

Detailed Advertisement (Hosted on National Asset Reconstruction Company (NARCL) website www.narcl.co.in)

Sub - Engagement for certain key positions at National Asset Reconstruction Company Limited (NARCL)

National Asset Reconstruction Company Limited (NARCL), has been incorporated under the Companies Act and has been licensed by Reserve Bank of India for doing business as an Asset Reconstruction Company (ARC).

NARCL has been set up by banks to aggregate and consolidate stressed assets for resolution. It is a partnership between Public and Private Sector Banks in which Public Sector Banks will maintain a minimum of 51% ownership in NARCL. NARCL proposes to acquire stressed assets of about Rs. 2 Lakh crore in phases within extant regulations of RBI and SARFAESI Act.

NARCL invites online application from Indian citizens for appointment to the following posts. Eligible candidates are requested to apply through the prescribed application available on **National Asset Reconstruction Company (NARCL) website www.narcl.co.in** . No other means/ mode of application will be accepted.

Please read this advertisement carefully and ensure your eligibility before submitting the application.

Important Dates	
Event	Date
<i>Last date to receive applications</i>	<i>January 16, 2023</i>

1. Details of Posts –

S. No.	Name of Post	No. of Positions	Employment Type
1.	Head - Legal	1	Full-Time
2.	Head- Risk & Compliance Middle Office	1	
3.	Head – Finance	1	
4.	Head- HR & Admin	1	
5.	Team Lead-Investment	1	
6.	Investment Manager	1	
7.	Lead - Audit	1	
8.	Investment Analyst	2	
9.	Executive Support (Finance)	1	
10.	Executive Support (Risk & Compliance)	1	
11.	Legal Associate	1	
12.	Executive Support (HR & Admin))	1	
13.	Executive Support (CS)	1	
14.	Executive Support (IT Services)	1	

2. Eligibility Criteria & Other Details

All the eligibility (qualification, age, etc.) shall be computed as on 01.12.2022 (inclusive).

2.1 Head (Legal)

Basic information			
Position title	Head (Legal) (NARCL) in the grade of Senior Vice President (SVP)	Location	Mumbai
Department	Legal, Corporate Office	Position Reporting To	Chief Executive Officer (CEO) & MD
Key responsibilities			
Managerial and functional responsibilities	<ul style="list-style-type: none"> Oversee and lead the legal aspects in all areas of operations including acquisition and resolution of financial assets in close coordination with the investment team at NARCL & the resolution team of IDRCL Lead, devise, execute strategy with the business/Resolution team for resolution of the Portfolio companies of NARCL Review all the diligence/investigation reports while acquiring assets or while divesting, and share views/opinion on implication Formalize the panel of legal experts and coordinate with Outsourced panel of Legal experts for contracting on specific acquisition/diligence/resolution situations or any litigation/investigation/enquiry relating thereto Responsible for taking steps under SARFAESI Act including issuing Sec 13(2), Sec 13(4), filing application u/s. 14, including taking symbolic and physical possession of secured assets, conducting auction of mortgaged properties Responsible for contracts management, vetting of contracts, notarizing, policy documents and standard legal templates. Oversee work conducted by the firm's external legal counsel on matters relating to the firm's own operations or portfolio companies Ensure that adequate legal support and legal opinion is provided to the concerned departments as and when required to ensure all business decisions are legally compliant. Develop & maintain relationships with all relevant regulatory authorities Devise and implement legal standards, processes, systems, effective policies, and procedures that ensures that legal risks are managed appropriately Ensure that the organization complies with the standard legal practice and maintains standards of corporate governance Devise and manage appropriate monitoring systems for records of the portfolio companies or IDRCL itself, for necessary execution and proper recording keeping Responsible for leading the documentation and preparation (together with outsourced experts) in all the corporate legal matters/agreements/contracts/litigation/investigations in context of services to be provided to NARCL 		
Job requirements			
Qualifications	<ul style="list-style-type: none"> LLB 		
Experience	<ul style="list-style-type: none"> 15 years to 20 years of experience in Banking/ ARC/ NBFC/ Financial Institutions 		
Age	<ul style="list-style-type: none"> Not less than 40 years and not greater than 50 years as on 1st December 2022 		
Functional and Behavioral requirements	<ul style="list-style-type: none"> Understanding of legal systems, processes, and inter-linkages Well versed with relevant SAFAESI Act, IBC, MCA, etc. rules and regulations Strong stakeholder management and negotiation skills 		

