



Centbank Financial Services Limited
(Wholly owned subsidiary of Central Bank of India)

Recruitment for Various Posts on Contract Basis

Advertisement No: CENTFIN: 2022: 1

Last Date of Receipt of Application: **10th June 2022**

Centbank Financial Services Limited invites application from Indian Citizen for the appointment to the following posts. Candidates are requested to download the Application Form through Company's Website www.cfsl.in

1. Process of registration is complete only when the application will reach us on or before last date.
2. Before applying, candidates are requested to ensure that they fulfil the eligibility criteria for the post as on date of eligibility.
3. Candidates are required to submit all required documents (Resume, ID proof, Age proof, Educational Qualification, Experience etc.) failing which their candidature will not be considered for short listing/interview. However, the candidates not in position to submit relevant experience certificate from the present employer, can alternatively submit both appointment/offer letter and latest salary slip of the current employment as a proof of experience. In case of selection, such candidates will have to submit experience certificate at the time of joining the Company's Service.
4. Shortlisting will be purely provisional without verification of original documents. Candidates will be subject to verification of all details/ documents with the original when a candidate reports for the interview (if called).
5. In case candidate is called for interview and is found not satisfying the eligibility criteria (Age, Education Qualification and Proof of Experience Certificate etc) he/she will neither be allowed to appear for the interview nor be entitled for refund of application fees.
6. Candidates are required to check **Company's website www.cfsl.in or <https://cfsl.in/career.php>** for details and updates (including the list of shortlisted/qualified candidates). Call letter for the interview, where required, will be sent by e-mail only (No hard copy will be sent). Candidates should have valid email ID which should be mentioned in the application form and kept active till the declaration of result.
7. Hard copy of the Application and other documents to reach our office on or before the last date mentioned in the advertisement.

A. Details of Post:

Post on Contract Basis	No. of Vacancy	Age As on 31.05.2022		Selection Procedure	Place of posting
		Min	Max		
Assistant Vice President	1	21	35	Shortlisting and Interview	Mumbai
Manager	1	21	32		
Front Office Executive	1	21	30		

Note:

1. Candidate belongs to OBC category but coming in the 'Creamy layer' are not entitled to OBC reservation and age relaxation.

2. The number of vacancies mentioned above are provisional and may vary according to the actual requirement of the Company.
3. Company reserves the right to cancel the recruitment process entirely at any stage.
4. A declaration will have to be submitted in the prescribed format by candidates seeking reservation under OBC category stating that he/she does not belong to the Creamy layer as on date of application. **OBC certificate containing the 'Non-Creamy layer' clause, issued during the period 01.04.2022 to the date of interview, should be submitted by such candidates, if called for interview.**
5. Maximum age indicated is for General category candidates. Relaxation in upper age limit will be available to reserved category candidates as per Government of India Guidelines.
6. In cases where experience in a specific field is required, the relevant experience certificate must contain specifically that the candidate had experience in that specific field.
7. In case the certificate of degree does not specify the field of specialization, the candidate will have to produce a certificate from the concerned University/College specifically mentioning the specialization.

B. Details of Educational Qualification/Experience/Specific Skills:

Post	Educational Qualification & Certification (As on 31.05.2022)	Preferred Work Experience (As on 31.05.2022)
Assistant Vice President (Contract Basis)	Chartered Accountant (preferably passed in one attempt)	Fresher May Apply Preferred : 1 year of experience
Manager (Contract Basis)	<p>Basic Qualification: Full time MBA/ PGDM or Post Graduate Management degree The Institute should be recognised / approved by Govt. bodies/ AICTE/ UGC.</p> <p>Course completed through Correspondence/ Part time will not be eligible.</p> <p>Preferred Qualification: Preference will be given to candidates who possess MBA/ PGDM/ Post Graduation Management degree with specialization in Finance / Marketing or Candidates with Law Degree.</p>	Fresher May Apply Preferred : 1 year of experience
Front Office Executive (Contract Basis)	<p>Basic Qualification: Graduate from Recognised University.</p> <p>Computer Literacy: Basic Operating and working knowledge in computer systems is mandatory.</p> <p>Preferred Qualification: Preference will be given to Candidates with MBA/Law Degree.</p>	Fresher may apply. Preference will be given to candidate having experience in the field of Trusteeship Operations/ Capital Market Operations/ Marketing/ any such areas.

