Centbank Financial Services Limited

(Wholly owned subsidiary of Central Bank of India)

CIN: U65100MH1929GOI001629 | Registered Office: Mumbai, Maharashtra

RECRUITMENT ADVERTISEMENT

Advertisement No: CENTFIN: 2026-27:1

Recruitment for Multiple Posts on Contract Basis

Submission Start Date	Last Date of Application	Mode of Application
31/07/2026	16/08/2026	Online only via www.cfsl.in

About Centbank Financial Services Ltd (CFSL): CFSL, a wholly owned subsidiary of the Central Bank of India, has been engaged in Trusteeship Services since May 1929. CFSL has built a strong reputation for offering traditional and specialized fiduciary services across its key business verticals: **Debenture/Bond Trusteeship, Executor & Will Trusteeship, Security Trusteeship, Escrow Software Trusteeship,** and **Safe Custody of Documents Services**. CFSL invites applications from eligible Indian Citizens for the following posts on Contract basis. Applications must be submitted only through the Company's website **www.cfsl.in**.

A. DETAILS OF POSTS

Sr.	Functional Area	Post	ST	SC	OBC	EWS	UR/GEN	Total	Max. Age (30.06.2026)	Place	Selection Procedure
1	Accounts	Asst. Manager Or Manager	-	-	-	-	1	1	35	Mumbai	Shortlisting & Interview
2	Business Development	Asst. Manager Or Manager	-	-	-	-	1	1	35	Mumbai	Shortlisting & Interview
3	IT	Asst. Manager Or Manager	-	-	-	-	1	1	35	Mumbai	Shortlisting & Interview
4	Secretarial & Compliance	Asst. Manager Or Manager	-	-	-	-	1	1	35	Mumbai	Shortlisting & Interview
5	Other Operations	Executive Operations	-	-	-	-	2	2	30	Mumbai	Shortlisting & Interview

Notes on Posts:

1. Candidates belonging to reserved categories may apply against UR/GEN vacancies provided they meet eligibility criteria for General category.
2. OBC candidates in the "Creamy Layer" are not entitled to OBC reservation or age relaxation.

3. SC/ST candidates must submit a valid Caste Certificate issued by a Competent Authority at the time of interview.
4. The number of vacancies is provisional and may vary as per actual requirement of the Company.
5. Maximum age indicated is for General category candidates. Age relaxation for reserved categories will be as per GoI guidelines.
6. Company reserves the right to alter/modify/cancel the recruitment process at any stage.
7. Experience should be post-qualification relevant experience in the specific functional area.
8. OBC Non-Creamy Layer certificate must be issued between 01.04.2026 and the date of interview.
9. EWS candidates must produce valid "Income and Asset Certificate" for FY 2024-25 per DoPT guidelines before application closure.

B. EDUCATIONAL QUALIFICATION, EXPERIENCE & SPECIFIC SKILLS

Note: The institute must be recognized/approved by Govt. bodies/AICTE/UGC. Courses completed through Correspondence/Part-time mode will not be eligible. All qualifications and experience are as on 30.06.2026.

POST 1: ACCOUNTS – CONTRACT BASIS

	Educational Qualification	Work Experience & Specific Skills
Assistant Manager	**Basic Qualification:** MBA (Finance) / CA / CA (Intern)	•Fresher May apply • Candidates with relevant internship or work experience will be given preference.
Manager	**Basic Qualification:** MBA (Finance) / CA / CA (Intern)	• Min. 3 years post-qualification experience in Accounts • Must be currently employed • CBI subsidiary employees with 2 years Accounts experience eligible
Full-time course only. Part-time/Correspondence not eligible.		

Job Profile & Key Responsibility Areas (KRAs) –Accounts:

Accounting & Compliance:

• Pass and authorize accounting entries ensuring proper reflection in Trial Balance and financial records.

