

RECRUITMENT OF ASST.COMPANY SECRETARY IN SCALE II

No. of vacancy

Asst. Company Secretary - 1

Mode of selection - Interview

Scale on appointment

Asst. Company Secretary - Manager's cadre (Scale II)

Total Emoluments at initial stage

Scale II - Approx. Rs.20200/- + HRA.

Perquisites

Pension - Contributory pension benefits based on defined contribution as per rules.

Leave Fare Concession, Annual medical allowance, medical reimbursement for self and family as per eligibility etc., are other major perquisites.

Qualification - Membership of the Institute of Company Secretaries of India

Post Qualification Experience

Asst. Company Secretary - Minimum 1 year

Desirable - Experience in a bank

General

The Posting will be at the Bank's Corporate Office.

The applicant should be experienced in all matters pertaining to Company Law and Secretarial functions and must have good knowledge of procedures under Companies Act, SEBI, BR Act and other legislations.

Age

Asst. Company Secretary - Maximum 30 years

Probation - One Year

GENERAL CONDITIONS

1. Application with Passport-size photograph pasted thereon should be accompanied by self attested copies of mark lists and certificates to prove the age and qualifications.
2. Candidates are advised to retain two copies of the same photograph, which was used in the application, for use at the time of interview.
3. Mere eligibility will not vest any right on the candidate for being called for interview. In matters regarding eligibility and selection, Bank's decision will be final and **no correspondence will be entertained.**
4. Please superscribe the envelope containing the application "APPLICATION FOR THE POST OF COMPANY SECRETARY / ASST.COMPANY SECRETARY" (as the case may be) and send to DEPUTY GENERAL MANAGER, (PERSONNEL), THE SOUTH INDIAN BANK LTD, SIB HOUSE, MISSION QUARTERS, THRISSUR – 680 001., so as to reach on or before **28.02. 2009.**

N.B. Those who have already applied against our advertisement dt 29.10.2008. Need not apply afresh.

**APPLICATION FOR THE POST OF
COMPANY SECRETARY/ASST.COMPANY SECRETARY**

1. a) Name :
b) Father's name :
c) Sex :
d) Marital status : Married / Single
 If married, details of spouse
 Name :
 Occupation :
 Employment details :

Passport Size Photograph

2. a) Date of birth :
b) Age as on 31.01.2009 :
3. Place of domicile :
4. Address for communication :

5. Phone No : E-mail ID :

6. Edl. Qualification :

Examination passed	Name of Board/ University	Month & Year of passing	% of Marks
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a. S.S.L.C.

b. PDC/ +2

c. Graduation

d.

Signature of the applicant

7. Computer qualification, if any :

8. Details of present employment :

9. Post qualification experience :

No. of years :

Details :

10. Experience in Bank, if any :

No. of years :

Details :

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect, my candidature/appointment is liable to be cancelled/terminated.

Place:

Date:

Signature of the applicant.