



## MAHARASHTRA RURAL HOUSING & MORTGAGE FINANCE LTD

### **Designation: Assistant Company Secretary**

#### **Job Duties:**

- Organize Board / Committee meetings and Preparation of notices, agenda and minutes for the Board and its committee Meetings.
- Preparation of Annual report (Director's report, Corporate Governance Report along with other required reports), Notices, Assisting in convening the General meetings.
- Ensure compliances with all the applicable provisions of the Companies Act, 2013, SEBI LODR, 2015, other listing compliances as specified by SEBI, RBI compliances including filing of requisite forms and returns with regulators' on MCA V3 portal, NHB portal, BSE and NSE portal within due timelines
- Handle all the audits for the secretarial activities viz. NHB Audit, Secretarial Audit, Internal Audit, Due Diligence Audit, Share Reconciliation Audit, Share Transfer Audit as per SEBI LODR compliances, etc.
- Ensure that all relevant statutory records along with attendance sheet are maintained as prescribed under the provision of Law.
- Ensure compliances pertaining to the Group Companies under the Companies Act, 2013, NHB Compliances etc.
- Compliance pertaining to Corporate Action and Liaison with RTA, NSDL and CDSL related to dematerialization of shares/redemption of NCDs/CPs etc.
- Drafting of various resolutions and policies as applicable to the Company, as and when required.
- Compliances pertaining to issue of securities including debentures under Companies Act, 2013 and SEBI LODR Regulations.
- Monitoring of applicable compliances of the Company under various regulators like RBI/NHB/SEBI/MCA/IRDAI/FIU/ICSI.
- Vetting of various agreements pertaining to the financial transactions undertaken by the Company.
- Compliances pertaining to the event based transactions undertaken by the Company.

#### **Required Skills:**

- At least 2-3 years of post-qualification experience - preferably with NBFCs and / or Listed Companies.
- Knowledge of corporate laws, including the Companies Act, 2013, SEBI (LODR), 2015, RBI Regulations etc.
- Candidate must have excellent written and verbal communication skills.

**Education Qualification:**

A Member of the Institute of Company Secretaries of India, Bachelor's Degree in Law will be an added advantage

**Salary:**

According to Industry Standard