



Centbank Financial Services Limited  
(Wholly owned subsidiary of Central Bank of India)  
Recruitment for Various Posts on Contract Basis  
Advertisement No: CENTFIN: 2024:5

**Submission will start from: 5<sup>th</sup> Jan 2025 & Last Date of Receipt of Application: 15<sup>th</sup> Jan 2025**

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](http://www.cfsl.in)

1. Process of registration shall 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](http://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 31.12.2024	Selection Procedure	Place of posting	
Manager	Accounts	1	35	Shortlisting and Interview	Mumbai
	Safe Keeping of Document Services	2	35	Shortlisting and Interview	Mumbai & Delhi (Manesar Br, Haryana)
	Sr. Business Development Executive	1	45	Shortlisting and Interview	Mumbai
	Business Development Executive	1	40	Shortlisting and Interview	Mumbai
Executive Operations		1	35	Shortlisting and Interview	Mumbai
Executive Operations	Safe Keeping of Document Services	1	35	Shortlisting and Interview	Delhi (Manesar Br, Haryana)
Sub-Staff		2	35	Shortlisting and Interview	Mumbai & Delhi (Manesar Br, Haryana)

**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:**

<b>Post</b>	<b>Functional Area</b>	<b>Educational Qualification &amp; Certification (As on 31.12.2024)</b>	<b>Work Experience (As on 31.12.2024)</b>
Manager (Contract)	Accounts	<b>Basic Qualification:</b> MBA Finance or CA/CA Intern. <b>The Institute should be recognised / approved by Govt. bodies/ AICTE/ UGC. Course completed through Correspondence/ Part time will not be eligible.</b>	Minimum 1 Year of experience in Accounts. Candidate should presently working
	Safe Keeping of Document Services	<b>Basic Qualification:</b> MBA Operational Management/General Management/Marketing or Equivalent Qualification. <b>The Institute should be recognised / approved by Govt. bodies/ AICTE/ UGC. Course completed through Correspondence/ Part time will not be eligible.</b>	Fresher May Apply. <b>Preferable:</b> Minimum 1 Year of experience in Accounts or Document Management Services.
Executive Operations (Contract)	Trusteeship Services: Executor/Deben ture/Security Trusteeship/Saf e Custody of Documents/Escr ow Trusteeship	<b>Basic Qualification:</b> Any Graduate. The Institute should be recognised / approved by Govt. bodies/ AICTE/ UGC. <b>Course completed through Correspondence/ Part time will not be eligible. Mandatory Certification: Any Basic Computer Knowledge Certificate issued by the recognised Institution.</b>	Fresher may apply. Preferable Minimum working experience of 1 year in any company /institution.
	Safe Keeping of Document Services		

Sr. Business Development Executive (Contract)	Marketing of Debenture/Security Trusteeship/Safe Custody of Documents/Escrow Trusteeship business and processing & Execution of related documents	<p><b>Qualification: Graduate in any discipline. Preferable: MBA Marketing/Finance, CS, Law degree. The Institute should be recognised / approved by Govt. bodies/ AICTE/ UGC.</b></p> <p><b>Course completed through Correspondence/ Part time will not be eligible.</b></p>	<ul style="list-style-type: none"> <li>• Minimum working experience of 5 years in Marketing (Business mobility) of any company providing Trustee ship Business. Candidate should presently working</li> <li>• Employees of Subsidiaries of Central Bank of India who have working experience of 2 years in Marketing ( Business mobility). Candidate should presently working</li> </ul>
Business Development Executive (Contract)	Marketing of Debenture/Security Trusteeship/Safe Custody of Documents/Escrow Trusteeship business and processing & Execution of related documents	<p><b>Qualification: Graduate in any discipline. Preferable: MBA Marketing/Finance, CS, Law degree. The Institute should be recognised / approved by Govt. bodies/ AICTE/ UGC.</b></p> <p><b>Course completed through Correspondence/ Part time will not be eligible.</b></p>	<ul style="list-style-type: none"> <li>• Fresher May Apply.</li> <li>• Preferable Minimum working experience of 2 years in Marketing in any reputed company/ institution.</li> <li>• Employees of Subsidiaries of Central Bank of India who have working experience of 1 year in Marketing ( Business mobility)</li> </ul>
Sub- Staff (Contract)	Helper/ Peons	<b>Basic Qualification: Minimum 8<sup>th</sup> Pass</b>	Fresher may apply but preferable minimum Office boy experience of 1 year in any company /institution including Deliver documents, packages, or other items within or outside the organization.