2.2 Head (Risk & Compliance Middle Office)

Basic information			
Position title	Head – Risk & Compliance Middle Office (NARCL) in the grade of DVP/VP	Location	Mumbai
Department	Risk & Compliance Corporate Office	Position Reporting To	COO (Dotted line reporting to CEO) (NARCL)
Key responsibilities			
Managerial and functional responsibilities	<ul style="list-style-type: none"> • Responsible for the development, implementation, and control of the firm's operational risk framework, providing structured processes, tools and assistance to business to identify, evaluate and report risk issues. • Responsible for controlling risk factors for potential risks from business such as, Credit, Operational, Regulatory Reputational risk, etc. • Minimizing the risk of loss resulting from inadequate or failed internal processes, people and systems or from external events. • Develop strategy for mitigating risks, controlling revenue leakages & minimizing suspect losses through timely fraud prevention, detection, and investigation • Review acquisition analysis of Non-Performing Assets (NPA) by analyzing/interpreting various financial and legal due diligence reports, facts of the case & complexities involved, financial statements, and performing sensitivity & scenario analysis, transaction structuring based on risk appetite & return expectation of investors. • Review of resolution strategy analysis for recovery of dues from financial & legal perspective. • Creating and monitoring the framework for monitoring the portfolio based on the cashflows/NAV • Determining and assessing the risk appetite for the various functions of the organization • Conducting the risk committee meetings and reporting the risk issues, observations of non-compliance, etc. • Identification and Implementation of Operational Risk Key Risk Indicator and formulating the corrective action plan for the lapses observed • Analyzing the Business policies for acquisition & resolution and recommending changes required as per business or regulatory requirements • Defining the necessary level of knowledge on existing and emerging regulatory compliance requirements across the organization and accordingly formulating the policies • Ensuring timely updating of policies to regulatory changes/developments • Framing the authorization manual, operational manuals, Standard Operating Procedures and updating the same on regular basis as per business/regulatory requirements • Formulating a framework that envisages that all agreements and documents are pertaining to core business activities are complete as per the sanction terms • Ensuring that post acquisition formalities are completed in time bound manner • Preparing the various compliance reports for the top management/board/regulator • Overseeing and monitoring the implementation of the compliance program. • Responsible for Interacting with regulators on compliance matters on a regular basis • Responsible for coordinating efforts related to audits, reviews, and examinations. 		

	<ul style="list-style-type: none"> • Coordinating internal compliance review and monitoring activities, including periodic reviews of departments. • Manage the team & provide guidance on day-to-day operations • Encourage the team to continuously develop knowledge base on relevant compliances and business associate risks and their mitigation techniques
Job requirements	
Qualifications	<ul style="list-style-type: none"> • Graduate • CA/CFA/MBA – Finance (desired)
Experience	<ul style="list-style-type: none"> • 12-15 years of relevant experience in Banking/ARC/NBFC/Financial Institutions
Age	<ul style="list-style-type: none"> • Not less than 35 years and not greater than 50 years as on 1st December 2022
Functional and Behavioral requirements	<ul style="list-style-type: none"> • Strong knowledge of emerging risks that present new regulatory, fraud, or money laundering risks • Comprehensive knowledge of risks identification, assessment, and management frameworks • Ability to work collaboratively across departments and all levels of hierarchy

2.3 Head – Finance

Basic information			
Position title	Head - Finance (NARCL) in the grade of DVP/VP	Location	Mumbai
Department	Finance & Accounts, Corporate Office	Position Reporting To	Chief Operating Officer (NARCL)
Key responsibilities			
Managerial and functional responsibilities	<ul style="list-style-type: none"> Responsible for leading the finance & accounting function through financial strategy, planning, accounting, management accounting, budgeting/business planning, MIS systems and tax planning, defining expense policies and internal control procedures. Setting up and maintaining strong systems, processes, and controls to monitor trust level transactions accurately and transparently Work with Relationship Managers for reporting trust level recoveries for Selling Lenders and Investors and timely trust accounting Supervise transaction processing, settlements, accounting, clearances & reconciliation. Ensure accurate NAV determination and declaration Ensure accurate and timely preparation and submission of statutory, regulatory, tax and management reports for audit purposes; Statutory, Internal, Regulatory, CAG, Tax, etc. Work with government representative for government guarantee claim settlement and processing Ensure timely payment to employees for payroll, reimbursement, etc. as well as to vendors/suppliers Ensures that financial reporting meet the requirements provisioned under Negotiable Instruments Act, Companies Act, IND-AS, IT Act, SEBI guidelines and other relevant standards. Responsible for overall compliance under Income Tax Act, Corporate Tax, GST, etc. and ensuring timely payment of all tax liabilities. Liaises with RBI, Auditors, and various Government Departments for clarifications, whenever required. 		
Job requirements			
Qualifications	<ul style="list-style-type: none"> Graduate CA/CMA/MBA – Finance (desired) 		
Experience	<ul style="list-style-type: none"> 12–15 years of experience, of which 8-10 years of experience in ARC/Banking/NBFC/Financial Institutions 		
Age	<ul style="list-style-type: none"> Not less than 35years and not greater than 50 years as on 1st December 2022 		
Functional and Behavioral requirements	<ul style="list-style-type: none"> Robust knowledge of financial processes & accounting practices Working knowledge of the Disclosure norms & the Indian legal system Strong quantitative & analytical ability Attention to detail Strong stakeholder management skills 		

