



Centbank Financial Services Limited

(Wholly owned subsidiary of Central Bank of India)

Recruitment of Assistant Vice Company President- Company Secretary (Contract Basis)

Advertisement No: CENTFIN:2023:1

Last Date of Receipt of Application: **26th May 2023.**

Centbank Financial Services Limited invites application from Indian Citizen for the appointment in the following posts. Candidates are requested to download the Advertisement and Application Form through **Company's link www.cfsl.in or <https://cfsl.in/career.php>**

1. Process of registration is 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 , Cast Certificate 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 not be allowed to appear for the interview.
6. 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 30.04.2023	Selection Procedure	Place of posting
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 considered category as 'General'.
2. The number of vacancies including reserved vacancies mentioned above is provisional and may vary according to the actual requirement of the Company.
3. Company reserves the right to cancel the recruitment process entirely at any stage.
4. 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 last 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.
5. 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.
6. 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	Educational Qualification & Certification (As on 30.04.2023)	Post Basic Qualification Work Experience (As on 30.04.2023)	Specific Skill Required/ Area of specialisation
Company Secretary (Contract Basis)	Basic Qualification: Company Secretary. Must be Associate/Fellow Member of Institute of Company Secretaries of India.	Preferred 1 Year Post qualification Experience but fresher may apply.	Corporate Matters relating to Companies Act, SEBI Act and Regulations, Rules thereon and other Compliances as applicable to the Company.

C. Job Profile and KRAs:

Post	Profile
Company Secretary (Contract Basis)	<ol style="list-style-type: none">1. All compliances under the Companies Act2. All compliances with directives, Rules, Regulations, guidelines, notifications, circulars, etc concerning Debenture Trusteeship, and Security Trusteeship and issued by SEBI or any Regulator, government, Executor trusteeship etc.3. Will also be a 'Compliance Officer'4. Drafting of personal documents relating to Trusts, Will, and supplemental thereto5. Interacting with Regulator/s, statutory authorities, corporate and individual clients, etc

Remarks: Roles, in addition to the above mentioned Job Profile and KRAs, may be assigned by the Company from time to time for any Post.

D. Remuneration:

Post	Salary
Company Secretary (Contract Basis)	Monthly consolidated pay between Rs.50,000/- to Rs. 60,000/-

Apart from monthly consolidated pay; allowance/ reimbursement will be given as Company's HR policy.

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/cfsl-online-recruitment-submission-> 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: 11/05/2023

Sd/-
Managing Director