



## Centbank Financial Services Limited

(Wholly owned subsidiary of Central Bank of India)

Recruitment of Front Office Executives (Contract Basis)

Advertisement No: CENTFIN: 2021:3

Last Date for submission of Application: 30/09/2021

Centbank Financial Services Limited invites application from Indian Citizen for the **Post of Front Office Executives**. Candidates are requested to download the Recruitment Details and Application Form through **Company's Website** [www.cfsl.in](http://www.cfsl.in)

1. Process of registration is complete only when the application along with Demand Draft will reach us 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 are required to submit all required documents (Resume, ID proof, age proof, educational qualification, Experience Certificate etc.) failing which their candidature will not be considered for short listing/interview. 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 the candidate reports for the interview (if called).
5. In case candidate is called for interview and is found not fulfilling the eligibility criteria as mentioned in the Advertisement 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) regularly for details and updates (including the list of shortlisted/qualified candidates). Call letter to eligible candidates 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.
7. Hard copy of the Application and other documents should reach on or before the last date mentioned in the advertisement.

### A. Details of Post:

Post	Vacancy					Age As on 31.08.2021		Selection Procedure	Place of posting
	GEN	OBC	SC	ST	Total	Min	Max		
Front Office Executives (Contract Basis)	3				3	21	28	Shortlisting and Interview	Mumbai

Note:

1. The number of vacancies mentioned above is provisional and may vary according to the actual requirement of the Company.
2. Company reserves the right to cancel the recruitment process at any stage without assigning any reasons.

B. Details of Educational Qualification/Experience:

Name of the Post	Minimum Educational Qualification (As on 31.08.2021)	Work Experience (As on 31.08.2021)
Front Office Executives (Contract Basis)	Graduate from Recognised University.  Preference will be given to Candidates with MBA/Law Degree/Working knowledge in Computer.	Preference will be given to Candidates having experience in the field of Trusteeship Operations/Capital Market Operations/Marketing/Any such areas.

C. Job Profile and KRAs:

Post	Job Profile/KRAs
Front Office Executives (Contract Basis)	<ul style="list-style-type: none"><li>➤ Payment to Beneficiaries in accordance with Trust Deed/Will .</li><li>➤ Investment of Trust Funds</li><li>➤ Crediting of Dividend Warrants in Trust accounts</li><li>➤ Correspond with various Companies with regard to Merger, Demerger, Bonus, Amalgamation, Name Change, Split, Face Value Change, Rights Issue, Buyback, Offer Sale etc.</li><li>➤ Demating of Shares and correspond with DP, Company and RTA.</li><li>➤ Buying/Selling of Shares/Securities on behalf of Trust through Broker.</li><li>➤ Routine work in Debenture Trustee/Security Trustee business.</li><li>➤ Any other assignment as per the exigencies of the Company.</li></ul>

D. Remuneration:

Post	Salary
Front Office Executives (Contract Basis)	Rs. 25,000/- to 30,000/- per month Consolidated

E. How to apply:

Candidates should have valid email ID which should be kept active till the declaration of results. It will help him/her in getting call letter/ Interview advices etc by email.

**GUIDELINES FOR FILLING UP OF APPLICATION:**

- i. Candidates are required to download the Application Form through the link available on Company's Website <https://www.cfsl.in>. Duly filled and signed application form along with the application fee of Rs.590/- (**Rs. 500 plus GST@18%**) by way DD favouring "**Centbank Financial Services Limited**" payable at Mumbai to be submitted to Centbank Financial Services Limited, 3<sup>rd</sup> Floor, Central Bank of India, MMO Building, 55, MG Road, Fort, Mumbai-400 001 during office hours **on or before 30.09.2021 upto 5.00 p.m.**
- ii. **Candidates should use only the** Application Form provided in the Company's Website <https://www.cfsl.in>. Use of any other Form other than the stipulated, will be liable for rejection and the Application Fee will be forfeited.
- iii. Candidates should send their application in sealed envelope mentioning the Name of the Post on Top, by Post/Courier/Hand Delivery to our registered office address at Centbank Financial Services Limited, 3<sup>rd</sup> Floor, Central Bank of India MMO Building, 55, MG Road, Fort, Mumbai-400 001 during office hours **on or before 30.09.2021 upto 5.00 p.m.**

F. **Selection Process:** The selection of candidates will be based on Short listing and Interview.

**Shortlisting:** Mere fulfilling of 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 Committee 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

For any query, please "CONTACT US" which is available on Company's website (URL - <https://www.cfsl.in>). The Company is not responsible for typographical errors, if any.

Place: Mumbai  
Date: 17.09.2021

Managing Director