



SIDBI Venture Capital Limited
SIDBI, Swavalamban Bhavan, 2nd Floor, C-11, G-Bock,
Bandra Kurla Complex, Bandra East,
Mumbai – 400 051

Advertisement No. 02 / 2024 - 25

Recruitment for the post of Company Secretary cum Compliance Officer

Date: August 23, 2024

Important Dates / Timelines	
Last date for receipt of applications	September 14, 2024

SIDBI Venture Capital Limited (SVCL) (www.sidbiventure.co.in), a wholly owned subsidiary of Small Industries Development Bank of India (SIDBI) with offices in Mumbai, Guwahati and Agartala, has established itself as the leading domestic Investment Manager for Alternative Investment Funds for start-ups, early stage and growth stage investing, particularly for MSMEs across diversified sectors.

SIDBI Venture Capital Limited (SVCL) invites applications from eligible and suitable candidate for the following post as detailed below:

S. No.	Post	Total Vacancies
1	Company Secretary cum Compliance Officer	1

Designation	Company Secretary cum Compliance Officer (CS cum CO)
Number of Position	01
Location	Mumbai
Education Qualification	Company Secretary from Institute of Company Secretaries of India
Experience	<p>The candidate should have at least 5 years of relevant work experience as Company Secretary with experience in all matters pertaining to Company Law, Secretarial functions, etc.</p> <p>Preference would be given to -</p> <ul style="list-style-type: none"> • those candidates who have work experience in VC/PE Industry • those who possess qualification in Law, ability to prepare/interpret investment and other agreements and support investment teams of the Funds. <p>The candidate should have proficient knowledge of IT systems to work with fluency on computers and should have excellent skill sets in analysis, communication and interpersonal dealings.</p>
Duties & Responsibilities	<ul style="list-style-type: none"> • Experience in all matters pertaining to Company Law, Secretarial functions, Legal, Labour Law, Tax, etc. • Board Meetings and Committee Meetings across entities: Scheduling, preparation of agenda, minutes and follow-up for compliance. • Responsibility for all regulatory, administrative, legal and compliance responsibilities across AMC / Trustee / all fund entities. • Liaise and co-ordinate with external consultants / advisers to ensure compliance. • Any other work pertaining to compliances for AMC / Trustee / all fund entities / portfolio companies.
Annual Fixed Compensation (AFC)	The remuneration is negotiable and would be on a Cost to Company basis and would be commensurate with experience.

Other Conditions:

1.	Over and above Annual Fixed Compensation (AFC), the candidate will be entitled for Performance Pay based on annual performance review of the employee which will be as per Company policy from time to time at its sole discretion.
2.	No residential accommodation will be provided by SVCL.

3.	The Company offers a challenging work environment. Professionals with proven track record of high performance and potential may write in strict confidence with detailed Resume together with present and expected Cost to Company (CTC).
4.	Suitable relaxation in criteria may be considered for the deserving candidate at the sole discretion of SVCL. SVCL reserves the rights for amendment(s) / withdrawal of the recruitment advertisement at its sole discretion.
5.	<p>Duly filled in application as per the format available on SVCL's website with a recent passport size photograph alongwith resume needs to be forwarded to SVCL on or before September 14, 2024 by e-mail to recruitment@sidbiventure.co.in or by post with the subject "Application for the post of Company Secretary cum Compliance Officer" addressed to</p> <p style="text-align: center;">Chief Executive Officer, SIDBI Venture Capital Limited, SIDBI, Swavalamban Bhavan, C-11, G-Block, 2nd Floor, Bandra Kurla Complex, Bandra (East), Mumbai - 400 051</p>