

**CENTBANK FINANCIAL SERVICES LIMITED (CFSL)**  
**(Wholly-owned subsidiary of Central Bank of India)**

Centbank Financial Services Limited (CFSL) invites applications from eligible candidates belonging to **Scheduled Castes/Scheduled Tribes** for appointment at its Mumbai Office in the following positions:

	<b>Post</b>	<b>Number of vacancies</b>
1	Manager (Law)	1 (one)
2	Manager (Accounts)	1 (one)

For more details, please log on to [www.cfsl.in](http://www.cfsl.in).

Last date for receipt of application at the Registered Office is 12<sup>th</sup> June 2014.

**1. SELECTION PROCEDURE:**

Selection will be on the basis of Group Discussions, Personal Interview depending on the number of applications received. Merely satisfying the eligibility norm does not entitle a candidate to be called for GD/ PI. The Company reserves the right to call only the requisite number of candidates for the GD / Interview after preliminary screening / short-listing with reference to candidates qualifications, suitability, experience, etc. Preference will be given to the candidates having local market understanding.

**2. ELIGIBILITY NORMS:**

<b>Manager - Law</b>	
Minimum Qualifications	Degree in Law with Commerce/Finance background with an excellent academic background
Maximum Age	30 years
Experience	Minimum of 3 years experience in financial documentation, preferably in legal firm
Areas of experience	<ul style="list-style-type: none"> <li>✓ Excellent drafting skill</li> <li>✓ Strong legal interpretational and analytical skills</li> </ul>
Major Area of Responsibilities	<ul style="list-style-type: none"> <li>✓ Prepare/Review Trusteeship related documents (Security Trusteeship, Debenture Trusteeship, Testamentary/Executorship and <i>Inter vivos</i> Trusts, etc)</li> <li>✓ To assist and work in coordination with borrowers, Legal Counsel, Banks &amp; Borrowers for effective and timely preparation and execution of transactions</li> <li>✓ Perform other duties as assigned</li> </ul>
Job Type	The selected candidates will be on probation for a period of 12 months from the date of joining. Their confirmation in the Company's service will be decided in terms of the provision of the Centbank Financial Services Limited – HR Policy
Compensation	Compensation will be in line with the market and commensurate to qualifications, experience and the expected level of performance

<b>Manager (Accounts)</b>	
Minimum Qualifications	Chartered Accountant with an excellent academic background
Maximum Age	28 years
Experience	Minimum of 1 year's experience in CA Firm / corporate
Areas of experience	<ul style="list-style-type: none"> <li>✓ Good experience in accounting, audits and taxation</li> </ul>
Major Area of Responsibilities	<ul style="list-style-type: none"> <li>✓ To assist and work in coordination with the Senior Officers for effective preparation and execution of transactions.</li> <li>✓ To maintain books of accounts</li> <li>✓ To liaise with Government Auditors, Statutory Auditors, Internal Auditors, Bank's Auditors, Regulators, etc</li> <li>✓ To ensure timely payment of statutory payments, including taxes and</li> </ul>

	<ul style="list-style-type: none"> <li>filing periodical returns</li> <li>✓ Drafting of letters and papers for Tax Authority, CAG, etc</li> <li>✓ XBRL filings</li> <li>✓ To assist in software development</li> <li>✓ Perform other duties as assigned.</li> </ul>
Job Type	The selected candidates will be on probation for a period of 12 Months from the date of joining. Their confirmation in the Company's service will be decided in terms of the provision of the Centbank Financial Services Limited – HR Policy.
Compensation	Compensation will be in line with the market and commensurate to qualifications, experience and the expected level of performance.

### 3. ELIGIBILITY CRITERIA - NATIONALITY / CITIZENSHIP:

A candidate must be either (i) a Citizen of India or (ii) a subject of Nepal or (iii) a subject of Bhutan or (iv) a Tibetan refugee who came over to India before 1<sup>st</sup> January, 1962 with the intention of permanently settling in India or (v) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India,. Provided that a candidate belonging to categories (ii), (iii), (iv) & (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India,. A candidate in whose case a certificate of eligibility is necessary may be admitted to the group discussion / interview conducted by the Company but on final selection the offer of appointment may be given only after the Government of India has issued the necessary eligibility certificate to him.

### 4. GENERAL ELIGIBILITY NORMS:

The persons applying for the above posts should have following other traits:

- ✓ Outstanding interpersonal and client service skills.
- ✓ Excellent time management skills.
- ✓ Excellent ability to work in automated atmosphere.
- ✓ Strong communication (both written and verbal), organization and interpersonal skills.

### 5. GENERAL INSTRUCTIONS:

- i. CFSL takes no responsibility for any delay in receipt or loss in postal transit of any application or communication.
- ii. No other means /mode of applications will be accepted other than what mentioned in point 7 below.
- iii. The post applied for has to be mentioned on the left hand corner of the envelope.
- iv. Before applying the candidate should ensure that he/she fulfils the eligibility criteria and other norms mentioned in this advertisement. Decision of the Company in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of group discussion, interview, selection and any other matter relating to recruitment will be final and binding on the candidate. The Company in this behalf shall entertain no correspondence or personal enquiries.
- v. In case, it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information/ certificate/ documents or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after appointment, his /her services are liable to be terminated.
- vi. Candidates serving in Government/Public Sector Undertakings (including banks) should produce a "No Objection Certificate" from their employer at the time of interview in the absence of which their candidature may not be considered.

