



Centbank Financial Services Limited
(Wholly owned subsidiary of Central Bank of India)
Recruitment for Various Posts on Contract Basis
Advertisement No: CENTFIN: 2024:3

Submission will start from: 29th Sep 2024 & Last Date of Receipt of Application: 13th Oct 2024

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. Company has cancelled the recruitment process Advertisement No: CENTFIN: 2024:1&2. Candidates who have previously applied as per the Recruitment Advertisement No: CENTFIN: 2024:1&2 need to be apply again. However, all candidates, including those from previous advertisements, are required to review the updated job Description, Qualifications, Remuneration and selection criteria for this new recruitment process.
2. Process of registration shall 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 31.08.2024	Selection Procedure	Place of posting
Executive Operations	1	35	Shortlisting and Interview	Mumbai
Sr. Business Development Executive	1	55	Shortlisting and Interview	Mumbai
Business Development Executive	1	40	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 01.04.2024 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 31.08.2024)	Work Experience (As on 31.08.2024)
Executive Operations	Trusteeship Services: Executor/Debenture/Security Trusteeship/Safe Custody of Documents/Escrow Trusteeship	Basic Qualification: Any Graduate. The Institute should be recognised / approved by Govt. bodies/ AICTE/ UGC. Course completed through Correspondence/ Part time will not be eligible.	Minimum working experience of 1 year in any company /institution.
Sr. Business Development Executive (Contract)	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 Marketing/Finance, CS, Law degree. The Institute should be recognised / approved by Govt. bodies/ AICTE/ UGC. Course completed through Correspondence/ Part time will not be eligible.	<ul style="list-style-type: none"> • Minimum working experience of 5 years in Marketing (Business mobility) of any company providing Trustee ship Business • Employees of Subsidiaries of Central Bank of India who have working experience of 2 years in Marketing (Business mobility)
Business Development Executive (Contract)	Marketing of Debenture/Security Trusteeship/Safe Custody of Documents/Escrow Trusteeship business and processing & Execution of	Qualification: Graduate in any discipline. Preferable: MBA Marketing/Finance, CS, Law degree. The Institute should be recognised / approved by Govt. bodies/ AICTE/ UGC. Course completed through Correspondence/ Part time will not be eligible.	<ul style="list-style-type: none"> • Minimum working experience of 2 years in Marketing in any reputed company/ institution. • Employees of Subsidiaries of Central Bank of India

	related documents		who have working experience of 1 year in Marketing (Business mobility)
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C. Job Profile and KRAs:

Functional Area	Profile
Executive Operations (Contract Basis)	<ol style="list-style-type: none"> 1. Handling of Trust accounts (Trust Creation / Modification / Updation/ Closure of trust accounts). 2. To maintain and tally the portfolio/statements of trusts which includes Entry 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. Work related to process of Security/Debenture/Escrow/ Safe Custody of Documents Trusteeship business. 6. Apart from the above, it may be assigned other works from time to time. (on exigency of the company)
Sr. Business Development Executive (Contract Basis)	<ol style="list-style-type: none"> 1. Marketing and Business mobilisation of Debenture/Security/Escrow Trusteeship, Safe Custody of Documents and other products. 2. Processing and Execution of Debenture/Security/ Escrow Trusteeship, Safe custody of Documents and other products as per check lists and SOPs. 3. Working as Relationship Manager for Debenture and Security Trusteeship Businesses. 4. Charge creation of CERSAI/ROC etc. 5. Your job is strictly target oriented and will be reviewed monthly basis. If progress of your work is not satisfactory; Management can take any action as deemed fit & proper. It may be initiated action like removal from service in case of underperformance. 6. Act as Authorised Signatory in official letters, slips, forms and other documents wherever required. 7. Execution of documents pertaining to Security / Debenture /Escrow Trusteeships , Safe Custody of Documents and Affidavit /Indemnity &other legal documents as Authorised Signatory. 8. Develop and implement effective business development strategies to drive growth and revenue for the company. 9. Identify and cultivate new business opportunities, building strong relationships with potential clients. 10. Conduct market research and analysis to identify target markets and customer needs. 11. Negotiate and close deals with clients, ensuring mutually beneficial agreements. 12. Provide leadership and mentorship to junior team members 13. Apart from the above, it may be assigned other works from time to time. (On exigency of Company)

<p>Business Development Executive (Contract Basis)</p>	<ol style="list-style-type: none"> 1. Marketing and Business mobilisation of Debenture/Security/Escrow Trusteeship, Safe Custody of Documents and other products. 2. Processing and Execution of Debenture/Security/ Escrow Trusteeship, Safe custody of Documents and other products as per check lists and SOPs. 3. Working as Relationship Manager for Debenture and Security Trusteeship Businesses. 4. Charge creation of CERSAI/ROC etc. 5. Your job is strictly target oriented and will be reviewed monthly basis. If progress of your work is not satisfactory; Management can take any action as deemed fit & proper. It may be initiated action like removal from service in case of underperformance. 6. Act as Authorised Signatory in official letters, slips, forms and other documents wherever required. 7. Execution of documents pertaining to Security / Debenture /Escrow Trusteeships , Safe Custody of Documents and Affidavit /Indemnity &other legal documents as Authorised Signatory. 8. Assist in the development and implementation of business development strategies. 9. Conduct market research and analysis to support business development initiatives. 10. Identify and qualify potential leads. 11. Schedule and attend client meetings. <p>Apart from the above, it may be assigned other works from time to time. (On exigency of Company)</p>
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D. Remuneration:

1. Executive Operations

CTC (Salary) shall be fixed from Rs. 3.00 lac to Rs.3.6 lac per annum based on past performance and experience. The salary and other benefits of successful candidate shall be decided by the Management of CFSL after selection procedure and same to be offered in due course. Incentives can be paid as decided by the Management of CFSL if it is surpassed the set targets of the Financial year.

