

ADVERTISEMENT FOR FILLING UP THE POST OF COMPANY SECRETARY CUM COMPLIANCE OFFICER AND MANAGER FINANCE & ADMN. IN NATIONAL INVESTMENT AND INFRASTRUCTURE FUND (NIIF) TRUSTEE LIMITED, NEW DELHI, INDIA

National Investment and Infrastructure Fund (“NIIF”) was created with the approval of the Union Cabinet dated July 28, 2015. It was set up as a Trust and registered with the SEBI as Alternate Investment Fund (AIF) under the SEBI (Alternative Investment Funds) Regulations, 2012. In subsequent years, few other AIF funds were established as Trust under the Umbrella of NIIF and registered with the SEBI.

2. National Investment and Infrastructure Fund Trustee Limited is a Wholly Owned Government Company under the Ministry of Finance and engaged in the business to provide Trusteeship Service to these AIFs established under NIIF platform with cumulative Target Corpus of Rs. 40,000 Crores across all the NIIF Funds with Government of India as anchor Investors with other International Investors across the World.

NIIF invites applications from eligible candidates for recruitment to the following positions:

S.no.	Particular	Eligibility Criteria and other details	
	Post	Company Secretary cum Compliance Officer(one)	Manager Finance & Admin(one)
	Educational Qualification	Member of Institute of Company Secretaries of India. Additional degree in Law/CA/CWA would be of added advantage	B.Com/M.Com/MBA Finance. Member of Institute of Chartered Accountants of India and Member of ICWA would be of added advantage.
	Work Experience	Minimum 5 years post ACS Experience in Investor Relations, Secretarial Matters and Statutory Compliances etc. Preference shall be given to those who have working experience in handling AIF Compliance and/ or experience in PSU/ Government organization as Company Secretary	At-least 2 years of experience in managing full set of accounts function and ensuring local statutory and related Compliance. Preparing budget and latest estimates and timely and accurate corporate reporting. The incumbent is also expected to handle admin, HR and other office related matters.
	Job Profile	Attending to Secretarial duties/ functions. The selected candidate shall be nominated as “Compliance Officer” for various statutory	Should have expertise in accounting software and be capable of preparing files and maintaining records and documentation. Should have good written and oral

		requirements.	communication skills. Other skills required are related to problem solving, entering and verifying data. knowledge of computers, various software applications and standard office equipment
	Pay Scale	A consolidated monthly lump sum pay of INR 1,20,000/- Per Month	A consolidated monthly lump sum pay of INR 65,000/- Per Month
	Age As on 14.8.2024	Not more than 35 years	Not more than 32 years
	Period of Appointment	Initially for a period of 3 years with the provision of renewal thereafter for 1+1 years.	Initially for a period of 3 years with the provision of renewal thereafter for 1+1 years.

Job Description

For Company Secretary cum Compliance Officer:-

(i) Reporting and Compliance:

- a. To ensure that the organization complies with its governing document, organization law, and any other relevant legislation or regulations.
- b. To ensure that the organization pursues its objectives as defined in its governing document
- c. To contribute actively to the board of trustees' role in giving firm strategic direction to the organization, setting overall policy, defining goals.
- d. To ensure the effective and efficient administration of the organization
- e. To ensure the financial stability of the organization
- f. Interface with investment manager's teams to ensure timely and accurate funding and reporting to regulatory authority
- g. Generate and receive reports on the administration and investment of NIIF and monitor compliances with established policies, goals and legislation.
- h. Interface with statutory and internal auditors to ensure timely completion of audits
- i. Ensure Compliance with SEBI (AIF) regulations including the reporting requirements
- j. Ensure compliance with local statutes (including Income Tax Act, Companies Act, GST, etc.)

(ii) Meetings and Records:

- a. Holding Governing Council and other Committee Meetings.
- b. Provide reports to Governing Council annually or on shorter intervals
- c. Maintenance of registers, books and records of the operation of Trustee in accordance with SEBI (AIF) Regulations.

