



Centbank Financial Services Limited
(Wholly owned subsidiary of Central Bank of India)
Recruitment for Manager (Accounts) on Contract Basis
Advertisement No: CENTFIN: 2025-26:1

Submission will start from: 20th Mar 2026 & Last Date of Receipt of Application: 5th April 2026

Centbank Financial Services Limited invites application from Indian Citizen for the appointment to the following post. Candidates are requested to submit the Application Form through Company's Website www.cfsl.in

Centbank Financial Services Ltd (CFSL), a wholly owned subsidiary of the Central Bank of India, has been engaged in the Trusteeship Services since May 1929. Over the years, CFSL has built a strong reputation for offering traditional and specialized fiduciary services, including drafting of Wills, Trust Deeds, execution of Wills, and management of Trust Funds and Immovable Properties. CFSL has been also providing comprehensive Debenture Trustee and Security Trustee services to a wide spectrum of clients. The Safe Keeping of Documents & Escrow Software Trustee service was launched since from December 2024, further strengthening CFSL's portfolio of secure, compliant, and customer-focused financial & tech support offerings.

1. Process of registration shall complete only when the application gets submitted on or before last date.
2. Before applying, candidates are requested to ensure that they fulfil the eligibility criteria for the post as on date of eligibility.
3. Candidates who are called for interview are required to bring all required documents in original along one set of self-attested copy (Resume, ID proof, Age proof, Educational Qualification, Experience, Caste Certificates etc.) at the time of interview failing which their candidature will not be considered. However, the candidates not in position to submit relevant experience certificate from the present employer, can alternatively submit both appointment/offer letter and latest salary slip of the current employment as a proof of experience. In case of selection, such candidates will have to submit experience certificate at the time of joining the Company's Service.
4. Shortlisting will be purely provisional without verification of documents. Candidates will be subject to verification of all details/ documents with the original when a candidate reports for the interview (if called).
5. In case candidate is called for interview and is found not satisfying the eligibility criteria (Age, Education Qualification and Proof of Experience Certificate, Caste Certificate etc) he/she will neither be allowed to appear for the interview nor be entitled for refund of application fees if any.
6. Candidates are required to check **Company's website** www.cfsl.in or <https://cfsl.in/career.php> for details and updates (including the list of shortlisted/qualified candidates). Call letter for the interview, where required, will be sent by e-mail only (No hard copy will be sent). Candidates should have valid email ID which should be mentioned in the application form and kept active till the declaration of result.
7. **Note: Candidates are advised to read eligibility criteria of educational qualification and experience carefully in all respects before applying to avoid any inconvenience with regards to disqualification from candidature in future.**

A. Details of Post:

Post on Contract Basis		ST	SC	OBC	EWS	UR/GEN	Max. Age As on 28.02.2026	Selection Procedure	Place of posting
Manager (Contract)	Accounts	-	-	-	-	1	35	Shortlisting and Interview	Mumbai

Note:

1. Candidates belonging to reserved categories are free to apply against vacancies announced for Unreserved/General category provided they met the eligibility criteria laid down for General Category candidates.
2. Candidate belongs to OBC category but coming in the 'Creamy layer' are not entitled to OBC reservation and age relaxation.

3. Candidate belongs to ST/SC category need to submit copy of their Cast Certificate at the time of interview.
4. Abbreviations used: SC - Scheduled Caste, ST - Scheduled Tribe, OBC - Other Backward Classes, EWS – Economically Weaker Section, UR- Unreserved, GEN- General Category Unreserved, HI- Hearing Impairment, OC- Orthopedically Challenged, VI- Visual Impairment, ID- Intellectual Disability.
5. The number of vacancies including reserved vacancies mentioned above is provisional and may vary according to the actual requirement of the Company.
6. Abbreviations
7. Company reserves the right to **alter/modify/cancel** the recruitment process entirely at any stage. Candidate has to visit our website during entire process of recruitment for any kind of update.
8. A declaration will have to be submitted in the prescribed format by candidates seeking reservation under OBC category stating that he/she does not belong to the Creamy layer as on date of application. **OBC certificate containing the 'Non-Creamy layer' clause, issued during the period 01.04.2025 to the date of interview, should be submitted by such candidates, if called for interview.**
9. Maximum age indicated is for General category candidates. Relaxation in upper age limit will be available to reserved category candidates as per Government of India Guidelines.
10. In cases where experience in a specific field is required, the relevant experience certificate must contain specifically that the candidate had experience in that specific field.
11. In case the certificate of degree does not specify the field of specialization, the candidate will have to produce a certificate from the concerned University/College specifically mentioning the specialization.

B. Details of Educational Qualification/Experience/Specific Skills: (As on 28.02.2026)

The Institute should be recognised / approved by Govt. bodies/ AICTE/ UGC. Course completed through Correspondence/ Part time will not be eligible.

