



**Karnataka Bank Ltd.**  
Your Family Bank. Across India.



Regd. & Head Office, Mahaveera Circle, Kankanady, Mangaluru-575 002  
CIN : L85110KA1924PLC001128

Telephone : 0824-2228222

Website : www.karnatakabank.com

**Karnataka Bank**, a leading digitally advanced Private Sector Bank with pan-India footprint, offers exciting opportunities for dynamic individuals to join its highly competent workforce.

Applications are invited from Indian Nationals for the post of **Assistant Company Secretary and Officers in Secretarial Department**:

[Vacancy : 4]

<b>Qualification</b>	Should be a Graduate and a Qualified Company Secretary holding valid Membership from the Institute of Company Secretaries of India (ICSI). Preference will be given to candidates having additional qualifications in law/accountancy/management.
<b>Experience</b>	Minimum <b>2 years' post qualification experience</b> in Officer Cadre in Secretarial Department of a company / listed entity ( <b>experience in Scheduled Commercial Bank / BFSI sector is preferred</b> ).
<b>Age</b>	Maximum : 35 years as on 01.08.2023
<b>Nature of Engagement</b>	Regular full time employment of the Bank with appropriate emoluments based on competence/experience.
<b>Place of Work</b>	Mangaluru or any other place as decided by the Bank.

#### Brief Job Profile

- Will function as Assistant Company Secretary / Manager in Bank's Secretarial Department.
- Will assist Company Secretary in conducting Board Meetings / Board level Committee Meetings & other regulatory requirements.
- Will assist the Company Secretary in guiding the Bank's Board of Directors and Board Committees and Management in complying with SEBI, Companies Act, other relevant laws, regulations, guidelines and for conducting the business in line with best corporate governance practices.
- Will be directly reporting to the Company Secretary of the Bank.

#### Skills & Competencies Requirement

- Good understanding of legal frame work including sound knowledge in Banking Law & Practice, Companies Act, SEBI/RBI regulations, regulatory requirements and sensitivity to supervisor's expectations.
- Possess accounting knowledge and legal knowledge in addition to compliances under relevant Acts / Regulations.
- Demonstrate core leadership skills in strategic thinking and long-term value creation, innovation, leadership & development of teams, and driving cross-functional collaboration.
- High degree of flexibility, openness and organization skills to accommodate a fast-paced and service-oriented environment.
- Ability to work collaboratively with senior leadership team and to liaise effectively with senior executives from the Bank and Board of Directors.
- Excellent understanding of finance-related performance standards.
- Should be technology savvy with excellent written and verbal communication skills.

### HOW TO APPLY

The eligible candidates should submit their detailed **Curriculum Vitae (CV)/Resume\*** to **recruitment@ktkbank.com on or before 20-08-2023**. CV/Resume should be sent through mail only. CV/resume received after the due date will not be considered.

*\*CV/resume should contain all the relevant details such as date of birth (with age), marital status, qualification/s, experience (with job profile), training programmes attended, personal skills, current/ expected CTC, etc.) alongwith recent color photo of the candidate.*

**The following documents should also be submitted along with the CV/Resume:**

- ✓ Associate/Fellow Membership from ICSI
- ✓ Work Experience Certificate

### SELECTION & APPOINTMENT

Candidates will be shortlisted based on the eligibility criteria and will be called for the interview. The candidates will have to appear for the interview at **Bengaluru or any other place** as decided by the **Bank**.

The selection will be through interview and interaction on the basis of eligibility, experience and performance (subject to duly fulfilling the prescribed eligibility criteria) and satisfactory completion of background verification of the candidate. **Selected candidate will be appointed and posted to Secretarial Department, Head Office, Mangaluru immediately.** The selected candidate is also liable to be transferred to any other place according to the administrative requirements of the Bank.

### EMOLUMENTS

The compensation, other terms & conditions will be negotiated/finalized depending upon the candidate's suitability & experience and market practices.

### GENERAL INSTRUCTIONS

- In case of selected candidate, all the requisite documents fulfilling the eligibility criteria will be scrutinized against the original documents. Hence, the candidates should ensure that they fulfill the prescribed eligibility criteria. In case it is detected at any stage of recruitment that the candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information/document or has suppressed any material fact(s), his/her candidature will automatically stand cancelled. If any of the above shortcoming(s) is/are detected even after recruitment, his/her contract is liable to be terminated without any notice.
- CV/Resume received without required information or not meeting any of the eligibility criteria will be rejected outright without assigning any reason thereof.
- Mere submission of CV/Resume against this notification and apparently fulfilling the eligibility criteria would not bestow on him/her right to be called for interview.
- The Bank will not be responsible if the candidate is not able to send the CV/Resume within the stipulated date through mail on account of any reason whatsoever.
- The Bank reserves the right to alter, modify or change the eligibility criteria and /or any of the other terms and conditions mentioned in this notification. Further, the Bank reserves the right to accept or reject any application without assigning any reason whatsoever and Bank's decision in the matter of eligibility, conduct of interview and selection would be final. No correspondence in this regard will be entertained by the Bank.
- Any resultant dispute arising out of this notification shall be subject to sole jurisdiction of the Courts situated in Mangaluru.