C. Job Profile and KRAs:

Functional Area	Profile
<p>Manager (Accounts)</p>	<ol style="list-style-type: none"> <li>I. Maintenance of books of accounts, checking and reconciliation of accounts and preparation of Quarterly, Half-yearly and Yearly Financial Statements.</li> <li>II. Ensuring completion of Audit in time and closure of Audit Report</li> <li>III. Ensuring compliance on Board's observations/Instructions with respect to Financial Statements of the Company.</li> <li>IV. Follow-up and Payment of Advance Tax, TDS, GST and Professional Tax and submission of related returns in time.</li> <li>V. Submission of DBS and all other returns/information required by Central Bank of India, Regulatory Bodies and any other Govt. Office.</li> <li>VI. Act as Authorized Signatory in official letters, slips, forms and others documents wherever required.</li> <li>VII. Execution of documents pertaining to Security / Debenture /Escrow Trusteeships , Safe Custody of Documents and Affidavit /Indemnity &amp; other legal documents as Authorised Signatory.</li> <li>VIII. Verification /authorization of the vouchers posted in the system on the daily basis.</li> <li>IX. Ensure to distribute estate of the WILL and assets of the Trust as per respective deeds.</li> <li>X. Apart from the above, it may be assigned other works from time to time. (On exigency of Company)</li> </ol>
<p>Manager (Safe Keeping of document Services)</p>	<ul style="list-style-type: none"> <li>• <b>Vendor Coordination:</b> <ul style="list-style-type: none"> <li>○ Establish and maintain strong relationships with vendors providing document storage and retrieval services.</li> <li>○ Monitor vendor performance against KPIs and SLAs to identify areas for improvement.</li> <li>○ Resolve any issues or disputes that may arise with vendors promptly and efficiently.</li> </ul> </li> <li>• <b>Document Management:</b> <ul style="list-style-type: none"> <li>○ Oversee the efficient and secure management of documents throughout their lifecycle, from initial receipt to final disposal.</li> <li>○ Implement robust document tracking and indexing systems to facilitate easy retrieval and reporting.</li> <li>○ Ensure compliance with all relevant data privacy and security regulations.</li> <li>○ Develop and maintain comprehensive document retention policies and procedures.</li> </ul> </li> <li>• <b>Storage and Retrieval Operations:</b> <ul style="list-style-type: none"> <li>○ Coordinate with vendors to ensure timely and accurate storage and retrieval of documents.</li> <li>○ Monitor and protect documents from unauthorized access, damage, or loss.</li> <li>○ Maintain standard operating procedures for document handling, storage, and retrieval.</li> </ul> </li> </ul> <p>Apart from the above, it may be assigned other works from time to time</p>

	related to other services of the CFSL. (on exigency of the company)
Executive Operations (Contract Basis)	<ol style="list-style-type: none"> <li>1. Handling of Trust accounts (Trust Creation / Modification / Updation/ Closure of trust accounts).</li> <li>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.</li> <li>3. Arrangement of meetings with clients and preparation of MOU's and agreements etc.</li> <li>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.</li> <li>5. Work related to process of Security/Debenture/Escrow/ Safe Custody of Documents Trusteeship business.</li> <li>6. Apart from the above, it may be assigned other works from time to time. (on exigency of the company)</li> </ol>
Executive Operations (Safe Keeping of Documents)	<ul style="list-style-type: none"> <li>• <b>Vendor Coordination:</b> <ul style="list-style-type: none"> <li>○ Establish and maintain strong relationships with vendors providing document storage and retrieval services.</li> <li>○ Monitor vendor performance against KPIs and SLAs to identify areas for improvement.</li> <li>○ Resolve any issues or disputes that may arise with vendors promptly and efficiently.</li> </ul> </li> <li>• <b>Document Management:</b> <ul style="list-style-type: none"> <li>○ Oversee the efficient and secure management of documents throughout their lifecycle, from initial receipt to final disposal.</li> <li>○ Implement robust document tracking and indexing systems to facilitate easy retrieval and reporting.</li> <li>○ Ensure compliance with all relevant data privacy and security regulations.</li> <li>○ Develop and maintain comprehensive document retention policies and procedures.</li> </ul> </li> <li>• <b>Storage and Retrieval Operations:</b> <ul style="list-style-type: none"> <li>○ Coordinate with vendors to ensure timely and accurate storage and retrieval of documents.</li> <li>○ Monitor and protect documents from unauthorized access, damage, or loss.</li> <li>○ Maintain standard operating procedures for document handling, storage, and retrieval.</li> </ul> </li> </ul> <p>Apart from the above, it may be assigned other works from time to time related to other services of the CFSL. (on exigency of the company)</p>
Sr. Business Development Executive (Contract Basis)	<ol style="list-style-type: none"> <li>1. Marketing and Business mobilisation of Debenture/Security/Escrow Trusteeship, Safe Custody of Documents and other products.</li> <li>2. Processing and Execution of Debenture/Security/ Escrow Trusteeship, Safe custody of Documents and other products as per check lists and SOPs.</li> <li>3. Working as Relationship Manager for Debenture and Security Trusteeship Businesses.</li> <li>4. Charge creation of CERSAI/ROC etc.</li> <li>5. <b>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 &amp; proper. It may be initiated action like removal from service</b></li> </ol>

