



**Join India's First Swadeshi Bank for Enriching Career and Limitless Opportunities**

**HUMAN RESOURCES DEVELOPMENT DEPARTMENT**

**Recruitment of Company Secretary in Senior Management Grade V (SPECIALIST) in Bank for the Financial Year 2022-23.**

Opening Date for	25.08.2022
Closing Date for APPLICATIONS	05.09.2022
Tentative Date of Interview	15.09.2022
Fee	1000+180 (GST)

Central Bank of India, *Oldest Swadeshi Bank serving customers since 1911 and a premier Public Sector Bank known for its top notch Customer Services and employee friendly environment*, with Pan India Branch Network of nearly 4500 branches, with total business of more than Rs.5,50,000 Crores and driven by talented work force of 31000+employees, invites applications from experienced professionals for the post of *Company Secretary in Senior Management Grade V*.

**1. DETAILS OF THE STREAM/SCALE/VACANCY/RESERVATIONS ARE AS FOLLOWS:-**

Sr No	Category	Grade/Scale	SC	ST	OBC	EWS	GEN / UR	TOTAL
			@ 15%	@ 7.5%	@ 27%	@ 10%		
1	Company Secretary	SMG/Scale V	0	0	0	0	1	1
	<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>

- Candidates belonging to reserved categories are free to apply against vacancies announced for Unreserved/General category provided they meet the eligibility criteria laid down for General Category candidates.

**Abbreviations used** : SMG Scale V– Senior Management Grade Scale V, AGM – Assistant General Manager, SC - Scheduled Caste, ST - Scheduled Tribe, OBC - Other Backward Classes, EWS – Economically Weaker Section, GEN-General Category.

**NOTE:**

**(A) Applications From Serving Employees:**

- Subject to fulfilling the other eligibility criteria, existing employees of Central Bank of India may also apply through proper channel.
- Such candidates if selected should resign from the existing post and join the new post as a fresh candidate like any other candidate selected from outside and such appointment shall be treated as fresh appointment for all purposes.

**(B) Medical Fitness, Bio Metric Verification, Character and Antecedent of the Candidates:**

The appointment of selected candidate will be subject to the candidate being declared medically fit by a Doctor or a panel of Doctors approved by the Bank, satisfactory verification of certificates pertaining to, antecedents of the candidates, PWD (if applicable).

**ELIGIBILITY CRITERIA:-**

No	Particulars	Details
1	POST	Company Secretary (Specialist officer Assistant General Manager in Grade Scale V)
2	Vacancy / Category	01 (No reservation) Candidate belonging to reserved category (including PWD) are free to apply for, provided they fulfill all the eligibility criteria applicable to unreserved category
3	Place of Posting	Central Office, MUMBAI
4	Age as on 01.07.2022	Maximum age as on 01.07.2022 should not exceed 50 years
5	Education	<b>Mandatory</b> -Member of the Institute of Company Secretaries of India (ICSI) Other qualifications ( <b>Desirable</b> ):-LL.B, C.A, I.C.W.A, F.R.M
6	Experience	Minimum 7 years' Post Qualification experience (as on 01.07.2022) in a listed company, preferably Bank/NBFC/Financial services company with minimum market capitalization of Rs.10000.00 crores. The experience should be in SEBI/companies Act/RBI related compliance/filings and secretarial functions. Proficiency in MS Office suite will be an added advantage
7	Specific Skills (Mandatory)	Knowledge of SEBI matters.
8	Broad Responsibilities	<ul style="list-style-type: none"><li>• Attending to all SEBI related compliance issues/ Prohibition of Insider Trading (PIT) regulations and other policies and timely disclosure of all regulatory filings. Providing compliances support and clarifications to all departments.</li><li>• Conducting /coordinating meetings of the Board and its various committees. Minutes of the committees and Board meeting to be recorded as per professional standards mandated.</li><li>• Complying Resolution of NSE/BSE/SEBI and attending/replying other investor related complaints.</li><li>• Liaisoning with Government of India, Bank Board Bureau/ FSIB and Reserve Bank of India on various administrative matters related to the Board functioning and procedures.</li></ul>

