सेन्ट्रल बैंक ऑफ़ इंडिया
Central Bank of India
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मानव संपदा प्रबंधन (भर्ती एवं पदोन्नति) केंद्रीय कार्यालय
Human Capital Management (Recruitment & Promotion) Central Office

RECRUITMENT OF COMPANY SECRETARY IN SENIOR MANAGEMENT GRADE SCALE V IN SPECIALIST CATEGORY ON REGULAR BASIS

Opening Date for Receipt of Offline Application	**29.09.2026**
Last Date for Receipt of Offline Application	**10.10.2026**
Tentative Date of Interview	**October/November 2026**

Central Bank of India, a leading Public Sector Bank, with PAN India Branch Network of More than 4600 branches, with total business of more than Rs. 8,33,000 Crores and driven by talented work force of 35000 plus employees, invites application from experienced/eligible professionals for the post of Company Secretary in Senior Management Grade Scale V in Specialist Category on Regular Basis:

1. **Category-wise vacancy for the Post of Company Secretary in Senior Management Grade Scale V in Specialist Category on Regular Basis:**

SR. NO.	POST	SCALE	SC	ST	OBC	EWS	UR	TOTAL
01	COMPANY SECRETARY	V	0	0	0	0	1	1

- The number of vacancies/reserved vacancies is provisional and may vary according to the actual requirement of the Bank. The Bank reserves the right to increase or decrease the number of vacancies depending upon administrative requirements.
- Reservation for SC/ST/OBC/EWS/PwBD (Divyangjan) categories shall be applicable as per Government of India guidelines issued from time to time.
- Candidates belonging to reserved categories are free to apply against vacancies announced for Unreserved/General category provided they meet the eligibility criteria laid down for Unreserved/General Category candidates.
- **Abbreviations used:** SC - Scheduled Caste, ST - Scheduled Tribe, OBC - Other Backward Classes, EWS – Economically Weaker Section, UR- Unreserved.

Note: Candidates are advised to read eligibility criteria of educational qualification and experience carefully in all respects before applying to avoid any inconvenience with regards to disqualification from candidature in future.

2. ELIGIBILITY CRITERIA FOR THE POST OF COMPANY SECRETARY IN SENIOR MANAGEMENT GRADE SCALE V IN SPECIALIST CATEGORY: -

i. NATIONALITY/ CITIZENSHIP:

A candidate must be either
i) a Citizen of India or
ii) a subject of Nepal or
iii) a subject of Bhutan or
iv) a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India or
v) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India Provided that a candidate belonging to categories (ii), (iii), (iv) & (v) above shall be a person in whose favor a certificate of eligibility has been issued by the Government of India.

ii. DETAILS OF EDUCATIONAL QUALIFICATIONS & EXPERIENCE:

<u>Eligibility Cutoff date as on 31.08.2026</u>

- Recruitment profile i.e. qualification, experience, responsibility etc. for the post of Company Secretary in Senior Management Grade Scale V in Specialist Category on Regular Basis;

Post	**Company Secretary in Senior Management Grade Scale V (Specialist)**
Educational Qualification	The applicant should mandatorily be a Member of the Institute of Company Secretaries of India (ICSI) having a ICSI Membership number. **Preferred Qualification: -** LL.B, C.A, I.C.W.A, F.R.M
Experience	Minimum Post Qualification experience of 7 years' completed in a listed company preferably a Bank/NBFC/Financial services company having minimum market capitalization of Rs.10000.00 crores is required. The experience should be in SEBI/Companies Act/RBI related compliance/filings and secretarial functions. **Preferred Experience: -** Proficiency in MS Office suite
Age	Maximum Age 50 Years
Job Profile	• Attending to all SEBI related compliance issues/ Prohibition of Insider Trading (PIT) regulations and other policies and timely disclosure of all regulatory filings. Providing compliances support and clarifications to all departments. • Conducting coordinating meetings of the Board and its various committees. Minutes of the committees and Board meeting to be recorded as per professional standards mandated. • Complying Resolution of NSE/BSE/SEBI and attending/replying to other investor related complaints. • Liaisoning with Government of India, Bank Board Bureau and Reserve Bank of India on various administrative matters related to the Board functioning and procedures. • Stakeholder Relationship maintenance. • To report to the Board about compliance with the provision of the applicable Acts and laws. • To ensure that the Bank complies with the applicable secretarial standards issued by the Institute of Company Secretaries of India constituted under

