



480, 1st Floor, Khivraj Complex 1, Anna Salai, Nandanam,
Chennai 600035
Ph.no 044-24313094-97

Ref: Adv/2026/02

29.01.2026

Indbank Merchant Banking Services Limited (IBMBS LTD), a subsidiary of Indian Bank, with head quarters in Chennai, engaged in Stock Broking, Depository Participant Activities, Distribution of Mutual Fund and other Investment Products, Merchant Banking and Advisory Services, invites applications from eligible candidates for the post of Senior Secretarial Officer-Accounts

Last date for receipt of duly filled in application with the copy of the enclosures	12.02.2026
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1. Details of position(s) /discipline(s):

S.No	Name of the Position(s) / Discipline(s)	Vacancy/ies
1	Senior Secretarial Officer- Accounts	1

2. Compensation:

S.No	Name of the Position(s) / Discipline(s)	Compensation
1	Senior Secretarial Officer- Accounts	Rs 5.00 to Rs 6.20 lakh p.a

3. Age, Educational Qualification, Experience and Place of Vacancy:

Description	Minimum Qualification	Experience	Age	Place of Posting	Mode of Selection
Senior Secretarial Officer- Accounts	1.B.Com/ M Com graduate having good experience in preparation of balance sheet, trial balance, preferable CA inter , worked in audit firm	Minimum 2 years of experience Audit firm, preparation of financial statements including Trail balance, P& L, Balance sheet .Income tax, GST filing Good knowledge in MS Excel, PPT	30-45 years	Chennai	Mode of selection is based on the Interview.

*Cutoff date for Age, Educational qualification and Experience will be as on **01.01.2026**.

Note:

- a. All Educational Qualification prescribed shall be from the University/ Institution/ Board recognized by Govt. of India/ approved by Govt. Regulatory Bodies.
- b. Experience relevant to the post will only be counted for reckoning the attribute of experience.

4. Mode of Selection:

Mode of selection is based on the interview. A screening committee will screen the applications received for the post for identifying eligible candidates. Interview and final selection will be carried out by the Committee of the company.

5. How to Apply

Candidates having above qualifications may download the application form from our website www.indbankonline.com and send duly filled in applications with the copy of the enclosures through courier / Registered Post to the below mentioned address, addressed to-

Head Administration
No 480, 1st Floor Khivraj Complex I,
Anna Salai, Nandanam
Chennai-35.

Candidate can also send the scanned copy of the duly filled application with the enclosures to recruitment@indbankonline.com.

6. General Instructions

- a. Before applying for the post, candidate should verify and satisfy himself/herself that he/she fulfills the eligibility and other norms mentioned in this advertisement. Company would be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post for which he/she has applied. The decision of the Company shall be final in deciding about qualifications, experience and other eligibility norms.
- b. In case it is detected at any stage of recruitment that a candidate does not fulfill any of the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s), his/her candidature will be cancelled. If any of these shortcomings is/are detected even after appointment, his/her contract is liable to be terminated.
- c. The Company reserves the right to alter, modify or change the eligibility criteria and / or any other terms and conditions spelt out in this advertisement.
- d. Only those candidates who have met with the eligibility criteria for appearing in the Personal Interview will be intimated by email to the email address, furnished by them.
- e. The admission to personal interviews will be purely provisional without verification of age, qualification etc. of the candidates with reference to documents.
- f. Candidates will have to produce original relevant certificates like educational qualifications, experience, age, etc. at the time of interview, in support of his / her eligibility, as per the details furnished in the application, failing which his / her candidature will be cancelled.
- g. Decision of the Company in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of the, interview, selection and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Company in this regard.

- h. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated in Chennai.
- i. In case, any dispute arises on account of interpretation in version other than English, English version will prevail.
- j. Company does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of loss in transit or for any other reason beyond the control of the Company.

Chennai