• Maintenance of books of accounts, reconciliation and preparation of Quarterly, Half-Yearly and Annual Financial Statements.

• Track daily and periodic movement of Trial Balance; perform reconciliation of amortisation schedules, annual fees and remuneration accounts.

• Track and monitor invoices, receivables and outstanding prior-period receivables.

• Ensure timely compliance with Advance Tax, TDS, GST, PF, Professional Tax and submission of related returns.

- Process investment of surplus funds as per Company Investment Policy and maintain documentation.
- Submission of DBS returns and all information required by Central Bank of India, Regulatory Bodies and Government offices.
- Verification/authorization of vouchers posted in the system on a daily basis.

Audit & Reporting:

- Ensure completion of Statutory Audit, Internal Audit and CAG Audit in time and closure of Audit Reports.
- Handle complete coordination with Statutory Auditors and CAG Auditors.
- Assist in preparation of financial statements and audit schedules; provide schedules, reconciliations and explanations during audits.
- Ensure timely compliance with audit queries, observations and reporting requirements.
- Ensure compliance with Board's observations/instructions on Financial Statements.
- Maintain proper records and documentation for all transactions and supporting schedules.

Trust & Fiduciary Accounting:

- Ensure accurate accounting records of distribution of estate of Wills and assets of Trusts as per respective deeds.
- Maintain independent accounting records for Debenture/Bond, Security Trusteeship and Escrow transactions.
- Reconcile annual remuneration receivable including prior-period amounts from Trusteeship clients.
- Ensure compliance with internal accounting policies and regulatory requirements specific to Trusteeship services.

Other Responsibilities:

- Act as Authorized Signatory in official letters, slips, forms and documents wherever required.
- Develop good understanding of internal systems, processes and control mechanisms.
- Any other work assigned by Management as per exigency of the Company.

POST 2: BUSINESS DEVELOPMENT – CONTRACT BASIS

	Educational Qualification	Work Experience & Specific Skills
Assistant Manager	**Basic Qualification:** MBA/BBA (Marketing / Finance / Banking & Financial Services) – AICTE/UGC approved	•Fresher May apply • Candidates with relevant internship or work experience will be given preference
Manager	**Basic Qualification:** MBA/BBA (Marketing / Finance / Banking &	• Min. 3 years post-qualification experience in Business Development / Client Acquisition / Relationship Management in Financial Services

	Educational Qualification	Work Experience & Specific Skills
	Financial Services) – AICTE/UGC approved	• Must be currently employed • CBI subsidiary employees with 2 years relevant experience eligible
Full-time course only. Part-time/Correspondence not eligible.		

Job Profile & Key Responsibility Areas (KRAs) – Business Development:

Client Acquisition & Relationship Management:

- Identify, prospect and acquire new clients for all CFSL business verticals: Debenture/Bond Trusteeship, Executor & Will Trusteeship, Security Trusteeship, Escrow Software Trusteeship and Safe Custody of Documents Services.
- Maintain and deepen relationships with existing corporate, institutional and HNI clients to ensure retention and cross-selling.
- Conduct regular client meetings, presentations and product demonstrations across all CFSL service verticals.
- Coordinate with legal, operations and accounts teams for seamless onboarding of new clients.

Business Planning & Market Development:

- Prepare and execute vertical-wise business development plans with monthly, quarterly and annual revenue targets.
- Conduct market research and competitor analysis to identify opportunities in Trusteeship, Escrow and Safe Custody segments.
- Represent CFSL at industry events, seminars, investor meets and regulatory forums.
- Develop and maintain a pipeline of mandates for Debenture/Bond and Security Trustee appointments.
- Coordinate with Central Bank of India branches and subsidiaries for business referrals and joint initiatives.

MIS, Reporting & Compliance:

- Maintain accurate client-wise MIS and pipeline reports; report periodically to Management.
- Ensure all client agreements and mandate letters are executed in compliance with SEBI, RBI and other applicable regulations.
- Coordinate with the Company Secretary and compliance team for regulatory filings related to new mandates.
- Track fee receivables from clients and coordinate with Accounts for timely realization.

Other Responsibilities:

- Assist Management in formulation of business strategy for new service lines.
- Handle client grievances and escalations in a time-bound manner.
- Any other work assigned by Management as per exigency of the Company.

POST 3: IT – CONTRACT BASIS

	Educational Qualification	Work Experience & Specific Skills
Assistant Manager	**Basic Qualification:** B.E./B.Tech/BCS/B,Sc./BCA(CS/IT) OR MCA/MSC (CS/IT) from AICTE-approved institution **Desirable Certifications:** AWS/Azure/GCP Solutions Architect; CISSP/CISM; CISO Oracle DBA / MS SQL Server; PMP/ITIL	•Fresher May apply • Candidates with relevant internship or work experience will be given preference
Manager	**Basic Qualification:** B.E./B.Tech/BCS/B,Sc./BCA(CS/IT) OR MCA/MSC (CS/IT) from AICTE-approved institution **Desirable Certifications:** AWS/Azure/GCP Solutions Architect; CISSP/CISM; CISO Oracle DBA / MS SQL Server; PMP/ITIL	• Min. 3 years post-qualification experience in IT infrastructure, software/application management or cybersecurity • Must be currently employed • CBoI subsidiary employees with 2 years relevant IT experience eligible •Experience in IT systems management with Trustee Company/BFSI organisation • Must be currently employed • Hands-on experience in software development (Java/Python/.NET/asp.net/PHP/Cristal reports/Java Scripts) • Proficiency in at least two cloud platforms: AWS, Microsoft Azure, GCP • Experience as Database Administrator (Oracle/MS SQL/MySQL/PostgreSQL) • Knowledge of IT Security: ISO 27001, NIST, OWASP; vulnerability assessment & penetration testing • Vendor management: managing technology vendors, SLAs and software licensing • Knowledge of RBI IT Framework Guidelines, CERT-In directives and GoI cybersecurity policies • CBoI subsidiary employees with 2 years relevant experience eligible
Full-time course only. Part-time/Correspondence not eligible.		

Job Profile & Key Responsibility Areas (KRAs) – IT Officer:

Software Development & Maintenance:

• Design, develop, test and maintain web/mobile applications supporting CFSL's Trusteeship, Escrow Software and Safe Custody services.

• Maintain and enhance the Escrow Software Trustee platform and Safe Keeping of Documents portal.

• Manage version control (Git), CI/CD pipelines and release management for all in-house applications.

• Liaise with business teams to gather requirements and translate them into technical specifications.

• Ensure application uptime, performance and security in accordance with CFSL's SLAs.

Cloud Infrastructure & IT Operations:

• Manage and optimize CFSL's cloud infrastructure across AWS, Azure and/or GCP platforms.

• Monitor server performance, storage, network and security across on-premise and cloud environments.

• Implement and maintain Disaster Recovery (DR) and Business Continuity Plans (BCP) as per RBI guidelines.

• Manage IT assets, software licensing and hardware procurement; coordinate with vendors for maintenance contracts.

• Maintain IT policies, procedures and documentation as per ISO 27001 and RBI IT Framework.

Database Administration (DBA):

• Administer, monitor, tune and backup databases (Oracle / MS SQL / MySQL / PostgreSQL).

• Ensure data integrity, security and availability; implement access control and audit trails.

• Plan and execute database migrations, upgrades and patching with minimal business disruption.

Cybersecurity & Compliance:

• Implement and monitor information security controls as per ISO 27001, NIST and CERT-In directives.

• Conduct regular vulnerability assessments, penetration testing and security audits.

• Manage firewalls, IDS/IPS, endpoint security and SIEM tools.

• Ensure compliance with GoI cybersecurity policies, RBI IT Risk & Cyber Security Framework and SEBI CSCRF guidelines.

