

Annexure I
Advertisement No.1/ 2020-21

Recruitment of Specialist Cadre Officers FY 2020-21

IDBI Bank Ltd. invites online applications from eligible Indian citizens for the below mentioned posts. Candidates fulfilling required eligibility criteria may apply On-line through the link given in Bank's website www.idbibank.in

Start Date of Online Registration & Payment of Application Fee/ Intimation Charges - Online :	24.12.2020
Last Date of Online Registration & Payment of Application Fee/ Intimation Charges - Online :	07.01.2021

PLEASE NOTE

1. Cut-off date for eligibility criteria is **November 01, 2020**.
2. Candidate can apply for only one post under this recruitment process.
3. The process of Registration of application is complete only when fee is deposited with the Bank through On-line mode on or before the last date for fee payment.
4. Before applying, candidates should ensure that they fulfill the eligibility as on the cut-off date. Admission to Group Discussions (GD) and/or Personal Interview (PI), if any, will be purely provisional without verification of documents. Candidature will be subject to verification of details/documents with the originals when the candidate reports for GD and/or PI.
5. Candidates are advised to check Bank's website www.idbibank.in for all further announcements/details. Any revision/ corrigenda will be provided/ hosted on the Bank's authorized website only.
6. Only Candidates willing to serve anywhere in India, should apply.

2. Details of Reservation in Posts:-

Grade	No of Vacancies	General	Reserved for				
			SC	ST	OBC	EWS	PWD
DGM (Grade D)	11	7	1	0	2	1	5
AGM (Grade C)	52	23	8	3	13	5	
Manager (Grade B)	62	27	9	4	16	6	
Assistant Manager (Grade A)	9	6	1	0	2	0	
TOTAL	134	63	19	7	33	12	

- The number of vacancies/ reserved vacancies is provisional and may vary according to the actual requirement of the Bank. Please note that the reservation in respect of different posts in each scale will be as decided by the bank.

- Candidates belonging to reserved categories for which no vacancy has been announced are free to apply against vacancies announced for Unreserved/ General category provided they meet the eligibility criteria laid down for General Category candidates.
- Abbreviations used : SC - Scheduled Caste, ST - Scheduled Tribe, OBC - Other Backward Classes, EWS-Economically Weaker Sections , PWD- Person with disabilities, {OH- Orthopedically Handicapped, VH – Visually Handicapped, HH – Hearing Handicapped, MID – Multiple/ Intellectual Disability . (PWD includes OH, VH, HH, MID.)}

• **Note:**

- (a) SC/ST/OBC/EWS/Person with disabilities (PWD)/ Ex-Servicemen would be eligible for age relaxation as per Government of India guidelines.
- (b) The numbers of posts are provisional and may vary depending upon the future requirements. The Bank reserves the right to draw a waitlist and consider waitlisted candidate(s) for future requirements, if any. Offers could be issued in phases, as per the Bank's requirement.
- (c) Candidate can apply for only one post under this recruitment process.
- (d) IDBI Bank reserves the right to make an offer for a post, one grade lower, even though the candidate applies and fulfills the eligibility criteria for the higher grade post.
- (e) IDBI Bank reserves the right to place the selected candidates in any of the functional areas of the Bank other than those advertised, if found suitable for the same.
- (f) It is clarified that it may not be possible to employ PWD candidates in all offices/ branches of the Bank and in case of their selection they will have to work in the post identified as suitable for them by the Bank.

3. **Eligibility criteria**

3.01 **Nationality/Citizenship:**

Candidates must be either (a) a citizen of India, or (b) a subject of Nepal, or (c) a subject of Bhutan, or (d) a Tibetan refugee (who came over to India before 1st January 1962) with the intention of permanently settling in India or (e) a person of Indian origin, who have migrated from Pakistan, Myanmar (formally Burma), Sri Lanka, East African Countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India, provided that the candidate belonging to categories (b), (c), (d) or (e) above shall be a person in whose favour a certificate of eligibility has been issued by Government of India.

3.02 Age, Educational qualification and Experience (as on November 01, 2020) :

Post Code	Functional	Grade	Vacancies	Age	Educational Qualification	Experience	Job Profile #
1 - Digital Banking	Online Channel (Mobile Banking/I-Net Banking) [AGM]	Gr.C	1	Min - 28 Yrs Max. - 40 Yrs	Graduation (B.E. / B.Tech) in Electronics & Telecommunications/ Computer Science/ Electronics & Electrical/ Information Technology/ Electronics & Communication <u>OR</u> Graduate with Post-Graduation in MCA from a Recognized University.	Minimum 7 Years experience as an officer in : a) Scheduled Commercial Bank handling digital channels OR b) Technological/ Fintech Companies with Banking Domain Knowledge related to Digital Channels. Out of which minimum 4 years' experience in handling Online Channel (I-Net & Mobile Banking etc.), Payment Solutions, e-commerce/ m- commerce etc.	1) Dealing with techno-functional aspects of Digital Banking Products & Supporting IT applications in the Internet & Mobile Banking Applications. 2) Managing Digital Banking Solutions, Implementations, up gradations & delivering Digital Innovative solutions.
	Online Channel (Mobile Banking/I-Net Banking) [Manager]	Gr.B	4	Min - 25 Yrs Max. - 35 Yrs	Graduation (B.E./ B.Tech) in Electronics & Telecommunications/ Computer Science/ Electronics & Electrical/ Information Technology/ Electronics & Communication <u>OR</u> Graduate with Post-Graduation in MCA from a Recognized University.	Minimum 4 Years experience as an officer in : a) Scheduled Commercial Bank with Technology Domain Knowledge related to Digital Channels OR b) Technological/ Fintech Companies with Banking Domain Knowledge related to Digital Channels. Out of which minimum 2 years experience in handling Online Channel (I-Net & Mobile Banking etc.), Payment Solutions, e-commerce/ m- commerce etc.	3) Develop and facilitate innovative solutions such as Omni channel, API tools, Digital Signatures or other innovative authentication methodology to secure online channels. 4.) Benchmarking the existing product suite (Internet Banking / Mobile Banking / UPI/Social media / Electronic remittance Products) against industry and drive product enhancements & Innovations. 5) Co-ordinate with all support functions (Technology, Operations, Marketing, Finance, Compliance & Risk) to implement the Business Strategy.

Merchant acquiring (ME) Business - Physical & Digital PoS, IPG [AGM]	Gr.C	1	Min - 28 Yrs Max. - 40 Yrs	B.E./ B.Tech. OR Any Graduation from a Recognized University.	Minimum 7 Years experience as an officer in a) Scheduled Commercial Bank handling ME business, Internet Payment Gateways, UPI, AePS etc. OR b) Technological/Fintech Companies with Banking Domain Knowledge. Out of which minimum 4 years experience in ME business, Internet Payment Gateways, UPI, AePS, QR Codes etc.	1)Managing PoS Payment solutions, e-commerce using Debit / Credit Cards / Wallets / UPI on Merchant site infrastructure and also on payment gateways & their integration, deployments. 2)Payment Collection business product conceptualization and implementations. 3)Liaisoning / interacting with various agencies such as VISA/Master/NPCI/ etc. in rolling out new variants of PoS machines & solutions. 4)Liaisoning with various vendors for the production/designing of PoS machines, Payments Gateways, Merchant/biller aggregator & also for settlement of transactions with various merchants. 5)Compliance of regulatory framework on acquiring business etc. 6)Compliances to information system Audits / Information Security Group.
Card Products & Pre Paid Instrument Products [AGM]	Gr.C	1	Min - 28 Yrs Max. - 40 Yrs	B.E./ B.Tech. OR Any Graduation from a Recognized University.	Minimum 7 Years experience as an officer in 1) Scheduled Commercial Bank with Technology Domain Knowledge related to Card Industry OR a) Card Network/ Payment Aggregators/ Fintech Companies with Banking Domain Knowledge related to Card Industry. Out of which minimum 4 years experience in handling Various Card Products & Pre Paid Instrument Portfolio.	1) Managing Payment solutions such as Pre paid Instruments / Cards, e-commerce using Debit Cards on Merchant site infrastructure and also on payment gateways & their integration, deployments. 2) Ensuring regulatory framework on Mobile / e- wallets and integration with merchants. 3) Provide Innovative solutions for card security, NFC/ Bluetooth / RFID/ Biometric technology in payment space.

Card Products & Pre Paid Instrument Products [Manager]	Gr.B	2	Min – 25 Yrs Max.– 35 Yrs	B.E./ B.Tech. OR Any Graduation from a Recognized University.	Minimum 4 Years experience as an officer in a) Scheduled Commercial Bank with Technology Domain Knowledge related to Card Industry OR b) Card Network / Payment Aggregators / Fintech Companies with Banking Domain Knowledge related to Card Industry. Out of which minimum 2 years experience in handling Various Card Products & Pre Paid Instrument Portfolio.	4) Payment business product conceptualization and implementations. 5) Liaising / interacting with various agencies such as VISA/Master/NPCI etc. in rolling out new variants of Cards/ Pre paid instruments. 6) Liaising with various vendors for the production/designing of Cards, PoS machines, Payments Gateways, Merchant/biller aggregator & also for settlement of transactions with various merchants. 7) Compliance of regulatory framework on pre-paid instruments, acquiring business, Card issuance etc. 8) Compliances to information system Audits / Information Security Group.
ATMs/ CRMs [Manager]	Gr.B	1	Min – 25 Yrs Max. – 35 Yrs	B.E./ B.Tech. OR Any Graduation from a Recognized University.	Minimum 4 Years experience as an officer in a) Scheduled Commercial Bank with Domain Knowledge related to ATM Industry OR b) Technological / Fintech Companies Preferably with Banking Domain Knowledge related to ATM Industry. Out of which minimum 2 years experience in handling ATMs/ Cash Recyclers Portfolio.	1) Managing ATMs / CRMs Payment solutions, ATMs/ CRMs site infrastructure and also their integration & deployments. 2) Handle new trends such as e-surveillance, anti skimming, EMV etc. 3) ATM / CRM business product conceptualization and implementations. 4) Liaising / interacting with various agencies such as VISA/Master/NPCI/ etc. in rolling out new variants of machines & solutions. 5) Liaising with various vendors for the procuring /designing of machines, & also for settlement of transactions with various vendors. 6) Regulatory framework on ATM business etc. 7) Compliances to information system Audits / Information Security Group.

