



**BASSEIN CATHOLIC
CO-OPERATIVE BANK LTD.**

(SCHEDULED BANK)

Head Office, Catholic Bank Bldg., Papdy Naka, Vasai (W) – 401207.

Bassein Catholic Co-operative Bank Ltd. is a leading Scheduled Co-operative Bank holding AD-1 License for Forex Business, having 64 Branches in Palghar, Mumbai, Navi Mumbai, Ahmednagar, Nashik, Pune and with a total Business Mix of over ₹13000 Crores.

We believe that the ultimate identity and success of our Bank resides in the exceptional quality of our people and their extraordinary efforts. For this reason, we are committed to hiring, developing, motivating and retaining the best people in the industry.

This 100 plus year old Bank is looking to hire talented and ambitious individuals for the following position:

Assistant General Manager / Deputy General Manager – Audit

✓ **Job Location:** Head Office - Vasai West

✓ **Qualification:**

- Graduation / Post graduation in Accounting / Finance / Banking
- Chartered Accountant (CA) / Cost Management Accountant (CMA) / MBA (Finance) is preferred
- Certifications in Audit / Risk / Compliance will be an added advantage

✓ **Age:** Upto 55 years

✓ **Experience:**

Minimum 20 years of banking experience out of which minimum 10 years of relevant experience in the banking industry and currently in managerial role.

✓ **Job Profile:**

- Lead and oversee the Internal Audit function across all branches and departments of the Bank.
- Develop and implement risk-based audit plans covering operational, financial and compliance areas.
- Liaise with Statutory Auditors, Concurrent Auditors RBI Inspecting Officers and other regulatory authorities and ensure adherence of guidelines.
- Review and evaluate adequacy and effectiveness of:
 - Internal controls
 - Risk management systems
 - Governance processes
- Conduct branch audits, concurrent audits and system audits as per audit schedule.
- Identify control weaknesses, fraud risks and operational inefficiencies and recommend corrective actions.
- Monitor and ensure timely compliance of audit observations and inspection reports.
- Prepare and present audit reports, MIS and risk assessments to senior management and Board/Audit Committee.
- Drive process improvements and standardization across branches.
- Ensure proper documentation and readiness for regulatory inspections.
- Oversee fraud detection, investigation, and preventive controls.

✓ **Skills Required:**

- Strong knowledge of Banking laws, regulations, procedures
- Excellent analytical, investigative and problem-solving skills
- Leadership ability to manage audit teams and drive accountability
- Strong report writing and presentation skills
- High level of integrity, objectivity and professional ethics
- Ability to work independently and handle sensitive matters confidentially

General Information:

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- 3- Decision of the Bank in all matters regarding eligibility, conduct of interview, other tests and selection would be final and binding on all candidates. No correspondence will be entertained by the Bank in this regard.
- 4- Appointment of selected candidate is subject to being declared medically fit and a positive background verification.

Eligible candidates fulfilling the eligibility criteria may apply online by uploading their resume on the Career Page of our Bank's website: www.bccb.bank.in by 6th October 2026.

Assistant General Manager – Human Resources
Bassein Catholic Co-operative Bank Ltd. (Scheduled Bank), Head Office,
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This 100 plus year old Bank is looking to hire talented and ambitious individuals for the following position:

Assistant General Manager / Deputy General Manager – Human Resources

- ✓ **Job Location:** Head Office - Vasai West
- ✓ **Qualification:**
 - Graduate in any field
 - MBA/MMS in Human Resources
- ✓ **Age:** Upto 55 years
- ✓ **Experience:**

Minimum 20 years of relevant experience out of which minimum 10 years in a leadership role (Manager and above) in the banking/NBFC industry.
- ✓ **Job Profile:**
 - Lead HR strategy aligned with bank's business goals and growth plans.
 - Oversee talent acquisition and manpower planning.
 - Drive performance management and appraisal systems.
 - Manage employee relations, grievance redressal and disciplinary actions in lines with banks policy.
 - Ensure compliance with labour laws, RBI norms and internal policies.
 - Design compensation & benefit frameworks.
 - Lead leadership development, succession planning and talent retention.
 - Monitor HR MIS, analytics and productivity metrics.
 - Head training, learning & development and capability-building initiatives.
 - Drive employee engagement, culture enhancement and retention strategies.
 - Implement HR digitalization, HRMS and process automation.
 - Manage audits, regulatory inspections and HR governance.
- ✓ **Skills Required:**
 - Strategic thinking and alignment of HR with business objectives.
 - Strong knowledge of labour laws, banking regulations and compliance.
 - Leadership and team management skills across multi-branch setups.
 - Expertise in talent management, succession planning and retention.
 - Data-driven decision-making using HR analytics and MIS.
 - Excellent communication and stakeholder management abilities.
 - Change management and HR digital transformation capability.