2.4 Head- HR & Admin

Basic information			
Position title	Lead – HR & Admin (NARCL) in the grade of DVP/VP	Location	Mumbai
Department	HR & Admin, Corporate Office	Position Reporting To	Chief Operating Officer (NARCL)
Key responsibilities			
<ul style="list-style-type: none"> Managerial and functional responsibilities 	<ul style="list-style-type: none"> Responsible for HR policy, strategies and initiatives related to HR & Admin, investigate talent acquisition and on boarding process, performance evaluation of employees, and overlooking HR audit and compliances. Annual review of HR Policies & benefits and preparation of proposals regarding suitable modification as and when required. Proposing suitable HR interventions about HR practices and processes and implementation of the same, subject to approval. Ensuring timely sourcing and hiring of candidates through identified channels and smooth on-boarding of them. Ensuring timely roll out of offers and pre-joining processes incl. Background Verifications, reference checks, pre-employment medical, etc. Responsible for employee engagement & training Responsible for HR related statutory compliances including POSH administration and compliance Liaising and coordinating with all internal and external stakeholders. Provide prompt HR support to business and pro-actively resolve their queries and issues. Timely and Effective roll-out and closure of Annual Performance Management Cycle for NARCL Responsible for maintaining employee records up to date and managing personnel administration issues such as letters, signatory authority papers, etc. Work closely with Lead Finance/CFO for timely payroll processing for the organization Responsible for Statutory Compliances such as Property tax, SRO Valuation, Shops & Est., Trade licenses, Labour laws, Liaison with Govt. bodies, etc. Responsible for Administrative Budget - Capital & Operational expenditure Responsible for engagement with insurance providers for insuring company owned cars, fixed assets, etc. Overall supervision of housekeeping & facility management of the premises (office as well as Company owned flats), including regular upkeep, maintenance & repairs, tea/coffee vending machines, purchase of office stationery, etc. Administer the Travel Event management, ensure safety and Hygiene related to employees. Responsible for providing general administrative support and facilities viz. telephone & courier services, electricity supply, stationery requirements, security etc. 		
Job requirements			
Qualifications	<ul style="list-style-type: none"> Graduate MBA - HR (preferrable) 		
Experience	<ul style="list-style-type: none"> 12-15 years of HR & Admin experience 		
Age	<ul style="list-style-type: none"> Not less than 35 years and not greater than 50 years as on 1st December 2022 		
Functional and Behavioral requirements	<ul style="list-style-type: none"> Strong negotiation and influencing skills Strong written and verbal communication skills Ability to manage relationships with internal and external stakeholders Strong problem solving and analytical ability Strong planning and budgeting abilities 		

2.5-Team Lead – Investments (NARCL)

Basic information			
Position title	Team Lead – Investments (NARCL) in the Grade of VP/SVP	Location	Mumbai
Department	Investments	Position Reporting To	Chief Investment Officer (NARCL)
Key responsibilities			
Managerial and functional responsibilities	<ul style="list-style-type: none"> • Responsible for engagement with Selling Lenders to identify distressed assets to be transferred to NARCL, subject to meeting required conditions, and for trust level engagement • Maintain constant engagement with Selling Lenders and portfolio asset companies for acquisition, transfer and subsequent resolution execution alongside IDRCL • Provide strategic guidance on conducting due diligence for acquisition of assets and appropriate pricing of assets. • Coordination with Selling Lender’s representatives for any queries during diligence process • Ensure adherence to acquisition and resolution policy as approved by the board for the management of all assets. • Responsible for ensuring compliance for respective portfolio Trusts • Work closely with Finance to ensure period reporting and disclosures to respective stakeholders such as RBI, GOI, etc. 		
Job requirements			
Qualifications	<ul style="list-style-type: none"> • Graduate • CA/CFA/MBA – Finance (desired) 		
Experience	<ul style="list-style-type: none"> • 12-20 years of experience in Corporate Relationship Banking/Resolution/Investment Banking 		
Age	<ul style="list-style-type: none"> • Not less than 35 years and not greater than 50 years 		
Functional and Behavioral requirements	<ul style="list-style-type: none"> • Thorough understanding of financial statements, financial ratios, credit, portfolio construction, risk management & asset valuation and the macro-economic environment • Strong stakeholder management skills • Strong Communication, negotiation and Influencing Skills • Problem-solving skills and ability to take decision in an ambiguous environment • Ability to build a collaborative, learning and cohesive culture 		