Post	Functional Area	Educational Qualification	Work Experience (As on 28.02.2026)
Manager (Contract)	Accounts	Preferred Qualification: MBA Finance or CA/CA Intern. OR	Minimum 3 Years of experience in Accounts. Candidate should presently working. Employees of Subsidiaries of Central Bank of India who have working experience of 2 years in Accounts. OR
		Qualification: B. Com	<ul style="list-style-type: none"> • Experience: Minimum 5 years of experience in Accounts with a reputed organization having a net worth of ₹50 Crore or above. • Candidate must be currently working. • Should have independent working experience in an Accounts Department. • Must have strong understanding of accounting entries and their impact on Trial Balance. • Should possess good knowledge of Financial Statements, including preparation and analysis. • Ability to handle accounting functions independently with logical understanding of transactions. • Employees of Subsidiaries of Central Bank of India who have working experience of 2 years in Accounts.

C. Job Profile and KRAs:

Functional Area	Profile
<p>Manager (Accounts)</p>	<p>Accounting and statutory compliance:</p> <ul style="list-style-type: none"> • Daily accuracy of financial entries • Timely completion of day-end procedures • Proper authorization and control over transactions • Well-tracked and continuously monitored Trial Balance to ensure accurate and reliable preparation of financial statements. • Compliance with statutory obligations • Strengthened internal financial discipline • Should develop a good understanding of the internal systems, processes, and control mechanisms.
	<ol style="list-style-type: none"> I. Pass and authorize accounting entries, ensuring their proper reflection in the Trial Balance and financial records, supported by appropriate workings and vouchers wherever required. II. Maintenance of books of accounts, checking and reconciliation of accounts and preparation of Quarterly, Half-yearly and Yearly Financial Statements. III. Track and monitor invoices issued and receivables. IV. Maintain the record of outstanding receivables including prior period receivables and maintain updated reconciliation statements. V. Reconcile annual remuneration receivable, including prior period receivables, if any. VI. Track daily and periodic movement of Trial Balance. VII. Perform reconciliation of amortisation schedules, annual fees, and remuneration accounts. <ol style="list-style-type: none"> I. Ensuring completion of Audit in time and closure of Audit Report II. Handle complete coordination with Statutory Auditors and CAG Auditors. III. Assist in the preparation of financial statements and audit schedules. IV. Provide all required schedules, reconciliations, documents, and explanations during audits. <ol style="list-style-type: none"> V. Ensure timely compliance with all audit queries, observations, and reporting requirements. VI. Maintain proper records of transactions, reconciliations, and supporting schedules. VII. Ensuring compliance on Board's observations/Instructions with respect to Financial Statements of the Company. VIII. Initiate and process investment of surplus funds in accordance with the company's investment policy. IX. Maintain proper records and documentation for all investment transactions. <ol style="list-style-type: none"> X. Follow-up and Payment of Advance Tax, TDS, GST, PF and Professional Tax and submission of related returns in time. XI. Submission of DBS and all other returns/information required by Central Bank of India, Regulatory Bodies and any other Govt. Office. XII. Act as Authorized Signatory in official letters, slips, forms and others documents wherever required.

	<p>XIII. Verification /authorization of the vouchers posted in the system on the daily basis.</p> <p>XIV. Ensure to distribute estate of the WILL and assets of the Trust as per respective deeds.</p> <p>XV. Ensure compliance with internal accounting policies and regulatory requirements.</p> <p>XVI. Maintain proper documentation and records for audit and review purposes and ensure timely compliance with all requirements and observations of the CAG audit.</p> <p>XVII. Apart from the above, it may be assigned other works from time to time. (On exigency of Company)</p>
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D. Remuneration:

The salary and other benefits of the selected candidate will be determined by the Management of CFSL up to ₹9.80 lakh per annum, following the completion of the selection process. **But the final offer will be made in due course and will depend on the candidate's experience and current emoluments in their present employment.**

E. How to apply:

Candidates should have valid email ID which should be kept active till the declaration of result. It will help him/her in getting call letter/ Interview Intimation etc. by email

GUIDELINES FOR FILLING APPLICATION FORM: Candidates are required to submit the Application Form Company's Website <https://www.cfsl.in> or <https://cfsl.in/career.php>

- F. **Selection Process:** The selection of candidates will be based on short listing and Interview.
- Shortlisting:** Mere fulfilling minimum qualification and experience will not vest any right in candidate for being called for interview. The Short-listing Committee constituted by the Company will decide the short listing parameters and thereafter, adequate number of candidates, as decided by the Company will be shortlisted and called for interview. The decision of the Company to call the candidates for the interview shall be final. No correspondence will be entertained in this regard.
- Interview:** Interview will carry 100 marks. The qualifying marks in interview will be decided by the Company. No correspondence will be entertained in this regard. No expenses of any type/nature will be reimbursable by the Company to the shortlisted candidate for attending the interview.