• Report cybersecurity incidents to CERT-In / RBI as per regulatory timelines.

Vendor Management:

• Manage relationships with IT vendors and service providers; evaluate and onboard new technology vendors.

• Monitor vendor SLAs and ensure timely resolution of IT support issues.

• Handle software licensing compliance and renewal management.

• Participate in tendering/procurement processes for IT hardware, software and services.

Other Responsibilities:

- Provide IT helpdesk and user training support to CFSL staff.
- Prepare IT MIS reports for Management and regulatory submissions.
- Any other work assigned by Management as per exigency of the Company.

POST 4: Secretarial & Compliance – CONTRACT BASIS

	Educational Qualification	Work Experience & Specific Skills
Assistant Manager	**Essential:** Associate Member of ICSI (ACS) with valid membership **Preferred:** Fellow Member of ICSI (FCS); LLB	•Fresher May apply • Candidates with relevant internship or work experience will be given preference
Manager	**Essential:** Associate Member of ICSI (ACS) with valid membership **Preferred:** Fellow Member of ICSI (FCS); LLB *Full-time course only. Part-time/Correspondence not eligible.*	• Min. 3 years post-qualification experience as CS / in Secretarial & Compliance role with Trustee Company, NBFC, Bank, or Listed entity • Must be currently employed • CBoI subsidiary employees with 2 years relevant experience eligible **Specific Skills Required:** • In-depth knowledge of Trusteeship (WILL & Trust Services)-Specific Secretarial Functions • In-depth knowledge of Companies Act 2013; SEBI (Debenture Trustees) Regulations 1993; SEBI (LODR) Regulations 2015; Trust Act 1882; Registration Act 1908 • RBI/SEBI/MCA regulatory requirements applicable to Trusteeship companies • Experience in handling Board meetings, AGM/EGM and maintenance of statutory registers • Strong drafting skills for Board resolutions, notices and statutory documents • Knowledge of Secretarial Audit and FEMA provisions (desirable) • Proficiency in MCA21 portal, SEBI intermediary portals and e-filing

Job Profile & Key Responsibility Areas (KRAs) – Company Secretary:

Trusteeship-Specific Secretarial Functions:

• Maintain and update records of Trust Deeds, Will deeds, Debenture Trust Deeds and Security Trustee agreements.

• Ensure proper execution and registration of Trust Deeds and Will deeds under Trust Act 1882 and Registration Act 1908.

• Coordinate with legal counsel for vetting of trust deeds, escrow agreements and security trustee documents.

• Maintain records related to Escrow Software Trusteeship arrangements and Safe Custody of Documents.

• Ensure compliance with SEBI's monitoring and reporting requirements for Debenture Trustees and Security Trustees.

• Prepare and file periodic regulatory returns/reports with SEBI, RBI and Central Bank of India.

Board & Statutory Compliance:

• Organize and conduct Board Meetings, Committee Meetings, AGM and EGM as per Companies Act 2013.

• Draft agendas, notices, Board/Committee resolutions, minutes of meetings and explanatory statements.

• Maintain all statutory registers, records and documents as required under Companies Act 2013.

• Ensure timely filing of all annual and event-based returns/forms with RoC through MCA21 portal.

• Ensure compliance with SEBI (Debenture Trustees) Regulations 1993 and all SEBI circulars applicable to CFSL.

• Ensure compliance with SEBI (LODR) Regulations 2015 for listed debentures/bonds under CFSL's trusteeship.

Governance & Advisory:

• Advise the Board and Management on corporate governance, company law and regulatory compliance.

• Ensure compliance with DIN, DSC and KYC requirements for Directors.

• Handle all filings with SEBI intermediary portals related to Debenture Trustee registration and renewals.

• Coordinate with Statutory Auditors, Secretarial Auditors and CAG Auditors.

• Monitor changes in corporate laws, SEBI regulations, RBI guidelines and advise Management on compliance actions.

