

**INTERNAL OPPORTUNITY
MANPOWER REQUIREMENT NOTIFICATION (MRN) FORM**

(A) Source of Vacancy

I. Company: IFIN	
II. Department/Area: Compliance & Secretarial	III. Location: Mumbai

(B) Particulars of the Vacancy

I. Position Level: Manager	II. Number of people required: 1
III. Reporting to: Company Secretary	
IV.	Job Description: <ul style="list-style-type: none"> To assist in Board process, Statutory & Secretarial Audits per Companies Act, 2013 To handle regulatory compliances related to Stock Exchange, SEBI, LODR, ROC, RBI, Companies Act, 2013 etc. and / matters related to NCDs & Preference Shares To handle Investors' queries/ complaints Maintenance of documentation & statutory registers
V.	Specific Demands on the job: <ol style="list-style-type: none"> Knowledge of the Companies Act, 2013, RBI Guidelines, SEBI, LODR Knowledge & experience in drafting of agenda, minutes etc.

(C) Particulars of the Candidate required

<u>Academic / Professional Qualifications:</u>	CS- 2011/ 2012 pass out
<u>Post Qualification Experience:</u>	Minimum 5 years