Marketing - Digital Banking Products [AGM]	Gr.C	1	Min - 28 Yrs Max. - 40 Yrs	B.E. / B.Tech. OR Any Graduation from a Recognized University <u>Desirable Qualification:</u> MBA / PGDM / PGDBA in Marketing is preferable	Minimum 7 Years experience as an officer in : a) Scheduled Commercial Bank with Marketing Domain Knowledge OR b) Card Network / Payment Aggregators / Fintech Companies with Banking Domain Knowledge. Out of which minimum 4 years experience in handling Sales & Marketing Portfolio and minimum 2 Years in Digital Banking related Products such as Payment Solutions, Cards ,ME Business, AePS , QR , UPI etc.	1) Dealing with Techno-functional aspects of various Digital Banking Products, Product Market Mapping, Analyze trends & Supporting IT applications. 2) Managing Marketing of Digital Banking Products & Solutions, Awareness Creation activities, Handling marketing tie-ups & Aggregator on-boarding. 3) Provide Innovative Marketing solutions. 4) Benchmarking the existing product suite (Internet Banking / Mobile Banking / Cards/ Social media / Electronic remittance Products) against industry and drive product enhancements & Innovations. 5) Co-ordinate with all support functions (Technology Operations, Marketing, Finance, Compliance & Risk) to implement the Business Strategy.

Pure Tech / Innovation - Mix of IT & Digital Banking [AGM]	Gr.C	1	Min - 28 Yrs Max. - 40 Yrs	Graduation (B.E. / B.Tech) in Electronics & Telecommunications/ Computer Science/ Electronics & Electrical/ Information Technology/ Electronics & Communication <u>OR</u> Graduate with Post-Graduation in MCA from a Recognized University.	Minimum 7 Years' experience as an officer in : a) Scheduled Commercial Bank with Technology Domain Knowledge related to Digital Channels OR b) Technological / Fintech Companies with Banking Domain Knowledge related to Digital Channels. Out of which minimum 4 years' experience in handling Emerging Digital Banking areas handled UPI / Machine Learning / Artificial Intelligence / Applications in Robotics (Chat Bots), Block chain & understanding on latest Operating Systems / Data Base Systems / Networks as Business analyst.	1) Dealing with techno-functional aspects of various Digital Banking Products & Supporting IT applications. 2) Managing emerging areas of Digital Banking Such as : UPI Based Solutions, Robotics, Block Chain Applications, Artificial Intelligence, Chat / Voice Bots, On-line Lending, API Platforms / Layering, OMNI Channels Data analysis for new product features etc. 3) Managing solutions for secure online channels, Security features of the product (Network / encryption), Product Risk Assessment. 4) Co-ordinate with all support functions (Technology, Operations, Marketing, Finance, Compliance & Risk, Complaint Management) to implement the Business Strategy. 5) Management of various Projects and drive the team for time bound completion.
Pure Tech / Innovation - Mix of IT & Digital Banking [Manager]	Gr.B	1	Min - 25 Yrs Max. - 35 Yrs	Graduation (B.E. / B.Tech) in Electronics & Telecommunications/ Computer Science/ Electronics & Electrical/ Information Technology/ Electronics & Communication <u>OR</u> Graduate with Post-Graduation in MCA from a Recognized University.	Minimum 4 Years' experience as an officer in : a) Scheduled Commercial Bank with Technology Domain Knowledge related to Digital Channels OR b) Technological / Fintech Companies with Banking Domain Knowledge related to Digital Channels. Out of which minimum 2 years' experience in handling Emerging Digital Banking areas handled UPI / Machine Learning / Artificial Intelligence / Applications in Robotics (Chat Bots), Block chain & understanding on latest Operating Systems / Data Base Systems / Networks.	1) Dealing with Techno-functional aspects of various Digital Banking Products & Supporting IT applications. 2) Managing emerging areas of Digital Banking Such as : UPI Based Solutions, Robotics, Block Chain Applications, Artificial Intelligence, Chat / Voice Bots, On-line Lending, API Platforms / Layering , OMNI Channels Data analysis for new product features etc. 3) Managing solutions for secure online channels, Security features of the product (Network / encryption), Product Risk Assessment. 4) Co-ordinate with all support functions (Technology, Operations, Marketing, Finance, Compliance & Risk, Complaint Management) to implement the Business Strategy. 5) Management of various Projects and drive the team for time bound completion.

	Digital Banking (Assistant Manager)	Gr. A	4	Min 21 yrs Max.- 28 Yrs	Graduation (B.E. / B.Tech) in Electronics & Telecommunications/ Computer Science/ Electronics & Electrical/ Information Technology/ Electronics & Communication <u>OR</u> Graduate with Post-Graduation in MCA from a Recognized University.	Nil (Having minimum 2 years of post-qualification relevant work experience in handling Online Banking Channels (Internet Banking & Mobile Banking), Payment Solutions, e-commerce/m-commerce etc. Banks/IT Companies/Fintech Companies will be preferred).	1) Dealing with techno-functional aspects of various Digital Banking Products & supporting IT applications in Internet & Mobile Banking Applications. 2) Managing Digital Banking Solutions, Implementations, upgradations & Delivering Digital Innovative solutions. 3) Benchmarking the existing product suite (Internet Banking/Mobile Banking/Social Media/Electronic Remittance Products) against industry and drive product enhancements & innovations. 4) Coordinate with all support functions (Technology, Operations, Marketing, Finance, Compliance & Risk) to implement the Business Strategy.
2-Security	Security [DGM]	Gr.D	1	Min - 35 Yrs Max. - 45 Yrs	Graduate with minimum 55% marks from recognized university. (50% for SC/ST)	Should have been a commissioned officer of the rank of Captain/Major in Indian Army or equivalent rank in Indian Navy/ Indian Air Force with minimum 10 years of commissioned service or equivalent rank in Para-military forces with minimum 10 years of service.	The Security Officer shall coordinate and manage all the security, fire safety, and disaster/crisis management related aspects of the zone/jurisdiction assigned. They will also be assigned additional duties of administrative/other nature in addition to security and safety aspects and would be required to be available for other/administrative duties from time to time.
	Security [Manager]	Gr.B	14	Min - 25 Yrs Max. - 35 Yrs	Graduate with minimum 55% marks from recognized university. (50% for SC/ST)	Should have been a commissioned officer of the rank of Captain/Major in Indian Army or equivalent rank in Indian Navy/ Indian Air Force with minimum 4 years of commissioned service or equivalent rank in Para-military forces with minimum 4 years of service.	The Security Officer shall coordinate and manage all the security, fire safety, and disaster/crisis management related aspects of the zone/jurisdiction assigned. They will also be assigned additional duties of administrative/other nature in addition to security and safety aspects and would be required to be available for other/administrative duties from time to time.

3- Fraud Risk Management	FRMG – Data Analytics [Manager]	Gr.B	2	Min - 25 Yrs Max. - 35 Yrs	B.Sc.- Honours(Maths/Statistics)/ B. Tech /BE (Electronics /Computer Science) Preference will be given to the candidate having degree in Data Analytics/ Data Science	Minimum 4 Years (*) experience (preferably in Banking/Finance domain) as an Officer with minimum 2 years of experience operating as an analytics professional in Banking or Fintech (e.g. data scientist, statistician, and related professions) Preference will be given to candidates having good experience in SAS, analytical tools.	1) Support in development, analysis, and monitoring of fraud detection systems. 2) Use statistical techniques to draw coherent conclusions about transaction/business data specially focused on transaction fraud. 3) Prepare reports related to emerging fraud leads, banking and card fraud analytics and fraud systems. 4) Identify process improvement opportunities through innovative techniques of analysis/segmentation. 5) Regular Monitoring of Fraud trends to proactively identify opportunities to revise and enhance on-going strategy or device new one to prevent fraud and reduce genuine customer impact 6) Write computer programming codes to perform statistical analysis. 7) Share advanced machine learning and execution knowledge with team members as new technique are discovered to solve analytical problems. 8) Development of statistical and machine learning models.
	Fraud Risk management – Fraud Analyst [Manager]	Gr.B	2	Min - 25 Yrs Max. - 35 Yrs	B. Com/ B.Sc. in Computer Science/ BBA in Banking and Finance. Preference will be given to the candidate having fraud / financial crime certifications or any Indian equivalent qualification in mitigating fraud.	Minimum 4 Years (*) experience as an Officer in : 1) Scheduled Commercial Bank OR 2) Fintech Companies/Management Consultancy Firm (*) with min 2 years' experience in Fraud Risk Management /Fraud Investigation.	1) Monitoring fraud trends, investigating emerging threats and quickly developing and deploying new strategies to manage those threats 2) Providing innovative solutions for formation/strengthening of Fraud Risk tools for prevention, detection and monitoring of frauds. 3) Review existing control environment and assess effectiveness against known fraud schemes. Identify control gaps and create insightful analysis to support the implementation of new controls 4) Work collaboratively with a diverse team of operational agents, fraud solution developers, data analysts/scientists, business insight analysts, subject matter experts 5) Ensure bank's policies and procedures are in compliance with regulatory requirements 6) Provide insight as Subject Matter Expert (SME) on products and policies 7) Develop complex technical rules/scenarios to maximize the effectiveness of fraud detection and prevention programs. Analyse fraud detection alerts and assess need for further investigation.

