



Chander Mukhi Nariman Point Mumbai – 400 021 Web Site: [www: centralbankofindia.co.in](http://www.centralbankofindia.co.in)

**HUMAN RESOURCES DEVELOPMENT DEPARTMENT
(RECRUITMENT AND PROMOTION DIVISION)**

NOTIFICATION FOR APPOINTMENT AS CHIEF FINANCIAL OFFICER

1. **CENTRAL BANK OF INDIA**, a leading Public Sector Bank, with Pan India Branch Network of nearly 4600+ branches, with total business of more than Rs. 5,00,000 crores and driven by talented workforce of 32000 plus employees, invites applications from eligible candidates for One post of **Chief Financial Officer**. All the details are as under:

2. **Schedule of Events:**

Opening date for Applications : **22-02-2021**

Last date for Applications : **08-03-2021**

Fees: Non Refundable application fees Rs. 1180/- (inclusive of GST) by way of Demand draft. (SC/ST/Woman applicants are exempted)

3. **Eligibility criteria / Job Profile** :

1.	Post	CHIEF FINANCIAL OFFICER
2.	No. of Posts & Location	One (1) at Mumbai
3.	Maximum age as on 30-06-2021	55 years
4.	Qualification	He/ She should be a Qualified Chartered Accountant
5.	Work Experience	Mandatory Experience : Fifteen years in overseeing Financial operations preferably Accounting and Taxation matters in Banks/ Large Corporates/PSUs/FIs (of which five years should be at Senior Management Level)
6.	Job Profile	The CFO will have primary responsibility for the planning, implementation, managing and running of all the finance activities of the Bank, including business planning, budgeting forecasting and negotiations. <ul style="list-style-type: none">➤ Responsible for timely preparation and submission of financial statements including profitability statements and Annual reports of the Bank.➤ Overseeing the Statutory Auditing Process which includes appointment of Auditors, Communication of guidelines and conduct of Audit throughout the Bank

		<ul style="list-style-type: none"> ➤ Monitoring critical Financial Parameters (Capital Adequacy, Non-Interest Income, ROA, ROE etc.) for the Bank and flagging risks to the finances – operational, market etc. and developing strategies to counter / mitigate the same. ➤ Establish accounting policies and procedures wherever required. ➤ Compliance with financial regulations and standards wherever applicable. ➤ Communicate both the Bank’s expected and actual financial performance. ➤ Ensuring Regulatory and Statutory filing and compliances of Direct and Indirect Taxes (GST), various regulations viz RBI, SEBI, MoF etc. Compilation of financial statements in accordance with Indian Accounting Standards (In-AS). Policy formulation on the relevant functional area. Ensure preparation and administration of staff incentive scheme (Individual, Group and campaign) as per the guidelines of GOI with inputs from vertical heads. ➤ Overseeing development and maintenance of MIS Report system to ensure accurate and updated reporting. ➤ Any other work entrusted by the Bank from time to time.
7	Pay and allowances	Pay & Allowances as applicable to General Manager in Scale VII
8	Selection Process	Selection will be through Interview and Personal interaction on the basis of eligibility, experience, qualification & Performance during the interview/interaction.
9.	Tenure	Minimum fixed 3 years Tenure, extendable further subject to satisfactory performance in Annual Performance Review.

4. Mode of Application :

Applicants have to submit their duly signed applications in given format – (Annexure A), along with all relevant documents viz. Qualification, Proof of Age, Experience Certificate etc. and Demand Draft towards application fee, through Speed Post at the below mentioned address before **08-03-2021**. No application shall be accepted beyond the stipulated date.

The envelope should be super scribed with: APPLICATION FOR THE POST OF CHIEF FINANCIAL OFFICER

Address:

**THE GENERAL MANAGER
CENTRAL BANK OF INDIA
HUMAN RESOURCES DEVELOPMENT DEPARTMENT
(RECRUITMENT & PROMOTIONS DIVISION)
17TH FLOOR, CHANDERMUKHI BUILDING,
BARRISTER RAJANI PATEL MARG, NARIMAN POINT,
MUMBAI 400 021 MAHARASHTRA**

5. Mode of payment:

Application fees (Non-Refundable) = Rs. 1000/- plus GST Rs.180/- Total Rs **1180.00** by way of Demand Draft drawn on any nationalized bank in favor of "CENTRAL BANK OF INDIA" and payable at "MUMBAI".

