

Recruitment of Deputy Vice President for Secretarial Section on regular basis

Tamilnad Mercantile Bank Ltd., one of the leading old Private Sector Banks, on a high growth path invites applications from dynamic and result oriented individuals for the following post. Please read all the details, information and instructions carefully.

❖ Deputy Vice President (For Secretarial Section)

Opening date for registering Online e-application – 13.08.2025

Closing date for registering Online e-application - 24.08.2025

Candidates are requested to apply only ON-LINE through TMB's website www.tmbnet.in/tmb_careers/. No other mode of submission of application will be accepted by the Bank.

Register your correct email ID/ Mobile Number while creating User ID.

Eligibility Criteria	
Age	Minimum – 40 years and not more than 50 years as on 31.07.2025
Educational Qualification	UG/PG in regular stream and Qualified ACS (Associate Member of the Institute of Company Secretaries of India)
Membership	Member of Institute of Company Secretaries of India (ICSI).
Remuneration	As applicable to Scale V officer (under new pay structure)
Experience	Minimum Four years' experience in the Bank /a Listed Company as Company Secretary. (Persons who have worked in the Secretarial section of a Bank or Large NBFC or Financial Institutions will be an added advantage)
Others	No vigilance case or adverse observation from RBI/Statutory Authority, shall be pending against the candidate identified for appointment as Deputy Vice President.

Roles & Responsibilities

1. Compliance Officer for SEBI purposes.
2. Conducting of meetings of the Board of Directors and other Committees of the Board.
3. Arranging the regulatory training programmes for Board members/Senior executives.
4. Conducting of Annual General Meetings and their related works, including preparation and circulation of AGM notices, Annual reports.
5. Conducting regular Analyst/Investor meeting.
6. Reconciliation of Share Capital Audit as per Regulation 76 of the SEBI (Depositories and Participants) Regulations, 2018.
7. Coordinating with our Registrar and Share Transfer Agent (RTA) in handling investor service requests of our shareholders
8. Dividend distribution – Obtaining permission from Board/AGM for distribution / keep in abeyance of dividend, coordinating with our RTA in file preparation and other related correspondence

9. Transfer of dividend/shares to Investor Education and Protection Fund (IEPF)
10. Updation/Maintenance of Memorandum & Articles of Association
11. Updation/Review of policies related to Secretarial Section
12. Personal files of executives - Maintenance, Correspondence
13. Corporate record maintenance
14. Meeting resolution on time preparation
15. Company law updates
16. Annual Report preparation
17. Other works related to secretarial section

Procedure of Selection:

The shortlisted candidates should appear for interview. They will be called for personal interview through Direct / Video Conferencing. The mode of interview, date and time will be communicated to the eligible candidates individually.

Application Fee: Nil

General Conditions:

- The posting will be at **Thoothukudi**.
- Canvassing in any form will be a disqualification.
- The application should reach the Bank on or before **24.08.2025**

How to apply:

Before applying online, candidates should go through the detailed advertisement by clicking the “**Download Advertisement**” available under the title “**Recruitment of Deputy Vice President**” in our website (www.tmbnet.in/tmb_careers/) and ensure the eligibility before applying for the said post.

The eligible candidates are required to have a valid personal email ID and Contact number. It should be kept active till completion of this recruitment project. Bank may send call letters for personal interview and/ or Selection Process on the registered Email ID. In case, a candidate does not have a valid personal Email ID, he/ she should create his/ her new email ID before applying.

- ✓ Candidates are requested to log on to the Bank’s website (www.tmbnet.in/tmb_careers/). Click “**Apply Online**” and register themselves for the appropriate post of “**Recruitment of Deputy Vice President**”.
- ✓ On successful registration, the activation link will be sent to the registered E-mail ID of the candidates and the Registration Number and Password will be sent to the registered mobile number for applying online. **Candidates should note this Unique Registration Number and Password for future reference failing which they will not be able to proceed further.**
- ✓ Now, Candidates have to click the activation link, which will be sent to the registered E-mail ID and it will direct to the Careers portal.

- ✓ The candidate should login with the Application number (Registration Number/ Username) and password in the right side of the career portal. Candidates should fill all the details in the online application at appropriate places very carefully and click “Save/ Continue” to continue the filling on every page. The name of the candidate or his/ her father/ husband etc. should be spelt correctly in the application as it appears in the certificate/ mark sheets. Any change/ alteration found may disqualify the candidature.
- ✓ Candidates are required to upload their photograph with the dimension of 390 X 520 pixels (preferred) and ensure the size of the scanned image is not more than 120 KB.
- ✓ Signature in Capital letters shall NOT be accepted. Candidates are upload their signature with the dimension of 240 X 240 pixels (preferred) and ensure the size of the scanned image is not more than 60 KB.
- ✓ The following enclosures to be uploaded along with the e-application and ensure the size of the scanned image is not more than 250 KB.
 - Self-attested photo copy of SSLC or Higher Secondary Mark Sheet/Transfer Certificate for age proof.
 - Self-attested photo copy of Degree Certificate/s.
 - Experience certificate/s and Relieving Letter.
 - Last Month Salary Slip.
- ✓ On successful submission of the Online Application form, click confirm/ submit on bottom of the page and a message “Registration is successful” will be displayed.
- ✓ A copy of the system generated online application form will be sent to the registered Email ID and the Candidates should take a printout of the same for future reference.
- ✓ Kindly note that the candidates are advised to adhere to the eligibility conditions given strictly. Any information found to be wrong or any candidate found ineligible at any stage of the process or later will result in disqualification of the candidate.

Disclaimer:

Please note that the e-applications with incorrect / incomplete particulars or without copies of certificates attached as required above are liable to be rejected.

The Bank reserves the right to reject any application without assigning any reason and Bank's decision in the matter of eligibility, interview and selection would be final. The Bank reserves the right to eliminate the ineligible candidates at any point of time before, during or after the personal interview / selection. The decision of the Bank is final.

The e-applications will be scrutinized and the shortlisted applicants will be communicated individually by post / e-mail with details of the interview. The Bank reserves the right to reject any application at any point of time without assigning any reason 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.
