

Advertisement inviting application for the appointment of Practicing Company Secretary for conducting 'Secretarial Audit'

1. SCOPE OF WORK

Secretarial Audit Report as per the provisions of Companies Act, 2013 and Rules made thereunder.

2. ELIGIBILITY CRITERIA FOR SUBMISSION OF BID

Qualifying Criteria for Appointment of Practicing Company Secretary (PCS)/ Firm of Companies Secretaries (Firm) are as under: -

- I. The Proprietor/the partner of the firm, should have at least 10 years post qualification experience as on 31st May, 2017
- II. The Proprietor/Firm must have conducted Secretarial Audit and issued Secretarial Audit Report for the company having turnover of at least Rs. 500 Crores during the preceding financial year.

3. OTHERS

I. The Applicant should provide a **detailed profile** of the proprietor / firm including but not limited to information relating to experience, major clients etc.

II. The Bank reserves the right to reject all or any applications without assigning any reason(s), whatsoever.

III. **Last date for submission of Application:** The financial quote and the detailed profile / information should be submitted in sealed envelopes super scribed as "Application for conducting Secretarial Audit" and should reach by post/courier on or before Monday, 25th June, 2017 latest by 4.00 P.M. at the following address:

Mr. M. Gunasekaran
General Manager (Secretarial)
Tamilnad Mercantile Bank
57 V.E Road, Thoothukudi – 628002
Phone No. – 0461 2325136
Email id- secretarial@tmbank.in