For Manager Finance & Admin

(i) Financial Accounting and Reporting:

- a. To prepare notes related to accounting, HR and other office administrative matters for approval of Management.
- b. Invoicing & managing Expenses Vouchers, salary etc.
- c. Vendor Management including conducting selection process, payments, vendor reconciliation etc.
- d. Maintaining financial records, including book keeping (Tally), ledger entries, journals, and preparation of financial statements (balance sheet, income statement, cash flow statement) in compliance with applicable laws.
- e. Ensuring compliance with applicable accounting standards, financial and taxation laws and policies of the Company.
- f. Reconciling bank statements with internal financial records to identify and resolve discrepancies.

- g. Budgeting and latest estimates and timely and accurate corporate reporting.
- h. Discharging HR matters such as salary payment, deduction and payment of applicable taxes and EPF, filling of EPF returns etc.

(ii) Taxation:

- a. Calculation and deposit of various applicable direct and indirect taxes such as TDS, Income Tax, GST etc.
- b. Ensuring compliance with tax laws and regulations, and timely filing of tax returns.
- c. Handling external regulatory queries such as GST Departmental notices, Income Tax Departmental notices, EPF queries etc.

(iii) Audit Management (Statutory Audit, Transaction Audit and Supplementary Audit):

- a. Coordinating with external auditors including C&AG during various occasion including annual financial audits and providing necessary documentation/s, explanations and management replies.
- b. Ensuring compliance with all statutory and regulatory reporting requirements.

(iv) Other Skills required

- a. Should have expertise in accounting software and be capable of preparing files and maintaining records and documentation.
- b. Should have good written and oral communication skills.
- c. Having skills of problem solving, entering and verifying data, knowledge of computers, various software applications and standard office equipment/s.
- d. The accounts and taxation function may involve additional responsibilities or variations depending on the company's unique circumstances.

Application Form

To,

The Board of Directors, NIIFTL
Room No. 64
North Block,
New Delhi – 110001

Passport size photo

Subject: Regarding appointment of _____ Post

Reference: Dated _____ advertisement in this Newspaper as well as on the website _____ .

Respected Sir/Ma'am,

As per the contextual advertisement, I declare that I hold the necessary academic qualifications for the Post of _____ and I submit the details as follows:

1. Full Name: _____
2. Full Address with zip code: _____
3. Mobile No. _____
4. Date of Birth (DD/MM/YYYY): _____
5. Gender (Male / Female): _____
6. E-mail Address: _____
7. Details of the Educational Qualification held by the Applicant

S. No.	Educational Qualification	Name of Board/ University	Passing Year	Marks	Percentage

8. Employment History in chronological order
 (Attach separate sheet in following format, if necessary)

Name and Address of employer/ Organization	Period of service	Designation of the Post held	Remuneration	Detailed description of work	Reason of leaving each post
	From To				

9. Professional Trainings/Certifications

Organization	Details of Training/ Certification	Period	
		From	To

Declaration: I hereby solemnly declare that all the above-mentioned statements are true and correct to the best of my knowledge and belief. Nothing is false or has been concealed/ distorted. If at any time I am found to have concealed / distorted any material/ information, my appointment shall be liable to termination without notice.

Place: _____

Signature of Applicant:

Date: _____

Name of the Applicant:

Advertisement for the publication in NEWS papers

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S No.	Name & No. of Post	Age as on closing date	Qualification	Remuneration
1.	Company Secretary cum Compliance Officer – 01	Not more than 35 years	Member of Institute of Company Secretaries of India. Additional degree in Law/ CA/ CWA would be of added advantage	A consolidated monthly lump sum pay of INR 1,20,000/- Per Month
2.	Manager Finance & Admn. - 01	Not more than 32 years	B.com/ M.Com/ MBA Finance. Member of Institute of Chartered Accountants of India and Member of ICWA would be of added advantage.	A consolidated monthly lump sum pay of INR 65,000/- Per Month

For the further details, please visit DEA's website <https://dea.gov.in>. Eligible applicants can apply by submitting their applications to the given address or to our email syed.zubair@nic.in or sd.varthini@nic.in including CV and self-attested documents of qualifications, experience, age proof etc. Applications must be received within twenty-one days from the publication of this advertisement. Incomplete and date bar applications will not be considered. Only short-listed candidates will be invited for interview/ selection process.