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Chief Executive Officer
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This 100 plus year old Bank is looking to hire talented and ambitious individuals for the following position:

Assistant Manager II / Deputy Manager II / Manager II / Chief Manager II – Legal & Litigation

✓ **Job Location:** Head Office - Vasai West

✓ **Qualification:**

- Bachelor's Degree in Law (LLB) / Masters Degree in Law (LLM)
- Additional qualification in Banking/Corporate/Financial Laws will be preferred.

✓ **Age:** 35-50 years

✓ **Experience:**

Minimum 7 years of substantial practical experience in litigation, particularly banking and recovery litigation with Co-operative Bank and having practical experience in dealing with the court process.

Candidates having hands-on experience in the following will be preferred:

- Banking and financial institution litigation;
- SARFAESI Act, 2002 proceedings;
- Recovery of Debts and Bankruptcy Act, 1993 and DRT/DRAT matters;
- Maharashtra Co-operative Societies Act, 1960 and proceedings before Co-operative Courts/authorities, DDR, DJR, RCS Pune.
- Civil and criminal litigation relating to banking transactions;
- High Court proceedings;
- Consumer disputes and other regulatory/quasi-judicial proceedings;
- Property, mortgage, title and security-related litigation;
- Insolvency and Bankruptcy Code proceedings;
- Drafting of pleadings, written statements, appeals, applications, affidavits, legal notices and other legal documents.

✓ **Job Profile:**

- Independently handle and monitor litigation matters of the Bank before Courts, Tribunals, DRT/DRAT, Co-operative Courts, High Court, Consumer Forums, NCLT and other judicial/quasi-judicial authorities, DDR, DJR, RCS Pune, Enforcement Agencies etc.
- Provide legal support to the Recovery Department and branches in recovery proceedings.
- Handle legal matters relating to SARFAESI proceedings, possession, auction, sale of secured assets and recovery certificates.
- Monitor DRT/DRAT, Co-operative Court and other recovery proceedings.

- Advise on the Banking Regulation Act, RBI directions applicable to UCBs, Maharashtra Co-operative Societies Act, SARFAESI Act, RDB Act, IBC and other applicable laws.
- Assist the Bank in legal and regulatory compliance matters.
- Panel Advocate Management
- Identify significant legal risks arising from litigation, recovery, documentation and banking transactions.
- Prepare litigation MIS and reports for Senior Management/Board, wherever required.
- Advise departments on measures to minimize legal and litigation risks.

✓ **Skills Required:**

- ✓ Strong legal drafting skills
- ✓ Good knowledge of Banking and Co-operative Laws
- ✓ Ability to independently analyse legal issues
- ✓ Strong litigation case-management skills
- ✓ Ability to brief and effectively co-ordinate with advocates
- ✓ Good communication and negotiation skills
- ✓ High integrity, confidentiality and attention to detail

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This 100 plus year old Bank is looking to hire talented and ambitious individuals for the following position:

Assistant Manager II / Deputy Manager II (Chartered Accountant)

- ✓ **Location:** Head Office - Vasai West
- ✓ **Age:** Upto 28 years of age
- ✓ **Qualification:** Chartered Accountant
- ✓ **Experience:** 0 - 5 years
- ✓ **Job Role:**

As a Chartered Accountant, your role will encompass a diverse range of responsibilities related to General Banking, Financial Management, Regulatory Compliance, and Risk Assessment. Your expertise in accounting principles, financial reporting, and taxation will be essential in ensuring the accuracy and integrity of financial data within the bank.

✓ **Key Responsibility Areas:**

- You will be rotated through various departments in the bank, where you will:
- Assist in preparing and analyzing financial statements, ensuring they adhere to accounting standards and banking regulations.
- Assist in the preparation of budgetary reports and financial forecasts, aiding the bank's management in making informed decisions.
- Assist in conducting internal audits to assess the bank's operational efficiency and compliance with relevant guidelines. You will play a crucial role in identifying potential risks and suggesting measures to mitigate them effectively.
- Collaborate with other departments within the bank, such as credit and lending teams, to evaluate loan applications and assess the creditworthiness of borrowers. Your financial acumen will be instrumental in evaluating the viability of various projects and proposals.
- Your role may also extend to tax planning and optimization for the bank, ensuring compliance with tax laws while maximizing tax benefits.