2.6- Investment Manager (NARCL)

Position title	Investment Manager (NARCL) in the grade of AVP/DVP	Location	Mumbai
Department	Investments	Position Reporting To	Team Lead - Investments (NARCL)
Key responsibilities			
Managerial and functional responsibilities	<ul style="list-style-type: none"> • Responsible for engagement with Selling Lenders to identify distressed assets to be transferred to NARCL, subject to meeting required conditions, and for trust level engagement • Execution of NDA along with guidance from Legal team, prior to initiation of due diligence • Conduct due diligence for acquisition of assets and ensure compliance in preparation of valuation charts, pricing, offer document preparation, etc. • Coordination with Selling Lender's representatives for any queries during diligence process • Vetting/Sign off on the investment & resolution proposals for conformity with NARCL policies & procedures • Ensuring all deviations are documented & approved by way of inclusion in proposal / by way of standalone note as per delegation of power • Monitoring and management of Trust level cash flows • Assignment Agreement Deed signing on behalf of NARCL basis decision of Investment Committee • Ensure files pertaining to asset, including appraisals, sanction notes, review/renewal papers, audited or unaudited financial statements or any other correspondence with borrower are duly handed over by Selling Lenders • Ensure suitable notice is sent to all concerned parties, i.e. borrower, guarantor, Court, DRT, NCLT, etc. • Responsible for ensuring compliance for respective portfolio Trusts • Ensure close coordination with Finance team to ensure timely reporting and smooth processing of recovery remittance amounts for Selling Lenders and Investors 		
Job requirements			
Qualifications	<ul style="list-style-type: none"> • Graduate • CA/CFA/MBA – Finance (desired) 		
Experience	<ul style="list-style-type: none"> • 8-12 years of experience in Corporate Relationship Banking/Resolution/Investment Banking 		
Age	<ul style="list-style-type: none"> • Not less than 30 years and not greater than 40 years 		
Functional and Behavioral requirements	<ul style="list-style-type: none"> • Thorough understanding of financial statements, financial ratios, credit, portfolio construction, risk management & asset valuation and the macro-economic environment • Strong stakeholder management skills • Strong Communication, negotiation and Influencing Skills • Problem-solving skills and ability to take decision in an ambiguous environment • Ability to build a collaborative, learning and cohesive culture 		

2.7 Investment Analyst

Basic information			
Position title	Investment Analyst (NARCL) in the grade of Deputy Manager/Manager	Location	Mumbai
Department	Investments	Position Reporting To	Investment Manager (NARCL)
Key responsibilities			
Managerial and functional responsibilities	<ul style="list-style-type: none"> • Assist Investment Manager in discharging duties pertaining to acquisition of distressed assets from Selling Lenders and Trust level compliance • Prepare documents, agreements notes, minutes of the meetings, etc. for bidding and transfer of assets from Selling Lenders • Vetting of legal documents with respect to commercial aspects to ensure alignment with Investment Committee decision • Prepare and execute engagement letters for Trust level representatives • Responsible for addressing queries and other requirements of SR holders in consultation with Investment Manager • Work with legal and compliance to ensure each transaction is compliant in entirety and highlight any process gaps, if any. • Ensure timely billing of Trusteeship fee and other reimbursements to each Trust • Maintain trust level MIS for assigned portfolio and monitor trust level cashflows and ensure reconciliation with Finance team and timely reporting to senior management • Coordination with Selling Lender's representatives for any queries during diligence process • Record and document all files pertaining to asset, including appraisals, sanction notes, review/renewal papers, audited or unaudited financial statements or any other correspondence with borrower handed over by Selling Lenders 		
Job requirements			
Qualifications	<ul style="list-style-type: none"> • Graduate • CA/CFA/MBA – Finance (desired) 		
Experience	<ul style="list-style-type: none"> • 2-5 years of experience in Corporate Relationship Banking/ Resolution Banking/ /ARC/ NBFC/Financial Institutions /Investment Banking 		
Age	<ul style="list-style-type: none"> • Not less than 25 years and not greater than 30 years as on 1st December 2022 		
Functional and Behavioral requirements	<ul style="list-style-type: none"> • Thorough understanding of financial statements, financial ratios, credit, portfolio construction, risk management frameworks and asset valuation • Strong stakeholder management skills • Strong Communication, negotiation, and Influencing Skills • Problem-solving skills and analytical skills • Understanding of Macro economic environment 		

2.8 Lead - Audit

Basic information			
Position title	Lead – Audit (NARCL) in the grade of Sr Manager	Location	Mumbai
Department	Audit, Corporate Office	Position Reporting To	Lead Finance (Dotted Line reporting to COO (NARCL)
Key responsibilities			
Managerial and functional responsibilities	<ul style="list-style-type: none"> • Responsible for evaluating an organization's internal controls, processes, policies, and mechanisms to ensure compliance with regulatory principles, industry standards and corporate guidelines. • Implement RBI guidelines relating to Internal Audit, professional audit principles, process, procedures, and general guidelines for the audit of the organization • Responsible for scheduling audits, developing audit procedures, and serving as liaison with the firms outside auditors and regulatory organizations. • Identify instances of over and under control and provide management with a clear articulation of residual risks where existing controls are inadequate • Engage and oversee outsource partner for undertaking audit operations • Prepare Audit report for review by Audit Committee on a periodic basis • Ensure all recommendations of Audit committee are executed enterprise wide 		
Job requirements			
Qualifications	<ul style="list-style-type: none"> • CA/ CMA • Certification in Internal Audit/ Certified (CIA)/ Public Accountant (CPA) (preferrable) 		
Experience	<ul style="list-style-type: none"> • Relevant experience of 5 years to 10 years of experience in managing large audit firms especially with RBI regulated entities like ARC/ Banking/ NBFC/Financial Institutions 		
Age	<ul style="list-style-type: none"> • Not less than 28 years and not greater than 40 years as on 1st December 2022 		
Functional and Behavioral requirements	<ul style="list-style-type: none"> • Strong knowledge of Generally Accepted Auditing Standards alongside an understanding of Accounting and Finance principles and practices • Staying abreast with changes in prevalent reporting procedures, regulations, and law in Industry. • Collaborative and strong stakeholder management skills to enable the role in internal and external interactions 		

2.9 Legal Associate

Basic information			
Position title	Legal Associate (NARCL) in the grade of Sr. Manager/Chief Manager	Location	Mumbai
Department	Legal, Corporate Office	Position Reporting To	Head – Legal (NARCL)
Key responsibilities			
Managerial and functional responsibilities	<ul style="list-style-type: none"> • Assisting Head (Legal) in all works related to legal due diligence • Devise and implement legal standards, processes, systems, effective policies, and procedures that ensures that legal risks are managed appropriately • Ensure that the organization complies with the standard financial and legal practice and maintains standards of corporate governance • Work closely with relationship team for legal due diligence during evaluation of assets for acquisition • To review and negotiate terms and conditions and ensure quality checks for the agreement drafts. • Drafting various legal documentations, submissions, notarizing of documents, etc. • Oversee work conducted by the firm's external legal counsel on matters relating to the firm's own operations • Provide adequate legal support and legal opinion to concerned departments as and when required to ensure all business decisions are legally compliant • Responsible for contracts management, vetting of contracts, notarizing and policy documents and standard legal templates. • Develops & maintains relationships with regulatory authorities such as MOF, SEBI, BIFR, Tax-authorities etc. 		
Job requirements			
Qualifications	<ul style="list-style-type: none"> • LLB 		
Experience	<ul style="list-style-type: none"> • 3-8 years of relevant experience in Banking/ARC/ NBFC/Financial Institutions 		
Age	<ul style="list-style-type: none"> • Not less than 25 years and not greater than 35 years as on 1st December 2022 		
Functional and Behavioral requirements	<ul style="list-style-type: none"> • Understanding of legal systems, processes and inter-linkages • Well versed with relevant SAFAESI Act, IBC, MCA, etc. rules and regulations • Strong stakeholder management and negotiation skills 		

2.10 Executive Support (Finance)

Basic information			
Position title	Executive Support (Finance)(NARCL) in the grade of Sr. Manager Chief Manager	Location	Mumbai
Department	Finance & Accounts, Corporate Office	Position Reporting To	Head – Finance (NARCL)
Key responsibilities			
Managerial and functional responsibilities	<ul style="list-style-type: none"> • Manage recovery and distribution to shareholders and shareholder correspondence, maintenance of detailed trust level MIS, etc. • Perform NAV determination and declaration • Work with Relationship Managers for reporting trust level recoveries for Selling Lenders and Investors • Monitor transaction processing, accounting, settlement, clearances & reconciliation at Trust Level. • Ensure RBI Compliance for shareholder reporting and other return filing. • Work with government representative for government guarantee claim settlement and processing • Coordination with government representative for government guarantee claim settlement and processing • Responsible for timely preparation of Financial Statements – Annual Accounts as per IND-AS, • Ensuring timely preparation of Annual Projections / Budgets. • Effective supervision of banking operations and ensuring timely reconciliation of bank accounts • Effective supervision of day-to-day General Accounting operations. • Ensuring timely processing of receipts and payments. • Ensuring timely computation & payment of Advance Tax. • Ensuring TDS, Goods & Services Tax related compliances. • Ensuring timely filing of Annual Return of Income Tax and coordinating Income tax Assessments. • Co-ordinating for Audit Committee & Board Meetings 		
Job requirements			
Qualifications	<ul style="list-style-type: none"> • Graduate • CA/CMA/MBA (Finance) (preferrable) 		
Experience	<ul style="list-style-type: none"> • 5-10 years of experience, of which 2-5 years in ARC/Banking/NBFC/Financial Institutions 		
Age	<ul style="list-style-type: none"> • Not less than 28 years and not greater than 40 years as on 1st December 2022 		
Functional and Behavioral requirements	<ul style="list-style-type: none"> • Robust knowledge of financial processes & accounting practices • Knowledge of and Experience Accounting and Taxation. • Knowledge of Banking/Commercial practices. • Strong quantitative & analytical ability • Attention to detail • Strong excel/tally skills 		