6. General Instructions :

- a) The decision of the Bank in all matters with regard to eligibility of the applicant, scrutiny of the documents, documents to be produced, personal interview, selection and any other matter related to recruitment will be final and it will be binding on the applicant.
- b) The Bank reserves the right to alter, modify or change the eligibility criteria and / or any of the other terms and conditions spelt out in this notification.
- c) While applying for the post, the applicant should ensure that he / she fulfills the eligibility and other criteria mentioned above and that the particulars furnished are correct in all respects. In case it is found at any stage of recruitment that the applicant does not fulfill the eligibility criteria and /or that he/she has furnished any incorrect /false information /documents or has suppressed any material facts/ his/her candidature will automatically stand cancelled. If any of the above shortcomings is detected even after the recruitment, his/ her appointment is liable to be terminated without any notice thereof.
- d) Applicants serving in Government/ Quasi-Government/Public Sector Undertakings (including Nationalized banks and Financial institutions) will be required to produce a "NO Objection Certificate" from their employer at the time of interview, in the absence of which, their candidature may not be considered.
- e) Mere submission of application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him/her right to be called for personal interview.
- f) Incomplete application and / or applications without aforesaid documents will be rejected outright without assigning any reason thereof.
- g) An application once made will not be allowed to be withdrawn and the fees once paid will not be refunded on any account nor can it be held in reserve for any other examination or selection. Therefore before applying for the post, the applicant should ensure that he/she fulfils all the eligibility criteria and other norms, including submission of documents, as mentioned in this notification.

- h) Information regarding personal interview will be displayed on the Bank's website. It will also be sent to shortlisted applicants on their email ID provided by the applicant in the application.
- i) No Travelling Allowance is payable to candidates who are called for interview.
- j) The Bank takes no responsibility for any delay in /non-receipt or loss of any communication
- k) Any resulting dispute arising out of and/or pertaining to the process of recruitment under this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai
- l) Appointment of selected candidates is subject to satisfactory completion of all pre-employment formalities including Medical fitness examination, reference checks, Police verification and verification of testimonials etc. as prescribed by the bank. Such appointment will also be subject to the Service, Conduct Rules & Policies of the Bank.

PLACE: MUMBAI
DATE :16-02-2021

sd/-
GENERAL MANAGAR – H R D

**APPLICATION FOR THE POST OF CHIEF COMPLIANCE OFFICER / CHIEF FINANCIAL OFFICER
(to be filled in BLOCK LETTERS)**

To,

The General Manager
Central Bank of India
Human Resources Development Department
(Recruitment & Promotions Division)
17th floor, Chandermukhi Building,
Barrister Rajani Patel Marg, Nariman Point,
Mumbai 400 021 Maharashtra

**Paste Passport Size
Photograph
and
Sign across the
Photograph**

With reference to your advertisement on Bank's Website dated 16/02/2021, for appointment of **Chief Compliance Officer*** / **Chief Financial Officer***. I submit my application in the prescribed format as under:

1.	Name in full (IN BLOCK LETTERS)	First Name	Middle Name	Last Name
2.	Father's Name			
3.	Mother's Name			
4.	Gender (tick appropriate box)	Male	Female	
5.	Category (tick appropriate box)	SC	ST	OBC GEN
6.	Nationality			
7.	Date of Birth / Place			
8.	Age in Completed years as on 30-06-2021	Years -	Months -	
9.	Religion			
10.	Marital status			
11.	Permanent Address			
12.	Correspondence Address			
13.	Contact Details	Landline No. _____		
		Mobile No. _____		
		Email _____		

14.	Details of Non Refundable Applications fees			Demand Draft No. and date		
				Issued on Bank/Branch		
				Place of issue		
15.	If Person with disability (Tick mark)			YES	NO	
16.	If yes, Type of disability					
	Percentage of disability					
17.	Native place					
18.	Educational and professional Qualification starting from Graduation					
19.	Work experience					
	Name of the Employer	From	Till	Designation	Responsibilities in Brief	Extra ordinary achievements
20.	Whether in Service			YES / NO.		
21.	IF NO, date of VRS/ CRS/ Resignation etc. (With proof thereof)					
22.	If YES, name of the organization.					
23.	Total work experience in years					
24.	Position Last held/Current Position					
25.	Exposure of Sector					
26.	No. of years worked in Senior Executive Level in Relevant field.					
24.	Disciplinary actions / Vigilance cases if any					
25.	Major Illness as on date if any					
26.	Awards / Recognitions					

27.	Extra ordinary Achievements, if any	

Declaration:

I hereby declare that the particulars furnished by me as above are true and correct to the best of my 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 accordingly to the requirements of the relevant 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 hereby agree that any legal proceeding 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 and undertake to abide by all the terms & conditions mentioned in the advertisement displayed on Bank's website dated 16/02/2021.

Place :

(NAME AND SIGNATURE OF APPLICANT)

Date :

- **** strike out which is not applicable***

Encl : 1.
2.
3.
4.
5.