Fraud Risk Management-Mobile Banking/Internet Banking/UPI [Manager]	Gr.B	2	Min - 25 Yrs Max. - 35 Yrs	Graduation (B.E/B.Tech) in Electronics & Telecommunication/ Computer Science/Electronics & Electrical/Information Technology/ Electronics & Communication from recognized University OR Graduate with Post-Graduation in MCA from Recognized University. Preference will be given to candidates having Fraud Risk Management or Cyber Crime related qualification.	Minimum 4 Years (*) experience as an Officer in : 1) Scheduled Commercial Bank (with Domain Knowledge related to Mobile Banking/Internet Banking/UPI) OR 2) Fintech companies preferably with Banking Domain knowledge related to Mobile Banking/Internet Banking / UPI (*) Out of which min 2 years' experience in Mobile Banking/Internet Banking/UPI Business including 1 Year in Fraud Risk Management. Knowledge of Fraud Risk Management solutions, SAS/RSA will be an added advantage.	1) Monitoring of suspected transaction (Real Time) identified by the Transaction Monitoring System/EFRRMS and developing effective Fraud Risk Management strategies with timely deploy these strategies across products and channels. 2) Providing innovative fraud risk management solutions for Mobile, Internet Banking, UPI along with liaisoning/ Interact with various agencies/vendors etc. for formation/ strengthening of Fraud Risk tools for prevention, detection and monitoring of frauds. 3) Performing pattern/trend analysis, review of transaction which generated alert with ability to spot emerging issues related to suspected fraud. 4) Analyse/ Investigate the case/incident to confirm whether the transaction is genuine or fraudulent and ensure timely closure of the alerts and co-ordinating/ managing Customer Care team of transaction monitoring. 5) In-depth knowledge of Regulatory directions/ guidelines/norms of RBI, GoI, Network etc. 6) Preparing and submitting fraud monitoring reports. 7) Co-ordinating with all Support functions, Product, Technology, Operations, Compliance to information system Audits/Information Security Group, Risk etc.
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Fraud Risk Management - Trade Finance [Manager]	Gr.B	1	Min - 25 Yrs Max. - 35 Yrs	Graduation from Recognized University. Fraud Risk Management and Trade Finance related qualification will be an added advantage.	Minimum 4 Years (*) experience as an Officer in : Scheduled Commercial Bank/NBFC/AMC etc (preferably with Domain Knowledge related to Trade Finance) (*) Out of which min 2 year's experience in Trade Finance Business including 1 Year in Fraud Risk Management. Knowledge of Fraud Risk Management solutions, SAS will be an added advantage.	1) Understanding of Trade Finance related products. In-depth knowledge of Regulatory directions/ guidelines/norms of RBI, GoI, etc related to Trade Finance. 2) Monitoring of suspected transaction identified by the Transaction Monitoring System/EFRMS. 3) Analyse/ Investigate the case/incident to confirm whether the transaction is genuine or fraudulent and ensure timely closure of the alerts. 4) Support the overall functioning of Fraud Risk Management Group including rule creation/addition/deletion/closure/review/supervision of alerts generated in Enterprise Wide Fraud Risk Management System (EFRMS). Ensure timely investigation and constant review of vulnerable areas. 5) Performing pattern/trend analysis, review of transaction which generated alert with ability to spot emerging issues related to suspected fraud. 6) Preparing and submitting fraud monitoring reports. Also facilitate in correcting process to mitigate the fraud risks in the organisation. 7) Co-ordinating with all Support functions, Product Technology, Operations, Compliance to information system Audits/Information Security Group, Risk etc.
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Fraud Risk Management - Treasury [Manager]	Gr.B	1	Min 25 yrs - Max 35 yrs	Graduation from Recognized University. Fraud Risk Management and Treasury related qualification will be an added advantage.	Minimum 4 Years (*) experience as an Officer in : Scheduled Commercial Bank/NBFC/AMC etc (preferably with Domain Knowledge related to Treasury) (*) Out of which min 2 year's experience in Treasury Business including 1 Year in Fraud Risk Management. Knowledge of Fraud Risk Management solutions, SAS will be an added advantage.	1) Understanding of Treasury related products. In-depth knowledge of Regulatory directions/ guidelines/norms of RBI, GoI, etc related to Treasury. 2) Monitoring of suspected transaction identified by the Transaction Monitoring System/EFRMS. 3) Analyse/ Investigate the case/incident to confirm whether the transaction is genuine or fraudulent and ensure timely closure of the alerts. 4) Performing pattern/trend analysis, review of transaction which generated alert with ability to spot emerging issues related to suspected fraud. 5) Support the overall functioning of Fraud Risk Management Group including rule creation/addition/deletion/closure/review/supervision of alerts generated in Enterprise Wide Fraud Risk Management System (EFRMS). Ensure timely investigation and constant review of vulnerable areas. 6) Preparing and submitting fraud monitoring reports. Also facilitate in correcting process to mitigate the fraud risks in the organisation. 7) Co-ordinating with all Support functions, Product Technology, Operations, Compliance to information system Audits/Information Security Group, Risk etc.
Fraud Risk Management - Card Based Business [Assistant Manager]	Gr. A	1	Min 21 yrs - Max 28 yrs	Graduation from recognized University Preference will be given to candidates having Fraud Risk Management or Cyber Crime related qualification.	Nil However preference will be given for min 2 Years experience as an Officer in : 1) Scheduled Commercial Bank (preferably with payment Domain Knowledge related to Card Based Business) OR 2) Fintech companies preferably with Banking Domain knowledge related to Card Based Business(*) Out of which min 1 year's experience in Card Based Business including Fraud Risk Management, Knowledge of Fraud Risk Management solutions, SAS will be an added advantage.	1) Monitoring of suspected transaction (Real Time) identified by the various Transaction Monitoring System/EFRMS. 2) Performing pattern/trend analysis, review of transaction which generated. 3) Analyse/ Investigate the case/incident to confirm whether the transaction is genuine or fraudulent and ensure timely closure of the alerts. 4) Knowledge of Regulatory directions/ guidelines/norms of RBI, GoI, Network etc. 5) Preparing and submitting fraud monitoring reports and required development and calibration in scenarios & lists. 6) Co-ordinate with all support functions of Bank Technology/ Operations/ Compliance/Information System Audits/Information Security Group, /Risk/ Product etc. and Review of Fraud Risk Policies and guidelines, reporting to top management/RBI.

Fraud Risk Management- Mobile Banking/Internet Banking [Assistant Manager]	Gr.A	1	Min 21 yrs Max 28 yrs	Graduation (B.E/B.Tech) in Electronics & Telecommunication/ Computer Science/Electronics Electrical/Information Technology/ Electronics & Communication from recognised University OR Graduate with Post-Graduation in MCA from Recognized University. (*) Out of which min 1 year's experience in Mobile Banking/Internet Banking Business including Fraud Risk Management related qualification.	Nil However preference will be given for Min 2 Years experience as an Officer in : 1) Scheduled Commercial Bank (with Domain Knowledge related to Mobile Banking/Internet Banking) OR 2) Fintech companies preferably with Banking Domain knowledge related to Mobile Banking/Internet Banking (*) Out of which min 1 year's experience in Mobile Banking/Internet Banking Business including Fraud Risk Management. Knowledge of Fraud Risk Management solutions, SAS/RSA will be an added advantage.	1) Monitoring of suspected transaction (Real Time) identified by the Transaction Monitoring System/EFRMS. 2) Performing pattern/trend analysis, review of transaction which generated alert with ability to spot emerging issues related to suspected fraud. 3) Analyse/ Investigate the case/incident to confirm whether the transaction is genuine or fraudulent and ensure timely closure of the alerts. 4) Knowledge of Regulatory directions/ guidelines/norms of RBI, GoI, Network etc. 5) Preparing and submitting fraud monitoring reports and required development and calibration in scenarios & lists. 6) Co-ordinating with all Support functions, Product, Technology, Operations, Compliance to information system Audits/Information Security Group, Risk etc.
Fraud Risk Management – UPI / AEPS / QR Codes etc.) [Assistant Manager]	Gr. A	2	Min 21 yrs Max 28 yrs	Graduation from recognised University Preference will be given to candidates having Fraud Risk Management or Cyber Crime related qualification.	Nil However preference will be given for Min 2 Years experience as an Officer in : 1) Scheduled Commercial Bank OR 2) Fintech companies preferably with Banking Domain knowledge related to UPI, AePS, QR Codes etc.) (*) Out of which min 1 year's experience in UPI / AEPS / QR Code Business including Fraud Risk Management. Knowledge of Fraud Risk Management Solutions, SAS will be an added advantage.	1) Monitoring of suspected transaction (Real Time) identified by the Transaction Monitoring System/EFRMS. 2) Performing pattern/trend analysis, review of transaction which generated alert. 3) Analyse/ Investigate the case/incident to confirm whether the transaction is genuine or fraudulent and ensure timely closure of the alerts. 4) Knowledge of Regulatory directions/ guidelines/norms of RBI, GoI, Network etc. 5) Preparing and submitting fraud monitoring reports and required development and calibration in scenarios & lists. 6) Co-ordinating with all Support functions, Product, Technology, Operations, Compliance to information system Audits/Information Security Group, Risk etc.

4- CSPD	Conventional Media [DGM]	Gr.D	1	Min – 35 Yrs Max. - 45 Yrs	<p>➤ Post Graduate Degree in Communications with a minimum of 60% marks (55% for SC/ST) in aggregate OR equivalent CGPA from any University recognized by Govt. of India or its regulatory bodies</p>	<p>Having minimum 10 years of post qualification work experience with 6 years of relevant as officer, in Scheduled Commercial Banks/PSUs/ Central or State Govt. Departments/ Corporate Entity</p> <p>Specific Skill/ Experience desired</p> <p>1) Proven experience in brand and campaign management of conventional mediums like print, digital (TV & Radio) and out of home. 2) Hands on experience of developing, implementing, and monitoring brand and media relations strategies. 3) Experience in collaborating with Digital, OOH Print, or any other viable medium of communication to ensure consistent messaging - in voice & tonality with respect to overall architecture of the brand. 4) Should possess the ability to create and implement a structured framework for employee communication with focus on employee engagement. Ability to implement and execute communication plan in the event of a crisis. 5) Excellent communication skills; presentation, oral, written, listening and conflict resolution.</p>	<p>1) Experienced corporate communications professional with the ability to set up the outreach of print, digital and out of home brand building. 2) Ability to prepare detailed brand building strategies and marketing plan for the Bank. 3) Should possess skills to augment the PR presence of the Bank and explore the speaking and editorial opportunities for the top management/ key spokespersons of the Bank. 4) Should be able to identify the branding and PR opportunities for the Bank and dovetail campaigns with overall strategies of the Bank. 5) Should have expertise in 360 marketing (Strategy, ATL, BTL, PR, Digital, and Communication) and to make sure that the Brand is most sought after. 6) Should have ability to liaison and negotiate with advertising and PR agencies for implementation campaigns and initiatives. 7) Should be able to establish presence and participation of the Bank at industry events and seminars by way of sponsorships. 8) Should be adept at critical and creative thinking with excellent communication and team management skills.</p>
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Social/Digital Media [DGM]	Gr.D	1	Min – 35 Yrs Max. - 45 Yrs	Post Graduate Degree in Communications with a minimum of 60% marks (55% for SC/ST) in aggregate OR equivalent CGPA from any University recognized by Govt. of India or its regulatory bodies	<p>Having minimum 10 years of post qualification work experience with 6 years of relevant as officer, in Scheduled Commercial Banks/PSUs/ Central or State Govt. Departments/ Corporate Entity</p> <p>Specific Skill/ Experience desired</p> <p>Proven experience in social media marketing. Hands on experience of developing social media strategies and marketing plans. Proven ability to develop the right voice for each social media platform and community. Ability to measure the success of campaigns and excellent communication, analytical and multitasking skills.</p>	<p>1) Experienced social media professional to represent the Bank by building a social media presence for its brand/products.</p> <p>2) Ability to run advertising campaigns and drive engagement by creating high-quality original content.</p> <p>3) Must possess the ability to engage influencers, manage the Bank's social media community and oversee the customer service across all platforms.</p> <p>4) Should have excellent communication and analytical skills to determine whether social media campaigns have achieved their objectives.</p> <p>5) Should possess pertinent marketing experience and team management skills.</p>
Economist [DGM]	Gr.D	1	Min – 35 Yrs Max. - 45 Yrs	Post Graduate Degree in Economics with a minimum of 60% marks (55% for SC/ST) in aggregate OR equivalent CGPA from the University recognized by Govt. of India or its regulatory bodies. Candidates with Ph.d(Eco) will be preferred.	<p>Minimum 10 years of work experience with 6 years of relevant as officer in Scheduled Commercial Banks / RBI / PSUs / Central or State Govt. Departments / Corporate Entities</p>	<p>Leading a team of economists undertaking research on economic/financial issues relevant to the banking industry. Ability to perform independent research and undertake research on economic/financial issues relevant to the banking industry, Analysis of data using statistical techniques and software, Interpret and forecast market trends, Advise the Bank on economic topics, write articles in journals and media, write technical and non-technical reports and policy briefs on economic trends and forecasts, preparing briefs for the top management of the Bank, deliver oral/visual presentations on economic issues to non-economist audiences,</p> <p>Ability to work independently and possessing attributes such as self-confidence, general/commercial awareness, good interpersonal skills, ability to cope with pressure, analytical, IT and communication skills</p>

