

**Advertisement inviting application from Practicing Company Secretary for conducting Secretarial Audit for the financial year 2020-21.**

**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, 2021

II. The proprietor / firm 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 applications without assigning any reasons (s) whatsoever.

III. 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” and the same should reach us by on or before **04.05.2021** 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**