Reference No.: GIC-HO/HR/COMPSEC/718/2026-27

Date: 03-Nov-2026

Appointment of Company Secretary (CS) at General Manager Level on Contract Basis

General Insurance Corporation of India (GIC Re), the "National Reinsurer of India" invites applications from eligible Indian citizens for the appointment of Company Secretary (CS) on Contract basis.

Candidates fulfilling required eligibility criteria may apply. For application refer "**How to Apply**" Section in this Notification.

Start Date of receiving of Application: 05-Nov-2026
Last Date of receiving of Application: 20-Nov-2026

1. Details of POSTS / VACANCY/ AGE/ CONTRACT PERIOD/SELECTION PROCESS/ PLACE OF POSTING/ ANNUAL CTC:-

Post	Vacancy	Age	Contract Period	Place of Posting	Annual CTC
	Total	(as on 01-Nov-2026)			
Company Secretary – General Manager Level	1 - Unreserved	Minimum 45 years to Maximum 55 years	3 years initially and can be extended based on performance	Mumbai	Salary will not be constraint for deserving candidate

PLEASE NOTE:

- Cut-off date for eligibility criteria is **01-Nov-2026**
- Before applying, candidates should ensure that they fulfill the eligibility as on the cut-off date. Admission to Personal Interview (PI), will be purely provisional without verification of documents. Candidature will be subject to verification of details/documents with the originals when the candidate reports for PI, if called.
- Candidates are advised to check the Careers Page on Corporation's website www.gicre.in for all further announcements/details. Any revision/ corrigenda will be provided/ hosted on the Corporation's website only.

2. Eligibility criteria

2.01 **Nationality/Citizenship**:

Candidates must be either (a) a citizen of India, or (b) a subject of Nepal, or (c) a subject of Bhutan, or (d) a Tibetan refugee (who came over to India before 1st January 1962) with the intention of permanently settling in India or (e) a person of Indian origin, who have migrated from Pakistan, Myanmar (formally Burma), Sri Lanka, East African Countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention

of permanently settling in India, provided that the candidate belonging to categories (b), (c), (d) or (e) above shall be a person in whose favour a certificate of eligibility has been issued by Government of India.

2.02 Educational qualification and Experience (as on 01-Nov-2026):

Educational Qualification:

Company Secretary Candidate should be a member of the Institute of Company Secretaries of India (ICSI)

Experience:

Minimum 10 years post qualification work experience in a listed company out of which minimum 5 years as a designated company secretary.

2.03 JOB PROFILE:

1. Ensuring compliance with the provisions of the Insurance Act 1938, GIBNA 1972, Companies Act, Articles of Association, IRDA Act 1999, Rules and Regulations made thereunder, SEBI regulations and other laws applicable to the Corporation.
2. Convening Board, Committee, Shareholders meetings including preparation of Agenda, minutes and ATRs for the same.
3. Matters pertaining to shareholder's servicing, Demat, Remat, Issue of Share certificates.
4. Co-ordination with RTAs, depositories, SEBI, IRDAI and Stock exchanges.
5. Maintenance and updation of statutory registers and records.
6. Compliances related to declaration and payment of dividend and other Corporate Actions.
7. Ensure compliances, timely filings, submissions, etc. applicable to the Corporation under various Regulations including but not limited to compliances and filings under the IRDAI Corporate Governance guidelines, SEBI (LODR) Regulations 2015, SEBI (Prohibition of Insider Trading) Regulations, 2015 etc.
8. Ensure compliance with the amendments in applicable laws or new Laws applicable to the Corporation, Circulars issued by SEBI / Depositories / Exchanges from time to time.
9. Handling audits, Inspections by SEBI / IRDAI / Exchanges, or any other bodies
10. Co-ordination with Secretarial Auditors.
11. Timely resolution to the Compliance queries raised by departments.
12. Handling Investor Grievances as per regulatory guidelines.
13. Dividend / Interim Dividend related Compliances and guidance as per the regulatory guidelines.
14. Develop and maintain policies on secretarial matters.

15. Reviewing the disclosures on the Corporation's website and other internal documents in line with applicable Act, Rules and Regulations in co-ordination with the Corporate Communications Department.
16. Any other Secretarial and Compliance matters as assigned from time to time.