Important Points

1. A candidate must be a Citizen of India.
2. The number of vacancies including reserved vacancies mentioned above is provisional and may vary according to the actual requirement of the Company.
3. The educational qualification prescribed for various posts are the minimum. Candidate must possess the qualification and relevant full-time experience as on specified dates.
4. Candidate belonging to reserved category including Person with Benchmark Disabilities (PwBD) for whom no reservation has been mentioned are free to apply for vacancies announced for General category provided they fulfil all the eligibility criteria applicable to General category.

5. The reservation under various categories will be as per prevailing Government of India guidelines.
6. PwBD candidate should produce a certificate issued by a competent authority as per the Government of India Guidelines.
7. Reservation for PwBD candidates is horizontal and is included in the vacancy of the respective parent category.
8. Vacancies reserved for OBC Category are available to OBC candidates belonging to 'Non-creamy Layer'. Candidates belonging to OBC category but coming in creamy layer are not entitled to any relaxation/reservation available to OBC category. They should indicate their category as General or General (LD/VI/HI/d&e), as the case may be.
9. OBC category candidate should submit the OBC certificate on format prescribed by Govt. of India, having Non-Creamy Layer clause issued during the period 01.04.2025 to the date of interview. Non-production of OBC (Non-creamy layer) certificate in format prescribed by Govt. of India may lead to cancellation of candidature at any point of time.
10. Caste certificate issued by Competent Authority on format prescribed by the Government of India will have to be submitted by the SC/ST/ OBC (Non-creamy layer) candidates. Non-production of caste certificate in format prescribed by Govt. of India may lead to cancellation of candidature at any point of time.
11. Reservation for Economically Weaker section (EWS) in recruitment is governed by Office Memorandum of Department of Personnel & Training, Ministry of Personnel (DoPT), Public grievances & Pensions, Government Of India. Disclaimer: EWS vacancies are tentative and subject to further directives of Government of India and outcome of any litigation. The appointment is provisional and is subject to the Income & Asset certificate being through the proper channel.
12. Benefit of Reservation under EWS category can be availed of only upon production of "Income and Asset Certificate" issued by the competent authority on the format prescribed by Govt. of India for the relevant financial year as per the extant DoPT guidelines on or before the closure of online application date.
13. The EWS candidates should note that in case, they are not in possession of "Income & Asset Certificate" for the FY2024-25 as per the extant DoPT guidelines on or before the closure of online application date, such candidates should apply under "General Category" only.
14. The relevant experience certificate from the employer must contain specifically that the candidate has experience in that related field as required. Without the production of proper experience certificate, Company has right to cancel the candidature at any point of time.
15. Company reserves the right to cancel the recruitment process entirely or for any particular post at any stage.
16. Only those persons with benchmark disabilities would be eligible for reservation under PwBD category. "Benchmark disability" means a person with not less than 40% of a specified disability where specified disability has not been defined in measurable terms and includes the persons with disability, where disability has been defined in a measurable term, as certified by the certifying authority. Backlog vacancies reserved for PwBD would be filled by a person with benchmark disability in the respective category. If no suitable person from that category is available, such backlog would be filled up by interchange among other eligible PwBD candidates subject to the posts having been identified suitable for such disabilities.

17. Mere fulfilling minimum qualification and experience will not vest any right in candidate for being called for interview.
18. The experience should be Post qualification relevant experience.
19. The Candidates seeking age relaxation as per Govt. Guidelines will be required to submit copies of necessary certificate(s) at the time of Interview and at any subsequent stage of the recruitment process, as required by the Company. In case the candidate fails to submit the same, his candidature will be treated as cancelled.
20. The shortlisting committee constituted by the Company will decide the shortlisting parameters and thereafter, adequate number of candidates, as decided by the Company will be shortlisted and called for interview. The decision of the Company to call the candidates for the interview shall be final. No correspondence will be entertained in this regard.
21. 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.
22. In case any dispute arises on account of interpretation of version other than English, English version will prevail.
23. Candidates are hereby informed that they must truthfully disclose full and complete details of any disciplinary action taken against them by any previous employer(s), as well as details of any pending or concluded criminal case(s), suit(s), or legal proceedings involving criminal liability, wherever such information is sought by the Company in the application form or at any stage of the recruitment process. Suppression, concealment, or furnishing of false information shall render the candidate liable for disqualification from the selection process or termination of service, if appointed.
24. Decision of the Company in respect of all matters pertaining to this recruitment would be final and binding on all candidates.
25. **The Company is not responsible for typographical errors, if any.**

For any queries, please write to us at hrd@cfsl.in or visit the “**Contact Us**” section available on the Company’s website: <https://www.cfsl.in>.

Place: Mumbai
Date: 19/03/2026

Sd/-
Managing Director