



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

Recruitment for Manager on Contract Basis

Advertisement No: CENTFIN: 2023:2

Submission will start from: 16th Nov 2023 & Last Date of Receipt of Application: 27th Nov 2023

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

1. Those Candidate who have already filled the application for the post Manager (Advertisement No: CENTFIN: 2023:1 dated 13th Oct 2023); and those Candidate who have already filled the application for the post Company Secretary (Advertisement No: CENTFIN: 2023:1 dated 12/05/2023); need not to be submit the application again. We have extended the submission date till 27th Nov 2023.
2. Process of registration is complete only when the application gets submitted on or before last date.
3. Before applying, candidates are requested to ensure that they fulfil the eligibility criteria for the post as on date of eligibility.
4. 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.
5. 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).
6. 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.
7. 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	Max. Age As on 30.10.2023	Selection Procedure	Place of posting
Manager	1	35	Shortlisting and Interview	Mumbai
Business Development Executive	1	45	Shortlisting and Interview	Mumbai
Company Secretary	1	35	Shortlisting and Interview	Mumbai

Note:

1. Candidate belongs to OBC category but coming in the 'Creamy layer' are not entitled to OBC reservation and age relaxation.
2. Candidate belongs to ST/SC category need to submit copy of their Cast Certificate at the time of interview.
3. The number of vacancies including reserved vacancies mentioned above is provisional and may vary according to the actual requirement of the Company.

4. Company reserves the right to **alter/modify/cancel** the recruitment process entirely at any stage. Candidate has to visit our website during entire process of recruitment for any kind of update.
5. 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 01.04.2023 to the date of interview, should be submitted by such candidates, if called for interview.**
6. 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.
7. 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.
8. 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 31.10.2023)	Work Experience (As on 31.10.2023)
Manager	Executor /Security Trusteeship/Safe Custody of Documents and assisting in marketing of CFSL products.	Qualification: Graduate in any discipline. Preferable: MBA Finance/Marketing or PGDBM in Equity and Market Research. The Institute should be recognised / approved by Govt. bodies/ AICTE/ UGC. Course completed through Correspondence/ Part time will not be eligible.	Min 1 year of experience in Public/Private/Govt. or Corporate Sectors. (Priority will be given to the candidate who is having relevant experience mentioned in the Job Profile.)
Business Development Executive	Marketing of Debenture/Security Trusteeship/Safe Custody of Documents/Escrow Trusteeship business and processing & Execution of related documents	Qualification: Graduate in any discipline. Preferable: MBA Finance/Marketing. The Institute should be recognised / approved by Govt. bodies/ AICTE/ UGC. Course completed through Correspondence/ Part time will not be eligible.	Minimum 3 years of experience of Marketing in Trusteeship Business. Or 3 years of experience in marketing with any Financial Institution.
Company Secretary	Trusteeship Services: Executor/Debenture/Security Trusteeship/Safe Custody of Documents/Escrow Trusteeship/providing Legal opinion.	Qualification: Company Secretary: Must be Associate/Fellow Member of Institute of Company Secretaries of India. Preferred Qualification: LLB LLB : A Bachelor Degree in Law (LLB) integrated 5 years/3years regular course from recognized University	Minimum 3 years' Experience in Public/Private/Govt. or Corporate Sectors. Preference should be given working 3 years in Company dealing with Trusteeship Services.