- vii. Candidates must submit the attested photocopies of all the certificates in support of educational qualification, experience, date of birth and Caste/Handicapped (if any).
- viii. Candidates belonging to SC/ST category must submit attested photo copy of SC/ST Certificate, issued by the Competent Authority in the prescribed format as prescribed by the Government of India.
- ix. A recent, recognizable passport size photograph should be attached with application form. Three copies of the same photograph should be retained for use at the time of group discussion and interview. Failure to produce the same photograph at the time of the group discussion/interview may lead to disqualification.
- x. The candidates will have to appear for Group Discussion/Interview at their own expense.
- xi. Any request for change of address will not be entertained.
- xii. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai.
- xiii. If a candidate resigns from the service during probation period, then he/she is liable to pay the amount incurred by the Company in terms of TA/DA along with training and boarding expenses etc.

**6. THE COMPETENT AUTHORITY FOR THE ISSUE OF THE CERTIFICATE TO SC/ST/OBC/PH IS AS UNDER:**

- (1) District Magistrate / Additional District Magistrate / Collector / Dy.Commissioner / Addl. Dy.Commissioner / Dy.Collector /First class stipendiary Magistrate/Sub-Divl. Magistrate / Taluka Magistrate / Executive Magistrate / Extra Asstt.
- (2) Chief Residency Magistrate / Addl. Chief Residency Magistrate / Residency Magistrate. (3) Revenue Officer not below the rank of Tehsildar / Sub-Divl. Officer of the area where the candidate and / or his family normally resides.

**7. HOW TO APPLY:**

Candidates have to send their application in hard copy in the prescribed format attached as Annexure I only by speed or registered post or courier at the following Registered Office of the Company:

Centbank Financial Services Limited  
15-16 Bajaj Bhawan, 1<sup>st</sup> Floor  
Nariman Point, Opp Inox Multiplex  
Mumbai – 400021 (Maharashtra)  
Contact: 022 2202 2788

**APPLICATION FOR THE POST OF**

---

**To:  
Centbank Financial services Limited  
15-16, Bajaj Bhawan, 1<sup>st</sup> Floor  
Opp Inox Multiplex  
Nariman Point  
MUMBAI 400021**

Paste your  
Passport Size  
Photograph

Please sign across  
the Photograph

With reference to your advertisement on Company's advertisement in \_\_\_\_\_ dated \_\_\_\_\_, and publication on website, I submit my application in the prescribed format.

1. NAME (in full): \_\_\_\_\_

2. ADDRESS FOR CORRESPONDENCE:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. CATEGORY: SC / ST

4. If person with Disability: \_\_\_\_\_  
Type of disability : \_\_\_\_\_  
Percentage of disability: \_\_\_\_\_

5. DATE OF BIRTH (As per School Leaving Certificate) : \_\_\_\_\_  
Age in completed years as on 01 January 2014 : \_\_\_\_\_

6. Contact Details: MOBILE No. \_\_\_\_\_ LANDLINE No.: \_\_\_\_\_

E-MAIL ID: \_\_\_\_\_

7. GENDER : \_\_\_\_\_

8. NATIONALITY : \_\_\_\_\_

9. BIRTH PLACE \_\_\_\_\_ NATIVE PLACE: \_\_\_\_\_

10. RELIGION: \_\_\_\_\_

11. MARTIAL STATUS: \_\_\_\_\_

12. FATHER'S/HUSBAND'S NAME: \_\_\_\_\_

13. PERMANENT ADDRESS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

14. EDUCATION QUALIFICATION:

Qualification	Name of Institute	Board/ University	Full Time/ Part Time	Year of Passing	Subject/ Specialization	Marks (Rank, if any)
Graduation						
Post Graduation						
Professional Qualification						
Others						

15. EXPERIENCE (Preceding 10 years) – Total (in years) \_\_\_\_\_

S. No.	Name of Company	Designation	Duration From To	Responsibilities	Pay Scale	Extraordinary Achievements

16. DETAILS OF PRESENT EMPLOYMENT (w.e.f. \_\_\_\_\_):

(a) Organization: \_\_\_\_\_

(b) Full Address: \_\_\_\_\_  
\_\_\_\_\_

(c) Position: \_\_\_\_\_

(d) Reporting to: \_\_\_\_\_

(e) Salary/Compensation presently drawn: \_\_\_\_\_

(f) Notice period required for joining: \_\_\_\_\_

17. Present Assignment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

18. Present Responsibility:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

19. Significant Achievement (If any):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

20. Name and addresses of two references:

1) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DECLARATION**

I hereby declare that the particulars furnished above are true and correct to the best of knowledge and belief and I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the relative advertisement, my candidature/appointment for the said post is liable to be cancelled/terminated at any stage and if appointed, my services are liable to be terminated. I am willing to serve anywhere in India. I agree that Company has right to transfer me to any part of the country at its discretion.

**(Signature)**

Place \_\_\_\_\_

Date \_\_\_\_\_

Enclosures: