

## **IFCI FACTORS LIMITED**

### **Recruitment No.01/2023-24**

#### **Recruitment of Company Secretary of IFCI Factors Limited**

IFCI Factors Limited (hereinafter referred as IFL) invites applications from eligible candidates for the position of Company Secretary (CS) for Fixed Term Employment on contractual basis for a period of 1 year (extendable). Candidates fulfilling required eligibility criteria may apply by sending their curriculum vitae (CV) via email to [careers@ifcifactors.com](mailto:careers@ifcifactors.com). The last date for receipt of CVs is 04.04.2024 by 5pm.

#### **ELIGIBILITY CRITERIA:**

1. Cut-off date for eligibility criteria i.e. age, qualification and experience for the advertised position is January 01, 2024. The eligibility criteria are as follows:
  - Qualified Company Secretary having valid membership of Institute of Company Secretary Institute (ICSI).
  - Age: not exceeding 32 years.
  - Number of years of experience post qualification: At least 2 years.
  - Indian citizen.
2. Candidates are strictly advised to apply, after ensuring their eligibility as per the criteria above for the post as on the cut-off date.

#### **JOB DESCRIPTION:**

The candidate appointed as the Company Secretary of IFL shall be responsible for:

- Managing the secretarial affairs of the company.
- Filing applicable forms and returns with ROC, SEBI, RBI and other statutory bodies.
- Organize meeting of the Board, Committees, Shareholders of the company. Prepare agenda papers, minutes, resolutions for the said meetings and ensuring all the meetings are convened as per the norms.
- Maintaining and updating all statutory records/books and registers as required by law.
- Serving as the compliance officer of the company.
- Ensuring secretarial and regulatory compliances applicable to an NBFC including compliance of Companies Act 2013, secretarial standards and all other applicable compliances including but not limited to directions / guidelines / circulars of SEBI, RBI, Government of India, MCA etc. from time to time.
- Liaison with ROC / NSDL / CDSL / BSE.
- Drafting / reviewing any changes in the policies of the company pertaining to the aforementioned compliances.
- Overseeing compliance in respect of related party transactions.
- Facilitating secretarial audit.
- Providing necessary documents and support during audits by CAG, RBI, etc.
- Execution of Corporate Actions.

### Other terms & Conditions:

1. Final selection of the candidate will be subject to verification of information/documents of the candidate to the satisfaction of IFL.
2. Training / Internship/ Apprenticeship shall not be considered as part of experience.
3. IFL reserves the right to extend timelines for the recruitment process or add / amend the contents of this document at its sole discretion. Candidates are advised to check IFL's website [www.ifcifactors.com](http://www.ifcifactors.com) for all further announcements/information. Any addendum / corrigendum to this Recruitment No.01/2023-24 will be communicated through IFL's website. IFL may not issue separate communication(s) to applicant/candidate.
4. While the post on offer is based in New Delhi at the Head Office of IFL, the company reserves the right to transfer the candidate anywhere in India to any of its offices / or offices of its group companies.
5. IFL reserves the right to modify the eligibility criteria pertaining to educational qualification and/or work experience and/or any criteria prior to appointment of the candidate.
6. IFL reserves the right to utilize the services of the selected candidate in any of the functional areas of the IFL.
7. As part of the process of selection of a candidate for the position of Company Secretary, IFL reserves the right to draw a waitlist and consider waitlisted candidate(s) for future requirements, if any.
8. The appointment shall be for an initial period of 1 year, which may be extendable thereafter at the sole discretion of IFL. Upon joining, the selected candidate shall have to serve a notice period of 3 months to IFL.
9. The selected candidate joining IFL shall be governed by Staff Regulation and applicable policies of IFL, as amended from time to time.
10. Interview of shortlisted candidates shall be conducted online. The details of slots / time for interview shall be communicated to shortlisted candidates through an email. Request for change of slot / time for interview shall be at the sole discretion of IFL. However, IFL reserves its right to change / cancel the time for the interview at its discretion. The changes, if any, would be suitably advised to the candidates by notification on IFL's website or as decided by IFL.
11. Candidates should have a valid personal email-ID and mobile number, which should be kept active. **The email-ID and mobile number should be included in the CV.** Candidates are advised not to change their email-id/ mobile number till the recruitment process is completed. In case of non-receipt of any communication due to technical defect, error or failure, IFL shall not be responsible for the same.
12. Merely fulfilling the eligibility criteria will not vest any right in any candidate to be called for an interview. The decision of IFL to shortlist candidates for interview shall be final. No correspondence will be entertained in this regard.
13. The final selection of candidate is subject to fulfilling the stipulated eligibility criteria as on the cut-off date, qualifying in selection process, being declared medically fit and subject to satisfactory reference/ background check as may be required by IFL.
14. Mere eligibility, qualification/participation in selection process does not imply that IFL is satisfied beyond doubt about the candidate's eligibility and it shall not vest any right in a candidate for selection/appointment. IFL would be free to reject the candidature of any candidate at any stage of recruitment process, if he/she is found to be ineligible and/or has furnished incorrect or false

information/ certificates/ documents or has suppressed any material facts. If IFL learns about the ineligibility / falsification post appointment of the candidate, the candidate may be terminated from the services of IFL.

15. The appointment of the candidate is liable to be terminated forthwith without any notice or compensation in lieu of notice, if any declaration or statement or information furnished by them is found to be false or untrue or if any material information is found to be suppressed, or concealed by them.
16. The following documents in original together with a self-attested photocopy in support of the candidate's eligibility and identity are to be invariably submitted by the candidate when sought for by IFL:
  - i) Date of Birth (Birth Certificate or SSLC/ Std. X Certificate with DOB).
  - ii) Valid Photo Identify Proof (PAN Card/ Passport/ Driving License/ Voter's Card/ Aadhar Card).
  - iii) Mark sheets & degree certificates for educational qualifications.
  - iv) Experience certificate/ Relieving letter or Experience certificate cum relieving letter from the previous and/or current employer clearly indicating the Date of Joining and Date of Relieving for each of the previous employment (s). Any adverse remark from the previous employer(s) or any act of misconduct/ wrong committed by the candidate may make the candidate liable for disqualification.

Failure to submit the requisite documents to the satisfaction of IFL, shall make the candidate liable for rejection.

17. Any resultant dispute arising out of this advertisement and the selection process shall be subject to the sole jurisdiction of the Courts situated in Delhi only.