

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

Centbank Financial Services Limited (CFSL) invites applications from eligible candidates for appointment in the following positions:

Location and Post		Number of vacancies
Mumbai		
1	Vice President	1 (one)
2	Manager (Loan syndication)	5 (five)
3	Assistant Manager (Trusteeship)	2 (two)
4	Executive Officer (Trusteeship)	2 (two)
Chennai		
1	Assistant Vice President (Loan syndication)	1 (one)
Bangalore		
1	Assistant Vice President (Loan syndication)	1 (one)
2	Manager (Loan syndication)	1 (one)

Last date for receipt of application at the Registered Office is 28<sup>th</sup> September 2013.

**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>Vice President (Mumbai)</b>	
Minimum Qualifications	Post-Graduate degree in business, finance or commerce with an excellent academic background. (Preferably CFA / CA / CS)
Maximum Age	40 years.
Experience	Minimum of 7 years experience in Equity Capital Market & International Finance.
Areas of experience	<ul style="list-style-type: none"> <li>✓ Excellent contact with the Corporate and ability to originate Equity Capital Market &amp; International Finance business.</li> <li>✓ Successful track record in playing a lead role in the execution of transactions.</li> <li>✓ Passion &amp; propensity to work independently and to own the responsibility of the work done by analysts/associates and other subordinates.</li> <li>✓ Strong financial analytical skills.</li> </ul>
Major Area of Responsibilities	<ul style="list-style-type: none"> <li>✓ To do business development, sourcing, orientation and generate business opportunities in the areas of Equity Capital Market (IPO/FPO/Right Issue/QIP), Public &amp; Private Placement of NCD/Bond Issue, ECB/FCCB &amp; ADR/GDR etc.</li> <li>✓ Business Development for Loan Syndication, Corporate Finance &amp; Business advisory.</li> <li>✓ Corporate restructuring through spin off, equity carve out etc.</li> <li>✓ Manage, mentor and develop Analysts and Associates in equity capital market, due diligence, and preparation of offer documents.</li> </ul>

Compensation	Compensation will be in line with the market and commensurate to qualifications, experience and the expected level of performance.
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<b>Assistant Vice President (Loan Syndication)</b>	
Minimum Qualifications	Post-Graduate degree in business, finance or commerce with an excellent academic background. (Preferably CA / CS).
Maximum Age	35 years.
Experience	Minimum of 5 years experience in Loan Syndication & Investment Banking.
Areas of experience	<ul style="list-style-type: none"> <li>✓ Excellent contact with the Corporate and ability to originate loan syndication &amp; investment banking business.</li> <li>✓ Successful track record in playing a lead role in the execution of transactions.</li> <li>✓ Passion &amp; propensity to work independently and to own the responsibility of the work done by analysts/associates and other subordinates.</li> <li>✓ Strong financial analytical skills.</li> </ul>
Major Area of Responsibilities	<ul style="list-style-type: none"> <li>✓ To do business development, sourcing, orientation and generate business opportunities in the areas of Project Finance &amp; Debt Syndication, Bonds Issue, raising equity resources for the Corporate through Public and Private Issue.</li> <li>✓ Corporate restructuring through spin off, equity carve out etc.</li> <li>✓ Clients' Debt restructuring and sale of distressed debts.</li> <li>✓ Oversee client presentations and industry research.</li> <li>✓ Manage, mentor and develop Analysts and Associates in financial modeling, due diligence, and preparation of offering materials</li> </ul>
Compensation	Compensation will be in line with the market and commensurate to qualifications, experience and the expected level of performance.

