



HUMAN CAPITAL MANAGEMENT- RECRUITMENT AND PROMOTION

ENGAGEMENT OF MANAGING DIRECTOR (MD) CENT BANK HOME FINANCE LIMITED ON CONTRACTUAL BASIS

About the Company

Company	Cent Bank Home Finance Limited Cent Bank Home Finance Limited (CBHFL) is a housing finance and mortgage company. It is a subsidiary of the Central Bank of India.
Ownership	Jointly promoted by Central Bank of India, National Housing Bank and Specified Undertaking of Unit Trust of India and Housing and Urban Development Corporation
Employees	As on March 31, 2023, the Company had 84 on rolls and 110 off roll employees
Facts and Figures	As on 31.12.2023: Total Advances - INR ₹1,415.60 Crores Total Deposits - INR ₹548.26 Crores Net Profit: INR ₹26.76 crores
Year Founded	Incorporated on May 7, 1991 and started operations on June 18, 1991
Company Location	Mumbai, India
Website	https://www.cbhfl.com/about-us.php
Management Team	www.cbhfl.com/team.php
Company Overview	<p>Cent Bank Home Finance Limited, registered in May 1991 is a leading housing finance and mortgage company jointly promoted by institutions like Central Bank of India, National Housing Bank and Specified Undertaking of Unit Trust of India and Housing and Urban Development Corporation.</p> <p>CBHFL, though promoted by 4 PSIs, has been functioning as an independent company in terms of availing funds from borrowers (including the Bank & NHB), deposits from individuals and corporates as well as acquiring new customers through the DSAs (Direct Selling Agent), branch and DST (Deferred Sales Trust).</p> <p>The company has its presence in nine states and its outreach for customers is focused on individuals, association of persons, companies, corporations and societies. The main objectives of the Company are to provide long term finance for</p>

purchase, construction, repair and renovation of new, existing flats and houses for residential purposes; and to provide LAP (Loan against Property/ Mortgage Loan) and loan for purchase of commercial property.

Company's strategy for the past 2 years has been to strengthen the productivity through the existing capacity and by expanding its branch/spoke locations.

Company has taken a conscious decision to improve the asset quality and to upgrade its IT Platform to latest technology.

Here are some financial details for CBHFL for the 2022-2023 financial year:

- Earnings per share (EPS): Rs. 8.04 as of March 31, 2022
- Operating revenue: INR 100 cr - 500 cr
- EBITDA: 49.42 %
- Networth: 7.45 %
- Debt/equity ratio: 11.48
- Return on equity: 14.19 %

The Position

Position Title **Managing Director and Chief Executive Officer**

Location **Mumbai, India** (Applicant may have to travel vigorously at various stations as and when required.)

Position Summary

Cent Bank Home Finance Company (CBHFL) – subsidiary of Central Bank of India, seeks to hire their new MD and CEO.

The MD and CEO will be an inspirational and innovative leader, collaborating with the Board to develop and articulate the vision and strategy for CBHFL. S/he will oversee and drive the implementation of CBHFL's corporate strategy for capital, sustainability, growth, innovation, impact, and mission attainment. The CEO will provide substantive direction, articulate goals for success, and serve as a resource for the entire organization and its constituents. Will serve as an external representative of CBHFL with diverse stakeholders including investors, partners, policymakers and all the communities CBHFL serves.

The CEO will be responsible for planning and strategy, board management, capital raising, operational and administrative staff supervision, policy advocacy, communications, external relationships and the day-to-day operations of the organization.

CBHFL is inviting applications from eligible candidates. All the details for applications are as under:

Opening Date of Applications	23.02.2024
Last Date of Receipt of Applications	20.03.2024

Tentative Interview	Date of	Will be announced later
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The vacancy for the Post

S No	Category	SC	ST	OB C	EW S	GEN	TOTAL	Out of which PWBD			
								V I	H I	O C	ID
1	Managing Director (MD)	0	0	0	0	1	1	0	0	0	0

Nature of Engagement

Contractual.

The Assignment shall be for the period of 3 years and may be extended for 2 years based on yearly performance review.

