

**Advertisement inviting application from Practicing Company Secretary for conducting Secretarial Audit for the financial year 2021-22.**

**1. SCOPE OF WORK**

To conduct Secretarial Audit 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 31<sup>st</sup> March, 2022
- II. The proprietor / firm / partners should have conducted secretarial audit and issued secretarial audit report for a company having turnover of at least Rs.500 Crores during the earlier financial years.

**3. 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 any application without assigning any reasons (s) whatsoever.
- III. The secretarial auditor / partner(s) in firm having continuously engaged for more than three years in the Bank is not eligible for applying for the FY 2021-22.
- IV. The secretarial auditor should have valid peer review certificate.
- V. Last date for submission of application : The detailed profile, financial quote and other information should be submitted by email to the below mentioned email id or through post / courier in a sealed envelope super scribed as “ Application for conducting Secretarial Audit-2021-22” and the same should reach us on or before **15.02.2022** at the following address:

**The Company Secretary,  
Tamilnad Mercantile Bank Limited  
57 V.E Road, Thoothukudi – 628002  
Phone No. – 04612325136  
Email Id – [cs@tmbank.in](mailto:cs@tmbank.in).**