



**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 – 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.

General Information:

- 1- Your candidature will be shortlisted based on the information supplied by you in your online 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- 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**.

Chief Executive Officer
Bassein Catholic Co-operative Bank Ltd. (Scheduled Bank), Head Office,
Catholic Bank Building, Papdy, Vasai (W) – 401207.