

Canara Bank Securities Limited

(A Wholly Owned Subsidiary of Canara Bank)

Member : BSE,NSE; Depository Participant : NSDL



JOB DESCRIPTION –ASSISTANT MANAGER / DEPUTY MANAGER AS COMPANY SECRETARY AND COMPLIANCE OFFICER

Particulars	Details
Department	Company Secretary & Compliance Officer
Experience	Minimum 2–4 years in broking industry.
Location of Posting	Mumbai
Job Description / Responsibilities	• Convene Board, Committee and General Meetings. • Prepare agendas, notices, minutes and action-taken reports. • Maintain statutory registers and corporate records. • Manage annual filings and event-based filings with the MCA and ROC. • Handle appointment, resignation and disclosure-related filings of directors and KMPs. • Assist with alteration of constitutional documents, share transfers, capital changes and corporate restructuring. • Ensure compliance with the Companies Act, Secretarial Standards and applicable rules. • Processing of transmission of cases. • Ensure compliance with SEBI, Exchange and Depository regulations • Handle regulatory filings and reporting • Ensure timely and accurate submission of NSE/BSE and Depository compliances • Manage regulatory and depository compliance requirements (NSDL/CDSL) • Collate and provide data for internal/external audits and inspections • Draft and update compliance policies and SOPs • Conduct internal compliance checks and monitoring • Liaise with regulators, exchanges, depositories and auditors
Job Specific Skills	• Strong knowledge of regulatory and depository framework • Understanding of NSE/BSE/NSDL/CDSL compliance requirements • Attention to detail and documentation skills • Analytical and problem-solving abilities
Educational Qualification	• Qualified Company Secretary • NISM Series-III-A (Non-Fund)
CTC Offered	As per company Policy
How to Apply	Applications should be submitted on email: applications@canmoney.in Subject: Please mention “ Application for the post of Company Secretary & Compliance Officer ” No application shall be accepted with other subject.
Website	www.canmoney.in