

Indbank Merchant Banking Services Limited (Indbank), a subsidiary of Indian Bank, with headquarters in Chennai, engaged in Stock Broking, Depository Participant Activities, Distribution of Mutual Fund and other Investment products, Merchant Banking and Advisory Services invites applications from eligible candidates for the post of **SPECIALIST OFFICERS/ QUALIFIED PROFESSIONALS**.

Last date for receipt of duly filled application with the copy of the enclosures	23.12.2016
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1. DETAILS OF POSITION(S)/DISCIPLINE(S):

S.No	Name of the position(s)/discipline(s)	Vacancies
1	Assistant Vice President (Secretary)	01
2	Secretarial Officer (Dealer)	19
Total		20

Reservation:

Reservations will be provided as per Government of India guidelines issued from time to time. The number of vacancies in each position/discipline is provisional and may vary according to the actual requirements of the company and it will be at the sole discretion of the company.

2. PAY SCALE AND EMOLUMENTS:

POSITION(S)/DISCIPLINE(S)	CTC(Rs. in lakhs) per annum*
Assistant Vice President (Secretary)	6.00 - 8.00
Secretarial Officer (Dealer)	2.00 - 4.00

*Emoluments will not be constraint for deserving candidates

Note: DA, HRA, CCA, Conveyance allowance, Performance linked incentive, Leave Fare Concession, Medical Aid, Hospitalization benefits, Terminal benefits and other perquisites will be admissible as per the rules of the Company.

3. NATIONALITY / CITIZENSHIP:

A candidate must be either (i) a citizen of India or (ii) a subject of Nepal or (iii) a subject of Bhutan or (iv) a Tibetan refugee who came over to India before 1st January 1962 with the intention of permanently settling in India or (v) a person of Indian origin who has migrated from Pakistan, Myanmar (formerly Burma), Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia or Vietnam with the intention of permanently settling in India, provided the candidate belonging to categories (ii), (iii), (iv) or (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India. A candidate in whose case a certificate of eligibility is necessary may be admitted to the interview conducted by the Company but on final selection the offer of appointment may be given only after the Government of India has issued the necessary eligibility certificate to the candidate.

4. POSTWISE VACANCIES AGE, EDUCATIONAL QUALIFICATION AND EXPERIENCE:

	Assistant Vice President / Secretary	Secretarial Officer (Dealer)
Minimum Age *	21 Years	21 Years
Maximum Age*	35 Years	30 Years
Educational Qualification*	Graduate with Qualified Company Secretary. (Persons holding chartered Accountant qualification additionally will be preferred)	Graduate with NISM/NCFM qualification
Experience*	Minimum three years' experience as a Company Secretary in a listed company	Minimum one year experience in dealing/back office

*Cutoff date for Age, Educational qualification and Experience is 01.07.2016

Note:

- All Educational Qualification prescribed shall be from the University/ Institution/ Board recognized by Govt. of India/ approved by Govt. Regulatory Bodies.
- Any Degree wherever mentioned shall be **FULL TIME** course only.
- The experience in years should be **post qualification** experience on **FULL TIME BASIS**.
- Experience relevant to the post for which the application has been made will only be counted for reckoning the attribute of experience.
- The candidates applying for the posts should have proficiency in appropriate computer skills / working knowledge of application packages used in office automation / computer environment.
- Immediate posting required for following places in the states of:
Karnataka –Bangalore
Andhra Pradesh – Hyderabad
West Bengal – Kolkata
Tamilnadu - Salem, Coimbatore and Chennai.
Maharashtra - Mumbai.

Apart from the above posting, Applications are invited for other places also, which will be shortlisted and considered as and when vacancies arise.

7. HOW TO APPLY

Candidates having above qualifications may download the application form from our website www.indbankonline.com and send duly filled in applications with the copy of the enclosures through courier / Registered Post to the above mentioned address addressed to Assistant Vice President, HRD. Candidate can also send the scanned copy of the duly filled application with the enclosures to recruitment@indbankonline.com.

8. SELECTION PROCEDURE:

After screening the applications received, company may devise the selection procedure either only through Interview or through written test followed by Interview.

9. APPOINTMENT, PROBATION etc.

The candidates selected will be subject to such terms and conditions as existing in the Company at the time of appointment.

Probation: The selected candidates will be on probation for a period of 1 year from the date of joining. Their confirmation in the Company service will be decided in terms of the provision of the Company's Service Regulations.

Security Deposit: The selected candidate has to deposit their two months gross emoluments as interest free security deposit at the time of joining the company. Such security deposit is refundable on confirmation of the service in the company.

10. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT

Candidates are warned that they should not furnish any particulars that are false, tampered, fabricated or suppress any material information while filling up the application form. At the time of interview, if a candidate is (or has been) found guilty of 1. Impersonating or procuring impersonation by any person or 2. Resorting to any other irregular or improper means in connection with his/her candidature for the selection or 3. Obtaining support of his/her candidature by any means; such candidate may, in addition to, rendering himself/herself liable to criminal prosecution will be liable (a) to be disqualified from the interview for which he/she is the candidate (b) to be debarred either permanently or for a specific period from any selection held by the Company. Please note that a candidate who has been declared successful but subsequently found ineligible will not be allowed to take part in the process / join the Company and the inconvenience caused thereby will be at his/her cost and consequences.

11. GENERAL INSTRUCTIONS

- a. Before applying for the post, candidate should verify and satisfy himself/herself that he/she fulfills the eligibility and other norms mentioned in this advertisement. Company 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 Company shall be final in deciding about qualifications, experience and other eligibility norms.
- b. In case it is detected at any stage of recruitment that a candidate does not fulfill any of the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s), his/her candidature will be cancelled. If any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated.
- c. The Company reserves the right to alter, modify or change the eligibility criteria and / or any other terms and conditions spelt out in this advertisement, including criteria for passing/method & procedure for selection.
- d. Only those candidates who have met with the eligibility criteria for appearing in the Personal Interview will be intimated by email to the email address, furnished by them.
- e. The admission to personal interviews will be purely provisional without verification of age, qualification etc. of the candidates with reference to documents.
- f. Appointment of selected candidates is subject to the Service & Conduct Rules of the Company.
- g. Candidates will have to produce original relevant certificates like educational qualifications, experience, age, etc. at the time of interview, in support of his /her eligibility, as per the details furnished in the application, failing which his / her candidature will be cancelled.
- h. Only candidates willing to serve anywhere in India should apply.
- i. Decision of the Company in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of the, interview, selection and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Company in this regard.
- j. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated in Chennai.
- k. In case, any dispute arises on account of interpretation in version other than English, English version will prevail.
- l. Company does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of loss in transit or for any other reason beyond the control of the Company.

CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION
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Chennai

Assistant Vice President, HRD