



Bassein Catholic Cooperative Bank Ltd. is a leading Scheduled Co-operative Bank holding AD-1 License for Forex Business, having 64 Branches and with Business Mix of around Rs.12000 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:

### **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.

- **Qualification:**
  - Bachelor's degree in finance, banking, accounting, or any relevant field.
  - JAIIB / CAIIB / Law Degree will be preferred.
- **Age & Experience:**
  - Upto 30 years of age
  - Minimum 4-7 years of work experience in the recovery function of any Cooperative / Private Bank / NBFC or Public Sector.
- **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 use and communicate in Marathi / Hindi.
  - Microsoft Office
  - Excellent organizing, recording, and filing skills.
  - Strong dedication to accuracy and efficiency.
- **Key Responsibility Areas:**
  - Monitor overdue and defaulted loans daily to timely provide an update or recommendation to the upper Manager.
  - Prepare and submit daily reports of the overdue and repayment for all credit facilities to keep all related stakeholders informed of the status.
  - Input and update status on analysed case into Case Under Analysis of Recovery to ensure the case is solved properly.
  - 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.
  - Track and prepare a list of restructured or rescheduled clients by working closely with the Branch Manager, Recovery Head to better administer the repayment schedules.
  - Respond to all inquiries, issues, or errors related to repayment to all branch personnel when required.
  - Arrange an appropriate time to chase and follow up with the client to ensure agreed terms and conditions are made.
  - Process to do a manual settlement to clients when appropriate.
  - Conduct site visits to those overdue and/or defaulted clients when assigned by the upper manager of the loan recovery team.

**General Information:**

- 1- Your candidature will be shortlisted based on the information supplied by you in your application and otherwise. It will be null and void if a material error is discovered at any time or any other information received is not found to the satisfaction of the Bank.
- 2- The Bank will have discretion to reject any application without assigning any reason and no correspondence in this regard will be entertained.
- 3- Decisions 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 his/her being declared medically fit as per the requirement of Bank.

Interested candidates fulfilling the eligibility criteria may apply online by uploading their resume on [Career](#) Page on Bank's website: [www.bccb.co.in](http://www.bccb.co.in) by **27<sup>th</sup> January 2023**.

**Head – Human Resources**  
**Bassein Catholic Co-operative Bank Ltd. (Scheduled Bank), Head Office,**  
**Catholic Bank Building, Pardy, Vasai (W) – 401207.**