



RECRUITMENT OF MANAGER - LAW

Last date of Receipt of Application: 15/10/2023

Cent Bank Home Finance Ltd (Subsidiary of Central Bank of India), a leading Housing Finance Company having 24 Branches and 06 SPOKE locations spread across Pan India, invites applications from eligible candidates for the post of Manager - Law. The placements for the above post is at Mumbai.

Profile for Manager Law : Candidate must be conversant in Banking Law and Recovery Laws, SARFAESI Act, NI Act, TP Act.

About Us

Cent Bank Home Finance Ltd is a leading Housing Finance Company and subsidiary of Central Bank of India, jointly promoted by NHB, HUDCO & SUUTI, for providing long term housing finance for construction/purchase of residential houses/flats, Top-up Loan, Mortgage Loan, Loan Against Property and Loan for Purchase of Commercial Property and has presence across location.

How to Apply

A candidate is required to fill the attached application form along with a Demand Draft (DD) worth Rs.500/- for General category and Rs.200/- for SC/ST/OBC/EWS category in favour of **Cent Bank Home Finance Limited** and **submit the application to our Corporate Office at Cent Bank Home Finance Ltd, Central Bank of India Building, MMO, 6th Floor, MG Road, Fort, Hutatama Chowk, Mumbai-400023 on or before 15/10/2023**, the application form is attached at the end of this advertisement.

- Please note that this application fee is non refundable.
- Candidate must write his/her name and designation applied for, on the reverse side of DD or **Online payment favouring to : Cent Bank Home Finance Ltd. Central Bank of India, A/c No. 3171118472 IFSC Code CBIN0283312 payable at Bhopal.**
- **Candidate are required to take printout of the Online payment receipt with name of candidate and submit with application form.**
- Candidate must paste his/her latest colour passport size photograph and sign across it.
- Applications received after expiry of application date will not be considered for recruitment.
- ***Government of India reservation guidelines will be followed in filling vacancies.***

The candidates should have following qualification and eligibility criteria:

Position / Designation	Manager - LAW
Age	Minimum 25 years & Maximum 40 years with relaxation of five years for SC/ST candidates and three years for OBC Candidates in maximum age criteria as on 01.09.2023.
Location/ Placement	Anywhere in India
Experience	<p>Must have Minimum 5 years of the experience of practice in law preferably in Banking Law and Recovery Laws or Minimum three year experience in any Housing Finance Company/Banks/NBFCs dealing in mortgage loan.</p> <p>Management Trainee/Internship period will not be considered as count of experience.</p> <p>Candidates terminated by any previous employer are not eligible to apply. Candidate having pending disciplinary action against them at the time of applying for the position or having been punished under disciplinary proceedings in last 5 years will not be considered eligible. All appointments are subject to satisfactory reference/background verification.</p>
Vacancy	1
Job Responsibilities	Legal- Head of Legal Department
Qualification	Professional Degree in Law from a recognized university. Conversant with Banking Law, Recovery Law, SARFAESI Act, NI Act, TP Act.
Selection Procedure	<p>It may please be noted that company is not bound to call all applicants for interview. Only shortlisted candidates will be called for Interview. Decision of the Company in this regard is final.</p> <p>Interview date will be intimated to the shortlisted candidates through mail.</p>
Remuneration	<p>Salary (CTC):- Remuneration/CTC : Salary may be fixed based on the following criteria. Salary – Rs.10,00,000/- per annum. Additionally [Rs.1,00,000 p.a. over 5 years experience subject to maximum 12,00,000 p.a.]. Annual increment applicable as per Company's Policy.</p>
Probation period	6 Months,if performance is not found satisfactory then services are liable to be terminated by giving 30 days' notice.

Other Terms:

- Canvassing, in any form, will result in disqualification of candidature.
- In case of any modification in advertisement, same will be updated in website only.
- The above recruitment may be scrapped at any stage of recruitment process without assigning any reason.
- Company may conduct background checks/CIBIL check at any stage of recruitment process or after selection of the candidate. If any information declared in application/documents found to be incorrect, candidate may be rejected at any stage of selection process or employment can be terminated if candidate is selected.
- Decision of the Company in this regard is final.
- **Time for reporting will be given one month from the date of result declaration. However, it may be extended not beyond three months in exceptional circumstances.**

1. SUBMISSION OF THE APPLICATION:

Eligible candidates have to submit the application in the given format (Annexure –A). Last date of submission of the application is 15/10/2023. No application shall be entertained beyond the stipulated date. The application super scribing **“Application for the post of Manager - Law”** must reach to:

HR, Corporate Office, Cent Bank Home Finance Ltd, Central Bank of India Building, MMO, 6th Floor, MG Road, Fort, Hutatama Chowk, Mumbai-400023 on or before 15/10/2023.

2. APPLICATION FEE

- A non refundable application fee for Rs.500/- for General Category and Rs.200/- for SC/ST/OBC/EWS candidates payable by way of Demand Draft drawn on any Nationalized /Scheduled Bank favoring “Cent Bank Home Finance Limited” payable at Mumbai. The candidate must write his/her full name/post applied for on the reverse of the Demand Draft or **Online payment favouring to : Cent Bank Home Finance Ltd. Central Bank of India, A/c No. 3171118472 IFSC Code CBIN0283312 payable at Bhopal.**

3. DOCUMENTS TO BE ATTACHED ALONGWITH APPLICATION :

The following documents self attested photocopy to be attached along with application form.

