

Corrigendum

HARYANA STATE FINANCIAL SERVICES LIMITED (HSFSL) (A Government of Haryana Undertaking)

ADVERTISEMENT FOR THE POST OF COMPANY SECRETARY-CUM- CHIEF COMPLIANCE OFFICER

Haryana State Financial Services Limited (HSFSL), a State Government NBFC invites applications from qualified and experienced professionals for the position of Company Secretary (CS). The CS will be responsible for overseeing the company's compliance framework, ensuring adherence to regulatory guidelines, policies, and statutory requirements relevant to Non-Banking Financial Corporation (NBFC).

- ✦ Position : Company Secretary
No. of Positions : 01
📍 Location : Panchkula
📁 Type : Contractual

****Preference may be given to the candidates residing in Tri-city as it is a desk job and no work-from-home is allowed.***

Age Limit: If still working with any NBFC, then the age should not be more than 58 Years.
In any other case: 42 Years.

Job Description & Responsibilities:

1. Ensure compliance with the Companies Act, 2013, SEBI Regulations, FEMA, RBI guidelines/compliances and other corporate laws.
2. Prepare agendas, notice, minutes, and resolutions for Board and Committee meetings.
3. Maintain statutory registers and file returns with the Registrar of Companies (ROC).
4. Liaise with regulatory authorities (ROC, SEBI, Stock Exchanges, and RBI).
5. Handle corporate governance and secretarial audits.
6. Identifying Compliance Risks in the organization.
7. Assist the Board and the Senior Management in overseeing the implementation of policies and procedures, internal codes of conduct, etc.
8. Good understanding of the industry and risk management practices, knowledge of regulations, legal requirements, and have sensitivity to Supervisory expectations.
9. Reporting to and advising Senior Management.
10. Establish and maintain an effective compliance management framework.
11. Ensure adherence to all applicable laws, regulations, circulars, and guidelines issued by regulatory authorities.

12. Monitor internal processes and conduct periodic compliance reviews.
13. Advise management on risk mitigation and regulatory changes.
14. Design and enforce policies, SOPs, and internal controls to maintain compliance integrity.
15. Any other compliance to be made by HSFSL being an NBFC.

Eligibility Criteria:

- **Essential Qualification:** Associate/Fellow Member of the Institute of Company Secretaries of India (ICSI).
- **Desired Qualification:** Company Secretary along with degree of LAW from any recognized institution.
- **Experience:** Minimum Five years of post-qualification experience 5 years' post qualification experience as Company Secretary in handling matters related to Non-Banking Finance Company/Finance.

Remuneration:

As per approved post structure of HSFSL.

How to Apply:

Interested candidates may send their updated resume along with a cover letter to @hsfsl.hry@gmail.com with the subject line "**Application for Company Secretary - HSFSL**" on or before **31.03.2026**.

Note

HSFSL reserves the right to modify, cancel, or reject any application without assigning any reason. Only shortlisted candidates will be contacted for the selection process.