Other Responsibilities:

• Act as Authorized Signatory/Company Secretary on official correspondence as required.

• Handle investor/beneficiary queries related to debentures and trusts.

• Maintain proper documentation of all secretarial and legal records.

• Any other work assigned by Management as per exigency of the Company.

POST 5: EXECUTIVE (OPERATIONS) – TRUSTEESHIP SERVICES– CONTRACT BASIS

Educational Qualification & Certification (As on 30.06.2026)	Work Experience (As on 30.06.2026) & Required Skills
Basic Qualification: Any Graduate from a recognised university / institution approved by Govt. bodies/AICTE/UGC. *Full-time course only. Part-time/Correspondence not eligible.*	**Freshers May Apply** **Preferable Experience:** • Minimum 1 year working experience in any company/institution. **Required Skills:** • Strong organizational and time management skills • Excellent communication and interpersonal skills • Proficiency in document management software and systems • Knowledge of data privacy and security regulations • Experience in vendor management • Attention to detail and accuracy • Ability to work independently and as part of a team

Job Profile & Key Responsibility Areas (KRAs) – Executive Operations:

Trusteeship Operations:

- Handling of Trust accounts including Trust Creation, Modification, Updation and Closure of trust accounts.
- Maintain and tally the portfolio/statements of trusts which includes entry of Fixed Deposits, Shares and Securities, LIC Policies and Property etc. into the system.
- Arrangement of meetings with clients and preparation of MOUs and agreements.
- Work related to dematerialization, clearing of Dividend, reconciliation of Trust accounts and collection of service charges as per the fee structure of the Company.
- Work related to processing of Security/Debenture/Escrow/Safe Custody of Documents Trusteeship business.
- Process PAN application, correction and related compliances for Trusts and Estate accounts.
- Coordinate with Depository Participants (DPs), RTAs, Banks and other intermediaries for transmission, demat/remat, KYC updation and other operational requirements.
- Handle operational activities relating to Trust, Will and Executor Services in compliance with applicable laws and internal SOPs.
- Maintain trust records, MIS and operational documentation.
- Develop a sound understanding of Trust & Executor Operations and ensure timely execution of assigned tasks.

Vendor Coordination:

- Establish and maintain strong relationships with vendors providing document storage and retrieval services.
- Monitor vendor performance against KPIs and SLAs to identify areas for improvement.
- Resolve any issues or disputes that may arise with vendors promptly and efficiently.

Document Management:

- Oversee the efficient and secure management of documents throughout their lifecycle, from initial receipt to final disposal.
- Implement robust document tracking and indexing systems to facilitate easy retrieval and reporting.
- Ensure compliance with all relevant data privacy and security regulations.
- Develop and maintain comprehensive document retention policies and procedures.

Storage and Retrieval Operations:

- Coordinate with vendors to ensure timely and accurate storage and retrieval of documents.
- Monitor and protect documents from unauthorized access, damage, or loss.
- Maintain standard operating procedures for document handling, storage, and retrieval.

Other Responsibilities:

- Apart from the above, it may be assigned other works from time to time related to other services of CFSL as per exigency of the Company.

