



# BANK OF MAHARASHTRA

H.O. - 'LOKMANGAL' 1501, SHIVAJI NAGAR PUNE-411005

Phone: 020-25511654, 25514501 -12 /Fax: 020-25532581 e-mail: bomcoper@mahabank.co.in

## Recruitment of a Company Secretary

### Pre-requisites & other Conditions:

01.	Recruitment	-	Company Secretary
02.	No. of Posts	-	One
03.	Grade and Scale	-	<b>MANAGER IN MMGS-II</b> <b>SENIOR MANAGER IN MMGS-III</b>
04.	Minimum Educational Qualifications	-	<b>a)</b> Graduate in any discipline with minimum 55% marks. And 5% relaxation for SC/ST. <b>(b)</b> Associate Membership of Institute of Company Secretaries of India (ACS) with Computer Literacy
05.	Experience	-	<b>a)</b> Minimum 3 years experience as company secretary of listed Limited Company.
06.	Preferable Additional Qualifications	-	ACA/LAW
07.	Age	-	Maximum 28 years as on 01.12.2014.
	Pay Scale:-		Rs. 19400-700/1-20100-800/10-28100 (**Annual Package Rs. 8.55 lacs approx)
			Rs. 25700-800/5-29700-900/2-31500. (**Annual Package Rs.10.62 lacs approx)
08.	Application Fee	-	Rs.1000/ (Rs.One thousand only for Gen and OBC candidates and For SC/ST and PWD candidates Rs.100/(Rs. One hundred only-as intimation charges) in the form of Demand Draft drawn on any Nationalised Bank payable at Pune, favouring <b>BANK OF MAHARASHTRA A/C COMPANY SECRETARY RECRUITMENT-2014</b> to be sent with hard copy of online application.
09.	Application from Existing Employees of Bank of Maharashtra		The existing employees of Bank of Maharashtra fulfilling the above norms may also apply. In case the employee is selected he/she will have to join as fresh employee.

\*\*If Bank's quarter is provided at Pune the rental value of Rs.5000/- to 15000 p.m. will be increased. For posting in Pune. It excludes housing loan and vehicle loan at concessional rates as on date

The candidates will be shortlisted for selection process taking into consideration the qualification and experience etc.

The selection process will be decided by the Bank (written test and/or personal interview) taking into consideration the number of applications received.

**Time Schedule: Commencement of on line application: 18-12-2014 TO 10-01-2015**

**- Last date of receipt of hard copy of application : 17.01.2015**

**Note: 1. The candidates called for written test/ Interview will be informed by e-mail/SMS on the address/information provided by them in the application.**



## **CONDITIONS**

- (a) The Candidates applying should ensure that they fulfill all eligibility criteria. Their admission to all the stages of the recruitment process will be purely provisional subject to satisfying the prescribed eligibility criteria mentioned in this advertisement. Bank will take up verification of eligibility conditions with reference to documents submitted by the candidate only after the candidate has qualified for interview.
- (b) Pre-requisites are minimum and mere possession of the same does not entitle the candidate to be called for selection process. Considering the experience, the candidates will be shortlisted for selection process.
- (c) If any false/incorrect information furnished by the candidate is detected at any stage of recruitment process, his/her candidature will not be considered.
- (d) If the candidate knowingly or willfully furnishes incorrect or false particulars or suppresses material information, he/she will be disqualified and if appointed, shall be liable for dismissal from the Bank's service without any notice or assigning any reasons whatsoever.
- (e) The decision of the Bank in all matters relating to recruitment shall be final and no individual correspondence will be entertained. Applications received after due date will not be entertained. **The Bank is not responsible for any postal delay.**
- (f) The recruitment in Bank of Maharashtra is done strictly as per merit in a systematic way. Canvassing in any form will disqualify a candidate.
- (g) The Bank reserves the right to cancel the Recruitment through this Advertisement fully or partly on any grounds and such decision of the Bank will not be notified or intimated to the candidates.
- (h) Employees working in Government /Semi-Government Undertaking will have to produce No Objection Certificate at the time of interview.
- (j) The application must be submitted on line through Bank's website [www.bankofmaharashtra.in](http://www.bankofmaharashtra.in).
- (k) Date of birth as per Secondary School Certificate (SSC) and age **as on 01.12.2014** should be mentioned.
- (l) Appointment of selected candidate is subject to his/her being declared medically fit as per the requirement of the Bank. Such appointment will also be subject to the Service & Conduct Rules of the Bank.
- (m) The selected candidate will be on probation for a period of **Two years** from the date of joining. Their confirmation in the Bank's service will be decided in terms of the provision of the Bank of Maharashtra (Officers) Service Regulations.
- (n) Candidates applying under reserved category should submit the related certificates in the format prescribed by the Government of India. Relaxation in age will be given to the reserved category candidates as per extant guidelines of Government of India.
- (o) Print copy of on line application with attested copies of certificates in support of age, qualifications & experience should be submitted to **The Dy.General Manager (HRM) Bank of Maharashtra 'Lokmangal' 1501, Shivaji Nagar Pune-411005** so as to reach **on or before 17-.01-.2015**. Post applied for must be written on the envelope clearly. Applications received after due date (for whatsoever reason) shall not be entertained.

**Place: PUNE**  
**Date: 17-.12-.2014**

**SD/-**  
**Dy. General Manager**  
**HRM**