Eligibility criteria

- **Maximum. Age – 55 yrs.**
- **Minimum qualification - should have a graduate degree from a recognized College/University.**
- **Minimum Experience: The applicant must have at least 15 years of work experience in different vertical, in Commercial Banks, Financial Institutions/ Public sector organization, preferably in housing finance or home lending in banking.**

Pivotal Experience and Expertise

- **Strategy and Vision:**
 - Demonstrated ability to lead and drive organizational progress at the enterprise level and balance multiple priorities.
 - Brings systemic, big-picture thinking and an articulate and informed voice
- **Organizational Management:**
 - Seasoned executive with experience leading teams and overseeing the financial and management systems required to support a thriving operation.
 - Brings a strategic and analytical orientation as well as financial savvy.
 - Leads with courage and conviction
 - Strong business understanding – result oriented with a proven track record of growth delivery
- **Relevant domain experience:**
 - **Seasoned executive with experience in Commercial Banks, Financial Institutions/ Public sector organization, preferably in housing finance or home lending in banking**
- **Risk management and controls**
 - Strong in risk and compliance
 - Good understanding of Internal Controls; ensuring appropriate internal controls are in place.
 - Demonstrated knowledge of corporate and regulatory best practices
- **Dynamic Operational Leadership:**

- Track record of driving enterprise sustainability and agility through best-in-class operating practices, including process, procedure, personnel and technology.
- Leverages technology and contemporary methodologies to optimize performance and product and service delivery.
- **Stakeholder Management/Communication:**
- Superior written, verbal, and listening skills. Inspires credibility with diverse stakeholders. Ability to motivate employees, colleagues, and stakeholders around CBHFL's mission.

Core Roles and Responsibilities:

- Work with the Board and senior management team to establish the long-term vision for the organization and drive strategy that will lead toward achievement of related goals.
- Communicate the vision to internal and external stakeholders in a clear, compelling and focused manner; build partnerships that can provide creative and sustainable solutions.
- Effectively manage and positively transform the organization's operations, technology, investments and finances in support of the organization's long-term strategic goals.
- Ensure that institutional growth strategies are in line with and reflective of available short- and long-term funding sources.
- Lead and foster an environment that promotes innovative thinking; maintain, nurture and, when necessary, renew a staff of talented and highly skilled professionals who are the organization's most critical assets.
- Steward and elevate the CBHFL brand in the market; lead and support improvements in the affordable housing eco-system.
- Capitalize on all appropriate opportunities for CBHFL, including but not limited to growth/expansion in existing and new products and services, geographies and stakeholder collaboration/partnerships.
- Proactively identify, address, mitigate and manage risks or threats to the organization

Day to Day Areas to lead/manage:

1. Business strategy and management

- Developing the Group's strategy and objectives whilst having regard to the Group's responsibilities to its shareholders and wider stakeholders including, customers, employees.
- Ensuring effective implementation of Board decisions and the successful execution of strategy following approval by the Board.
- Regularly reviewing the operational performance and strategic direction of the Group's business.
- Recommending to the Board an annual budget and a financial plan and ensuring their implementation following Board approval.

- Optimizing, as far as is reasonably possible, the use and adequacy of the Group's resources.
- Together with the Chairman, providing coherent leadership of the Group, including, representing the Group to employees, customers, suppliers, governments, shareholders, financial institutions, the media, the community and the public.
- Ensuring the long-term sustainability of the business.
- Ensuring all Group policies and procedures are followed and confirm to the highest standards.

2. Investment and financing

- Approving and executing acquisitions and divestments for recommendation to the Board in line with the authority delegated by the Board.

3. Risk Management and Controls

- Managing the Group's risk profile in line with the extent and categories of risk identified as acceptable by the Board.
- Strong in risk and compliance

4. Board committees

- Making recommendations on remuneration policy and terms of employment of the senior executive team, including the Company Secretary to the Remuneration Committee.
- Making recommendations to the Nomination Committee on the role and capabilities required in respect of the appointment of executive Directors.

5. Communication

- Keeping the Chairman informed on all important matters.
- Ensuring the Board receives accurate, timely and clear information to enable it to discharge its duties.
- Ensuring the Board are kept informed of key business issues including any forthcoming, complex, contentious or sensitive issues affecting the Group, for example any divergence of views within senior management.
- Ensuring the Board is aware, where appropriate, of the views of the workforce on issues of relevance to the business.
- Leading effective engagement and communication with shareholders and other relevant stakeholders.

6. Other

- Leading by example to promote the desired culture and communicate to the workforce the expectations of the Board in relation to the Group's culture, values and behavior.
- Strong in people management and HRM - approving Group Human Resources policies, including management development and succession planning for the senior executive team, whilst having regard to diversity of gender, social and ethnic backgrounds, cognitive and personal strengths.
- Promoting, and conducting the affairs of the Group with the highest standards of integrity, probity and corporate governance.
- Regularly reviewing the Group's organizational structure and recommending changes as appropriate.

All other roles and responsibilities as prescribed by Board of CBHFL in consultation with Central Bank of India from time to time.

