



Appointment of Secretarial Auditor for the F.Y. 2019-20

As National Insurance Company Limited initiates the selection process for the appointment of Secretarial Auditor, we invite applications from the Practising Company Secretary for conducting the Secretarial Audit for the financial year 2019-20 in compliance with the provisions of Section 204 of the Companies Act, 2013 read with Rule 9 of the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014.

The criteria for selection of a Practising Company Secretary as Secretarial Auditor is as follows:

1. The candidate shall possess a Certificate of Practice from the Institute of Company Secretaries of India.
2. He/she should have at least 15 years of post qualification experience either in practice or in employment or both.
3. He/she should not have been convicted of any offence or debarred or imposed punishment by any court/statutory authority/ICSI.
4. An individual or a firm should not be associated with the Company or any of its directors/key managerial personnel/senior management in any manner during a period of two years immediately preceding the date of appointment.
5. He/she should have Headquarter/Branch Office in Kolkata.

The Secretarial Audit shall be conducted in accordance with Section 204 of the Companies Act, 2013 and applicable guidelines/secretarial standards issued by ICSI from time to time. The Secretarial Audit shall be conducted at the Head Office of the Company which is situated at 3, Middleton Street, Kolkata 700071. The appointed Auditor would submit Secretarial Audit Report in the prescribed Form MR-3 as per Rule 9(2) of the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014 which shall form part of the Board's Report.

Other criteria of selection are stated hereunder-

1. Applications are invited from the eligible Practising Company Secretaries in the format as given in the *Annexure*.
2. Applications should reach the Company **on or before 30th September 2019** at the address stated herein below:

The Company Secretary
National Insurance Company Limited
Head Office, 1st Floor,
3, Middleton Street,
Kolkata - 700 071.

3. Necessary documentary evidence must be submitted along with the application in support of the information furnished by you.
4. For further information, kindly visit the Company's website at <https://nationalinsurance.nic.co.in>.
5. The management reserves the right to select a candidate/firm based on the criteria as mentioned and their decision shall be full and final.
6. While sending the application, the applicant should write "Application for Secretarial Audit for the financial year 2019-20" on the envelope.