



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

Recruitment for Various Posts on Contract Basis

Advertisement No: CENTFIN: 2022: 5

Submission will start from: 21st Dec 2022

Last Date of Receipt of Application: 5th Jan 2023

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

1. Process of registration is complete only when the application gets submitted 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 who are called for interview are required to bring all required documents in original along one set of self-attested copy (Resume, ID proof, Age proof, Educational Qualification, Experience etc.) at the time of interview failing which their candidature will not be considered. 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 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.

A. Details of Post:

Post on Contract Basis	Vacancy					Age As on 30.11.2022		Selection Procedure	Place of posting
	GEN	OBC	SC	ST	Total	Min	Max		
Assistant Vice President-Law Officer	1	-	-	-	1	21	35	Shortlisting and Interview	Mumbai
Manager	2	-	-	-	2	21	35		
Front Office Executive	-	1	-	-	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 including reserved vacancies mentioned above is 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	Functional Area	Educational Qualification & Certification (As on 31.05.2022)	Preferred Work Experience (As on 30.11.2022)
Assistant Vice President	Law Officer	Basic Qualification: LLM/LLB. The Institute should be recognised / approved by Govt. bodies/ AICTE/ UGC. Course completed through Correspondence/ Part time will not be eligible.	Min 2 years of experience
Manager	Finance/Marketing	Basic Qualification: Full time MBA/ PGDM or Post Graduate Management degree The Institute should be recognised / approved by Govt. bodies/ AICTE/ UGC. Course completed through Correspondence/ Part time will not be eligible. Preferred Qualification: Preference will be given to candidates who possess MBA/ PGDM/ Post Graduation Management degree with specialization in Finance / Marketing.	Fresher May Apply Preferred : 1 year of experience

Manager	IT	<p>Basic Qualification: BE / BCA/BCS – in Computer Science/IT. The Institute should be recognised / approved by Govt. bodies/ AICTE/ UGC. Programming Languages Known: VB, Java, Java Script, php, asp .net, PISQL and oracle.</p> <p>Preferred Qualification: Preference will be given to candidates who possess MCA/MSC/MBA/ PGDM/ Post Graduation Management degree in with specialization in IT.</p>	Fresher May Apply Preferred : 1 year of experience
Front Office Executive		<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.

C. Job Profile and KRAs:

Post/Functional Area	Profile
Assistant Vice President -Law Officer	<ol style="list-style-type: none"> 1. Knowledge of Trust Acts, SERFASI, NCLT, Civil Court Proceedings. 2. Legal issues in Executor/Debenture/Security Trusteeship. 3. Drafting of Will/Trust Deed etc. 4. Vetting of Security Trusteeship Agreement/ Debenture Trusteeship Deed and other Bank loan documents. 5. Legal Search Report/Title Search Report. 6. Legal opinion as required on case to case basis.
Manager- Finance/Marketing	<ol style="list-style-type: none"> 1. Marketing, Investment Management, Risk Management, Fund accounting. 2. Knowledge of financial regulatory compliances/Capital Market/ Project appraisal.
Manager - IT	<ol style="list-style-type: none"> 1. Responsible for smooth functioning of the software system by proper monitoring and coordination and liaison with the service providers. 2. Maintenance and Backup of Servers, DBA, DR-setup 3. Website maintenance 4. Responsible for Maintenance and smooth functioning of various portals. 5. Updation of records in the system. 6. Maintenance of Hardware. 7. Developer (VB, JAVA, Java script, asp .net, SQL, php, Cristal reports) or Should have knowledge of mentioned programming language on the basis responsible to co-ordinate with the IT team for maintenance and enhancement of the application. 8. IT administration.

Front Office Executive	<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	Monthly consolidated pay between Rs.50,000/- to Rs. 60,000/-
Manager	Monthly consolidated pay between Rs.30,000/- to Rs. 40,000/-
Front Office Executive	Monthly consolidated pay between Rs. 20,000/- to Rs. 30,000/-

Apart from monthly consolidate pay; allowance/ reimbursement will be given as Company's HR Policy.

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:

Candidates are required to submit the Application Form through the link <https://form.jotform.com/centbankfin/cfsl-online-recruitment-submission-> available on Company's Website <https://www.cfsl.in> and pay fees online via UPI/NEFT and mention transaction reference number/ UTR number in the application form under relevant field. Details of bank account for payment of fees are as under:

Bank & Branch : Central Bank of India, Mumbai Main Office
Account Type & No. : Current Account No.1787 426 399
IFSC Code : CBIN 0280621
MICR Code : 400 016 071

Application Fee

Rs.590/- (Rs. 500 Application fee + Rs 90 GST)
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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: 21/12/2022

Sd/-
Managing Director