2.11 Executive Support (Risk & Compliance)

Basic information			
Position title	Executive Support – (Risk & Compliance) (NARCL) in the grade of Manager/ Sr Manager	Location	Mumbai
Department	Compliance, Corporate Office	Position Reporting To	Head – Risk & Compliance (NARCL)
Key responsibilities			
Managerial and functional responsibilities	<ul style="list-style-type: none"> Supporting Head – Risk & Compliance Middle Office with Acquisition analysis of Non-Performing Assets (NPA) by reviewing various due diligence reports Performing sensitivity & scenario analysis based on risk appetite & return expectation of investors. Preparing and Implementing the Business policies for acquisition & resolution and recommending changes required as per business or regulatory requirements Periodically revising the policies considering regulatory changes. Responsible for authorization manual and operational manuals and updating the same on regular basis as per business/regulatory requirements Preparing Standard Operating Procedures for various functions as and when required Preparing a framework that envisages that all agreements and documents are pertaining to core business activities are complete as per the sanction terms Preparing the various compliance reports for the top management/board/regulator Ensuring all audit observations are addressed in a timely and accurate manner Works closely with internal audit, compliance and other key control functions for integrated reviews 		
Job requirements			
Qualifications	<ul style="list-style-type: none"> Graduate CA/CFA/MBA (Finance) (desired) 		
Experience	<ul style="list-style-type: none"> 4-8 years of relevant experience in Banking/ARC/ NBFC/ Financial Institutions 		
Age	<ul style="list-style-type: none"> Not less than 28 years and not greater than 35 years as on 1st December 2022 		
Functional and Behavioral requirements	<ul style="list-style-type: none"> Understanding of compliance and regulatory frameworks Ability to manage relationships with internal and external stakeholders Strong problem solving and analytical ability 		

2.12 Executive Support (HR & Admin)

Basic information			
Position title	Executive Support –HR & Admin (NARCL) in the grade of Sr Manager/Chief Manager	Location	Mumbai
Department	HR & Admin	Position Reporting To	Head HR & Admin (NARCL)
Key responsibilities			
Managerial and functional responsibilities	<p><u>Administration related Function</u></p> <ul style="list-style-type: none"> Responsible for day-to-day administrative operations viz. telephone & courier services, electricity supply, stationery requirements, security etc. Maintain inventory of office goods & stationery and arrange for replenishment of stocks. Ensure that requests for service are adhered to in a timely manner Manage the Travel Desk, Food and Beverage arrangement, arrange for events, parties, meetings, and conferences. Engage with agencies such as MCGM, electrical power suppliers such as BEST, Reliance Power, MSEB, Telephone and Mobile service providers. Maintenance and filing of physical records, documentation, and databases for the organization Address service requests as per SLAs laid down Work closely with business teams for procurement requirements as well as budgetary approvals Ensure adherence with statutory compliances such as property taxes, SRO valuation, etc. Responsible for vendors/supplier's engagement and coordination <p><u>HR Related Function</u></p> <ul style="list-style-type: none"> Responsible for implementation and execution of various HR initiatives in the organization Support Head (HR & Admin) in annual review of policies and procedures pertaining to HR Coordinating with business for recruitment activities, including sourcing, scheduling interviews and processing offers. Responsible for coordinating reference checks and BGV for new hires via appropriate vendors Conduct and manage smooth on-boarding of new employees Liaising and coordinating with all internal and external stakeholders. Provide prompt HR support to business and pro-actively resolve their queries and issues. Conduct and manage the Annual Performance Management Cycle for NARCL and coordinate with business successful implementation of the same Support Head (HR & Admin) in various employee engagement initiatives including training & development Support in ensuring HR related compliances is adhered to <ul style="list-style-type: none"> Ensuring timely updating and Maintenance of accurate employee records 		
Job requirements			
Qualifications	<ul style="list-style-type: none"> Graduate MBA in HR (preferrable) 		
Experience	<ul style="list-style-type: none"> 5-10 years of relevant experience 		
Age	<ul style="list-style-type: none"> Not less than 28 years and not greater than 40 years as on 1st December 2022 		
Functional and Behavioral requirements	<ul style="list-style-type: none"> Ability to manage relationships with internal and external stakeholders Strong planning and organizing abilities Strong Written and verbal Communication skills 		