Conventional Media [AGM]	Gr.C	1	Min - 28 Yrs Max. - 40 Yrs	Post Graduate Degree in Communications with a minimum of 60% marks (55% for SC/ST) in aggregate OR equivalent CGPA from any University recognized by Govt. of India or its regulatory bodies	<p>Having minimum 7 years of post qualification work experience with 4 years of relevant experience.</p> <p>Specific Skill/ Experience desired</p> <p>Proven experience as Corporate Communications/Marketing Manager with hands on experience of campaign management.</p> <p>Should have strong negotiation skills in order to develop cost-effective, high visibility campaigns.</p> <p>Should be able to provide inputs and strong execution to campaigns, ensuring alignment between business development goals and marketing strategies.</p> <p>Strong analytical skills to understand the outcome of campaigns and improvise constantly.</p>	<p>Ability to plan and coordinate mass media campaigns in conventional mediums like Print, Digital (TV & Radio) and Out of Home.</p> <p>Will be responsible for coordinating with various advertising agencies and media houses to develop cost-effective campaigns within the overall marketing strategy of the Bank.</p> <p>Ability to manage the Bank's brand/image in a cohesive way to achieve marketing goals.</p>
Social/Digital Media [AGM]	Gr.C	1	Min - 28 Yrs Max. - 40 Yrs	Post Graduate Degree in Communications with a minimum of 60% marks (55% for SC/ST) in aggregate OR equivalent CGPA from any University recognized by Govt. of India or its regulatory bodies	<p>Having minimum 7 years of post qualification work experience with 4 years of relevant experience.</p> <p>Specific Skill/ Experience desired</p> <p>Proven work experience as a Social media manager, Hands on experience in content management</p> <p>Excellent copywriting skills</p> <p>Ability to deliver creative content (text, image and video)</p> <p>Knowledge of Search Engine Optimization (SEO), keyword research & Google Analytics</p> <p>Knowledge of online marketing channels, Familiarity with web design</p> <p>Excellent communication, analytical and multitasking skills</p>	<p>Ability to administer the Bank's social media accounts ensuring high levels of web traffic and customer engagement.</p> <p>Will be responsible for creating original text and video content, managing posts and responding to followers.</p> <p>Ability to manage the Bank's brand/image in a cohesive way to achieve marketing goals.</p> <p>Should be up to date with the latest digital technologies and social media trends.</p> <p>Should have excellent communication skills and be able to express the Bank's views creatively.</p>

Economist [AGM]	Gr C	2	Min - 28 Yrs Max. - 40 Yrs	Post Graduate Degree in Economics with a minimum of 60% marks (55% for SC/ST) in aggregate OR equivalent CGPA from the University recognized by Govt. of India or its regulatory bodies.	Minimum 7 years of work experience with 4 years of relevant experience as officer in Scheduled Commercial Banks / RBI / PSUs / Central or State Govt. Departments / Corporate Entities etc.	Undertake research on economic/financial issues relevant to the banking industry, Analysis of data using statistical techniques and software, Interpret and forecast market trends, Advise the Bank on economic topics, write articles in journals and media, write technical and non-technical reports and policy briefs on economic trends and forecasts, preparing briefs for the top management of the Bank, deliver oral/visual presentations on economic issues to non-economist audiences. Ability to work independently and possessing attributes such as self-confidence, general/commercial awareness, good interpersonal skills, ability to cope with pressure, analytical, IT and communication skills
Economist [Manager]	Gr B	3	Min - 25 Yrs Max. - 35 Yrs	Post Graduate Degree in Economics with a minimum of 60% marks (55% for SC/ST) in aggregate OR equivalent CGPA from the University recognized by Govt. of India or its regulatory bodies.	Minimum 4 years of work experience with 2 years of relevant experience as officer in Scheduled Commercial Banks / RBI / PSUs / Central or State Govt. Departments / Corporate Entities	Undertake research on economic/financial issues relevant to the banking industry, Analysis of data using statistical techniques and software, Interpret and forecast market trends, Advise the Bank on economic topics, write articles in journals and media, write technical and non-technical reports and policy briefs on economic trends and forecasts, preparing briefs for the top management of the Bank. Ability to work independently and possessing attributes such as self-confidence, general/commercial awareness, good interpersonal skills, ability to cope with pressure, analytical, IT and communication skills

5 - IT	ATM [DGM]	Gr.D	1	Min - 35 Yrs Max. - 45 Yrs	Full time course in Master/ Bachelor degree in any engineering discipline (preferably computer science/ computer engineering) or graduate in science along with MCA from a University/ Institute recognized by the Govt. of India or its Regulatory Bodies.	Minimum 10 years of work experience preferably in banking out of which 6 years working in IT Projects related to ATM/ Cards/ POS.	<ol style="list-style-type: none"> 1. Manage IT Projects related to ATM, POS and Cards, and switch-based channels including Kiosks, Bunch Note acceptor etc. 2. Manage application support, security monitoring and patching of the ATM & POS related systems. 3. Managing IT Projects for PoS Payment solutions, e-commerce using Debit, Credit Cards, Wallets, UPI infrastructure and also on payment gateways & their integration, deployments. 4. Managing the IT systems for Payment solutions such as Pre paid Instruments, Cards, e-commerce using Debit Cards on Merchant site infrastructure and also on payment gateways & their integration, deployments. 5. Managing IT systems related to ATMs, CRMs Payment solutions, ATMs/ CRMs site infrastructure and also their integration & deployments 6. Handle new trends such as e-surveillance, anti-skimming, EMV etc. 7. Compliances to information system Audits, Information Security Group. 8. Creates and maintains project schedules by developing project plans and specifications, estimating time requirements, establishing deadlines, monitoring milestone completion, tracking all phases of the project product/service lifecycle. 9. Providing timely reporting of issues that impact project progress, coordinating actions, and resolving conflicts. 10. Conducts project meetings with teams and stakeholder and management to review project deliverables and deadlines
	Internal Applications [DGM]	Gr.D	1	Min – 35 Yrs Max. – 45 Yrs	Full time course in Master/ Bachelor degree in any engineering discipline (preferably computer science/ computer engineering) or graduate in science along with MCA from a University/ Institute recognized by the Govt. of India or its Regulatory Bodies.	Minimum 10 years of work experience preferably in banking out of which 6 years working in IT Projects related to web technologies.	<ol style="list-style-type: none"> 1. Responsible for managing all internal applications and ensuring delivery of projects, partnering and responding to internal and external compliance requests. 2. Supervise, schedule and prioritize tasks and responsibilities as per the needs to meet workload and scheduling needs of the Bank. 3. Support Audit and Compliance as needed. 4. Drive and actively participate in design, development and implementation of large and complex applications, owning the solution conceptualized through flawless implementation. 5. Work closely with developers and testers to ensure requirements and functional designs are translated accurately into working technical designs and that test plans and scripts meet business needs. 6. Create roadmap for implementation of various new technology solutions and activities that contribute towards “Changing the Bank”. 7. Drive requirements and design discussions, primarily in Agile environment. 8. Proactively manage risk including deliverables, operational issues through implementation of right controls and escalate where

						<p>required.</p> <p>9. Collaborate with other senior leaders throughout the Bank to understand various businesses and products, and to develop collaborative solutions.</p>
Vendor Management [DGM]	Gr.D	1	Min – 35 Yrs Max. – 45 Yrs	Full time course in Master/Bachelor degree in any engineering discipline or graduate in science along with MCA from a University/ Institute recognized by the Govt. of India or its Regulatory Bodies.	Minimum 10 years of work experience preferably in banking out of which 6 years working in areas like IT strategic sourcing, IT vendor management function, IT operations, software licensing, hardware/ software/ services procurement and outsourcing agreements.	<p>1. Managing and monitoring services provided by vendors through SLA Review & audit, issuance of performance & completion Certificates and Document Management (Contract, PBG, NDA, SLA & Indemnity).</p> <p>2. Monitor and enforce SLAs for project delivery, support and other IT services by vendors.</p> <p>3. Maintain and manage the details of licenses procured for the Bank to control for potential risk of being non-compliant with vendor license terms.</p> <p>4. Centrally manage and track across the Bank the different types of licenses (core based license, enterprise wide license, user-based license etc.)</p> <p>5. Maintain all procurement details like the number of licenses procured the purchase order reference number and the start date/ end date along with all the documentation work.</p> <p>6. Maintain adequate and appropriate records of the vendor on-boarded and all appropriate records throughout the procurement process</p> <p>7. Provide required information to enable an audit or independent/ regulatory review.</p> <p>8. Orchestrates the IT department's dealings with its suppliers, such as makers of hardware and software and providers of services.</p> <p>9. Guides the purchasing of products or services by evaluating a potential provider's reputation, resources and expertise, as well as helping with negotiations and contracts.</p> <p>10. Evaluate potential suppliers using developed and agreed criteria to support alignment and understanding of the expectations and requirements.</p> <p>11. Monitor and report on the performance of selected vendors to ensure delivery in line with contractual obligations and performance metrics.</p> <p>12. Manage outward communication to vendors to facilitate understanding and awareness of organizational strategic direction, changes and challenges.</p> <p>13. Manage the interaction between vendors and internal program delivery leaders to provide adequate visibility of interdependent initiatives and programs.</p> <p>14. Liaise with procurement partners to review, report on and revise</p>