	section 3 of the Company Secretaries Act, 1980(56 of 1980) and approved by the Central Government. • To ensure constitution / re-constitution of Board Committees are done strictly as per laid down norms/customary practices. • Ensuring Corporate Governance Norms of SEBI / Stock Exchanges and ensuring Compliance with Banking laws, Nationalized Banks' Scheme, SEBI Rules/Regulations, Stock Exchange guidelines/rules, Companies Act, etc. while acting as Compliance Officer for Equity Shares, Bonds, Banker to issue and Debenture Trustee. • Liaison with Authorities– SEBI, NSE, BSE, NSDL, CDSL and periodical reporting of mandated information. • Raising of equity capital in consultation with Chief Financial Officer and getting the shares listed with stock exchanges. • Handling AGM / EGM of shareholders. Continuous monitoring of SEBI Scores Portal for Investor Grievances to ensure that no shareholder grievance is pending, and the Bank is free from shareholders' complaints. • Ensure that the management makes available the agenda items within the time frame stipulated by the Board and Its committees. • The minutes of the meetings of committee and the Board are to be recorded as per the professional standards mandated. • Ensuring adherence to the "Code of Conduct for the Board of Directors and Senior Management" approved by the Board. • Any other roles and responsibilities assigned by the bank.

All educational qualifications mentioned should be obtained from university recognized by Govt. of India/ approved by Govt. Regulatory Bodies. Candidates must possess experience wherever applicable as prescribed for the notified post.

The cut-off date for ascertaining eligibility regarding educational qualification, age, and work experience is 31.08.2026. However, any experience of less than 6 months in an organization shall not be considered for determining eligibility, except when such experience is part of current employment.

- The level of educational qualifications prescribed for the posts is minimum. The candidate must produce Original Marks Sheet & Provisional Certificate/ Degree Certificate issued from the University if called for **interview**. Experience certificate cut of date as on **31.08.2026.**

Where CGPA/OGPA is awarded, the same should be converted into percentage and indicated in online application. If called for interview, the candidate will have to produce a certificate issued by appropriate authority inter alia stating the norms of the University regarding conversion of grade into percentage and the percentage of marks scored by candidates in terms of norms. The fraction of percentage so arrived will not be rounded off to the next higher number i.e. 59.99% will be treated as less than 60%.

iii. AGE CRITERIA AS ON 31.08.2026: -

Scale	**Age**
V	Max 50 Years

3. PROBATION AND CONFIRMATION:

The selected candidate shall be on probation for a period of ONE year which can be extended by further period of one year depending on the performance of the candidate.

4. **PLACE OF POSTING: -**

The selected candidates will be posted at Central office, Mumbai.

5. **BOND:**

An indemnity bond of INR 3,00,000/- must be executed by a selected candidate to indemnify the Bank in case such candidate leaves the service of the Bank within 3 years of his/her selection.

6. **REMUNERATION: -**

GRADE/SCALE	SCALE OF PAY
Assistant General Manager (SCALE V)	Basic:120940-3360/2-127660-3680/2-135020

Perquisites/allowance shall be as per Bank's policy.

7. **SELECTION PROCEDURE**

The selection will be through personal interview after shortlisting of applications. Merely satisfying the eligibility norm does not entitle a candidate to be called for Interview. In case more than one candidate score common marks, such candidates will be ranked in the merit in descending order of their age.

The date of the interview is tentative. The exact date/center/venue of interview will be communicated to the candidates through the call letters/e-mail for the interview. The Bank reserves the right to cancel or make any change in the date of the interview/ vary the selection procedure, if necessary. Bank reserves the right to add any procedure other than specified in the notification.

8. **APPLICATION FEE (NON REFUNDABLE):**

Application Fees **[Payable from 29.09.2026 to 10.10.2026 (Only through Demand Draft**), both dates inclusive] shall be as follows:

Demand Draft Payee Name	Amount in Rs. inclusive of GST
Central Bank of India Payable at Mumbai	Rs. 1180/- (Rs. 1000+180 GST)

9. **GENERAL INSTRUCTIONS**

a) Not more than one application should be submitted by any candidate. In case of multiple Applications only the latest valid (completed) application will be retained and the application fee paid for the other multiple registration(s) will stand forfeited.

b) Before applying, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Applications, once submitted, will not be allowed to be withdrawn and the application fee once paid shall be neither refunded nor held in reserve for any other examination. The Bank would be free to reject any application, at any stage of the Recruitment Process, if the candidate is found ineligible for the post, for which he/she has applied. The decision of the Bank regarding eligibility of the candidates, the stage at which scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced etc. and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Bank in this behalf. If any wrongdoing (s) / suppression of antecedents is/are detected even after appointment, the services of candidates selected are liable to be terminated.

c) A recent, recognizable color passport size photograph should be firmly pasted on the application form and duly signed across by the candidate. Candidates are advised not to change their appearance till the recruitment process is complete. Failure to produce the same photograph at the time of the personal interview may lead to disqualification. A candidate should ensure that the signatures appended by him/her in all the places viz. in his/her application, attendance sheet etc. and in all correspondences with the Bank in future should be identical and there should be no variation of any kind.