		<ul style="list-style-type: none"> <li>• Stakeholder Relationship maintenance.</li> <li>• To report to the Board about compliance with the provision of the applicable Acts and laws.</li> <li>• To ensure that the Bank complies with the applicable secretarial standards issued by the Institute of Company Secretaries of India constituted under section 3 of the Company Secretaries Act, 1980 (56 of 1980) and approved by the Central Government.</li> <li>• To ensure constitution / re-constitution of Board Committees are done strictly as per laid down norms/customary practices.</li> <li>• Ensuring Corporate Governance Norms of SEBI / Stock Exchanges and ensuring Compliance with Banking laws, Nationalized Banks' Scheme, SEBI Rules/Regulations, Stock Exchange guidelines/rules, Companies Act, etc. while acting as Compliance Officer for Equity Shares, Bonds, Banker to issue and Debenture Trustee.</li> <li>• Liaison with Authorities– SEBI, NSE, BSE, NSDL, CDSL and periodical reporting of mandated information.</li> <li>• Raising of equity capital in consultation with Chief Financial Officer and getting the shares listed with stock exchanges.</li> <li>• Handling AGM / EGM of shareholders. Continuous monitoring of SEBI Scores Portal for Investor Grievances to ensure that no shareholder grievance is pending and the Bank is free from shareholders' complaints.</li> <li>• Ensure that the management makes available the agenda items within the time frame stipulated by the Board and Its committees.</li> <li>• The minutes of the meetings of committee and the Board are to be recorded as per the professional standards mandated.</li> <li>• Ensuring adherence to the "Code of Conduct for the Board of Directors and Senior Management" approved by the Board.</li> <li>• Any other roles and responsibilities assigned by the bank.</li> </ul>	
10	CIBIL Score	<ul style="list-style-type: none"> <li>• Minimum CIBIL score of 650 or above at the time of joining.</li> </ul>	

**(A) REMUNERATION:-**

GRADE/SCALE	SCALE OF PAY
SMG SCALE V	89890-2500/2-94890-2730/2-100350

- Other perquisites/allowance will be as per Bank's policy.

### **3. SELECTION PROCEDURE**

Selection will be through **personal interview after shortlisting of applications**. Merely satisfying the eligibility norm does not entitle a candidate to be called for Interview. The decision of the Bank in this regard shall be final.

### **4. PROBATION PERIOD:**

The selected candidate **shall be on probation for a period of ONE year** which can be extended by further period of one year depending on the performance of the candidate.

### **5. GENERAL INSTRUCTIONS**

- 5.1 Not more than one application should be submitted by any candidate. Multiple Applications/Registrations will be summarily rejected and the application fee forfeited.
- 5.2 Before applying, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Applications, once submitted, will not be allowed to be withdrawn and the application fee/intimation charges once paid, shall be neither refunded nor held in reserve for any other examination. The Bank would be free to reject any application, at any stage of the Recruitment Process, if the candidate is found ineligible for the post, for which he/she has applied. The decision of the Bank regarding eligibility of the candidates, the stage at which scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced etc. and any other matter relating to recruitment shall be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Bank in this behalf. If any wrongdoing (s) / suppression of antecedents is/are detected even after appointment, his/her services are liable to be terminated.
- 5.3 A recent, recognizable color passport size photograph, should be firmly pasted on the application form and duly signed across by the candidate. Candidates are advised not to change their appearance till the recruitment process is completed. Failure to produce the same photograph at the time of personal interview may lead to disqualification. A candidate should ensure that the signatures appended by him/her in all the places viz. in his/her application, attendance sheet etc. and in all correspondences with the Bank in future should be identical and there should be no variation of any kind.
- 5.4 Candidates will have to produce original Certificates (wherever applicable) with regard to the information submitted in application form at the time of interview, failing which his/her candidature may be cancelled.
- 5.5 Candidates serving in Govt./quasi-Govt./Public Sector Undertakings (including nationalized banks and financial institutions) will be required to produce a "No Objection Certificate" from their employer at the time of interview, in the absence of which, their candidature may not be considered.

- 5.6 All candidates will have to produce, if called for interview, originals as well as self attested photocopies of their educational/experience certificates, certificates pertaining to proof of age, as well as other necessary certificates with regard to the information submitted in the application.
- 5.7 No Travelling Allowance is payable to candidates who are called for the interview. However, unemployed SC/ST Candidates, who are called for interview, will be paid actual to and fro 2<sup>nd</sup> Class Rail/Ordinary Bus fare in terms of Govt. guidelines by the shortest route on production of evidence of travel, i.e. Railway Receipt/Ticket(s) for attending the interview.
- 5.8 The Bank takes no responsibility for any delay /non-receipt or loss of any communication
- 5.9 Any resulting dispute arising out of and/or pertaining to the process of recruitment under this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai.
- 5.10 Canvassing in any form will be a disqualification.
- 5.11 Request for change of contact no./address/ email ID/ interview centre will not be entertained.
- 5.12 In case any dispute arises on account of interpretation of version other than English, English version will prevail.
- 5.13 Appointment of selected candidates is subject to their being declared medically fit as per the requirements of the Bank and clear antecedent report. Such appointment will also be subject to the Service, Conduct Rules & Policies of the Bank.

## **6. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT**

- a. Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated or should not suppress any material information while filling up the application form.
- b. At the time of interview/ Group Discussion(wherever applicable), if a candidate is/has been found guilty of resorting to any irregular or improper means in connection with his/her candidature for selection or obtaining support for his/her candidature by any means, such a candidate may render himself/herself liable to criminal prosecution.
- c. In case of any candidate being found guilty of misconduct as enumerated in Point No 6 (a) and or 6 (b), he/she is be liable:
- (a) to be **disqualified** from the interview process for which he/she is a candidate
  - (b) to be **debarred**, either permanently or for a specified period, from any examination or recruitment conducted by the Bank
  - (c) for **termination** of service, if he/she has already joined the Bank.