C. Job Profile and KRAs:

Post	Profile
Chartered Accountant (Contract Basis)	<ol style="list-style-type: none"> 1. Ensure timely preparation of Financial Statements of the Company in accordance with Accounting Standard's. 2. Implementation/ compliance of RBI/ GOI/ Income Tax/ GST guidelines and ensuring necessary system development in this regard. 3. Timely filing of Preparation of various returns under Income Tax/ GST. Timely response and action on various notices issued by Direct/ Indirect Tax Departments. 4. Providing opinions / clarifications on tax/accounting related matters. 5. Preparation of data as required by SEBI/ RBI/ Tax Authorities. 6. Knowledge of Internal Financial Controls over Financial Statements (IFCoFR), implementation/ monitoring / improvement of IFCoFR in the Company. 7. Discussions & analysis with auditors/ consultant regarding peculiar tax/ accounting matters. 8. Analysis and preparation of documentation on amendments in Direct/ Indirect tax legislation and their impact on the Company. Proper implementation and compliance of such amendments in the Company is also to be ensured through necessary system developments. 9. Timely Resolution of the TDS/ GST related customer complaints. 10. Liaison with IT/ GST/ RBI/ ICAI for Tax/ GST/ Accounting/ IFCoFR and Financial Reporting issues.
Manager (Contract Basis)	<ol style="list-style-type: none"> 1. In charge of Executor Trusteeship Business 2. Proper updation of Portfolio of Securities/Mutual Funds of various Trusts. 3. Correspond with various Companies/ RTAs with regard to Merger, Demerger, Bonus, Amalgamation, Name Change, Split, Face Value Change, Rights Issue, Buyback, Offer Sale etc. 4. Ensuring timely Income payment to Beneficiaries of various Trusts. 5. Keeping proper records of Dividends Received from various Companies and ensuring credit of the same to the respective Trusts. 6. Carrying out the instruction of Trusts for Buying/Selling of Shares/Securities through Company's Broker. 7. Sending of Statement of Account and Portfolio statement at the request of the Trustees. 8. Interacting with Regulator/s, statutory authorities, corporate and individual clients, etc 9. Basic knowledge to understand legal documents.

Front Office Executive (Contract Basis)	<ol style="list-style-type: none"> 1. Payment to Beneficiaries in accordance with Trust Deed/Will. 2. Investment of Trust Funds 3. Crediting of Dividend Warrants in Trust accounts 4. Correspond with various Companies with regard to Merger, Demerger, Bonus, Amalgamation, Name Change, Split, Face Value Change, Rights Issue, Buyback, Offer Sale etc. 5. Demating of Shares and correspond with DP, Company and RTA. 6. Buying/Selling of Shares/Securities on behalf of Trust through Broker. 7. Routine work in Debenture Trustee/Security Trustee/Executor Trustee business. 8. Any other assignment as per the exigencies of the Company.
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Remarks: Roles, in addition to the above mentioned Job Profile and KRAs, may be assigned by the Company from time to time for any Post.

D. Remuneration:

Post	Salary
Assistant Vice President (Contract Basis)	Monthly consolidated pay between Rs.50,000/- to Rs.60,000/-
Manager (Contract Basis)	Monthly consolidated pay between Rs.30,000/- to Rs.40,000/-
Front Office Executive (Contract Basis)	Monthly consolidated pay between Rs.20,000/- to Rs.30,000/-

E. How to apply:

Candidates should have valid email ID which should be kept active till the declaration of result. It will help him/her in getting call letter/ Interview Intimation etc. by email

GUIDELINES FOR FILLING APPLICATION FORM:

i. Candidates are required to download the Application Form through the link available on Company's Website <https://www.cfsl.in>. Duly filled and signed application form along with the application fee of **Rs.590/- (Rs. 500 plus GST@18%)** by way of DD favouring **"Centbank Financial Services Limited"** payable at Mumbai to be submitted to our registered office situated at Centbank Financial Services Limited, 3rd Floor, Central Bank of India, MMO Building, 55, MG Road, Fort, Mumbai-400 001 during office hours **on or before 10.06.2022 upto 5:00 p.m.**

ii. Candidates should use the application form provided on our website www.cfsl.in or <https://cfsl.in/career.php> only. Any other format will liable for rejection without any communication and not be entitled for refund of application fees.

iii. Candidates have to send their application in sealed envelope to our registered office address. Candidates have to mention the name of the post on the top of the envelope without fail.

F. **Selection Process:** The selection of candidates will be based on Short listing and Interview.

Shortlisting: Mere fulfilling minimum qualification and experience will not vest any right in candidate for being called for interview. The Short listing Committee constituted by the Company will decide the short listing parameters and thereafter, adequate number of candidates, as decided by the Company will be shortlisted and called for interview. The decision of the Company to call the candidates for the interview shall be final. No correspondence will be entertained in this regard.

Interview: Interview will carry 100 marks. The qualifying marks in interview will be decided by the Company. No correspondence will be entertained in this regard. No expenses of any type/nature will be reimbursable by the Company to the shortlisted candidate for attending the interview.

For any queries, please visit “CONTACT US” which is available on Company’s website (URL - <https://www.cfsl.in> or <https://cfsl.in/career.php>). **The Company is not responsible for typographical errors, if any.**

Place: Mumbai

Date: 25th May 2022

Managing Director