1. Terms of Appointment

No.	Particulars	Terms & Conditions
(i)	Period	Contract for a period of 3 years to be reviewed every year and can extended with mutual consent.
(ii)	Nature of appointment	Appointment of Company Secretary at General Manager (Scale VII) Level will be contractual in nature.
(iii)	Remuneration	Salary will not be constraint for the deserving candidate and same will be decided only after interview.
(iv)	Leave	08 days of Casual Leave (CL), 02 days of Restricted Holidays (RH) for every calendar year. In addition to CL, appointee will be entitled for 30 days of Privilege leave (As per GIC Re's rules for Privilege leave) However, if the contractual period starts mid of a calendar year, proportionate CL and other leaves shall be accordingly granted. Un availed leaves, if any, shall neither be eligible for encashment nor carried forward.
(v)	Other facilities for official purposes	TA/DA, mobile and laptop facility as per entitlement for GM Scale officer. Air travel entitlement as applicable for General Manager Scale VII officer.
(vi)	Termination of contract	The contract may be terminated by either party by giving to the other Three (3) months' advance notice in writing or pay in lieu of notice period thereof. Further, absence beyond 15 days would result in termination of the contract, unless approved by the competent authority.
(vii)	Superannuation benefits	No superannuation benefit shall be applicable.
(viii)	Service rules	In addition to the terms and conditions of appointment, during the contractual period, the appointee shall generally be governed by the General Insurance Corporation of India's Conduct, Discipline and Appeal Rules, 2014 as amended from time to time, to the extent applicable.
(ix)	Accommodation	The applicants shall make own arrangements for his/her stay and it shall not be incumbent on the GIC Re to provide any residential accommodation.
(x)	Undertaking	The appointee shall furnish a notarized contract as in the prescribed format on the stamp paper of requisite value at the time of joining.

(xi)	Posting	Candidate will be posted at GIC Re, HO, Suraksha, 170, J. TATA Road, Churchgate, Mumbai – 400 020. Please note that work requires attending office on regular basis and there is NO Work from Home or Hybrid Model allowed unless there is a State Government imposed restrictions.
(xii)	Residual Matters	As may be decided by GIC Re from time to time.

2. Selection Procedure :

4.01 The selection process will comprise of:

(i) Preliminary screening and shortlisting based on the eligibility criteria, candidate's qualifications, suitability/ experience, etc. submitted with the applications.

(ii) The candidature, after preliminary screening and without verification of documents, will be provisional and will be subject to verification of all details/ documents with the originals when a candidate reports for Personal Interview (PI)

(iii) Venue, time and date of interview will be informed to the shortlisted candidates through e-mail / call letter and candidates have to attend the same at their own cost. GIC Re reserves its right to change/ add/ cancel the date, time, center, venue for the PI or hold supplementary selection process on particular date/ session/ venue/ center for set of candidates at its discretion, under unforeseen circumstances, if any. The changes, if any, shall be intimated to the candidates through GIC Re's website and/or candidate's registered e-mail in advance.

4.02 Mere eligibility, admission/qualification in PI does not imply that the GIC Re is satisfied beyond doubt about the candidate's eligibility and it shall not vest any right in a candidate for selection. GIC Re would be free to reject the candidature of any candidate at any stage of recruitment process, if he/she is found to be ineligible and/or furnished incorrect or false information/ certificates/ documents or has suppressed any material facts. If appointed, such a candidate may be summarily removed from the services of GIC Re.

Important: The PI may be held at the GIC Re's Head Office in Mumbai or virtually. While appearing for PI, if called, the candidate should produce valid prescribed documents given below. In the absence of documents candidature of the candidates shall be liable for cancellation. Corporation takes no responsibility to receive/ collect any certificate/remittance/ document sent separately.

