

JOB DESCRIPTION AND GENERAL GUIDELINES:

Posts under Job Code 08 in Monthly Pay Scale of ₹ 25350 to ₹ 38400
[Gross Monthly Emoluments: INR 107151 (approx) as calculated at the beginning of the Pay Scale]

Job Code	Grade/Designation	Department	Qualification & Experience Required	Brief Job Description
08	Company Secretary on the cadre of Senior Associate Vice President (No. of Openings: 1)	Corporate Secretarial	<p>Qualification: Graduate + C.S. with strong academic background.</p> <p>Experience required: Minimum 10 years, preferably in Banks / NBFCs / ARCs with exposure in Factoring / SME Finance / Trade Finance. Must possess strong communication skills (written & oral).</p>	<ul style="list-style-type: none"> · Take care of all secretarial compliances including the compliances specified under Listing Agreement, SEBI Regulations, RBI Regulations and under any other regulations applicable to the company from time to time. · Filling of various forms of returns with ROC, CLB and other statutory bodies. · Maintenance and updating of all statutory records and registers. · Preparation of agenda papers for the Company's Board and all Committee meetings and ensure that all meetings are convened as per the norms. · Accurate and timely recording of minutes of the meetings of all the meetings. · To act as a compliance officer before board of directors.

Posts under Job Code 09 to 11 in Monthly Pay Scale of ₹ 17100 to ₹ 33200
[Gross Monthly Emoluments: INR 66399 (approx) as calculated at the beginning of the Pay Scale]

Job Code	Grade/Designation	Department	Qualification & Experience Required	Brief Job Description
09	Senior Manager (No. of Openings: 1)	Finance & Accounts	<p>Qualification: Graduate + MBA/ C.A. with strong academic background.</p> <p>Experience required: Minimum 7 years, preferably in Banks / NBFCs / ARCs with exposure in Factoring / SME Finance / Trade Finance. Must possess strong communication skills (written & oral).</p>	Responsible for GL accounting, preparation of Month-end, quarter-end and year-end financial statements, preparation of MIS, deduction & deposition of statutory dues in timely manner, dealing with Auditors, dealing with Regulatory authorities like Income Tax, Service Tax, CAG, RBI etc., Timely payments to vendors, Dealing with Bankers/Rating

				Agencies etc.
10	Senior Manager (No. of Openings: 1)	Legal	<p>Qualification: Graduate + LL.B / B.A. LL.B (Prestigious Law School)</p> <p>Experience required: Minimum 7 years of experience in litigation and legal documentation with good written /verbal communication skills.</p>	<p>. Expertise in vetting, drafting and finalizing Loan documents, agreements, notices, replies, complaints, suits, claims, affidavit, criminal complaints, FIR's, legal policies, procedures etc.</p> <p>. Dealing with legal disputes of the company and monitoring & attending court cases filed by the company and filed against the company across the country & preparation & tracking of MIS.</p> <p>. Preparation & maintenance of legal documents and its execution as per the prescribed norms.</p> <p>. Liaisoning with the lawyers of the company on legal issues and accordingly advising the management on them.</p> <p>. Coordinating with various investigating authorities and representing the company before Police authorities, etc. for filing FIR's, Criminal Complaints, etc.</p> <p>. Coordinating with regional offices for legal documentation & assistance in legal audit conducted by internal auditors.</p> <p>. Recovering of outstandings from delinquent borrowers by using various measures such as negotiations, arbitration, court cases, etc.</p> <p>. Managing and scrutiny of clients' entire documentation process starting from the execution of relevant sets of documents.</p> <p>. Ensuring efficient coordination with lawyers, valuers & various other authorities with respect to creation of mortgage.</p> <p>. Whenever required, attending court proceedings on behalf of the company and assist in filing fresh litigation.</p>
11	Senior Manager (No. of Openings:	Credit	<p>Qualification: Graduate + MBA/C.A.with strong academic</p>	Managing client interaction & documentation, follow-up for over-

1)		background. Experience required: Minimum 7 years, preferably in Banks / NBFCs / ARCs with exposure in Factoring / SME Finance / Trade Finance. Must possess strong communication skills (written & oral).	dues, credit appraisal, credit underwriting, finance & risk assessment, stressed assets management, review of stressed and non-profit clients & ensuring quality of credit portfolio, monitoring clients debtors and industries to ensure compliance with audit policies and procedures, tracking of overdue accounts and recovering the stressed accounts, unit visits and coordination with relationship manager.
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Posts under Job Code 12 in Monthly Pay Scale of ₹ 8100 to ₹ 24200
[Gross Monthly Emoluments: INR 40874 (approx) as calculated at the beginning of the Pay Scale]

Job Code	Grade/Designation	Department	Qualification & Experience Required	Brief Job Description
12	Manager (No. of Openings: 1)	Risk Management	Qualification: Graduate + MBA/C.A./CFA with strong academic background. Experience required: Total exp of 3 yrs of relevant credit experience in handling credit / trade finance products such as cash credit, term loans, BGs, LCs, etc or prior experience in loans / advances in a commercial banking set up. Thorough understanding of the entire product range covering fund and non-fund based products being offered in the SME space. Further, knowledge of the forex/ derivatives and other foreign currency limits is desired. Adequate knowledge of the SME industries is desirable. Must possess strong communication skills (written & oral).	Managing of pre appraisal processes & risk rating, Risk assessment of proposals logged in and managing TAT, monitoring of portfolio in view of delinquency , watch list and exit accounts, submission of reports to Management on monthly/weekly basis, credit appraisal and analysis of proposals including assessment of fund based limits, delinquency tracking, management, monitoring of the client & debtor portfolio, Should be able to travel and meet customers in the region

Important Notes: (1) For positions under “Manager” Grade/Cadre, the age of the applicant shall not exceed 35 years as on April 01, 2014, for positions under “Senior Manager” Grade/Cadre, the age of the applicant shall not exceed 38 years of age as on April 01, 2014, while for positions under “Senior Associate Vice President” Grade/Cadre, the age of the applicant shall not exceed 42 years (as on April 01, 2014). For Reserved Category the upper age limit (as aforesaid) will be relaxable by 5 years for SC/ST and by 3 years for OBC (NCL) candidates.

(2) The monthly pay scales for all the abovestated Grades/Cadres are subject to upward revision from time to time at the absolute discretion of the management of the Company