

## Notice and Regulations for CSB Bank Limited (Immediate Joinees Required) (MBA/PGDM) 2021

### IMPORTANT

1. Interested students are advised to read full notice
2. Registration link: <https://virtual-event.convstaging.com/user/signup>

<b>Company:</b>	<b>CSB Bank</b>
<b>Eligibility:</b>	MBA/PGDM 2021 batch
<b>Salary:</b>	2.5 LPA
<b>Position:</b>	Customer Relationship Officer
<b>Last Date To Apply:</b>	24 June before 6 pm
<b>Drive Date:</b>	will be notified soon.
<b>Drive Location:</b>	online

### About the Company:

Established in 1920 as The Catholic Syrian Bank Limited, CSB Bank Limited had its modest beginning in November 1920 and is currently the oldest private sector bank in Kerala, celebrating its Centenary Year in 2020. It was in 1969 that the Bank became a Scheduled Bank, as it was included in the Second Schedule of Reserve Bank of India Act. website:www.csb.co.in

### Job Description:

To support branch head in operations ensuring top of the line customer service and customer engagements Customer Service, Acquisition & Ops; customer service and retention: Branch Operation; NTB Sourcing through referrals and outbound activities; Cross Sell.

### Job Responsibilities:

#### PART A: Branch Service and Operations:

- A. Assisting the Branch Manager in carrying out day to day activities and all general banking activities of the branch under Core Banking System environment (CBS).
- B. Assisting the Branch Manager in recovery and monitoring of Non-Performing Assets (NPA) accounts and the process.
- C. Rendering effective customer service at counter including disbursement of cash.
- D. Maintaining proper book of accounts
- E. Performing the duties as an officer in charge of cash, including receipt and payment of cash and giving and signing receipts and giving effectual discharge for money that are paid and received
- F. Issue of FD Receipts, receiving & paying deposits on terms and conditions to be determined from time to time by the Bank and issuing, signing receipts with regard to such deposits thus received & paid and also paying interest on deposits in accordance with the rates passed by the Bank .
- G. Release of Gold loans along with the joint custodian
- H. Authorization of credit & debit entries (related to cash/transfer, clearing, OBC, FDs, etc.)
- I. Accounting of receipts and payments correctly
- J. Reconciliation of statements
- K. Keeping joint custody of cash
- L. Receiving and paying moneys on behalf of and in the name of the BANK and giving and signing receipts and giving effectual discharge for money that is paid and receive.
- M. To make, draw, accept, endorse, negotiate, pay, discount, satisfy, deal in or transfer any bills of exchange, promissory notes, cheques, drafts, orders for payment or for delivery of money and other negotiable or mercantile instruments in the name of and on behalf of the BANK
- N. Demanding, collecting, receiving and giving effectual bonafide discharge of, in the name and on behalf of the BANK, all debts, advances and claims due to the BANK
- O. Any other role assigned from time to time

#### PART B : Sales Role

On all working days, post branch customer hours, CREs are also required to engage in marketing of various products and achieve the targets that will be given. The activities will include:-

- i. CASA/ Gold Loan / Retail Assets acquisition
- ii. Cross selling of insurance products
- iii. Market mapping, customer mapping competitor mapping in the geography assigned
- iv. Active participation in promotional activities to build up CASA and Gold proactive support to the team leader
- v. Working within the compliance boundaries set by the regulatory bodies and the Bank
- vi. Working for satisfying the customer needs by selling the right products and services offered by the Bank
- vii. The above would require field activities and work would involve local travel in the assigned geography.

#### Note:

Request all your students to fill the details using their laptop only.

The Students have to retain the login id and password for the further interview process.

Timing and other relevant details will be shared Soon.