As your career grows, your expertise may expand into more specialized areas such as Risk Management, Treasury Operations, Investment Analysis, and Strategic Financial Planning, offering you a rewarding and challenging career path within our bank.

✓ **Skills & Knowledge:**

- Proficient in computers and relevant software
- Good written and verbal communication skills
- Detail-oriented and critical thinking

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This 100 plus year old Bank is looking to hire talented and ambitious individuals for the following position:

Recovery Officer

To alert, follow up and recover defaulted loans by conducting a site visit, coordinating with the local authority, settling overdue, blocking accounts of overdue clients, and solving the problems with overdue and defaulted clients.

- ✓ **Location:** Head Office - Vasai West
- ✓ **Age:** Upto 55 years of age
- ✓ **Qualification:** Graduate
- ✓ **Experience:** Minimum 15 years of banking experience out of which minimum 10 years in the recovery function in the banking industry.
- ✓ **Job Profile:**
 - Monitor overdue and defaulted loans daily to timely provide an update or recommendation to the Reporting Authority.
 - Prepare and submit daily reports of the overdue and repayment for all credit facilities to keep all related stakeholders informed of the status.
 - Follow up and verify with the Branch Manager/Loan Officer to get updates on reasons for repayment lateness and the next action plan to handle the case.
 - Review and update overdue clients that exceed the timeline set in the Bank's policies to timely handle the case.
 - Arrange an appropriate time to chase and follow up with the client to ensure agreed terms and conditions are made.
 - Conduct site visits to those overdue and/or defaulted clients when assigned by the upper manager of the loan recovery team.

✓ **Skills & Knowledge:**

- Through knowledge of the Bank's loan products and its policies of granting loans and credit risk management.
- Well-versed with laws related to recovery SARFAESI Act, 2002 MCS Act 1960, DRT.
- Good problem-solving, negotiation, interpersonal and convincing skills.
- Patience and understanding of emotions to deal with clients.
- Ability to write and communicate in Marathi / Hindi.
- Proficient in computers and MS Office.
- Excellent organizing, recording, and filing skills.
- Strong dedication to accuracy and efficiency.

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This 100 plus year old Bank is looking to hire talented and ambitious individuals for the following position:

Officer on Special Duty (OSD) - Recovery

- ✓ **Job Location:** Head Office - Vasai West
- ✓ **Age –** Upto 60 years
- ✓ **Qualification:**
 - Graduate in any field
 - Post-Graduate / CAIIB certification preferred
- ✓ **Experience:**

Minimum 20 years of relevant experience, out of which minimum 12 years in a leadership role (Manager and above) in the banking industry.
- ✓ **Job Profile:**
 - 1. Recovery & NPA Management:**
 - Monitor and manage overdue loan accounts, especially NPAs and written-off accounts.
 - Prepare and implement strategies to minimize NPAs and improve recovery percentages.
 - Review large and critical accounts for immediate recovery action.
 - Track recovery targets branch-wise and ensure achievement.
 - 2. Branch Coordination & Monitoring:**
 - Coordinate with branch managers for follow-up on delinquent accounts.
 - Conduct regular recovery review meetings with branches.
 - Guide branch staff in recovery techniques and legal procedures.
 - Conduct field visits for high-value or problematic cases.
 - 3. Legal & Compliance Actions:**
 - Initiate and monitor legal proceedings under applicable laws (IBC Act, SARFAESI Act, DRT, Co-operative Societies Act, etc.).
 - Liaise with legal advisors, advocates, and recovery agents.
 - Ensure documentation and legal compliance for recovery actions.
 - Follow up on court cases and execution of recovery decrees.

4. Recovery Drives & Campaigns:

- Plan and organize recovery drives and settlement campaigns.
- Facilitate One-Time Settlements (OTS) and compromise proposals.
- Negotiate settlements with borrowers where applicable.

5. Reporting & MIS:

- Prepare daily/weekly/monthly recovery reports for management.
- Maintain data on NPAs, recovery progress, and legal cases.
- Analyze trends and suggest corrective measures.
- Provide insights for policy improvements.

6. Risk Control & Prevention:

- Identify early warning signals in loan accounts.
- Recommend preventive measures to avoid slippages.
- Work with credit and audit teams to strengthen recovery controls.

✓ **Skills Required:**

- Strong knowledge of banking recovery processes and NPA management
- Familiarity with legal frameworks (SARFAESI, arbitration, civil recovery)
- Excellent negotiation and persuasion skills
- Analytical and problem-solving abilities
- Strong coordination and leadership skills
- Effective communication (verbal & written)
- Ability to handle pressure and challenging recovery cases

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