3. List of Documents to be produced at the time of PI (as applicable):

The following documents in original together with a self-attested photocopy in support of the candidate's eligibility and identity are to be invariably submitted at the time of interview failing which the candidate may not be permitted to appear for the interview. Non submission of requisite documents by the candidate at the time of interview will debar his/her candidature from further participation in the recruitment process.

a) Email of Invitation for Personal Interview

b) Photo Identify Proof – Aadhar and PAN Card.

c) Mark sheets & degree certificates for educational qualifications.

d) Work Experience: For the Past employer: Relieving Letter(s) and Experience Certificate(s) from the past employer(s). Experience certificate(s), Offer Letter(s), Pay or Salary Slip(s) clearly indicating the date of joining and date of relieving for each of the past or previous employer(s) mentioning the functional area of experience. The experience certificate or testimonials produced by the candidates should indicate the date of joining and relieving, designation at the time of joining, date of promotion with designation, if any. In case the same is not mentioned in either the experience certificate or Relieving letter(s), a bonafide experience certificate is required mentioning the experience of the candidate in desired functional area along with the duration. Any adverse remark from the previous employer(s) or any act of misconduct/ wrong committed by the candidate would be a disqualification to apply and render the candidature for cancellation.

e) Candidates serving in Government/ Quasi Govt. Offices/ Public Sector Undertakings (including Nationalized Banks and Financial Institutions) are required to produce a "No Objection Certificate" from their employer at the time of interview, in the absence of which their candidature will not be considered.

f) Candidates will not be allowed to appear for the interview if he/ she fail to produce the relevant eligibility documents as mentioned above.

Note: Inability to produce any of the above-mentioned documents (both original and attested copy) at the time of interview will render the candidates ineligible for the selection.

4. How to apply:

a. Candidates are required to send their application as per prescribed format to Recruitment-eocb@gicre.in mentioning with the following subject line:

"**Application for the position of Company Secretary - <Applicant Name>"**

Following documents are to be attached to the email, **in sequence, in a single .pdf file**:

1. Applicant's Photograph (passport size)
2. PAN Card
3. Aadhar Card
4. ICSI Membership certificate and Certificate of Practice.
5. Details of work experience in prescribed format. Click here to download format.
6. Resume/CV of candidate.

b. After emailing the documents as above, kindly fill online Application Form

c. Sending documents by email and filling online application form, both are mandatory.

d. An application which is incomplete in any respect such as without photograph and signature uploaded in the application form will not be considered as valid.

e. Any information submitted by a candidate in his/ her application shall be binding on the candidate personally and he/ she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at a later stage.

5. General Eligibility

Medical Fitness, Character, and Caste (wherever applicable) verification of selected candidates: The appointment of selected candidates will be subject to their being declared medically fit as per medical fitness standards followed by the GIC Re and upon satisfactory verification of their character, antecedents and caste certificates (wherever applicable). Till such time, the appointment of the selected candidates in the GIC Re will be provisional. Such an appointment will also be subject to the Service, Conduct Rules & Policies of GIC Re.

6. General Instructions

a. Before submitting the application email, the candidates must ensure that they fulfill all the eligibility criteria with respect to age, educational qualifications, experience, etc. as stated in this advertisement. If the candidates are not eligible, their candidature will be cancelled at any stage of the recruitment. If the candidate qualifies in the selection process and subsequently it is found that he or she does not fulfill the eligibility criteria, his or her candidature will be cancelled and if appointed, services would be terminated without any notice or compensation.

b. Not more than one application should be submitted by any candidate. In the case of multiple applications, only the last (complete) application will be retained. Multiple attendance/ appearances at the time of PI will be summarily rejected/ candidature cancelled.

c. GIC Re reserves the right to modify or amend or reverse or cancel any or all the provisions of the recruitment process including eligibility criteria. GIC Re also reserves the right to cancel the entire recruitment process without assigning any reasons thereof.

d. GIC Re may at its sole discretion, re-hold PI or additional PI, wherever necessary.

e. Any resultant dispute arising out of this advertisement and the selection process shall be subject to the sole jurisdiction of the Courts situated in Mumbai only.

7. Disclaimer: -

(i) In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature will stand cancelled, if any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated.

(ii) Decisions of GIC Re in all matters regarding eligibility, conduct of Interviews, other tests and selection would be final and binding on all candidates, no representation or correspondence will be entertained by the GIC Re in this regard.

(iii) GIC Re reserves its right to change, modify, amend any provision of this notification/advertisement and / or to cancel or annul this recruitment process, at any time without assigning any reason thereof.

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