receipt of applications or any delay in receipt thereof on any account whatsoever.
- b. Applications, which are incomplete, or received after the prescribed date will not be considered.
- c. The decision of the Company in all matters would be final and binding, and no correspondence in this regard would be entertained.
- d. 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.
- e. Mere meeting the conditions of the advertisement by the candidate(s) will not automatically entail them to be called for Test/ Interview/ Selection & Appointment.
- f. Management reserves the right to restrict the number of candidates.
- g. Management also reserves the right to cancel the advertisement and / or the selection process at its discretion.