

Advertisement inviting application for the appointment of Practicing Company Secretary for conducting Secretarial Audit for the financial year 2017-18.

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 firm, should have at least 10 years post qualification experience as on 31st March, 2018

II. The proprietor / firm may have conducted secretarial audit and issued secretarial audit report for the company having turnover of Rs.500 crores or more during the preceding financial year.

3. CONDITION:

The Practicing Company Secretary who had conducted Secretarial Audit during the previous year in our Bank should not be considered for appointment for the current year.

4. OTHERS

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

II. The bank reserves the right to reject all or any applications without assigning any reasons (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 **19.07.2018** at the following address:

Mr. Prakash Chandra Panda
Company Secretary
Tamilnad Mercantile Bank Limited
57 V.E Road, Thoothukudi – 628002
Phone No. – 04612325136
Email Id – secretarial@tmbank.in