



LIC HOUSING FINANCE LTD.

Corporate Office, Mumbai

RECRUITMENT OF COMPANY SECRETARY

LIC Housing Finance Ltd. requires **Company Secretary** for its subsidiary **LICHFL Care Homes Ltd.** as per the below eligibility criteria. The candidate shall be absorbed as Assistant Manager or Deputy Manager.

Eligibility criteria:

- **Age:** 21 to 35 years as on 01.01.2018
- **Educational Qualification:** Member of ICSI with valid membership number and minimum 50% in CS - Final. CA/CWA/Degree in Law is desirable.
- **Work Experience:**
 - i. Assistant Manager - Preference will be given to relevant experience
 - ii. Deputy Manager - Minimum 3 years of relevant experience

Position Offered: Cadre: Assistant Manager or Deputy Manager, **Designation:** Company Secretary

Number of Positions: 1

Location: LICHFL Care Homes Limited, Corporate Office, Mumbai

Pay Scale: Assistant Manager: 32815-1685(14)-56405-1755(3)-61670
Deputy Manager: 44610-1685(7)-56405-1755(6)-66935

(Salary Components includes Basic Pay, DA, HRA, CCA, Transportation Allowance, Lunch Allowance, Provident Fund, Mediclaim and other benefits as applicable in the cadre as per Company policy)

Job Responsibilities:

- Secretarial compliances, corporate governance, board/committee/general meetings, matters related to shares, maintenance of statutory records
- Filing of statutory documents, papers, returns and liaison with statutory authorities
- Finalisation of Company accounts, quarterly MIS, knowledge of Indian Accounting Standards
- Knowledge of Income tax, Goods & Services Tax, liability assessment, filing of returns
- Managing legal activities before courts, commissions, RERA compliances, policy framework and implementation
- Other duties & responsibilities as assigned from time to time

Interested candidates should submit the resume on our website **www.lichousing.com** (Careers: Submit Resume) along with the duly filled application form.

Note: The applicants who have not filled the form or the form is incomplete will not be considered for the selection process.

Applications received online on our website on or before 09.09.2018 will only be considered.

All sort of communication/intimation will be sent to the email id and mobile number registered in the online application form. Company will not take responsibility for late receipt/non-receipt of any communication emailed/sent via sms to the candidate due to change in the mobile number, email address, technical fault or otherwise. Candidates are hence advised to regularly visit LIC HFL website (www.lichousing.com) for details, updates and any information which may be posted for further guidance as well as to check their registered email account from time to time during the selection process.

The selection will depend on suitability of the candidates and decision of the Company will be final.

Date: 31.08.2018

GENERAL MANAGER (HR)