C. Job Profile and KRAs:

Post	Profile
Manager:	<ol style="list-style-type: none"> 1. Handling of Trust/Will accounts (Trust/Will Creation / Modification / Updation/ Closure of trust accounts). 2. To maintain and tally the portfolio/statements of trusts which includes Entry/ authorization Fixed Deposits, Share and Securities/ LIC policies and Property etc. into the system. 3. Arrangement of meetings with clients and preparation of MOU's and agreements etc. 4. Work related to dematerialization, clearing of Dividend, reconciliation of Trust accounts and collection of service charges as per the fee structure of the Company. 5. Process of Security Trusteeship/ Safe Custody of Documents and assisting in marketing in various products of CFSL. 6. Co-ordination with empanel advocate for legal opinion. 7. Apart from above job profile, you may be assigned other Company's work from time to time.
Business Development Executive:	<ol style="list-style-type: none"> 1. Marketing and Business Development of Debenture/Security Trusteeship/Safe Custody of Documents/Escrow Trusteeship. 2. Processing and Execution of Debenture/Security/Safe custody of Documents/ Escrow Trusteeship accounts as per check lists and SOPs. 3. Working as Relationship Manager for Debenture and Security Trusteeship Business. 4. Charge creation of CERSAI/ROC etc. 5. Your work will be target oriented and will be reviewed monthly basis. 6. If progress of your work is not satisfactory, management can take any action as deem fit & proper. 7. Apart from above job profile, you may be assigned other Company's work from time to time.
Company Secretary:	<ol style="list-style-type: none"> 1. All compliances under the Companies Act 2. Charge creation CERSAI/ROC and all matters related to MCA. 3. All compliances with directives, Rules, Regulations, guidelines, notifications, circulars, etc concerning Debenture Trusteeship, issued by SEBI or any Regulator, government, etc. 4. Will also be a 'Compliance Officer'. 5. Conducting meeting with Dividend holder in regular interval in case of default of issues Company. 6. Co-ordination with empanel advocate for various legal opinions relating to Trust accounts and drafting of Trust/Will deeds, STA and other documents related to Executor/Debenture/Security/Escrow Trusteeship Business and vetting of loan documents. 7. If he or she is having qualification of law graduate, then provide legal opinion Trusts on day to day routine work. 8. Attending SARFAESI, NCLT (IBC), civil court proceedings etc. arranging meetings/Preparation of minutes, voting etc. 9. Enforcement of Security in the interest of the Debenture holder(s)/ Lender(s) in case of default of Company(s) and filing of case in appropriate authorities with the consent of lenders and Dividend Holders. 10. Drafting of documents relating to Trusts, Will and supplemental thereto with the help of empanel advocate. 11. Interacting with Regulator/s, statutory authorities, corporate and individual clients, etc. 12. Co-ordination with empanel Advocate/Valuer for LSR, TSR, Security Coverage Certificate, Valuation Report etc. 13. Apart from above job profile, you may be assigned other Company's work from time to time.

D. Remuneration for both the post :-

1. Manager:

EARNINGS		DEDUCTIONS	
SALARY HEAD	AMOUNT (Rs.)	SALARY HEAD	AMOUNT (Rs.)
Basic	16,500.00	Profession Tax	200.00
HRA	8,250.00	TDS	-
Conveyance	1,600.00		
Other Allowance	6,650.00		
SALARY (CTC) / PM	33,000.00	TOTAL DEDUCTIONS	200.00
Apart from Salary Allowances			
Telephone Reimbursement			1,000.00
Local Travel Allowance			1,500.00
Meal coupon Allowances			700.00
Total			3,200.00

2. Business Development Executive:

EARNINGS		DEDUCTIONS	
SALARY HEAD	AMOUNT (Rs.)	SALARY HEAD	AMOUNT (Rs.)
Basic	25,000.00	Profession Tax	200.00
HRA	12,500.00	TDS	-
Conveyance	1,600.00		
Other Allowance	10,900.00		
SALARY (CTC) / PM	50,000.00	TOTAL DEDUCTIONS	200.00
Apart from Salary Allowances			
Telephone Reimbursement			1,000.00
Local Travel Allowance			1,500.00
Meal coupon Allowances			700.00
Total			3,200.00

3. Company Secretary:

EARNINGS		DEDUCTIONS	
SALARY HEAD	AMOUNT (Rs.)	SALARY HEAD	AMOUNT (Rs.)
Basic	33,000.00	Profession Tax	200.00
HRA	16,500.00	TDS	-
Conveyance	1,600.00		
Other Allowance	14,900.00		
SALARY (CTC) / PM	66,000.00	TOTAL DEDUCTIONS	200.00
Apart from Salary Allowances			
Telephone Reimbursement			1,000.00
Local Travel Allowance			1,500.00
Meal coupon Allowances			700.00
Total			3,200.00

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/Recruitment-Manager-BDE-CS> available on Company's Website

<https://www.cfsl.in>

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: 17/11/2023

Sd/-
Managing Director