						contractual agreements as necessary 15. Develop a vendor scorecard that will include performance, risk, account services and management etc. 16. Define and publish vendor escalation points. Monitor and report risk to minimize the Bank's risk exposure
Core Banking [DGM]	Gr.D	1	Min - 35 Yrs Max. - 45 Yrs	Full time course in Master/ Bachelor degree in any engineering discipline (preferably computer science/ computer engineering) or graduate in science along with MCA from a University/ Institute recognized by the Govt. of India or its Regulatory Bodies.	Minimum 10 years of work experience preferably in banking out of which 6 years in IT Projects related to Core Banking (Finacle 7x/ 10x) implementation/ Development/ Support.	1. Maintain technology vendor relationship and compliance with service level agreements/ contractual commitments. 2. To lead the team by providing high-quality and value-adding solutions at different stages- from problem definition to diagnosis to solution design, development and deployment. 3. To provide guidance, and analyze the solutions defined for the business problems to identify any potential risks and issues. 4. To identify change Management requirements and propose a structured approach and manage the change using multiple communication mechanisms 5. Ensure that Core Banking Application, tools and data are available on the disaster recovery site at any time required. 6. Anticipates Core Banking application problems and implement preventive measures. 7. Investigate and install enhancements and operating procedures that optimize Core Banking application availability 8. Functional support of the Core Banking system and interdependent interfaces 9. Configuration, patches, update and upgrade management of the Core Banking system 10. Handle and implement requests for application customizations 11. Manage and support integration of the Core Banking system with other interconnected applications

IT Network [DGM]	Gr.D	1	Min – 35 Yrs Max. – 45 Yrs	Full time course in Master/ Bachelor degree in any engineering discipline (preferably computer science/ computer engineering) or graduate in science along with MCA from a University/ Institute recognized by the Govt. of India or its Regulatory Bodies	Minimum 10 years of work experience preferably in banking out of which 6 years in IT Projects on IT Networking.	<ol style="list-style-type: none"> Function as single point of contact for IT network infrastructure incidents of data center managed services Plan, research and design robust Network architecture which is suitable for Bank technology landscape. Be future orientated, think ahead of the curve, be an Evangelist, Influence decision to implement new design and architecture in the area of Network Review and Approve installation of security devices like firewall, VPN, Routers, WAF etc. Assist in defining, implementing and maintaining corporate Network policies and procedures. Lead the design process, build a framework to manage & monitor existing infrastructure. Build the networks by taking into consideration various factors like, bandwidth requirements, infrastructure requirements and security. Plan and design in advance and should often participate in the implementation of network designs. Work on coordination with Network Operations team, software and hardware teams to get the necessary systems in place. Should work in collaboration with the network team and other professionals in Security team. Ensuring high quality, consistent technical Support ensuring support Services meet (or exceed) their internally and externally prescribed Service Level Agreements (SLAs) Experience on monitoring and Infrastructure management tools Actively be part of resolution process for any fault/ performance issues Validation of incident reports for management reporting with appropriate preventive and corrective measures.
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Demand Management [DGM]	Gr.D	2	Min - 35 Yrs Max. - 45 Yrs	Full time course in Master/ Bachelor degree in any engineering discipline or graduate in science along with MCA from a University/ Institute recognized by the Govt. of India or its Regulatory Bodies.	Minimum 10 years of work experience preferably in banking out of which 6 years working in IT Projects in one or more banking domains such as Retail banking/ Corporate banking/ Treasury/ Trade Finance/ Agri & MSME/ NRI/ other banking domains.	<ol style="list-style-type: none"> 1. Assessment of the need for IT Products/ Services such as urgency of the requirement, off-the-shelf availability vis-a-vis. software development. 2. Analysis of business situations in detail (e.g. pros and cons of various business/technology options possible), along with anticipation of situations 3. To draw trends and basic inferences and assist business verticals to choose appropriate technology. 4. Assist business verticals by handling all the procurement related activities for hardware and software (new, existing, customizations, upgrade, middleware, hardware for branches etc.). 5. Prepare and define the scope of Request for Proposal (RFP), get the RFP vetted by legal team along with the in-principle approval for procurement from the Business 6. Evaluate the response for eligibility criteria and will co-ordinate business groups for evaluation of the technical and functional responses. 7. Aid price discovery by establishing the reasonableness of the prices being paid and, will consider various factors like inter alia purchases prices ordered by other organizations, prevailing market rates, the market trend and pricing assessment based on intrinsic value of the project etc. 8. Ensure the change roadmap, initiation and deliver plans are horizontally and vertically integrated across business departments and 3rd Parties. 9. Tracking plans and schedules, performing analysis to identify and resolves critical path and dependency conflicts. 10. Utilize Gantt, PERT, milestone charts, and other project management techniques to gauge progress and identify performance variances to facilitate focus and intervention on critical areas. 11. Responsible for maintaining a forecast of demand, including Projects and Change Requests and the capacity planning of the delivery teams and 3rd Parties, tracking resource utilization vs. allocation, and monitoring impact of slippage on resource allocations. 12. Responsible for the production of management information to ensure all stakeholders are informed of the most current view of the project's health with regard to planned activities against actuals status and are made aware at the earliest opportunity of potential risks and issues to the health of the roadmap. 13. Facilitate the supply of accurate data to support effective prioritization decisions, providing information regarding constraints, business required dates and slippage. 14. Support both the implementation teams and the business to ensure the right pragmatic balance between control and timely delivery.
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ATM [AGM]	Gr.C	2	Min - 28 Yrs Max. - 40 Yrs	Full time course in Master/ Bachelor degree in any engineering discipline (preferably computer science/ computer engineering) or graduate in science along with MCA from a University/ Institute recognized by the Govt. of India or its Regulatory Bodies.	Minimum 7 years of work experience preferably in banking out of which 4 years working in IT Projects related to ATM/ Cards/ POS.	<ol style="list-style-type: none"> 1. Handle IT Projects related to ATM, POS and Cards, and switch-based channels including Kiosks, Bunch Note acceptor etc. 2. Handle application support, security monitoring and patching of the ATM/ POS related systems. 3. Handle IT Projects for PoS Payment solutions, e-commerce using Debit / Credit Cards / Wallets / UPI infrastructure and also on payment gateways & their integration, deployments. 4. Handle the IT systems for Payment solutions such as Pre paid Instruments / Cards, e-commerce using Debit Cards on Merchant site infrastructure and also on payment gateways & their integration, deployments. 5. Handle IT systems related to ATMs / CRMs Payment solutions, ATMs/ CRMs site infrastructure and also their integration & deployments 6. Compliances to information system Audits / Information Security Group. 7. Providing timely reporting of issues that impact project progress, coordinating actions, and resolving conflicts.
Payment System [AGM]	Gr.C	2	Min - 28 Yrs Max. - 40 Yrs	Full time course in Master/ Bachelor degree in any engineering discipline (preferably computer science/ computer engineering) or graduate in science along with MCA from a University/ Institute recognized by the Govt. of India or its Regulatory Bodies.	Minimum 7 years of work experience preferably in banking out of which 4 years working in IT Projects related to Payment Systems.	<ol style="list-style-type: none"> 1. Handling all IT projects related to payment services, Payment solutions such as Pre paid Instruments / Cards, e-commerce using Debit Cards on Merchant site infrastructure and also on payment gateways & their integration & deployments. 2. Delivery of payment related projects, partnering and responding to internal and external compliance oversight requests. 3. Supervise, schedule and prioritize tasks and responsibilities of the IT projects of Payment services. 4. Support Audit and Compliance as needed. 5. Responsible for developing, implementing, and maintaining new processes for both new and existing payment methods, and supplier risk assessment. 6. Support and drive new solutions in the area of EMV and chip payment technology, in close cooperation business teams. 7. Provide Innovative solutions for card security, NFC/ Bluetooth / RFID/ Biometric technology in payment space

Net Banking [AGM]	Gr.C	2	Min - 28 Yrs Max. - 40 Yrs	Full time course in Master/Bachelor degree in any engineering discipline (preferably computer science/ computer engineering) or graduate in science along with MCA from a University/ Institute recognized by the Govt. of India or its Regulatory Bodies.	Minimum 7 years of work experience preferably in banking out of which 4 years working in IT Projects related to Internet Banking (Retail/ Corporate) technologies	<ol style="list-style-type: none"> 1. Responsible for handling all Internet Banking Related Products, ensuring delivery of Net Banking related projects, partnering and responding to internal and external compliance requests. 2. Manage the Net Banking processing function and supporting business metrics and indicators for a best in class Internet Banking service. 3. Support Audit and Compliance as needed. 4. Responsible for the development, implementation, enhancement and support of the Bank's Internet banking products and services. 5. Maintain and track usage, uptimes, faults, towards ensuring that the internet banking channel is available 24/7/365. 6. Responsible for availability, continuity, QoS and performance of the IT systems related to mobile banking. 7. Ensure the maintenance of operational efficiency, information security and risk framework related to the mobile banking channel as per bank's policy and guidelines.
Internal Applications [AGM]	Gr.C	3	Min – 28 Yrs Max. – 40 Yrs	Full time course in Master/ Bachelor degree in any engineering discipline (preferably computer science/ computer engineering) or graduate in science along with MCA from a University/ Institute recognized by the Govt. of India or its Regulatory Bodies.	Minimum 7 years of work experience preferably in banking out of which 4 years working in IT Projects related to web technologies.	<ol style="list-style-type: none"> 1. Handling all internal applications and ensuring delivery of projects, partnering and responding to internal and external compliance requests. 2. Support Audit and Compliance as needed. 3. Work closely with developers and testers to ensure requirements and functional designs are translated accurately into working technical designs and that test plans and scripts meet business needs. 4. Implement the roadmap for various new technology solutions and activities that contribute towards “Changing the Bank”. 5. Drive requirements and design discussions, primarily in Agile environment. 6. Manage risk including deliverables, operational issues through implementation of right controls and escalate where required.

Core Banking [AGM]	Gr.C	1	Min - 28 Yrs Max. - 40 Yrs	Full time course in Master/ Bachelor degree in any engineering discipline (preferably computer science/ computer engineering) or graduate in science along with MCA from a University/ Institute recognized by the Govt. of India or its Regulatory Bodies.	Minimum 7 years of work experience preferably in banking out of which 4 years in IT Projects related to Core in (Finacle 7x/ 10x) implementation/ Development/ Support.	<ol style="list-style-type: none"> 1. Maintain technology vendor relationship and compliance with service level agreements/ contractual commitments. 2. To lead the team by providing high-quality and value-adding solutions at different stages- from problem definition to diagnosis to solution design, development and deployment. 3. Ensure that Core Banking Application, tools and data are available on the disaster recovery site at any time required. 4. Investigate and install enhancements and operating procedures that optimize Core Banking application availability 5. Functional support of the Core Banking system and interdependent interfaces 6. Configuration, patches, update and upgrade management of the Core Banking system 7. Handle and implement requests for application customizations 8. Manage and support integration of the Core Banking system with other interconnected applications
Demand Management [AGM]	Gr.C	7	Min – 28 Yrs Max. – 40 Yrs	Full time course in Master/ Bachelor degree in any engineering discipline or graduate in science along with MCA from a University/ Institute recognized by the Govt. of India or its Regulatory Bodies.	Minimum 7 years of work experience preferably in banking out of which 4 years working in IT Projects in one or more banking domains such as Retail banking/ Corporate banking/ Treasury/ Trade Finance/ Agri & MSME/ NRI/ other banking domains.	<ol style="list-style-type: none"> 1. Assessment of the need for IT Products / Services such as urgency of the requirement, off-the-shelf availability vis.-a-vis. software development. 2. Assist business verticals by handling all the procurement related activities for hardware and software (new, existing, customizations, upgrade, middleware, hardware for branches etc.). 3. Prepare and define the scope of Request for Proposal (RFP), get the RFP vetted by legal team along with the in-principle approval for procurement from the Business 4. Evaluate the response for eligibility criteria and will co-ordinate business groups for evaluation of the technical and functional responses. 5. Aid price discovery by establishing the reasonableness of the prices being paid and, will consider various factors like inter alia purchases prices ordered by other organizations, prevailing market rates, the market trend and pricing assessment based on intrinsic value of the project etc. 6. Tracking plans and schedules, performing analysis to identify and resolves critical path and dependency conflicts. 7. Utilize Gantt, PERT, milestone charts, and other project management techniques to gauge progress and identify performance variances to facilitate focus and intervention on critical areas. 8. Responsible for the production of management information to ensure all stakeholders are informed of the most current view of the project's health with regard to planned activities against actuals status and are made aware at the earliest opportunity of potential risks and issues to the health of the roadmap. 9. Facilitate the supply of accurate data to support effective

						<p>prioritization decisions, providing information regarding constraints, business required dates and slippage.</p> <p>10. Support both the implementation teams and the business to ensure the right pragmatic balance between control and timely delivery and quality.</p>
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Vendor Management [AGM]	Gr.C	6	Min – 28 Yrs Max. - 40 Yrs	Full time course in Master / Bachelor degree in any engineering discipline or graduate in science along with MCA from a University/ Institute recognized by the Govt. of India or its Regulatory Bodies.	Minimum 7 years of work experience preferably in banking out of which 4 years working in areas like IT strategic sourcing, IT vendor management function, IT operations, software licensing, hardware/ software/ services procurement and outsourcing agreements.	<ol style="list-style-type: none"> 1. Managing and monitoring services provided by vendors through SLA Review & audit, issuance of performance & completion Certificates and Document Management (Contract, PBG, NDA, SLA & Indemnity). 2. Monitor and enforce SLAs for project delivery, support and other IT services by vendors. 3. Maintain and manage the details of licenses procured for the Bank to control for potential risk of being non-compliant with vendor license terms. 4. Centrally manage and track across the Bank the different types of licenses (core based license, enterprise wide license, user-based license etc.) 5. Maintain all procurement details like the number of licenses procured the purchase order reference number and the start date/ end date along with all the documentation work. 6. Maintain adequate and appropriate records of the vendor on-boarded and all appropriate records throughout the procurement process 7. Provide required information to enable an audit or independent/ regulatory review. 8. Orchestrates the IT department's dealings with its suppliers, such as makers of hardware and software and providers of services. 9. Evaluate potential suppliers using developed and agreed criteria to support alignment and understanding of the expectations and requirements. 10. Monitor and report on the performance of selected vendors to ensure delivery in line with contractual obligations and performance metrics. 11. Manage outward communication to vendors to facilitate understanding and awareness of organizational strategic direction, changes and challenges. 12. Manage the interaction between vendors and internal program delivery leaders to provide adequate visibility of interdependent initiatives and programs. 13. Develop a vendor scorecard that will include performance, risk, account services and management etc.
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Project Management [AGM]	Gr.C	6	Min - 28 Yrs Max. - 40 Yrs	Full time course in Master/ Bachelor degree in any engineering discipline or graduate in science along with MCA from a University/ Institute recognized by the Govt. of India or its Regulatory Bodies.	Minimum 7 years of work experience preferably in banking out of which 4 years working in IT Projects on Project Management/ IT Audit/ IT risk management/ similar compliance functions.	<ol style="list-style-type: none"> 1. Implement a common project management methodology, standards and tools for managing projects. 2. Managing dependencies, predicting and mitigating cross-project risks and issues, and facilitates project risk assessment and management. 3. Conduct regular reviews of projects, monitor completion of tasks and ensure good performance. 4. Manage the team, ensure adequate staffing levels and supervision to maximize efficient productivity 5. Maintain compliance to the control frameworks such as the IT Risk Standards, RMP and other regulatory/ legal and other obligations / requirements
Enterprise Data Warehouse [AGM]	Gr.C	2	Min - 28 Yrs Max. - 40 Yrs	Full time course in Master/Bachelor degree in any engineering discipline (preferably computer science/ computer engineering) or graduate in science along with MCA from a University/ Institute recognized by the Govt. of India or its Regulatory Bodies.	Minimum 7 years of work experience preferably in banking out of which 4 years working in IT Projects related to Data warehouse/ Business Intelligence.	<ol style="list-style-type: none"> 1. Gather and analyze business requirements, formulate data warehouse/ business intelligence solutions and alternatives to support the Bank's data strategy. 2. Provide assistance with production investigations and resolution of technical issues and/ or problems impacting business services or individual customers. 3. Maintain and develop data integration solutions to support the Bank's Analytics platform. 4. Collaborate with development leads to implement system changes. 5. Designing data marts/ data warehousing infra requirements to strengthen the data warehouse of the Bank 6. Solving day to day issues of production data marts. 7. Troubleshooting infrastructure issues such as performance issues, slowness, infrastructure management etc. 8. Responsible for translating/ understanding functional requirements to technical specifications and SDLC development in SAS/ Teradata area. 9. Involved in coding/ testing/ implementing/ documenting. 10. Designing data pipelines with multiple systems and cross platform technologies. 11. Responsible for the ETL design and development efforts, making sure that the business rules are implemented correctly.

Enterprise Data Officer [AGM]	Gr.C	4	Min - 28 Yrs Max. - 40 Yrs	Full time course in Master/ Bachelor degree in any engineering discipline (preferably computer science/ computer engineering) or graduate in science along with MCA from a University/ Institute recognized by the Govt. of India or its Regulatory Bodies.	Minimum 7 years of work experience preferably in banking out of which 4 years working in IT Projects on Data warehouse/ Data Governance	<ol style="list-style-type: none"> 1. Execute projects related to data management, governance and quality across the Bank. 2. Implement data policies, standards, organization, and enforcement of Information Management concepts. 3. Implement enterprise standards, report on data metrics, and other enterprise information/ data management initiatives. 4. Provide timely information and insights to improve decisions and optimize processes
Enterprise Data Warehouse [Manager]	Gr.B	2	Min - 25 Yrs Max. - 35 Yrs	Full time course in Master/ Bachelor degree in any engineering discipline (preferably computer science/ computer engineering) or graduate in science along with MCA from a University/ Institute recognized by the Govt. of India or its Regulatory Bodies.	Minimum 4 years of work experience preferably in banking, out of which 2 years working in IT Projects related to Data warehouse/ Business Intelligence	<ol style="list-style-type: none"> 1. Provide assistance with production investigations and resolution of technical issues and/ or problems impacting business services or individual customers. 2. Maintain and develop data integration solutions to support the Bank's Analytics platform. 3. Designing data marts/ data warehousing infra requirements to strengthen the data warehouse of the Bank 4. Solving day to day issues of production data marts. 5. Troubleshooting infrastructure issues such as performance issues, slowness, infrastructure management etc. 6. Responsible for translating/ understanding functional requirements to technical specifications and SDLC development in SAS/ Teradata area. 7. Involved in coding/ testing/ implementing/ documenting.

	Vendor Management [Manager]	Gr.B	2	Min – 25 Yrs Max. - 35 Yrs	Full time course in Master/ Bachelor degree in any engineering discipline or graduate in science along with MCA from a University/ Institute recognized by the Govt. of India or its Regulatory Bodies.	Minimum 4 years of work experience preferably in banking, out of which 2 years working in areas like IT strategic sourcing, IT vendor management function, IT operations, software licensing, hardware/ software/ services procurement and outsourcing agreements.	<ol style="list-style-type: none"> 1. Monitor and enforce SLAs for project delivery, support and other IT services by vendors. 2. Centrally manage and track across the Bank the different types of licenses (core based license, enterprise wide license, user-based license etc.) 3. Maintain all procurement details like the number of licenses procured the purchase order reference number and the start date/ end date along with all the documentation work. 4. Maintain adequate and appropriate records of the vendor on-boarded and all appropriate records throughout the procurement process 5. Provide required information to enable an audit or independent/ regulatory review. 6. Evaluate potential suppliers using developed and agreed criteria to support alignment and understanding of the expectations and requirements. 7. Monitor and report on the performance of selected vendors to ensure delivery in line with contractual obligations and performance metrics. 8. Liaise with procurement partners to review, report on and revise contractual agreements as necessary
	Demand Management [Manager]	Gr.B	3	Min - 25 Yrs Max. - 35 Yrs	Full time course in Master/ Bachelor degree in any engineering discipline or graduate in science along with MCA from a University/ Institute recognized by the Govt. of India or its Regulatory Bodies.	Minimum 4 years of work experience preferably in banking out of which 2 years working in IT Projects in one or more banking domains such as Retail banking/ Corporate banking/ Treasury/ Trade Finance/ Agri & MSME/ NRI/ other banking domains.	<ol style="list-style-type: none"> 1. Prepare and define the scope of Request for Proposal (RFP), get the RFP vetted by legal team along with the in-principle approval for procurement from the Business 2. Evaluate the response for eligibility criteria and will co-ordinate business groups for evaluation of the technical and functional responses. 3. Tracking plans and schedules, performing analysis to identify and resolves critical path and dependency conflicts. 4. Utilize Gantt, PERT, milestone charts, and other project management techniques to gauge progress and identify performance variances to facilitate focus and intervention on critical areas. 5. Facilitate the supply of accurate data to support effective prioritization decisions, providing information regarding constraints, business required dates and slippage. 6. Support both the implementation teams and the business to ensure the right pragmatic balance between control and timely delivery and quality.

6- FAD	Finance And Accounts [AGM- Compliance]	Gr.C	1	Min - 28 Yrs Max. - 40 Yrs	Post Graduate in Commerce with minimum 60% marks (55% for SC/ST) from any recognized university. Desirable: CA/ICAI/CFA	Minimum 7 years in banking of which at least the recent 4 years should be in the relevant field.	To oversee submission of information under Tranche II of RBS relating to control GAP Analysis. Responsible for timely dissemination of RTI applications received both online and offline to concerned CPIOs and ACPIOs and submission of the same. Submission of status of major compliance matters to top management every month. To assist in monitoring of the submission of the regulatory returns with inputs from ReSTS software to respective departments. Analysis of data and reporting to top management. Arranging meetings of SSM / RBI officers and senior executives of the bank and accompanying them, when necessary. Timely Preparation and Submission of memorandum to ACB and /or Board on RAR, RMP, Regulatory Non-Compliance identified by RBI.
	Finance And Accounts [AGM- Legal]	Gr.C	2	Min - 28 Yrs Max. - 40 Yrs	Post Graduate in Commerce with minimum 60% marks (55% for SC/ST) from any recognized university. Desirable: CA/ICAI/CFA	Minimum 7 years in banking of which at least the recent 4 years should be in the relevant field.	Handling GST related litigation matters and attending GST Auditors Statutory as well as Tax Authorities, Implementation and Review / Periodic monitoring of GST activities, Preparation and review of SOPs, Manual , Circulars and guidelines relating to GST, Impact analysis on various issues related to GST having implications on Bank's business and functioning. Filing of GST and Indirect tax Returns and Payment of Liability of the Bank (Output/Import/RCM/ITC optimization).

Finance And Accounts [Manager - (Compliance)]	Gr.B	1	Min - 25 Yrs Max. - 35 Yrs	Post Graduate in Commerce with minimum 60% marks (55% for SC/ST) from any recognized university	Minimum 4 years in banking of which at least the recent 2 year should be in the relevant field.	Co-ordinate with various departments for submission of specific information sought and arrangement of meetings with officers for RBI Inspection for supervisory evaluation. Arranging meetings of SSM / RBI officers and senior executives of the bank and accompanying them. Responsible for monitoring the submission of the regulatory returns with inputs from ReSTS software to respective departments.
Finance And Accounts [Manager - (Legal)]	Gr.B	2	Min - 25 Yrs Max. - 35 Yrs	Post Graduate in Commerce / CA with minimum 60% marks (55% for SC/ST)from any recognized university	Minimum 4 years in banking or any other financial services sectors of which at least the recent 2 years should be in the relevant field. (Indirect Tax litigation experience is desirable)	Handling GST related litigation matters and attending GST Auditors Statutory as well as Tax Authorities, Implementation and Review / Periodic monitoring of GST activities, Preparation and review of SOPs, Manual , Circulars and guidelines relating to GST, Impact analysis on various issues related to GST having implications on Bank's business and functioning. Filing of GST and Indirect tax Returns and Payment of Liability of the Bank (Output/Import/RCM/ITC optimization)

	Finance And Accounts [Assistant Manager-Compliance]	Gr.A	1	Min - 21 Yrs Max. - 28 Yrs	Graduate in Commerce with minimum 60% marks (55% for SC/ST) from any recognized university.	Nil Candidates having 2 years of post-qualification work experience will be preferred.	To assist in monitoring of the submission of the regulatory returns with inputs from Returns Submission and Tracking Systems (ReSTS) software to respective departments. Follow-up with departments for compliance of the Regulatory circulars and guidelines through RCTS. Submission of monthly report to senior management w.r.t regulatory guidelines. Responsible for ensuring timely submission of RBS data under Tranche-I to RBI.
7- Legal	Manager – Legal [Manager]	Gr.B	12	Min - 25 Yrs Max. - 35 Yrs	Degree in Law (3 years / 5 years) from a recognized University in India with a minimum of 60% marks (55% for SC/ST) or equivalent in the aggregate of all semesters / years.	Enrolled as an advocate with Bar Council and having minimum 4 years of experience as a practicing Advocate Or Law Officer in the Legal Department of Scheduled Commercial Banks with minimum 4 years of Experience Or 4 years combined experience as practicing Advocate and Law Officer in the Legal Department of Scheduled Commercial Banks.	Examining legal issues referred by various departments of the Bank and opining thereon, drafting and vetting of loan & security documents & debt restructuring documents, investigation of title in respect of immovable properties mortgaged to the Bank, examining title reports prepared by the advocates and commenting on acceptability of title, handling issues pertaining to employee relations/industrial relations, handling cases before courts/tribunals/forums filed by or against the Bank including briefing advocates/senior advocates, attending court hearings.
8- Treasury	Treasury [AGM]	Gr.C	5	Min - 28 Yrs Max. - 40 Yrs	Full time MBA (Finance) preferably from reputed Tier I and Tier II Business Schools/CA/CMA (ICWA)/CFA USA/FRM	Minimum 7 years of work experience with 4 years of relevant experience in Treasury Investment (SLR and Non-SLR), Fund Management and Money Market Dealer /Dealer in Treasury Front Office in Forex – Merchant and Interbank/Derivatives and Treasury Sales having sound understanding of Forex market and Interest Rate/Currency Derivatives	Directly responsible for dealing level management and leading a team of dealers for Money Market, Fund and Liquidity Management, Investments and Trading / book management in SLR and Non-SLR Securities for efficient management of Bank's liquidity, CRR and SLR management and for investment and trading purpose with clear targets to maximize income and profitability objectives and ensuring internal and regulatory control, compliance and reporting / Directly responsible for Interbank dealing in Forex covering spot, forward, swap, futures and Forex liquidity and OTC derivative portfolio /treasury sales with sound understanding of Forex market and Interest Rate/Currency Derivatives with clear business and profit target to achieve.

Treasury [Manager]	Gr.B	7	Min - 25 Yrs Max. - 35 Yrs	(A) B.Sc. /BA (Maths or Stat.)/ BE/B Tech Or any Graduate with Post Graduation in M.Sc. / MA (Maths or Stat.) Or (B) Full time MBA (Finance) preferably from reputed Tier I and Tier II Business Schools/CA/CMA (ICWA)/CFA USA/FRM	Minimum 4 years of work experience in commercial/development Bank with 2 years of relevant experience as Dealer in Treasury Front Office in Forex – Merchant and Interbank/Derivatives and Treasury Sales having sound understanding of Forex market and Interest Rate/Currency Derivatives.	Directly responsible for Interbank dealing in Forex covering spot, forward, swap, futures and Forex liquidity and OTC derivative portfolio /treasury sales with sound understanding of Forex market and Interest Rate/Currency Derivatives with clear business and profit target to achieve.
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The Bank may also assign such other related jobs/ assignments as may be decided from time to time.

Notes:

- (i) Proficiency in computers is essential.
- (ii) The candidate should possess excellent inter-personal and liaisons skills, excellent and unblemished track record and good legal understanding & drafting skills.
- (iii) Degrees obtained from the recognized Universities or Institutes recognized by Government of India only will be considered and the final result should have been declared on or before **November 01, 2020**.
- (iv) The date of passing the eligibility examination will be the date appearing on the mark-sheet or provisional certificate issued by University / Institute. In case the result of a particular examination is posted on the website of the University / Institute and web based certificate is issued then proper document/certificate issued and signed by the appropriate authority of the University / Institute, in original, indicating the date of passing properly mentioned thereon will be reckoned for verification and further process.
- (v) Candidate should indicate the percentage obtained in Graduation/Post Graduation calculated to the nearest two decimals in the online application. Where CGPA / OGPA is awarded, the same should be converted into percentage and indicated in online application. If called for document verification, the candidate will have to produce a certificate issued by the appropriate authority inter alia stating that the norms of the University regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of norms.
- (vi) **Calculation of Percentage:** The graduation/Post Graduation percentage and class will be calculated as per the University norms for calculation of percentage and declaration of class/results. The graduation/Post Graduation percentage/class as appearing in the consolidated mark- sheet & Provisional/Degree Certificate will be taken into consideration for eligibility. In case the graduation/Post Graduation percentage/class is not clearly mentioned in the mark-sheet/certificate, the candidate has to produce a certificate issued by the appropriate authority of University/Institute indicating graduation/Post Graduation percentage/class as per the university norms for awarding degree.
- (vii) Candidate should indicate the percentage obtained in Graduation/Post Graduation calculated to the nearest two decimals in the online application. The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60% and 54.99% will be treated as less than 55%.
- (viii) Candidates should ensure that the educational qualification possessed by them shall be as per the prescribed educational qualifications mentioned in the advertisement and they fulfill the eligibility criteria. No equivalent educational qualification shall be considered as eligible.

- (ix) Wherever MBA or PGDM or equivalent post-graduation degree/diploma is mentioned as criteria for educational qualification, the course should be Full time 2 years duration. Course completed through correspondence/part-time/distance mode will not be considered. In case of dual/major/minor specializations, one of the two fields of specialization or major specialization should be in the field prescribed for the post. Candidates having PG Degree (MMS or MBA)/PG Diploma with more than two specializations or General MBA are not eligible to apply.
- (x) The University/Institute of graduation/ post-graduation should be recognized/approved by Govt.; Govt. bodies/AICTE
- (xi) Experience through an outsourcing vendor, service provider, KPO/BPO or IT support services provider for any of the entities listed for all the posts will not be considered. Experience wherever required is post qualification, in the relevant field. Full time & as a permanent employee (Experience below 06 months in any organization will not be reckoned).
- (xii) The Bank reserves the right to raise or modify the eligibility criteria pertaining to educational qualification and/or work experience. Depending upon the requirement, Bank reserves the right to cancel or restrict or curtail or enlarge any or all of the provisions of the recruitment process, if need so arises, without any further notice and without assigning any reason there for.
- (xiii) The Bank may also assign such other related jobs/assignments as may be decided from time to time.