2.13 Executive Support (CS)

Basic information			
Position title	Executive Support – (CS) (NARCL) in the grade of Assistant Manager/Deputy Manager	Location	Mumbai
Department	Secretarial Services	Position Reporting To	Manager (Company Secretary)
Key responsibilities			
Managerial and functional responsibilities	<ul style="list-style-type: none"> • Assist Company Secretary in all jobs related to Secretarial Work and its compliance. • Responsible for the execution and control of compliance in all aspects of the organization's operations • Introduce and facilitate implementation of Governance mechanism and Compliance Monitoring system • Responsible for interpreting circulars, instructions from RBI/Government and enforcing domestic regulations for the organization • Ensure mandatory compliances such as AML, POSH, Privacy, Information Security, Code of Conduct are implemented • Work in close co-ordination with business team and provide advice and guidance on all queries related to compliance issues • In the capacity of CS, convening and conducting meetings among the Board members and specific committee meetings • Ensuring Board Minutes of the Meeting are recorded with accuracy and transparency • Ensuring compliance with Company Law, Reserve Bank of India, Securities Exchange Board of India (SEBI) and other regulatory authorities • Work in close coordination with the CS/ Head (Compliance) / COO for presenting Annual Report, Book Closure, etc. • Provides support to address irregularities and deficiencies noticed and pointed out in internal and external audits • Investigates and finds solutions to compliance breaches and potential breaches if any 		
Job requirements			
Qualifications	<ul style="list-style-type: none"> • Graduate & CS 		
Experience	<ul style="list-style-type: none"> • 2-5 years of relevant experience Secretarial work related to ARC/ NBFC/Financial Institution 		
Age	<ul style="list-style-type: none"> • Not less than 25 years and not greater than 30 years as on 1st December 2022 		
Functional and Behavioral requirements	<ul style="list-style-type: none"> • Understanding of compliance and regulatory frameworks • Ability to manage relationships with internal and external stakeholders • Strong problem solving and analytical ability 		

2.14 Executive Support (IT Services)

Basic information			
Position title	Executive Support - IT Services (NARCL) in the grade of Deputy Manager	Location	Mumbai
Department	IT Services	Position Reporting To	Manager – IT Services (NARCL)
Key responsibilities			
Managerial and functional responsibilities	<ul style="list-style-type: none"> • Interacts closely with business team to understand their requirements and translate them into technology requirements. • Responsible for the deployment of hardware, network security and software infrastructure throughout the organization • Responsible for partner governance and contract engagement with appropriate vendors • Ensure presence of personnel at all critical locations (either physically or through remote access) to ensure seamless support to the business functions. • Develop appropriate TAT and escalation guidelines for various process level SLAs • Responsible for ensuring cyber security mechanisms and architecture are implemented via vendors/appropriate partners • Assist in developing and managing the annual consolidated budget for all IT and Data Center activities and be responsible for achieving objectives within budget RFP Preparation. • Collaborate closely with IDRCL IT Services Manager to ensure best synergy for the two entities 		
Job requirements			
Qualifications	<ul style="list-style-type: none"> • BE (Computer Science/IT)/ MCA/BCA • CDCP, ISO27001 LA ISMS Certifications (preferrable) 		
Experience	<ul style="list-style-type: none"> • 2-5 years of relevant experience 		
Age	<ul style="list-style-type: none"> • Not less than 25 years and not greater than 35 years as on 1st December 2022 		
Functional and Behavioral requirements	<ul style="list-style-type: none"> • Deep understanding of cost components (application, Infra, licensing, hosting and network components) • Responsiveness and Alertness in terms of speed and accuracy to data breaches/escalations, etc. • Ability to manage relationships with internal and external stakeholders • Strong problem-solving ability 		

3. Selection Process

The selection is proposed to be undertaken based on Shortlisting and Group Discussion and/or Interview as under. However, Company may decide the modalities of selection depending on the number of applications received.

- a) The application received will be shortlisted based on track record of the candidate and suitability.
- b) Candidates to the extent of required number only will be called for Interview.
- c) The shortlisted candidates must undergo the process of Interview.
- d) Mere application does not entitle the candidate for interview.

