



**APPLICATION FOR THE POST OF IT OFFICER**

Date : \_\_\_\_/\_\_\_\_/2023

To,

The General Manager,  
Cent Bank Home Finance Ltd.,  
Corporate Office. MMO Building  
6<sup>th</sup> Floor, Fort,  
**MUMBAI – 400 023**

Recent passport  
size photograph to  
be signed across  
by the applicant

Dear Sir,

**Application for the post of IT Officer**

With reference to your advertisement on Company's website, I submit my application for the post of 'IT Officer' on contract basis.

Full Name \_\_\_\_\_

Address for  
Correspondence : \_\_\_\_\_

Permanent Address/  
Company Address : \_\_\_\_\_

Phone No. with STD Code : \_\_\_\_\_ Mobile No. : \_\_\_\_\_

Email ID : \_\_\_\_\_ Alternate Email ID : \_\_\_\_\_

**Work experience / Profile:****HFC :****I.T. :****Specialization of work if any :****Cyber security experience if any :****Software implementation and major experience if any :****Note:**

- ❖ Kindly attach the copies of relevant qualification, experience certificates & other relevant certificates.

## **DECLARATION**

I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria, my candidature / appointment is liable to be cancelled/terminated without notice.

I hereby agree that any legal proceedings in respect of any matter(s) or claim or disputes arising out of this application and/or out of said advertisement can be instituted by me only at Mumbai and shall have sole and exclusive jurisdiction to try any cause/dispute at Courts/Tribunals/Forums at Mumbai only. I undertake to abide by all the terms and conditions mentioned in the advertisement given by the Company.

Place : \_\_\_\_\_

Date : \_\_\_\_\_

\_\_\_\_\_  
Signature of applicant

**Note – Last date for receipt of application at Corporate Office is 20.11.2023 Scanned copy of application alongwith supporting documents must reach to us in below mentioned address :**

**Cent Bank Home Finance Ltd.,  
Corporate Office  
Central Bank of India  
MMO Building, 6<sup>th</sup> Floor,  
Hutatma Chowk  
Fort, Mumbai – 400 023**

### Eligibility Criteria:

Position of Employment	IT Officer
Compensation	Negotiable
Place of posting	Mumbai
Tenure of contract	Presently for 3 years, subject to review on satisfaction performance.
Maximum Age	62 years as on 01/10/2023.
Eligibility Criteria	Bachelor's degree in Information Technology (IT)/Computer Science (CS)/ Electronics & Communication. Any certification in IT will be preferred.
Experience	<ul style="list-style-type: none"> <li>Over 15 years of hands-on experience in the field of Housing Finance Companies (HFC) and Non-Banking Financial Companies (NBFC).</li> <li>In-depth knowledge of industry-specific compliance standards and regulations, particularly in the areas of NBFC and HFC.</li> <li>Strong expertise in cyber security practices and technologies, ensuring robust protection of digital assets and data.</li> <li>Proven track record in successful software implementation, demonstrating a comprehensive understanding of the implementation process.</li> <li>Ability to comprehend technical designs and specifications, facilitating a seamless bridge between technical intricacies and business requirement</li> <li>Exceptional communication skills, both written and verbal, contributing to effective conveyance of technical concepts and ideas.</li> <li>Strong stakeholder management abilities, ensuring alignment between business goals and technical implementations.</li> </ul>
Broad Scope of Work	<ol style="list-style-type: none"> <li>IT Strategy &amp; planning.</li> <li>System &amp; infrastructure Assessment.</li> <li>Technology Implementation &amp; Integration.</li> <li>IT Security &amp; Governance. <ol style="list-style-type: none"> <li>Analyse present system and identify deficiency if any &amp; get the same rectified with work in co-ordination with Vendor.</li> <li>Co-ordinate with Vendor for various reported issues specified by CBHFL users.</li> <li>Suggest CBHFL up-gradation if any in present system is required.</li> <li>Support entire IT implementation for recent and future requirement in the system.</li> <li>Any other work assigned by CBHFL from time to time.</li> </ol> </li> </ol>