

HR-TAD/Rec/2017

2nd June 2017**Recruitment Process for the position of Assistant Company Secretary**

Federal Bank, one of India's leading private sector banks invites applications for the position of Assistant Company Secretary.

Interested candidates, who satisfy the eligibility criteria detailed in this notification, are advised to apply online between 02.06.2017 and 16.06.2017 (both days inclusive) only through the Bank's website www.federalbank.co.in, after carefully going through the instructions contained in this notification.

No other means/mode of application will be accepted.

Important Dates	
Opening Date of Online Application Gateway	02.06.2017
Closing Date of Online Application Gateway	16.06.2017

Eligibility Criteria - Assistant Company Secretary**i. Age (As on 01.06.2017)**

Candidates shall not exceed 45 years of age as on 01.06.2017 (should be born on or after 01.06.1972).

ii. Nationality

The candidate shall be a citizen of India.

iii. Minimum Educational Qualifications

- Graduation in any discipline with minimum 50% marks from an accredited University / Institution. Graduation / Post Graduation in legal discipline is considered desirable.
- Associate member of the Institute of Company Secretaries (ACS).

iv. Post Qualification Work Experience

- Minimum 10 years post qualification work experience in handling Regulatory & Compliance requirements of SEBI, NSE and BSE of an entity listed in NSE or BSE with atleast 5 years valid experience, in Statutory Compliance, Secretarial Matters, Investor Relations etc OR in role of a Company Secretary.
- Relevant work experience with Scheduled Commercial Banks will be an added advantage.

v. Location

Work will be based at Head Office of the Bank.

Probation Period

Selected candidates will be on probation for a continuous period of 1 year.

Cost to Company

The average Cost to Company for a candidate selected to the role of Assistant Company Secretary comes to around ₹25 lakhs plus add-ons on an annual basis.

Mode of Selection

Selection Process comprise of Personal Interview or any other modes / rounds of selection to be decided by the Bank.

Only the short-listed candidates will be called for any stage of the selection process. The Bank reserves the right to call only the requisite number of candidates after short-listing as mentioned herein. Short-listing will be done by taking into consideration the various attributes like qualifications / additional qualifications, experience etc.

Tentative venues for online assessment process

The selection process is likely to be conducted at the following center (s) / location (s) depending upon the number of applications shortlisted:

- a. Bangalore
- b. Cochin
- c. Chennai
- d. Kolkata
- e. Mumbai
- f. New Delhi

The Bank reserves the right to allot the candidate any of the centers where the selection process is conducted, or to advance / postpone / reschedule the selection process / interview dates and / or to add or delete or modify / change the centre and venues and / or cancel the selection process on account of technical or administrative exigencies or any other reason.

How to Apply

Eligible candidates have to apply online through the Bank's website only. No other means/mode of application is acceptable. The application format should be filled in English only. Before registering their applications on the website, candidates should note/possess the following:

- (i) Particulars of educational qualifications and other personal details, as these details are required to be filled in the online application form.
- (ii) Scanned copies of their latest passport size photograph and signature ready for uploading while submitting the online application.
- (iii) Candidate must possess his / her personal e-mail ID which should be valid for entire duration of this recruitment process.

- (iv) To submit applications online, log on to our Bank's website www.federalbank.co.in, follow the link 'Careers', and click "Apply Online" provided under "Recruitment process for the position of Assistant Company Secretary" in the 'Careers' page. After reading the instructions carefully, fill up all the details required in the online application form and click "Submit" available at the bottom of the last page of the application platform to submit / register your online application for the process. **Candidates shall take a print-out of the Online Application form** and retain the same for future reference.
- (v) Selection Process call letters will be sent to the shortlisted candidates only through e-mail at the e-mail address furnished by them in the online application. The intimation for the purpose of selection process will be sent to the short-listed candidates only through e-mail to the e-mail address provided by them in the online application.

General Instructions

- (i) Decision of the Bank 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 at the time of group discussion, interview, selection etc. and any other matter relating to recruitment will be final and binding on the candidates. No correspondence or personal enquiries shall be entertained by the Bank in this regard.
- (ii) The Bank reserves the right to reject any application/ candidature at any stage without assigning any reason and the decision of the Bank shall be final.
- (iii) For any clarifications candidates may contact at careers@federalbank.co.in or at 0484-2621720, 2634032.
- (iv) **Canvassing in any form will be a disqualification.**