Short-listing (if conducted) will be based on the documents / certificates / testimonials etc. submitted by the candidates to substantiate his/her qualification/post qualification experience declared in the application

Decisions of Company in all matters regarding eligibility, selection etc. would be final and binding on the candidates. No representation or correspondence will be entertained by the Company in this regard and the decision of the Company would be final.

The Company reserves the right to change the selection procedure / hold supplementary selection process, if necessary. The change, if any, shall be intimated to the candidates through the website / email in advance.

4. How to Apply

- a. Candidates should have a valid personal e-mail id. This e-mail id should be kept functional till completion of this selection process. All the communication will be sent to the candidates on this e-mail id only.
- b. Candidates are required to visit the website www.narcl.co.in to download the application form.
- c. Candidates should fill the required details in the Application Form and share the same via email along with the Resume at careers@narcl.co.in
 - i. Subject line of the mail should be – “Application for <<Post Name>> at NARCL | <<Candidate Name>>” eg. *Application for Chief Operating Officer at NARCL | Ajay Kumar*
 - ii. A recent Passport size color photograph should be firmly affixed on the application and should be signed across by the candidate.
 - iii. The name of the candidate or his / her father / husband etc. should be spelt correctly in the application as it appears in the certificates / mark sheets. Any change / alteration found may disqualify the candidature.
 - iv. The candidates name in the application should be as it appears in SSC / SSLC / X Standard Marks Card. In case the candidate has changed his/her name, the changed name should be as per the Gazette Notification / Marriage Certificate.
 - v. Candidates should take utmost care to furnish the correct details while filling in application. Submission of incorrect / false information in the application will render the candidature invalid.
 - vi. Company will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.

5. General Instructions

- I. Candidates must apply in the Application provided in the Company's website only. No other means of applications shall be entertained
- II. Calling / admission to the Interview is purely provisional without verification of age / qualification / category etc. of the candidates. Mere receipt of call letter for Interview does not imply that the Company is satisfied about the candidate's eligibility. Candidates should ensure their eligibility before applying / attending the Interview. Company reserves right to reject ineligible candidate's applications at any stage of selection process.
- III. Applications which are incomplete in any respect, will be rejected.
- IV. A candidate should ensure that the signatures appended by him/her in all the places viz. in his/her call letter, attendance sheet etc. and in all correspondence with the Company in future should be identical and there should be no variation of any kind.
- V. A recent, recognizable photograph should be affixed by the candidate in the application form and the candidate should ensure that copies of the same are retained for use at various stages of the process. Failure to produce the same photograph at various stages of the process or doubt about identity at any stage could lead to disqualification.
- VI. Candidates will have to appear for the Interview at their own expenses.
- VII. Decision of the Company in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of Interview, selection and any other matter relating to selection process will be final and binding on the candidate. Further, the Company reserves right to stall / cancel the selection process partially / fully at any stage at its discretion, which will be final and binding on the candidate.
- VIII. Company may, at its discretion, hold re-interview wherever necessary.
- IX. The shortlisted candidates are required to produce originals documents pertaining to Age, Qualification, Experience, etc. for verification at the time of Interview. If any candidate is found ineligible while verifying the documents, he / she shall not be allowed to take up Interview.
- X. By applying for the post, candidates give their consent for the collection, use, storage, and transfer of the information furnished in the application for Company's internal use including shortlisting for Group Discussion and/or Interview and conducting background/reference checks, as required.
- XI. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated in Mumbai.
- XII. Canvassing in any form will be treated as disqualification.
- XIII. The Company shall not be responsible for an application being rejected which is based on wrong information provided in any advertisement issued by an unauthorized person / institution / web site / job portal / social media. Candidates are advised not to share/ mention their application details with / to anyone.

- XIV. In case any dispute arises on account of interpretation in versions other than English, English version will prevail.
- XV. Company at its discretion may change roles and responsibilities, reporting relationship, etc. for any role.
- XVI. No candidate is permitted to use Cell Phone, Pager, or any other instruments in the Interview Hall / during selection process. Candidates in their own interest are advised to submit their applications well in time before the last date for submission and Company does not take any responsibility for the candidates not being able to submit their application within the last date on account of the reasons beyond the control of the Company.
- XVII. Company reserves the right to relax the eligibility wrt age, experience if the candidate is otherwise suitable for the position advertised.
- XVIII. Appointment will be subject to successful Background verification/reference check etc.
- XIX. The company (NARCL) will reserve the right not to fill vacancies if the candidates available does not possess the requisite skillset suitable for the post.
- XX. Decision of NARCL will be final with all actions regarding recruitment.

For any query, please write to us through the same email ID careers@narcl.co.in

Mumbai,

Date: December 28, 2022