d) Candidates will have to produce original certificates (wherever applicable) with regard to the information submitted in application form at the time of interview, failing which his/her candidature will be cancelled.

e) Candidates serving in Govt./quasi-Govt./Public Sector Undertakings (including nationalized banks and financial institutions) will be required to produce a "No Objection Certificate" from their employer at the time of interview, in the absence of which, their candidature may not be considered.

f) All candidates will have to produce, if called for interview, originals as well as self-attested photocopies of their educational/experience certificates, certificates pertaining to proof of age, as well as other necessary certificate with regard to the information submitted in the application.

g) The Bank takes no responsibility for any delay /non-receipt or loss of any communication.

h) Any resulting dispute arising out of and/or pertaining to the process of recruitment under this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai.

i) Canvassing in any form will be a disqualification. The Bank will be comparing the responses of a candidate with those of other candidates to detect patterns of similarity. If as per the laid down procedure it is suspected that responses have been shared and scores obtained are not genuine/valid, the bank reserves right to cancel the candidature of the concerned candidates and such candidates will be disqualified.

j) Request for change of contact no./address/ email ID/ will not be entertained.

k) The interview centre will be as per Bank's sole discretion.

l) In case any dispute arises on account of interpretation of version other than English, English version will prevail.

m) The appointment of selected candidates will be subject to satisfactory verification of educational documents and experience documents wherever applicable, character, antecedents and caste certificate, validity certificates (wherever applicable), Biometric and/or Iris verification and their being declared medically fit by a Chief Medical Officer or Civil Surgeon, Till such time, their appointment will be provisional, and his/her candidature is subject to cancellation, if subsequently any false information is found. Such appointment will also be subject to the Service Regulations, Conduct Rules & Policies of the Bank.

n) Candidates are hereby informed that they must truthfully disclose full and complete details of any disciplinary action taken against them by any previous employer(s), as well as details of any pending or concluded criminal case(s), suit(s), or legal proceedings involving criminal liability, wherever such information is sought by the Bank in the application form or at any stage of the recruitment process.

Suppression, concealment, or furnishing of false information shall render the candidate liable for disqualification from the selection process or termination of service, if appointed.

10. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT

10.1 Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated or should not suppress any material information while filling up the application form.

10.2 At the time of interview/ Group Discussions (wherever applicable), if a candidate is/has been found guilty of:

- using unfair means during the interview or
- impersonating or procuring impersonation by any person or
- misbehaving in the interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the interview or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose.
- Resorting to any irregular or improper means in connection with his/her candidature for selection or obtaining support for his/her candidature by any means, such a candidate may in addition to rendering himself/herself liable to criminal prosecution, be liable:

(a) to be **disqualified** from the examination/interview for which he/she is a candidate
(b) to be **debarred**, either permanently or for a specified period, from any examination or recruitment conducted by the Bank
(c) For **termination** of service, if he/she has already joined the Bank.

11. HOW TO APPLY:-

Candidates can apply only by sending application complete in all respect along with the fee and super scribed as "Recruitment for the Post of Company Secretary" and has to be sent to the under mentioned address:

Chief General Manager
Central Bank of India
Human Capital Department - R&P
17th Floor, Chandermukhi,
Nariman Point, Mumbai- 400021

Note:

Please note that all the particulars mentioned in the application including Name of the Candidate, Category, Date of Birth, Post Applied for, Address, Mobile Number, Email ID, etc. will be considered as final and no change/modification will be allowed after submission of the application form.

Candidates are hence requested to fill in the application form with the utmost care as no correspondence regarding change of details will be entertained. Bank will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.

Candidates are advised to regularly visit the Bank's website for updates/ notices/ instructions. All announcements/addendum/ corrigendum/ details pertaining to this process will be only published / provided on authorized Bank's website www.centralbank.bank.in from time to time under Career section. No separate communication/ intimation will be sent to the candidates who are not selected/

shortlisted in the process. All notification/ communication placed on Banks's website shall be treated as intimation to all candidates who have applied for the recruitment process.

Merely satisfying the eligibility criteria norm does not entitle the candidate to be called for GD/Interview/Selection process. The Bank reserves the right to call only the requisite number of candidates for GD/Interview/Selection process after preliminary screening/ shortlisting with preference to the candidates' age, qualification, experience, essential requirements, suitability etc.

The Bank reserves the right to reject any application/ candidature at any stage or cancel the conduct of interview/GD or to cancel the recruitment process entirely at any stage without assigning any reason.

Decision of the Bank in respect of all matters pertaining to this recruitment would be final and binding on all candidates subject to the jurisdiction of the Competent Courts.

-SD-

Date: 28.09.2026 **CHIEF GENERAL MANAGER- HCM**