<b>Manager - Loan Syndication</b>	
Minimum Qualifications	Post-Graduate degree in business, finance or commerce with an excellent academic background.
Maximum Age	30 years.
Experience	Minimum of 3 years experience in loan syndication / financial services company.
Areas of experience	<ul style="list-style-type: none"> <li>✓ Good financial modeling, analytical and quantitative skills.</li> <li>✓ Strong financial analytical skills.</li> </ul>
Major Area of Responsibilities	<ul style="list-style-type: none"> <li>✓ Proactively generate business development opportunities.</li> <li>✓ To assist and work in coordination with the Vice-President for effective preparation and execution of transactions.</li> <li>✓ Preparation of Project Information Memorandum.</li> <li>✓ Strong valuation ability and project advisory services.</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>Assistant Manager - Trusteeship (Mumbai)</b>	
Minimum Qualifications	Post-Graduate degree in business, finance or commerce with CS / LLB and an excellent academic background.
Maximum Age	28 years.
Experience	Minimum of 2 years experience in legal department of law firm / CA Firm / CS Firm / corporate.
Areas of experience	<ul style="list-style-type: none"> <li>✓ Good legal understanding and interpretation skills.</li> <li>✓ Good experience in legal document drafting.</li> </ul>
Major Area of Responsibilities	<ul style="list-style-type: none"> <li>✓ To assist and work in coordination with the Manager/Senior Manager/AVP for effective preparation and execution of transactions.</li> <li>✓ Drafting of Will, Trust Deed and other legal documents.</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>Executive Officer - Trusteeship (Mumbai)</b>	
Minimum Qualifications	Graduate degree in business, finance or commerce, preferably with legal background, like CS / LLB and an excellent academic background.
Maximum Age	25 years.
Experience	Preferably 1 years experience in legal department of law firm / CA Firm / CS Firm / corporate.
Areas of experience	<ul style="list-style-type: none"> <li>✓ Good legal understanding and interpretation skills.</li> <li>✓ Good experience in legal document drafting.</li> </ul>
Major Area of Responsibilities	<ul style="list-style-type: none"> <li>✓ To assist and work in coordination with the Manager/Senior Manager/AVP for effective preparation and execution of transactions.</li> <li>✓ Drafting of Will, Trust Deed and other legal documents.</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/OBC category must submit attested photo copy of SC/ST/OBC/PWD Certificate, issued by the Competent Authority in the prescribed format as prescribed by the Government of India. In case of candidates belonging to OBC Category, the Certificate inter-alia must specify that the candidate does not belong to "CREAMY LAYER" section excluded from the benefits of reservations for OBCs in Civil Posts and Services under Government of India. OBC certificate should not be more than one year old as on the date of application.
- 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. Candidates are advised not to change their appearance till the recruitment process is complete. 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.
- xiv. All the subsequent communications after application with respect to the recruitment will be through e-mail only.
- xv. Securities Exchange Board of India (SEBI) has made it mandatory that Merchant Bankers

registered with the Board shall ensure that any staff associated with Merchant Banking shall obtain certification from the National Institute of Securities Markets (hereinafter referred to as 'NISM') by passing the NISM-Series-IX: Merchant Banking Certification Examination as mentioned in the NISM communiqué No. NISM/Certification/NMD/Series-IX: MB/2013/01 dated March 6, 2013 within one year from the date of joining.

**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 classs 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 along with a demand draft of Rs. 500.00 towards processing fee (non-refundable) to the following Registered Office of the Company:

Centbank Financial Services Limited  
15-16 Bajaj Bhawan, 1<sup>st</sup> Floor  
Nariman Point  
Mumbai – 400021  
Maharashtra  
Contact: 022 2202 2788 / 2202 5018 / 2202 0576

**ANNEXURE-I**

**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 Pho  
tograph

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/OBC/GEN/OTHER (Specify)

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 30 June 2013 : \_\_\_\_\_

6. Details of Non-refundable Application Fee:  
Name of DD issuing Bank : \_\_\_\_\_  
\_\_\_\_\_ Place of Issue : \_\_\_\_\_ Date of Issue : \_\_\_\_\_  
\_\_\_\_\_ Amount : \_\_\_\_\_

7. Contact Details:  
MOBILE No. \_\_\_\_\_ LANDLINE No. \_\_\_\_\_  
\_\_\_\_\_ E---MAIL ID : \_\_\_\_\_  
\_\_\_\_\_

8. GENDER : \_\_\_\_\_

9. NATIONALITY : \_\_\_\_\_

10. BIRTH PLACE \_\_\_\_\_ NATIVE PLACE: \_\_\_\_\_

11. RELIGION: \_\_\_\_\_

12. MARTIAL STATUS: \_\_\_\_\_

13. FATHER's/HUSBAND's NAME: \_\_\_\_\_

14. PERMANENT ADDRESS:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15. 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						

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

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


17. 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: \_\_\_\_\_

18. Present Assignment:

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19. Present Responsibility:

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20. Significant Achievement (If any):

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21. Name and addresses of two references:

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

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

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**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: