

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:

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.

- ✓ **Location:** Head Office - Vasai West
- ✓ **Age:** Upto 55 years of age
- ✓ **Qualification:** Graduate
- ✓ **Experience:** Minimum 15 years of banking experience out of which minimum 10 years in the recovery function in the banking industry.
- ✓ **Job Profile:**
 - Monitor overdue and defaulted loans daily to timely provide an update or recommendation to the Reporting Authority.
 - Prepare and submit daily reports of the overdue and repayment for all credit facilities to keep all related stakeholders informed of the status.
 - 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.
 - Arrange an appropriate time to chase and follow up with the client to ensure agreed terms and conditions are made.
 - Conduct site visits to those overdue and/or defaulted clients when assigned by the upper manager of the loan recovery team.

✓ **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 write and communicate in Marathi / Hindi.
- Proficient in computers and MS Office.
- Excellent organizing, recording, and filing skills.
- Strong dedication to accuracy and efficiency.

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.