	<p><b>in case of underperformance.</b></p> <ol style="list-style-type: none"> <li>6. Act as Authorised Signatory in official letters, slips, forms and other documents wherever required.</li> <li>7. Execution of documents pertaining to Security / Debenture /Escrow Trusteeships , Safe Custody of Documents and Affidavit /Indemnity &amp;other legal documents as Authorised Signatory.</li> <li>8. Develop and implement effective business development strategies to drive growth and revenue for the company.</li> <li>9. Identify and cultivate new business opportunities, building strong relationships with potential clients.</li> <li>10. Conduct market research and analysis to identify target markets and customer needs.</li> <li>11. Negotiate and close deals with clients, ensuring mutually beneficial agreements.</li> <li>12. Provide leadership and mentorship to junior team members</li> <li>13. Apart from the above, it may be assigned other works from time to time. (On exigency of Company)</li> </ol>
<p>Business Development Executive (Contract Basis)</p>	<ol style="list-style-type: none"> <li>1. Marketing and Business mobilisation of Debenture/Security/Escrow Trusteeship, Safe Custody of Documents and other products.</li> <li>2. Processing and Execution of Debenture/Security/ Escrow Trusteeship, Safe custody of Documents and other products as per check lists and SOPs.</li> <li>3. Working as Relationship Manager for Debenture and Security Trusteeship Businesses.</li> <li>4. Charge creation of CERSAI/ROC etc.</li> <li>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 &amp; proper. It may be initiated action like removal from service in case of underperformance.</li> <li>6. Act as Authorised Signatory in official letters, slips, forms and other documents wherever required.</li> <li>7. Execution of documents pertaining to Security / Debenture /Escrow Trusteeships , Safe Custody of Documents and Affidavit /Indemnity &amp;other legal documents as Authorised Signatory.</li> <li>8. Assist in the development and implementation of business development strategies.</li> <li>9. Conduct market research and analysis to support business development initiatives.</li> <li>10. Identify and qualify potential leads.</li> <li>11. Schedule and attend client meetings.</li> </ol> <p>Apart from the above, it may be assigned other works from time to time. (On exigency of Company)</p>
<p>Sub-Staff (Contract)</p>	<ul style="list-style-type: none"> <li>• Handle administrative tasks like filing, photocopying, keeping documents/files in proper place etc.</li> <li>• Greet visitors, attending phone calls.</li> <li>• Ensure the safety and security of the premises, monitor access, and respond to emergencies.</li> <li>• Maintain cleanliness and hygiene in offices, buildings, or other facilities.</li> </ul> <p>Deliver documents, packages, or other items within or outside the organization.</p>

D. Remuneration:

### 1. Manager

CTC (Salary) shall be fixed from Rs. 4.20 lac to Rs.4.80 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. **Annual CTC is negotiable and will depend upon experience & current emoluments of candidates in the present employment.**

### 2. 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. **Annual CTC is negotiable and will depend upon experience & current emoluments of candidates in the present employment.**

### 3. Sr. Business Development Executive

CTC (Salary) shall be fixed 10 lakh 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. **Annual CTC is negotiable and will depend upon experience & current emoluments of candidates in the present employment.**

### 4. Business Development Executive

CTC (Salary) shall be fixed from Rs. 6.00 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. **Annual CTC is negotiable and will depend upon experience & current emoluments of candidates in the present employment.**

### 5. Sub-Staff

CTC (Salary) shall be fixed from Rs. 2.16 lac to Rs.2.40 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: 03/01/2025

Sd/-  
Managing Director