C. REMUNERATION

Post	CTC per Annum (Indicative)	Remarks
Assistant Manager (Accounts)	Up to ₹4.20 Lakh p.a	Final offer depends on the candidate's experience and current emoluments, subject to a maximum CTC of ₹4.20 lakh per annum.
Manager (Accounts)	₹6Lakh to ₹10.20 Lakh p.a.	Final offer depends on the candidate's experience and current emoluments, subject to a maximum CTC of ₹10.20 lakh per annum.
Assistant Manager (Business Development)	Up to ₹4.20 Lakh p.a	Final offer depends on the candidate's experience and current emoluments, subject to a maximum CTC of ₹4.20 lakh per annum.
Manager (Business Development)	₹6Lakh to ₹10.20 Lakh p.a.	Final offer depends on the candidate's experience and current emoluments, subject to a maximum CTC of ₹10.20 lakh per annum.
Assistant Manager (IT Officer)	Up to ₹4.20 Lakh p.a	Final offer depends on the candidate's experience and current emoluments, subject to a maximum CTC of ₹4.20 lakh per annum.
Manager (IT Officer)	₹6Lakh to ₹10.20 Lakh p.a.	Final offer depends on the candidate's experience and current emoluments, subject to a maximum CTC of ₹10.20 lakh per annum.
Assistant Manager (Company Secretary)	Up to ₹4.20 Lakh p.a	Final offer depends on the candidate's experience and current emoluments, subject to a maximum CTC of ₹4.20 lakh per annum.

Manager (Company Secretary)	₹6Lakh to ₹10.20 Lakh p.a.	Final offer depends on the candidate's experience and current emoluments, subject to a maximum CTC of ₹10.20 lakh per annum.
Executive Operations	₹3.0Lakh to ₹3.60 Lakh p.a.	Final offer depends on the candidate's experience and current emoluments, subject to a maximum CTC of ₹3.60 lakh per annum.

The salary and other benefits shall be determined by the Management of CFSL following completion of the selection process. The final offer will depend on the candidate's experience and current emoluments in their present employment. **Appointment is purely on a contractual basis.**

D. SELECTION PROCESS

Stage 1 – Shortlisting:

Mere fulfilment of minimum qualification and experience criteria does not vest any right in the candidate for being called for interview. A Shortlisting Committee constituted by the Company will decide the shortlisting parameters. An adequate number of candidates, as decided by the Company, will be shortlisted and called for interview. The decision of the Company to call candidates for interview shall be final and no correspondence will be entertained in this regard.

Stage 2 – Interview:

Interview will carry **100 marks**. The qualifying marks in the interview will be decided by the Company. No correspondence will be entertained in this regard. No expenses of any type/nature shall be reimbursable by the Company to shortlisted candidates for attending the interview.

Final Selection & Placement:

The final selection shall be based on performance in the interview and overall assessment of the candidate's experience, suitability and current emoluments. The decision of the Company shall be final and binding on all candidates.

The post/designation mentioned in the application form shall be treated only as the candidate's preference and shall not confer any right to appointment to that particular post. Based on the scrutiny of applications, eligibility, qualifications, relevant experience, interview performance and the organisational requirements of the Company, Centbank Financial Services Limited (CFSL) reserves the right to offer appointment to any suitable post/designation for which the candidate is found eligible, irrespective of the post applied for. The decision of CFSL in this regard shall be final and binding, and no correspondence in this matter shall be entertained.

E. HOW TO APPLY

1. Candidates must visit the Company's official website **www.cfsl.in** or **https://cfsl.in/career.php** to submit the application online.

2. Candidates must have a valid and active email ID which should be provided in the application form and kept active until declaration of result. Call letters/interview intimations shall be sent by **email ONLY**. No hard copy will be sent.

3. Application will be treated as complete only when submitted on or before the last date (05.04.2026).

4. Candidates are required to upload self-attested copies of: Resume, Identity Proof, Age Proof, Educational Qualification Certificates, Experience Certificates/Appointment Letter with latest Salary Slip, Caste Certificate (if applicable) and EWS Certificate (if applicable).

5. Candidates are advised to keep the originals of all documents ready for verification at the time of interview.

6. Application fee (if any) details will be notified on the Company website. **Fees once paid shall not be refunded.**

7. For any queries, write to **hrd@cfsl.in** or visit the "Contact Us" section on **www.cfsl.in**.

F. GENERAL TERMS & CONDITIONS (AS PER CENTRAL GOVERNMENT STANDARDS)

Citizenship & Eligibility

1. A candidate must be a Citizen of India as required under Article 5 to 11 of the Constitution of India.

2. The candidate must fulfil all eligibility criteria as on the date of eligibility (30/06/2026). Candidature is liable to be cancelled at any stage if any eligibility criterion is found not satisfied.

3. The educational qualifications and experience prescribed are minimum requirements. Mere possession of prescribed qualification and experience does not entitle any candidate to be called for interview.

4. Experience should be post-qualification relevant experience in the specific functional area mentioned in the advertisement.

5. In case the degree certificate does not specify the field of specialization, the candidate must produce a certificate from the concerned University/College specifically mentioning the specialization.

Age Relaxation (As per Government of India Guidelines)

1. SC/ST candidates: 5 years relaxation in upper age limit.

2. OBC (Non-Creamy Layer) candidates: 3 years relaxation in upper age limit.

3. PwBD – General: 10 years; OBC: 13 years; SC/ST: 15 years.

4. Ex-servicemen: As per GoI guidelines (DoPT OM No. 36034/1/2014-Estt.(Res.) dated 14.08.2014 and subsequent amendments).

5. Candidates seeking age relaxation must submit relevant certificate(s) at the time of interview and at any subsequent stage as required.

6. Employees of subsidiaries of Central Bank of India: As per Company's HR policy.

Reservation & Categories

1. Reservation for SC/ST/OBC/EWS/PwBD shall be as per prevailing Government of India guidelines and DoPT notifications.

2. Candidates belonging to reserved categories are free to apply against UR/GEN vacancies provided they fulfil eligibility criteria for General Category candidates.

3. **OBC Candidates:** Must submit OBC Non-Creamy Layer certificate in the GoI prescribed format issued during 01.04.2026 to the date of interview. OBC candidates in the "Creamy Layer" are not entitled to OBC reservation, age relaxation or other OBC concessions.

4. **EWS Candidates:** Must produce "Income and Asset Certificate" for FY 2025-26 issued by competent authority in GoI prescribed format on or before the application closure date. EWS vacancies are subject to further GoI directives and outcome of any litigation.

5. **SC/ST Candidates:** Must submit Caste Certificate issued by the Competent Authority in GoI prescribed format at the time of interview.

6. **PwBD Candidates:** Only persons with Benchmark Disability (not less than 40% disability) are eligible for reservation. Certificate from a competent authority as per GoI guidelines must be submitted.

7. Reservation for PwBD is horizontal and is included within the vacancy of the respective parent category.

8. The number of vacancies including reserved vacancies is provisional and may vary as per actual requirement of the Company.

Documents Required at Interview

1. Original and one set of self-attested photocopies of: (a) Resume, (b) Valid Photo Identity Proof (Aadhaar/PAN/Passport/Voter ID/Driving Licence), (c) Age Proof (Birth Certificate/10th Mark Sheet), (d) All Educational Qualification Certificates and Mark Sheets, (e) Experience Certificates from current and all previous employers, (f) Appointment/Offer Letter and latest Salary Slip (if experience certificate from present employer cannot be produced), (g) Caste Certificate (SC/ST/OBC) in prescribed GoI format, (h) EWS Income & Asset Certificate (if applicable), (i) PwBD Certificate (if applicable).

2. Candidates not in a position to submit the experience certificate from present employer may alternatively submit the Appointment/Offer Letter AND latest Salary Slip as proof of experience. In case of selection, experience certificate must be submitted at the time of joining.

Conduct & Integrity

1. Candidates must truthfully and completely disclose details of any disciplinary action taken against them by any previous employer(s), and any pending or concluded criminal case(s), suit(s) or legal proceedings involving criminal liability, wherever sought in the application form or at any stage of recruitment.

2. Suppression, concealment or furnishing of false information shall render the candidate liable for disqualification from the selection process or termination of service, if appointed.

3. Candidates must not have been convicted by any Court of Law.

4. Candidates currently employed in Government/Public Sector Undertakings/Banks must produce a No Objection Certificate (NOC) from their current employer at the time of interview.

