



**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:

Officer on Special Duty (OSD) - Recovery

- ✓ **Job Location:** Head Office - Vasai West
- ✓ **Age –** Upto 60 years
- ✓ **Qualification:**
 - Graduate in any field
 - Post-Graduate / CAIIB certification preferred
- ✓ **Experience:**

Minimum 20 years of relevant experience, out of which minimum 12 years in a leadership role (Manager and above) in the banking industry.
- ✓ **Job Profile:**
 - 1. Recovery & NPA Management:**
 - Monitor and manage overdue loan accounts, especially NPAs and written-off accounts.
 - Prepare and implement strategies to minimize NPAs and improve recovery percentages.
 - Review large and critical accounts for immediate recovery action.
 - Track recovery targets branch-wise and ensure achievement.
 - 2. Branch Coordination & Monitoring:**
 - Coordinate with branch managers for follow-up on delinquent accounts.
 - Conduct regular recovery review meetings with branches.
 - Guide branch staff in recovery techniques and legal procedures.
 - Conduct field visits for high-value or problematic cases.
 - 3. Legal & Compliance Actions:**
 - Initiate and monitor legal proceedings under applicable laws (IBC Act, SARFAESI Act, DRT, Co-operative Societies Act, etc.).
 - Liaise with legal advisors, advocates, and recovery agents.
 - Ensure documentation and legal compliance for recovery actions.
 - Follow up on court cases and execution of recovery decrees.

4. Recovery Drives & Campaigns:

- Plan and organize recovery drives and settlement campaigns.
- Facilitate One-Time Settlements (OTS) and compromise proposals.
- Negotiate settlements with borrowers where applicable.

5. Reporting & MIS:

- Prepare daily/weekly/monthly recovery reports for management.
- Maintain data on NPAs, recovery progress, and legal cases.
- Analyze trends and suggest corrective measures.
- Provide insights for policy improvements.

6. Risk Control & Prevention:

- Identify early warning signals in loan accounts.
- Recommend preventive measures to avoid slippages.
- Work with credit and audit teams to strengthen recovery controls.

✓ **Skills Required:**

- Strong knowledge of banking recovery processes and NPA management
- Familiarity with legal frameworks (SARFAESI, arbitration, civil recovery)
- Excellent negotiation and persuasion skills
- Analytical and problem-solving abilities
- Strong coordination and leadership skills
- Effective communication (verbal & written)
- Ability to handle pressure and challenging recovery cases

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**.

Assistant General Manager – Human Resources
Bassein Catholic Co-operative Bank Ltd. (Scheduled Bank), Head Office,
Catholic Bank Building, Papdy, Vasai (W) – 401207.