## 7. Mode of Payment

Candidates have to make the payment of requisite fees/ intimation charges through DD in favour of Central Bank of India payable at Mumbai. Amount of application fee is Rs1180 (Rs. 1000+ 180GST)

## 8. HOW TO APPLY:-

Candidates can apply only by sending application complete in all respect along with the fee and super scribed as “ Recruitment for the Post of Company Secretary” and has to be sent to the under mentioned address:

**General Manager-HRD  
Central Bank of India,  
17<sup>th</sup> Floor, Chandermukhi,  
Nariman Point, Mumbai-400021**

### Note:

- Please note that all the particulars mentioned in the application including Name of the Candidate, Category, Date of Birth, Post Applied for, Address, Mobile Number, Email ID, Centre of Examination etc. will be considered as final and no change/modifications will be allowed after submission of the online application form.
- Candidates are hence requested to fill in the application form with the utmost care as no correspondence regarding change of details will be entertained. Bank will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.

**Candidates are advised to regularly visit the Bank’s website for updates/ notices/ instructions. All announcements/addendum/ corrigendum/ details pertaining to this process will be only published / provided on authorized Bank’s website [www.centralbankofindia.co.in](http://www.centralbankofindia.co.in) from time to time under Career section. No separate communication/ intimation will be sent to the candidates who are not selected/ shortlisted in the process. All notification/ communication placed on Banks’s website shall be treated as intimation to all candidates who have applied for the process.**

**Merely satisfying the eligibility criteria norm does not entitle the candidate to be called for GD/Interview/Selection process. The Bank reserves the right to call only the requisite number of candidates for GD/Interview/Selection process after preliminary screening/ shortlisting with preference to the candidates’ age, qualification, essential requirements, suitability etc.**

**The Bank reserves the right to reject any application/ candidature at any stage or cancel the conduct of interview/GD or to cancel the recruitment process entirely at any stage without assigning any reason.**

**Date: 17.08.2022**

**GENERAL MANAGER (HRD)**

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Central Bank of India, Chander Mukhi, Nariman Point, Mumbai – 400 021 Web Site: [www.centralbankofindia.co.in](http://www.centralbankofindia.co.in)

**ANNEXURE A**  
**APPLICATION FOR THE POST OF COMPANY SECRETARY IN SMG SCALE V as ASSISTANT GENERAL**  
**MANAGER (SPL)**

To,  
General Manager-HRD  
Central Bank of India,  
17<sup>th</sup> Floor, Chandermukhi,  
Nariman Point, Mumbai-400021

Paste Passport  
size Photograph

Please sign across  
the Photograph

With reference to your advertisement on Bank's website dated \_\_\_\_\_  
I, submit my application in prescribed format.

1. NAME (in full)- \_\_\_\_\_

2. FATHER's/ HUSBAND's NAME: \_\_\_\_\_

3. ADDRESS FOR CORRESPONDENCE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. PERMANENT ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. CATEGORY: \_\_\_\_\_(SC/ST/OBC/GEN)

6. If person with Disability:

Type of disability:

Percentage of disability:

7. DATE OF BIRTH (As per Documents) :

Age in completed years as on 01.07.2022:

8. BIRTH PLACE \_\_\_\_\_ NATIVE PLACE: \_\_\_\_\_

9. MARTIAL STATUS:

10. GENDER :

11. NATIONALITY:

12. Details of Non refundable Application Fee (Rs.1180):

Name of DD issuing Bank:

City of Issue:

Date of Issue :

Amount:

13. Contact Details:

MOBILE NO. -

LANDLINE No.

E-MAIL ID-

14. EDUCATIONAL QUALIFICATION:

15. EXPERIENCE (Preceding 07 years) - Total (in years)\_\_\_\_\_

SN	Name of Institution	Designation/ Scale	Duration		Responsibilities	Extra Ordinary Achievements
			From	To		

16. DETAILS OF PRESENT EMPLOYMENT:

(a) Organisation

(b) Full Address:

(c) Position:

(d) Reporting to:

(e) Salary/Compensation presently drawn:

## **DECLARATION**

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief and I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the relative advertisement, my candidature for the said post is liable to be cancelled/terminated at any stage and if engaged, my service are liable to be terminated. I am willing to serve anywhere in India. I agree that Bank has right to transfer me to any part of the country at its discretion.

I hereby agree that any legal proceedings in respect of any matter of claims or disputes arising out of this application and/or out of said advertisement can be instituted by me only at Mumbai and Courts/tribunals/forums at Mumbai. I also undertake to abide by all the terms and conditions mentioned in the advertisement displayed on Banks website dated 18.08.2022. .

**(Signature of applicant)**

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Enclosures-Copies of Degree/experience certificates/KYC Documents:

- 1.
- 2.
- 3.
- 4.
- 5.