Cultural Fit

- **Energetic Ambassador:** Empathic, approachable and energetic ambassador who can inspire, persuade and influence internal and external constituents and catalyse action. Leads with a laser focus on service to customers, investors, communities and stakeholders.
- **Keen Business Sense:** Big picture thinker; an informed voice for housing and community development investment. Exhibits a firm commitment to fiscal responsibility. Able to balance multiple priorities.
- **Ethics and Integrity:** Sets a tone at the top for highly effective organizational culture. Operates with highest integrity.
- **Innovative & Entrepreneurial:** Able to identify trends and take risks as appropriate, with an understanding of the essentials of risk management. Maintains balance and perspective.

Selection Procedure

- Selection will be through personal interview after shortlisting of applications. Merely satisfying the eligibility norm does not entitle a candidate to be called for Interview. The decision of the Company/Bank in this regard shall be final.

Action Against Candidates Found Guilty of Misconduct

- a. Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated or should not suppress any material information while filling up the application form.
 - b. At the time of interview/ Group Discussion (wherever applicable), if a candidate is/has been found guilty of resorting to any irregular or improper means in connection with his/her candidature for selection or obtaining support for his/her candidature by any means, such a candidate may render himself/herself liable to criminal prosecution.
- In case of any candidate being found guilty of misconduct as enumerated in Point No (a) and or (b), he/she is be liable:
 - To be **disqualified** from the interview process for which he/she is a candidate
 - To be **debarred**, either permanently or for a specified period, from any examination or recruitment conducted by the Bank
 - For **termination** of contract, if he/she has already engaged by the Bank.

Termination of Contract

The Company/Bank may cancel/terminate the contract of the engagement at any time with assigning/without assigning any reason whatsoever with an option of 30 days' notice period or payment of remuneration in lieu thereof.

The indicative but not exhaustive list for reasons of termination of contract is as below:

- The selected candidate is unable to address the assigned works;
- Quality of the assigned work is not to the satisfaction of the Company/Bank;
- The selected candidate fails in timely achievement of the target as decided by the Company/Bank;
- The selected candidate is found lacking in honesty and integrity;

- The termination will be without prejudice to either party's rights accrued before termination.
- If any declaration/information furnished by the selected candidate is found false or found to be wilfully suppressed any material fact(s), he/she will be liable for termination of contract including any administrative and/or legal action as the Company/Bank may deem fit.

Execution of Agreement for Contractual Engagement

- Selected Officer shall be required to execute a stamped agreement before taking up the contractual engagement/assignment, containing a clause on confidentiality, ethics and integrity along with other terms of employment/assignment. The format will be provided to the candidates found successful on completion of the engagement process.

General Instructions

- 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 interview.
- Officer who has been suspended/ dismissed/ terminated from any of previous employment are not eligible for consideration for engagement.
- During the period of contract of engagement with the Company, the officer shall not take up any assignment with any other organization.
- The selected candidate shall not be eligible for any claim or any other Benefit/compensation under provisions of any Act/Rules applicable to regular Bank employees.
- While applying for the post, the applicant should ensure that he / she fulfils the eligibility and other norms mentioned above and that the particulars furnished are correct in all respects. In case it is detected at any stage of engagement that a candidate does not fulfil the eligibility norms and / or that he / she has furnished any incorrect / false information or has suppressed any material fact(s), his / her candidature will automatically stand cancelled. If any of the above shortcoming(s) is / are detected even after engagement, his / her contractual engagement is liable to be terminated without any notice.
- Applications, once submitted, will not be allowed to be withdrawn. The Company would be free to reject any application, at any stage, if the candidate is found ineligible for the post, for which he/she has applied. The decision of the Company regarding eligibility of the candidates, the stage at which scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced etc. and any other matter will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Company in this behalf.
- Officer should have retired with good track record and no major punishment/penalty should have been inflicted on the service of the officer during previous employment. The Officer must not have been named in any of the criminal offence.
- Not more than one application should be submitted by any candidate. Multiple Applications/Registrations will be summarily rejected and the application fee forfeited.
- A recent, recognizable color passport size photograph should be firmly pasted on the application form and duly signed across by the candidate. Candidates are advised not to change their appearance till the recruitment process is completed. Failure to produce the same photograph at the time of personal

interview may lead to disqualification. A candidate should ensure that the signatures appended by him/her in all the places viz. in his/her application, attendance sheet etc. and in all correspondences with the Company/Bank in future should be identical and there should be no variation of any kind.

