

ADVERTISEMENT FOR INVITING APPLICATIONS FOR VARIOUS POSTS IN
JKB FINANCIAL SERVICES LIMITED

Online Registration of Application:
16/07/2018 to 31/07/2018

JKB Financial Services Limited, a wholly owned subsidiary company of J & K Bank with the objective of providing Capital Market, Wealth Management and Allied Financial Services products, invites applications for the following posts positioned at its Corporate Office in Srinagar and Branch offices in Jammu & Kashmir.

PLEASE NOTE THAT

1. The candidate should be Permanent Resident of J & K State.
2. A candidate can apply for more than one position separately subject to fulfilling the eligibility criteria and payment of fees.
3. Educational qualification should be from a recognised university/Institute (UGC/AICTE approved) & the results should have been declared on or before 01.07.2018.
4. Before applying, candidates are requested to ensure that they fulfil the eligibility criteria for the post as on the date of eligibility. Short listing and interview will be purely provisional without verification of documents. Candidate will be subject to verification of details/documents with originals when the candidate reports for interview, if called.
5. In case the candidate is called for interview and he/she does not satisfy the eligibility criteria (age, educational qualification & experience etc.), he/she will not be allowed to appear for the interview.
6. Candidates are advised to check Company's website www.jkbfsl.com regularly for details and updates (including list of shortlisted/qualified candidates). Call letter/advise, where required will be sent by email only (No hard copy will be sent)
7. All the costs relating to interview shall be borne by candidate.

POSITIONS AND OTHER DETAILS IN RESPECT OF VARIOUS POSTS AS DETAILED BELOW

| S. No | Position | Indicative Job Description | Location & No. of open positions | Expected Compensation (Consolidated) (Rs.) | Eligibility Criteria & Experience as on 01.07.2018 |
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| 1. | Head Business Development | <ul style="list-style-type: none"> • Develop & implement sales & marketing strategy for various products & services • Achieve sales & profitability targets • Manage key account relationships with direct interaction with stakeholders | Srinagar - 1 | 50000/- | <ul style="list-style-type: none"> • First class Post-Graduate or First class BE / B. Tech. or CA / CFA / CS / ICWAI / CMA • Age - Max 40 years • Experience - Minimum 8 years in a financial services company (Banking, Broking, Insurance, AMC etc.) heading the Sales & distribution function at a Cluster / Regional / Zonal / National Level. • Candidates should clearly specify their achievement in numbers e.g. - AUM, No. of clients, Revenue, profitability etc. • Extensive knowledge of Capital market, Investment & Protection products • High level proficiency in MS office, using word, spreadsheets, PPT etc. • Relevant certifications (NISM, AMFI etc.) or should be able to clear it within a month of joining • Willingness to travel extensively locally & outstation |
| 2. | Head Human Resource Management | <ul style="list-style-type: none"> • Design & implement the Human Resource strategy & policy in accordance with industry best practices & regulatory requirements • Define, implement & manage the processes of recruitment, payroll, training, & performance appraisal • Assist in conflict resolution & management of employee relations | Srinagar - 1 | 35000/- | <ul style="list-style-type: none"> • First class Post-Graduate with specialization in HR. • Age - Max 40 years • Experience - Minimum post qualification experience of 5 years in a similar capacity in a corporate setup (preferably financial services) of > 150 employees • High level proficiency in MS office, using word, spreadsheets, PPT etc. |
| 3. | Head IT | <ul style="list-style-type: none"> • Define the overall IT strategy for the organization • Determine the effectiveness of existing platforms, hardware, software, network, security, data management, disaster recover, etc. based on current & future business. Evaluate, recommend & implement | Srinagar - 1 | 40000/- | <ul style="list-style-type: none"> • First class engineering graduate with specialization in IT or Post Graduate in Computer Science, IT • Age - Max 40 years • Experience - Minimum post qualification experience of 8 years in a similar capacity in a corporate setup (preferably financial services - Bank, Broking co. NBFC, Insurance, AMC) of > |

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| | | <p>suitable changes.</p> <ul style="list-style-type: none"> Define & implement IT policies & standards for procurement, deployment, management, disposal, risk management of software, hardware, networking & security solutions etc. Negotiating with suppliers & responsible for contracting and making service agreements Managing IT staff including hiring, training, evaluating etc. | | | <p>150 employees</p> <ul style="list-style-type: none"> Must have implementation experience of at least 3 business solutions as a project manager / lead Must be conversant with standard methodologies of evaluating & implementing software, hardware, network, data management, communication solutions Must be conversant with latest technologies, solutions, platforms Ability to work under pressure & tight deadlines. Job may involve extensive travel for a few days |
| 4. | Relationship Managers | <ul style="list-style-type: none"> Provide market insights and investment information to clients. Achieve sales targets of Capital market, Investment & protection products (equity, derivatives, IPO, mutual funds, & insurance) Drive & manage sales teams Ensure timely processing of sales & service requests including customer grievances | Jammu -3 Kashmir - 5 | 25000/- | <ul style="list-style-type: none"> First class Graduate. Age - Max 40 years Experience - Min post qualification experience of 3 years selling Investment/Insurance products Should have managed a sales team of 5 or above Knowledge of local language & working knowledge of computers is essential NISM, AMFI certified or should be clear these within a month of joining. |
| 5. | IT Executive | <ul style="list-style-type: none"> Manage day to day activities related to IT Assist Manager IT in all core & operational functions, the most important being - no downtime on critical systems, & timely assistance to users to resolve technical issues. | Srinagar -1 | 15000-20000 | <ul style="list-style-type: none"> First class engineering graduate with specialization in IT or Post Graduate in Computer Science, IT Age - Max 35 years Experience - Minimum 3 years in a similar capacity |
| 6. | Human Resource Executives | <ul style="list-style-type: none"> Assist to implement the HR strategy effectively by carrying out operational activities related to recruitment, payroll, training, & performance appraisal Manage employee records & documentation Manage all incidental activities related to HR function | Srinagar -2 | 15000/- | <ul style="list-style-type: none"> First class MBA in HR Age - Max 35 years Experience - Minimum post qualification experience of 3 years in a similar capacity. High level proficiency in MS office, using word, spreadsheets, PPT etc. |
| 7. | Executive Assistant to the Managing Director | <ul style="list-style-type: none"> Establish strong communication channels and partnerships with teams within and outside the company. Providing strategic support - actively participate in discussions related to strategy, planning & business operations Providing facts, data, & analysis related to organization, business, economy, competition etc. Design & maintain an exceptional MIS. Scheduling meetings, conferences, correspondence, and general administrative functions & troubleshooting. | Srinagar -1 | 25000 | <ul style="list-style-type: none"> First class Post Graduate in Economics from a premier institute or an MBA from a premier institute or CA. Age - Max 35 years Experience - Minimum post qualification experience of 3 years in a large organization (including consulting firms) working either in a similar capacity or in departments such as Research, Strategy & planning, Analytics etc. High level proficiency in MS office, using word, spreadsheets, PPT etc. Must be well read & informed of business environment, capital markets & current affairs Excellent temperament & communication skills, willingness to learn & make a difference Should not have time constraints as this will be a high pressure job working directly with the MD |
| 8. | Relationship Executives | <ul style="list-style-type: none"> Provide market insights and investment information to clients. Acquire quality clients through networking, data base, market intelligence and references from existing clients Hard core sales of Capital market, Investment & Protection products (equity, derivatives, IPO, mutual funds, & insurance) | • Across J&K - 60 | 12000-15000 | <ul style="list-style-type: none"> First class Graduate. Age - Max 30 years Experience - Preference will be given to candidates with prior experience of selling Capital Markets / Investment / Insurance products Knowledge of local language & working knowledge of computers is essential Relevant certifications (NISM, AMFI etc.) or should be able to clear it within a month of joining |
| 9. | Processors | <ul style="list-style-type: none"> Execution of critical processes like Client on-boarding, data entry & processing, servicing, & closures etc. Managing records & documentation Dealing with customers in person or on phone | • Jammu - 10 • Srinagar - 9 | 12000-15000 | <ul style="list-style-type: none"> First class Graduate. Age - Max 35 years Experience - Preference will be given to candidates with prior experience of working in front / back office operations High level proficiency in MS office, using word, spreadsheets, PPT etc. |

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| | | <ul style="list-style-type: none"> • Timely & error free processing of information | | | |
| 10. | Dealers | <ul style="list-style-type: none"> • Punch accurate and timely orders on behalf of the client. Maintain 0% dealing error. • Co-ordinate with clients for timely settlement of funds and margin calls. • Handling Trading related queries during market hours • Provide market insights and investment information to clients. • Maintain active clients as per the defined norms. • Activate dormant clients. | Jammu - 5 Srinagar - 5 | 15000/- | <ul style="list-style-type: none"> • Graduate. • Age - Max 50 years • Experience - Preference will be given to candidates with prior experience of working in broking companies in front office managing Dealing operations, call & trade services etc. • High level proficiency in using computers with good typing speed • Relevant certifications (NISM, AMFI etc.) or should be able to clear it within a month of joining |
| 11 | Risk Management, Clearing & Settlement Executives | <ul style="list-style-type: none"> • Assist in operationalizing the Risk management & compliance policy • Assist in establishing standards, limits, system checks & controls • Measure and manage Company exposure to various risks in accordance with its Company's risk policy. Manage margin collection, maintenance and reporting of exchanges & clients. • Ability to execute all types of orders • Other operational activities - resolving client queries, liaison with System Auditors, technical vendors & exchange, training & development of resources • Provide consultation and guidance on internal procedures and policies • MIS and reporting of Risk factors to management • Clearing & Settlement related operations • Monitoring & maintaining adequate fund balances • Daily Stock & Bank reconciliation. • IPO, Tender Offers and Other Corporate Actions. • Reconciliations between front office, back office and other platforms. • Reporting of data as per regulatory requirements and in-house policies. • Participate in system development projects, system migration and ad-hoc assignments. | Srinagar - 4 Jammu - 1 | 20000-25000 | <ul style="list-style-type: none"> • Post-Graduation in Finance / Commerce, MBA Finance • Age - Max 40 years • Experience - At least 3 years of relevant risk management and / or settlement experience in securities capital market institutions. • Should have operated the ADMIN Trading Terminals like NEST/ODIN/NOW etc. • Experience with NEAT and BOLT • Adequate knowhow of relevant trading and settlement systems • Good understanding of accounting procedures • Should have a field knowledge of exchange segments including Equity, Derivatives, Currency • Relevant certifications (NISM, AMFI etc.) or should be able to clear it within a month of joining |
| 12. | Manager Finance & Accounts | <p>1. Accounting, Financial Reporting, Budgeting and Statutory Audit:</p> <ul style="list-style-type: none"> • Supervise Accounts team to ensure correct reporting of revenue/ costs/ allocation of expenses • Supervision of daily accounts. • Daily Bank / Loan account Reconciliation • Assessing fund requirement and management of working capital. • Periodic financial closing, GL Reconciliation, GL scrutiny and financial reporting Preparation of consolidated financial statements as per Schedule VI, IND-AS requirement including segmental reporting. • Audit, certification and other procedures requiring interaction with auditors. • SEBI Compliance, audit and other | Srinagar - 1 | 25000/- | <ul style="list-style-type: none"> • ACA • Age - Max 30 years • Experience - ACA with post qualification experience of at least 3 years • Experience of working in ERP environment with strong understanding of the information technology based financial systems is essential • Sound experience of at least 3 years with a large multi product financial services co./Bank/NBFC is preferred • Ability to interact with senior management and auditors • Good verbal and written communication skills in both English and Hindi. • Ability to prioritize and manage multiple responsibilities |

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| | | <p>operational compliances.</p> <ul style="list-style-type: none"> • Periodic reconciliation of client accounts/receivables in co-ordination with the back-office teams for various business segments and drive the back-office teams for collection of overdue accounts. • Implementing improvements in client management system. • Management of Accounts Receivables and Payables. • Coordinating and directing the preparation of the budget and financial forecasts and report variances. • Research technical/accounting issues for compliance. • Ability to coordinate with various stakeholders. <p>2. Tax Compliance and regulatory reporting:</p> <ul style="list-style-type: none"> • Income tax computations including advance tax and deferred tax calculations, filing of company return, financial details for assessment proceedings, Goods and service tax compliances, including filling of returns, financial and regulatory reporting to Stock Exchanges and SEBI. • Monthly payment of GST, GST credit and filing of monthly and annual return • Tax Audit, checking of TDS certificate and filing of e-TDS return, regular Tax Assessment, follow up of TDS certificates, checking of 26AS Form and coordinate with tax deductors • Overseeing all tax and regulatory/compliance issues • Coordination with tax auditors/consultants | | | |
| 13 | Finance & Accounts Executive | <ul style="list-style-type: none"> • Managing and overseeing day to day accounts and banking transactions. • Checking and updating Expenses and income entry through Journal Entries in the system. • Preparing daily cash and bank position. • Bank reconciliation. • Review of Internal Control System of Purchases, Stores, Finance & Accounts • Payroll processing • Knowledge of PF, ESIC etc. responsible for ensuring correct flow of transactions into correct accounts • Help in finalisation of Accounts including Balance Sheet. • General Accounting • Generating MIS on finance, accounts, assets utilisation • Performing monthly/annual closing and reporting. • Ensuring compliance with statutory & internal organisational | • Srinagar - 1 | 15000/- | <ul style="list-style-type: none"> • M. Com with up to 5 yrs Work experience in the area of Finance and Accounting, GST / VAT / Service Tax related matters • Age - Max 35 years • Experience on working in ERP environment with strong understanding of the system is essential • Experience in a large multi-product financial services co./Bank/NBFC is preferred • Excellent written and verbal communication abilities • Excellent Analytical Skills, good aptitude for Information Technology • Ability to prioritize and manage multiple responsibilities |

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| | | <p>requirements</p> <ul style="list-style-type: none"> • Preparing of returns for tax returns/assessments and audits. • Preparation of consolidated TDS statement, Calculation of interest and Payment. • Preparation and Finalisation of financials, Audit Reports, • Review of systems and process to ensure accurate accounting of taxes • Responsible for reconciliation of all tax accounts on a monthly basis • Ensuring that the financial accounts reflect the returns filed with appropriate reconciliation • Initiate request for necessary payment of taxes | | | |
| 14 | Compliance Executive | <ul style="list-style-type: none"> • Assist in Compliances of all the operations of the company viz. Broking, Depository, Mutual funds etc. • Assist in managing the compliance calendar, legal repository. • Assist in monitoring the changes in relevant legislation and the regulatory environment and take appropriate action • Helps in developing and overseeing the systems that ensure the company complies with all applicable Laws. • Act as an Alternate Compliance officer in Depository operations. • Assist in managing all the statutory registers, documents under Companies Act, 2013, SEBI Act, 1992 and Regulations. • Assist in managing all the necessary and incidental activities related to Compliance function. | Srinagar-1 | 20000/- | <ul style="list-style-type: none"> • Fresher Company Secretary having Associate Membership of ICSI. • Age - Max 30 years • Having acquired the necessary training from the reputed consulting firms/companies. • Must be well versed with Regulatory environment of Financial and Capital Markets. • Ability to work for late hours in times of pressure. • High level proficiency in using computers. |

PLEASE NOTE:

- A. Applications for the above positions can be made online through JKBFSL website at www.jkbfsl.com
- B. 'First Class' means aggregate marks of all years for relevant qualification should be 60% or more (59.5% to 60% shall be considered as 60%)
- C. **ELIGIBILITY CRITERIA:** Candidate should fulfill the eligibility criteria stipulated against posts mentioned above.
- D. **CONTRACT PERIOD:** 3 years & renewable for further period (s) at the discretion of the Company.
- E. **ONLINE REGISTRATION AND PAYMENT OF FEE**
The eligible candidates are required to apply online through the company's website www.jkbfsl.com. No other means/mode of Application/Registration will be accepted. Candidates should have a valid personal e-mail ID which should be functional till completion of this recruitment process.

Step wise guidelines for filing on- line application are as follows:

Candidates are required to visit the Company's website at www.jkbfsl.com and apply for the relevant post.

Step 1: Candidate shall fill in application form online and shall obtain registration number.

Step 2: Subsequent to the registration, the candidate shall be required to make payment of requisite fee (Rs. 500/- for General Category & Rs. 250/- for Schedule Caste (SC) and Schedule Tribe (ST) Category).

Applying online for registration without making necessary payment, application will be summarily rejected.

- F. Candidate should also upload his/her brief resume at the time of online registration of application. (DOC or DOCX)

- G. CALL LETTER FOR INTERVIEW:** Intimation/call letter for interview will be sent by email or will be uploaded on Company's website. NO HARD COPY WILL BE SENT.
- H. SELECTION PROCEDURE:** Selection will be based on Shortlisting and one or more rounds of Personal Interview. Mere fulfilling minimum qualification and experience will not vest any rights in candidate for being called for interview. The shortlisting committee constituted by the Company will decide the shortlisting parameters and thereafter, adequate number of candidates, as decided by the Company will be shortlisted for interview. The decision of the Company to call the candidates for the interview shall be final. No correspondence will be entertained in this regard.
- I. EMOLUMENTS:** The compensation package (CTC) would comprise of fixed components as depicted above.
- J. GENERAL INFORMATION:**
- i. Candidates should satisfy themselves about their eligibility for the post applied for.
 - ii. In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment.
 - iii. Candidates are advised in their own interest to apply online well before the closing date and not to wait till the last date to avoid the possibility of disconnection / inability / failure to log on to the website on account of heavy load on internet or website jam.
 - iv. Company does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of aforesaid reasons or for any other reason beyond the control of Company.
 - v. IN CASE IT IS DETECTED AT ANY STAGE OF RECRUITMENT THAT A CANDIDATE DOES NOT FULFIL THE ELIGIBILITY NORMS AND / OR THAT HE / SHE HAS FURNISHED ANY INCORRECT /FALSE INFORMATION OR HAS SUPPRESSED ANY MATERIAL FACT(S), HIS / HER CANDIDATURE WILL STAND CANCELLED. IF ANY OF THESE SHORTCOMINGS IS / ARE DETECTED EVEN AFTER APPOINTMENT, HIS /HER SERVICES ARE LIABLE TO BE TERMINATED.
 - vi. DECISIONS OF COMPANY IN ALL MATTERS REGARDING ELIGIBILITY, CONDUCT OF INTERVIEW, OTHER TESTS AND SELECTION WOULD BE FINAL AND BINDING ON ALL CANDIDATES. NO REPRESENTATION OR CORRESPONDENCE WILL BE ENTERTAINED BY THE COMPANY IN THIS REGARD.
 - vii. Appointment of selected candidate is subject to his/her being declared medically fit as per the requirement of the Company. Such appointment will also be subject to the service and conduct rules of the Company for such post in the Company, in force at the time of joining the Company.
 - viii. In case of multiple applications for single post, only the last valid (completed) application will be retained and the application fee/intimation charge paid for other registration will stand forfeited. Multiple appearances by a candidate for a single post in interview will be summarily rejected/candidature cancelled.

Place: Srinagar
Date: 13.07.2018

Managing Director

CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION

The company is not responsible for printing errors, if any