2. Sr. Business Development Executive:

CTC (Salary) shall be fixed from Rs. 8.00 lac to Rs.12.00 lac per annum based on past performance and experience. The salary and other benefits of successful candidate shall be decided by the Management of CFSL after selection procedure and same to be offered in due course. Incentives can be paid as decided by the Management of CFSL if it is surpassed the set targets of the Financial year.

3. Business Development Executive:

CTC (Salary) shall be fixed from Rs. 6.00 lac to Rs.7.20 lac per annum based on past performance and experience. The salary and other benefits of successful candidate shall be decided by the Management of CFSL after selection procedure and same to be offered in due course. Incentives can be paid as decided by the Management of CFSL if it is surpassed the set targets of the Financial year.

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 Company's Website <https://www.cfsl.in> or <https://cfsl.in/career.php>

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.

Important Points

1. The number of vacancies including reserved vacancies mentioned above is provisional and may vary according to the actual requirement of the Company.
2. The educational qualification prescribed for various posts are the minimum. Candidate must possess the qualification and relevant full-time experience as on specified dates.
3. Candidate belonging to reserved category including Person with Benchmark Disabilities (PwBD) for whom no reservation has been mentioned are free to apply for vacancies announced for General category provided they fulfil all the eligibility criteria applicable to General category.
4. The reservation under various categories will be as per prevailing Government of India guidelines.
5. PwBD candidate should produce a certificate issued by a competent authority as per the Government of India Guidelines.
6. Reservation for PwBD candidates is horizontal and is included in the vacancy of the respective parent category.
7. Vacancies reserved for OBC Category are available to OBC candidates belonging to 'Non-creamy Layer'. Candidates belonging to OBC category but coming in creamy layer are not entitled to any relaxation/reservation available to OBC category. They should indicate their category as General or General (LD/VI/Hi/d&e), as the case may be.
8. OBC category candidate should submit the OBC certificate on format prescribed by Govt. of India, having Non-Creamy Layer clause issued during the period 01.04.2024 to the date of interview. Non-production of OBC (Non-creamy layer) certificate in format prescribed by Govt. of India may lead to cancellation of candidature at any point of time.
9. Caste certificate issued by Competent Authority on format prescribed by the Government of India will have to be submitted by the SC/ST/ OBC (Non-creamy

- layer) candidates. Non-production of caste certificate in format prescribed by Govt. of India may lead to cancellation of candidature at any point of time.
10. Reservation for Economically Weaker section (EWS) in recruitment is governed by Office Memorandum No. 36039/1/2019-Estt (Res) dtd. 31.01.2019 of Department of Personnel & Training, Ministry of Personnel (DoPT), Public grievances & Pensions, Government Of India. Disclaimer: EWS vacancies are tentative and subject to further directives of Government of India and outcome of any litigation. The appointment is provisional and is subject to the Income & Asset certificate being through the proper channel.
 11. Benefit of Reservation under EWS category can be availed of only upon production of "Income and Asset Certificate" issued by the competent authority on the format prescribed by Govt. of India for the relevant financial year as per the extant DoPT guidelines on or before the closure of online application date.
 12. The EWS candidates should note that in case, they are not in possession of "Income & Asset Certificate" for the FY2023-24 as per the extant DoPT guidelines on or before the closure of online application date, such candidates should apply under "General Category" only.
 13. The relevant experience certificate from the employer must contain specifically that the candidate has experience in that related field as required. Without the production of proper experience certificate, Bank has right to cancel the candidature at any point of time.
 14. Company reserves the right to cancel the recruitment process entirely or for any particular post at any stage.
 15. Only those persons with benchmark disabilities would be eligible for reservation under PwBD category. "Benchmark disability" means a person with not less than 40% of a specified disability where specified disability has not been defined in measurable terms and includes the persons with disability, where disability has been defined in a measurable term, as certified by the certifying authority. Backlog vacancies reserved for PwBD would be filled by a person with benchmark disability in the respective category. If no suitable person from that category is available, such backlog would be filled up by interchange among other eligible PwBD candidates subject to the posts having been identified suitable for such disabilities.
 16. Mere fulfilling minimum qualification and experience will not vest any right in candidate for being called for interview.
 17. The shortlisting committee constituted by the Company will decide the shortlisting parameters and thereafter, adequate number of candidates, as decided by the bank will be shortlisted and called for interview. The decision of the bank to call the candidates for the interview shall be final. No correspondence will be entertained in this regard.

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: 29/09/2024

Sd/-
Managing Director