- All candidates will have to produce, if called for interview, originals as well as self-attested photocopies of KYC documents, educational documents and their experience certificates and any other certificate required, in the prescribed proforma in support of their eligibility, failing which their candidature will be cancelled.
- The Officer on contractual engagement will follow the working hours as applicable to company's employees. The officer usually has to attend the office on all the working days but if required, he/she can be called for duty on any day such as Sunday, holiday including gazetted Holiday or beyond working hours without any extra remuneration.
- No Travelling Allowance is payable to candidates who are called for the interview.
- The Company/Bank takes no responsibility for any delay /non-receipt or loss of any communication.
- Any resulting dispute arising out of and/or pertaining to the process under this notification shall be subject to the sole jurisdiction of the Courts situated at Mumbai.
- Request for change of contact no./address/ email ID/ interview centre will not be entertained.
- In case any dispute arises on account of interpretation of version other than English, English version will prevail.
- Engagement of officer is subject to declaration being medically fit as per the requirements of the Company/Bank and submission of medically fit certificate from CMO/ Senior Medical officer/MBBS Doctor. Such appointment will also be subject to the Service and Conduct Rules & Policies of the Company/Bank.

Submission Of Application

- The last date to submit applications is **20.03.2024**. No applications shall be entertained beyond the stipulated date. Incomplete applications will be rejected. The format of application is attached along with this notification.
- The application should be, mailed with subject as "Application for Engaging Managing Director (MD), Cent Bank Home Finance Limited (CBHFL).
- The application completed in all respect along with relevant papers, documents in support of the application has to be submitted at the below mentioned email address:

recruitment@centralbank.co.in

Note:

- Please note that all the particulars mentioned in the application including Name of the Candidate, Category, Date of Birth, and Post Applied for, Address, Mobile Number, and Email ID etc. will be considered as final and no change/modifications will be allowed after submission of the application form.
- Candidates are hence requested to fill in the application form with the

utmost care as no correspondence regarding change of details will be entertained. The Company/Bank will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.

**Application
Fee**

Nil

- **Candidates are advised to regularly visit the Company's website for updates/ notices/ instructions. All announcements/addendum/corrigendum/details pertaining to this process will be only published / provided on authorized Company's website www.centralbank.com from time to time under Career section. No separate communication/intimation will be sent to the candidates who are not selected/ shortlisted in the process. All notification/communication placed on Company's website shall be treated as intimation to all candidates who have applied for the process.**
- **Merely satisfying the eligibility criteria norm does not entitle the candidate to be called for GD/Interview/Selection process. The Company reserves the right to call only the requisite number of candidates for GD/Interview/Selection process after preliminary screening/ shortlisting with preference to the candidates' age, qualification, essential requirements, suitability etc.**
- **The Company/Bank reserves the right to reject any application/ candidature at any stage or cancel the conduct of interview/GD or to cancel the engagement process entirely at any stage without assigning any reason.**

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(POPPY SHARMA)

Date: 23rd Feb 2024

GENERAL MANAGER-HCM

APPLICATION FOR ENGAGEMENT OF MANAGING DIRECTOR (MD), CENT BANK HOME
FINANCE LIMITED- MUMBAI

Affix Self
Attested
Passport Size
Photo

Sl.No.	Particulars	<u>Details of the applicant</u>
1	Name (in block letter)	
3	Father's Name	
4	Date of Birth	
5	Age as on 31.01.2024	
6	Category	General/SC/ST/Minorities/OBC
7	Mailing Address	House No _____ Street _____ Locality _____ Landmark (if any) _____ District _____ Pin Code _____
8	Residential Address (Place where he/she is permanently staying) *	House No _____ Street _____ Locality _____ Landmark (if any) _____ District _____ Pin Code _____
9	State of Domicile	
10	Educational Qualifications	
11	Landline and Mobile numbers	
12	Email address	

13	Last 3 Employment Details	i)		
		ii)		
		iii)		
14	Designation last held with Grade/Scale			
15	Currently Working as			
16	Has had disciplinary action initiated by Current Employer during preceding five years of service			
17	Detail of engagement as Director in previous employment, if any			
18	Last three assignments held (in descending order)	Period		
	Assignment	Company/PSU/Govt organization	From	To
19	Detail of Certification/Knowledge enhancement, if any			
20	Significant achievements as in current employment(in brief)			
21	Awards/Recognitions received from Bank/Government/voluntary/service organizations			
22	Ability to undertake extensive Branch/Field visits and constraints, if any			
23	Any other information you would like to share			
24	Languages known:	<u>Read</u>	<u>Write</u>	<u>Speak</u>
	a)			

	b)			
	c)			
25	Any other constraints, including issues related to health			

DECLARATION

I confirm that above information is correct and is based on my employment and academic record. If any information proved contrary to the said self-declaration, my engagement shall be liable for termination. Company's decision in this regard shall be final and binding on me.

Date:

(Signature of the applicant)

Attachments:

Self-attested photo copies of the following:

1. PAN card
2. Aadhaar card
3. No Objection Certificate from Current Employer
4. Address Proof
5. Education Qualification