- i. Proof of Date of Birth [Birth Certificate issued by the Competent Municipal Authority or SSLC/ Std. X Certificate with DOB]
- ii. Photo Identity Proof.
- iii. Individual Semester/ Year wise Marksheets & certificate for educational qualifications including the final degree /diploma certificate, Proper Document from Board/University for having declared the result on or before **01.09.2023** has to be submitted.
- iv. Caste Certificate issued by competent authority, strictly in the prescribed format as stipulated by Government of India, in case of SC / ST/ OBC category candidates.
- v. In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil post & services under Government of India. OBC caste certificate containing the Non-

creamy layer clause should be valid as on the date of interview if called for [issued within one year as on date of advertisement]. **Caste Name mentioned in certificate should tally letter by letter with Central Government list/notification.**

- vi. Candidates serving in Government / quasi govt. offices/ Public Sector Undertakings [including Nationalized Banks and Financial Institutions] are required to produce a “No Objection Certificate” from their employer at the time of interview, in the absence of which their candidature will not be considered and travelling expenses, if any, otherwise admissible, will not be paid.
- vii. **Relevant documents in support of the work experience declared, including appointment letter, salary slip, relieving letter [whenever applicable], etc.**
- viii. Any other relevant documents in support of eligibility.

Note: Candidates will not be allowed to appear for the interview if he/she fails to produce the relevant eligibility documents as mentioned above.

GENERAL INSTRUCTIONS

1. Before filling the application form, the candidates must ensure that they fulfill all the eligibility criteria with respect to educational qualifications, work experience etc. In case it is observed at any stage of recruitment that a candidate does not fulfill any of the eligibility criteria, and /or that he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/ her candidature will be automatically cancelled. If any of the above shortcoming is/are detected even after appointment, his/her services are liable to be terminated without any notice.
2. Candidate must be a citizen of India.
3. The Management reserves the right to fill or not to fill the above advertised position without assigning any reason thereof.
4. Mere submission of application against the advertisement and apparently fulfilling the criterion as prescribed in the advertisement would not bestow on him/her right to be called for the interview.
Candidates serving in Government/Public Sector Undertaking (including Banks) should send their application through proper channel and produce a No Objection Certificate from their present employer at the time of interview in the absence of which their candidature may not be considered.
5. Any resulting dispute out of this advertisement shall be subject to the sole jurisdiction of courts at Mumbai.
6. Appointment of selected candidates will be subject to his/her being declared medically fit, satisfactory reports from his/her previous employer and referees. Further, such appointment shall also be subject to Service and Conduct Rules of the Company.

MANAGER - HR

Annexure-A

APPLICATION FOR THE POST OF MANAGER LAW
IN CENT BANK HOME FINANCE LIMITED

HR Department
Cent Bank Home Finance Limited
Corporate Office
Central Bank of India Building
MMO, 6th Floor, MG Road,
Fort Flora Fountain,
HutatamaChowk,
Mumbai-400023

Paste Passport Size Photograph

Please sign across the Photograph

With reference to your advertisement on Company's website dated _____, I submit my application in prescribed format.

Post applied for _____.

(TO BE FILLED IN CAPITAL LETTERS ONLY)

1. NAME : _____

2. ADDRESS FOR CORRESPONDENCE : _____

3. CATEGORY: GEN / SC / ST / OBC /EWS

4. DATE OF BIRTH (AS PER SCHOOL LEAVING CERTIFICATE)

D	D	M	M	Y	Y

AGE IN COMPLETED YEARS AS ON **01/09/2023:**

___YR. & ___MONTHS.

5. DETAILS OF NON-REFUNDABLE APPLICATION FEE :

DD NO./PAYMENT TRANSACTION ID/UTR NO. _____

AMOUNT RS. _____ DATE _____ BANK NAME _____

6. CONTACT DETAILS :

MOBILE No. _____

LANDLINE No. _____

E-MAIL ID : _____

7. GENDER : MALE / FEMALE

8. NATIONALITY : _____

9. RELIGION : _____

10. MARTIAL STATUS : _____

11. FATHER's/HUSBAND/'s NAME :

12. PERMANENT ADDRESS :

13. EDUCATIONAL QUALIFIACATIONS :

QUALIFICATION	BOARD/UNIVERSITY	YEAR OFPASSING	%AGE OF MARKS	SUBJECT

14. EXPERIENCE : Total Experience ____YY____MM

S. NO.	NAME OF COMPANY	DESIGNATION	DURATION (IN YEARS & MONTHS)	KEY RESPONSIBILITIES	ACHIEVEMENTS

15. DETAILS OF PRESENT EMPLOYMENT AND ASSIGNMENTS :

(a) ORGANISATION :

(b) FULL ADDRESS :

DATE SINCE IN PRESENT EMPLOYMENT FROM _____ TO _____

(c) POSITION :

(d) REPORTING TO :

(e) ASSIGNMENT :

16. PRESENT RESPONSIBILITY :

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 service 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.

I hereby agree that any legal proceedings in respect of any matter of claims or disputes arising out of this application and/or out of said advertisement can be instituted by me only at Mumbai and Courts/tribunals/Forums at Mumbai undertake to abide by all the terms and conditions mentioned in the advertisement displayed on Company's website dated **26/09/2023**.

(SIGNATURE OF APPLICANT)

Place : _____ Date : _____

Enclosures :

- 1.
- 2.
- 3.
- 4.