General Conditions

1. Shortlisting is purely provisional without verification of documents. Candidates will be subject to verification of all details/documents with originals when a candidate reports for interview.

2. If a candidate called for interview is found not satisfying the eligibility criteria, he/she shall neither be allowed to appear for the interview nor be entitled to refund of application fee, if any.

3. The Company reserves the right to cancel the recruitment process entirely or for any particular post at any stage without assigning any reason therefor.

4. Candidates must regularly check the Company's website www.cfsl.in for updates including list of shortlisted candidates and interview schedule.

5. All appointments are purely on a **Contract basis** and do not confer any right to regular/permanent absorption.

6. The decision of the Company in all matters pertaining to this recruitment shall be final and binding. No correspondence or personal enquiries shall be entertained.

7. In case of any dispute arising out of or pertaining to the recruitment process, it shall be subject to the **sole jurisdiction of the Courts situated at Mumbai**.

8. In case of any dispute on account of interpretation, the **English version** of this advertisement shall prevail.
9. The Company is not responsible for any typographical errors in this advertisement.
10. Canvassing in any form will be a disqualification.

Applicable Legal Framework

1. Companies Act, 2013 and Rules thereunder.
2. Right to Information Act, 2005.
3. Prevention of Corruption Act, 1988.
4. Indian Contract Act, 1872.
5. SEBI (Debenture Trustees) Regulations, 1993 and all applicable SEBI circulars.
6. Trust Act, 1882 and Indian Registration Act, 1908 (for Trusteeship services).
7. RBI IT Risk and Cyber Security Framework (for IT Officer role).
8. Department of Personnel & Training (DoPT) guidelines on reservation, age relaxation and EWS.
9. CERT-In guidelines on cybersecurity incident reporting (for IT Officer).
10. Any other applicable statute, rule or regulation of the Government of India / Regulatory Bodies.

IMPORTANT: Candidates are strongly advised to read the eligibility criteria of educational qualification and experience carefully in all respects before applying to avoid disqualification from candidature. The Company shall not be responsible for any ineligibility arising out of non-fulfilment of prescribed criteria.

ABBREVIATIONS USED

SC – Scheduled Caste | ST – Scheduled Tribe | OBC – Other Backward Classes | EWS – Economically Weaker Section | UR – Unreserved | GEN – General Category | PwBD – Persons with Benchmark Disabilities | HI – Hearing Impairment | OC – Orthopedically Challenged | VI – Visual Impairment | ID – Intellectual Disability | DoPT – Department of Personnel & Training | MCA – Ministry of Corporate Affairs | SEBI – Securities and Exchange Board of India | RBI – Reserve Bank of India | CERT-In – Indian Computer Emergency Response Team | NBFC – Non-Banking Financial Company | BFSI – Banking, Financial Services and Insurance | CFSL – Centbank Financial Services Limited | CBI – Central Bank of India | AICTE – All India Council for Technical Education | UGC – University Grants Commission | ICSI – Institute of Company Secretaries of India | ACS – Associate Company Secretary | FCS – Fellow Company Secretary | MCA21 – Ministry of Corporate Affairs Portal | CTC – Cost to Company | KRA – Key Responsibility Area | SLA – Service Level Agreement | BCP – Business Continuity Plan | DR – Disaster Recovery | DBA – Database Administrator | CI/CD – Continuous Integration/Continuous Deployment | SIEM – Security Information and Event Management | IDS/IPS – Intrusion Detection/Prevention System | OWASP – Open Web Application Security Project | HNI – High Net Worth Individual | MIS – Management Information System | DIN – Director Identification Number | DSC – Digital Signature Certificate | FEMA – Foreign Exchange Management Act | CAG – Comptroller and Auditor General

Place: Mumbai
Date: ___/07/2026

Sd/-
Managing Director
Centbank Financial Services Limited