

JD Format

BOB Financial Solutions Limited (BFSL, formerly known as BOBCARDS Ltd.) is a wholly owned subsidiary of Bank of Baroda and a Non-Deposit Accepting Non-Banking Finance Company (NBFC). BFSL was established in the year 1994 to cater to the need of rapidly growing credit card industry in a focused manner. BFSL is one among the pioneers in Indian card market and was the first nonbanking company in India to issue credit cards.

The Company's core business is credit card issuance.

Position	Officer - Secretarial
Role & Responsibilities	<p>Key highlights of the role are listed below (purely indicative and not limiting):</p> <p>This position would include the mentioned set of responsibilities but not limited to:</p> <ol style="list-style-type: none"> 1) Ensuring error free & timely regulatory filings with MCA eforms, BSE, RBI etc. as per Companies Act, SEBI LODR requirements. 2) Maintenance of statutory registers and records 3) Assisting in pre and post Board/committees/shareholders meetings compliances in line with Companies Act requirements and internal SOP 4) Assisting in handling secretarial audits, due diligence etc. 5) Assisting in preparation of annual report 6) Assisting in handling of debt & equity fund raising activities through rights issue, private placement
Job specific skills	<p>Applicants should possess the following attributes:</p> <ol style="list-style-type: none"> 1) Sound knowledge of Companies Act, rules and SEBI regulations; 2) Ability to co-ordinate across multiple functions at various levels; 3) Good Communication skills and Keen eye for detail 4) Ability to submit deliverables within strict timelines 5) Good analytical skills problem solving skills
Educational Qualifications	<ul style="list-style-type: none"> • Any graduate, CS (should have at least cleared CS Finals / Professional level)
Minimum Experience	<ul style="list-style-type: none"> • 1 +Years
Location of posting	<ul style="list-style-type: none"> • Mumbai, Goregaon

Maximum Age on the last date of application	<ul style="list-style-type: none"> • 45
Email to be sent to	careers@bobfinancial.com with subject as “ Officer - Secretarial ”
Website	www.bobfinancial.com
Other Terms	<ul style="list-style-type: none"> • It may please be noted that company is not bound to call all the applicants for interview. Only shortlisted candidates will be called for selection procedure. • Canvassing, in any form, will result in disqualification of candidature. • In case of any modification in advertisement shall be updated only in Website. • The above recruitment may be scrapped at any stage of recruitment process without assigning any reasons. • Company may conduct background checks/CIBIL check at any stage of process and also call for current compensation detail/qualification documents/past employment proofs for conclusion of recruitment process.
Last Date for application	23rd March 2023