

Department	Premises & Estate Department
Location	Mumbai / Navi Mumbai
Designation	Asst. Gen. Manager / Chief Manager
Qualification	Bachelor's Degree from Govt. recognized University B.E. (Civil) Preferred
Experience	Min. 10-15 years experience in reputed Co-operative / Nationalised / Private Bank or Financial Institution in relevant positions
Age	Preferably below 50 years , however relaxation may be allowed for deserving case.
Probation	Candidate selected shall be on probation for period of 1 year from date of joining of bank.
Duties & Responsibility	i) Procurement / Sale of Estates (Acquisition / Lease / Leave & License) with further obtaining of clearance of titles ii) Correspondence with Reserve Bank of India and other regulators for work relating to properties / relocation / opening of new branch, etc. iii) Liaison with various authorities like Central Registrar of Co-op Societies, Reserve Bank of India, etc. iv) Collaborations / Tie-ups with Service Providers / Vendors for supply of stationery, Maintenance Contracts, etc. v) Verification / Execution of various agreements with vendors / owners of premises etc. vi) Obtaining BCC/OC for Bank properties under construction

*** Selection of candidate will be based on past experience & performance in interview, relaxations may be considered in age or qualification criteria if candidate found suitable for the post.**