3.01 Relaxation in Upper age limit:

S. No	Category	Age Relaxation
a	Scheduled Caste/Scheduled Tribe	5 years
b	Other Backward Classes (Non-Creamy Layer)	3 years
c	Persons With Disabilities	10 years
d	Ex-Servicemen, Commissioned Officers including Emergency Commissioned Officers (ECOs)/ Short Service Commissioned Officers (SSCOs) who have rendered at least 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within one year from the last date of receipt of application) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or physical disability attributable to military service or invalidment.	5 years
e	Persons affected by 1984 riots	5 years

Note:

- a) The relaxation in upper age limit to SC/ST/OBC candidates is allowed on cumulative basis with only one of the remaining categories for which age relaxation is permitted as mentioned above at c to e.
- b) The maximum age limit specified is applicable to General Category candidates
- c) Candidates seeking age relaxation will be required to submit necessary certificate(s) in original / copies at the time of Interview and at any subsequent stage of the recruitment process.
- d) In case of an Ex-serviceman who has once joined in a Government job on the civil side after availing the benefits given to him as an Ex-servicemen for his re-employment, his Ex-serviceman status for the purpose of reemployment in Government ceases.

4. Reservations:

4.01 Reservations for SC/ST/OBC/EWS candidates would be extended as per rules / guidelines of Government of India

- 4.02 Reservation for Physically Handicapped (PH) or Person with Disabilities (PWD) @ 4% of the identified posts would also be extended. The PWD candidates should possess a latest certificate to the effect with Sub-category of disability i.e. Visually Impaired & Orthopedically Impaired, etc issued by the Medical Board/countersigned by the Medical Superintendent/ Chief Medical Officer/ Head of Hospital of Government appointed by Central/ State Government. Reservations for PWD (horizontal reservations) will be adjusted against the number of incumbent in the relevant reservation roster.
- 4.03 Ex-Serviceman: Only those candidates shall be treated as Ex-Servicemen who fulfill the revised definition as laid down in Govt. of India, Ministry of Home Affairs, Dept. of Personnel & Administrative Reforms Notification No.36034/ 5/85/Estt. (SCT) dated 27.10.1986 as amended from time to time. An Ex-Serviceman who has once joined in a Govt. Job on the civil side after availing the benefits given to him/ her as an Ex-Serviceman for his/ her re-employment, his/ her Ex-Serviceman status for the purpose of re-employment in Govt. jobs ceases.
- 4.04 **Reservation for Persons with Benchmark Disabilities:** - Reservation for Physically Handicapped (PH) candidates or Person with Disabilities (PWD) @ 4% of the identified posts would also be extended. Against the posts identified for each disabilities, of which one percent each shall be reserved for persons with benchmark disabilities under point (a), (b) and (c) and one percent, under point (d) and (e) mentioned below.
- Blindness and low vision;
 - deaf and hard of hearing;
 - locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
 - autism, intellectual disability, specific learning disability and mental illness;
 - multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities
- 4.05 Relaxations/ Concessions would be extended to SC/ST/OBC/EWS/PWD candidates as per the Government of India guidelines.
- 4.06 Competent Authority for the issue of the certificate to SC/ ST/ OBC/ EWS /Persons With Disabilities (PWD) is as under (as notified by Government of India from time to time):
- For Scheduled Castes/ Scheduled Tribes/ Other Backward Classes/ Economically Weaker Sections : (i) District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ First Class Stipendiary Magistrate/ City Magistrate/ Sub-Divisional Magistrate (not below the rank of First Class Stipendiary Magistrate)/ Taluk Magistrate/ Executive Magistrate/ Extra Assistant Commissioner (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate (iii) Revenue Officer not below the rank of Tehsildar (iv) Sub-divisional officer of the Area where the candidate and or his family normally resides.
 - For Persons with Disabilities: Authorized certifying authority will be the Medical Board at the District level consisting of Chief Medical Officer, Sub-Divisional Medical Officer in the District and an Orthopaedic/ Ophthalmic/ ENT Surgeon.
 - In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil Post & Services under Government of India. OBC caste certificate containing the Non-creamy layer clause should be valid as on the date of interview if called for (issued within one year prior to the date of interview if called for). Caste Name mentioned in certificate

should tally letter by letter with Central Government list / notification. Candidates belonging to OBC category but coming under creamy layer and/ or if their caste does not find place in the Central List are not entitled to OBC reservation. They should indicate their category as General in the online application form.

4.07 **Reservation for Economically Weaker Sections (EWS)** : Persons who are not covered under the scheme of reservation for SCs, STs and OBCs and whose family has gross annual income below Rs. 8.00 Lakhs (Rupees Eight Lakhs Only) are to be identified as EWS for benefit of reservation. Income shall also include income from all sources i.e. salary, agriculture, business, profession etc. for the financial year prior to the year of application.

Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of the family income:

- i. 5 acres of agricultural land and above;
- ii. Residential flat of 1000 sq. ft and above;
- iii. Residential plot of 100 sq. yards and above in notified municipalities;
- iv. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

Guidelines are subject to change in terms of Government of India guidelines/ clarifications, if any, from time to time.

5. **Emoluments (as on November 01, 2020)**

5.01 **Pay and allowances:**

Post	Consolidated Remuneration
Deputy General Manager, Grade 'D'	In the scale of 50030-1460(4)-55870-1650(2)-59170 (7 years)
Assistant General Manager, Grade 'C'	In the scale of 42020-1310(5)-48570-1460(2)-51490 (8 years)
Manager – Grade 'B'	In the scale of 31705-1145(1)-32850-1310(10)-45950 (12 years)
Assistant Manager – Grade 'A'	In the scale of 23700-980(7)-30560-1145(2)-32850-1310(7)-42020 (17 years)

In addition to the pay, the selected candidate will be eligible for allowances, perquisites and benefits as applicable to the Grade as per the Bank's rules, prevalent at the time of joining. Further, fitment of pay for new recruits in the cadre will be governed by relevant guidelines and extant Bank's policies.

5.02 **Terms of Appointment & Posting :**

Initial appointment for all posts will be on probation for a period of 1 year from the date of joining (which can be extended at the discretion of the Bank). Candidate will be posted at the Bank's discretion, to any offices of the Bank or the departments/ offices/ business units/ the Bank's associate institutions. The candidate will also be liable to be transferred to any place in/ outside India, as the Bank may decide from time to time in terms of the Bank's prevailing rules.

6. **Selection Procedure :**

6.01 The selection process for Grades viz 'A', 'B', 'C' and 'D' will comprise of preliminary screening based on the eligibility criteria, candidate's qualifications, suitability/ experience, etc. submitted online. Only such candidates will be called for Group Discussion (GD) and/ or Personal Interview (PI).

- 6.02 Depending upon the number of vacancies and number of suitable candidates, Bank reserves the right to pre-screen and shortlist requisite number of prima-facie eligible candidates for Grades 'A', 'B', 'C' and 'D'. The candidature, after preliminary screening and without verification of documents, will be provisional for all grades and will be subject to verification of all details/ documents with the originals when a candidate reports for GD/PI.
- 6.03 Preliminary screening and shortlisting will be based on the candidate's online submission of his/her academic track record, experience and the suitability of the candidate as decided by the Bank. Only such shortlisted candidates will be called for GD &/or PI. Candidates not clearing the GD/PI will not be considered for subsequent process of selection. Subject to the vacancies available under the respective category, only those candidates who pass GD/PI and are sufficiently high in the merit list will be shortlisted for further selection.
- 6.04 The center & address of the venue, time and date of interview will be informed to the shortlisted candidates through call letter and candidates have to attend the same at their own cost. Request for change of center will not be entertained. However, the Bank reserves its right to change/ add/ cancel the date, time, center, venue for the GD and/ or PI or hold supplementary selection process on particular date/ session/ venue/ center for set of candidates at its discretion, under unforeseen circumstances, if any. The changes, if any, shall be intimated to the candidates through Bank's website and candidate's registered email in advance.
- 6.05 Selection will be on the basis of marks secured by the candidate in PI. Total marks allotted for PI is 100. The minimum qualifying marks for PI would be 50 for General Category and 45 for SC/ST/OBC/PWD Category. Bank may change the mode of selection depending upon the number of suitable candidates. The final score should be sufficiently high in the merit list for the candidate to be shortlisted for subsequent process.
- 6.06 The final selection of candidate is subject to qualification in GD &/or PI, being sufficiently high in the merit list, being declared medically fit as per the Bank's standards of fitness and fulfilling the stipulated eligibility criteria as on the cut-off date. GD, if carried out as stipulated above shall be a filtering process and hence its score would not be used in preparation of merit list.
- 6.07 In case, more than one candidate scores the cut off marks (common mark at cut off point), such candidates will be ranked according to their age in descending order.
- 6.08 Mere eligibility, admission/qualification in GD &/or PI does not imply that the Bank is satisfied beyond doubt about the candidate's eligibility and it shall not vest any right in a candidate for selection. The Bank would be free to reject the candidature of any candidate at any stage of recruitment process, if he/she is found to be ineligible and/or furnished incorrect or false information/ certificates/ documents or has suppressed any material facts and the fees paid by the ineligible candidates shall be forfeited. If appointed, such a candidate may be summarily removed from the services of the Bank.

Important: The GD and/or PI for Grades 'A', 'B', 'C', and 'D' will be held at the Bank's Office. While appearing for GD and/or PI, if called, the candidate should produce valid prescribed documents given below. In the absence of documents candidature of the candidates shall be cancelled. Bank takes no responsibility to receive/ collect any certificate/remittance/ document sent separately.

7. List of Documents to be produced at the time of GD &/or PI (as applicable):

The following documents in original together with a self-attested photocopy in support of the candidate's eligibility and identity are to be invariably submitted at the time of interview failing which the candidate may not be permitted to appear for the interview. Non submission of requisite documents by the candidate at the time of interview will debar his/her candidature from further participation in the recruitment process.

- i) Print out of the original and valid Interview Call Letter.
- ii) Valid system-generated printout of the online application form.
- iii) Proof of Date of Birth (Birth Certificate or SSLC/ Std.X Certificate with DOB).
- iv) Photo Identify Proof as indicated in Point 11 below.

- v) Marksheets & provisional / degree certificates for educational qualifications.
- vi) Work Experience: For the Past employer: Relieving Letters and Experience Certificate from the past employer and for the present employer: Experience certificate, Offer Letters, Pay or Salary Slips clearly indicating the date of joining and date of relieving for each of the past or previous employer(s) mentioning the functional area of experience. The experience certificate or testimonials produced by the candidates should indicate the date of joining and relieving, designation at the time of joining, date of promotion with designation, if any. In case the same is not mentioned in either the experience certificate or Relieving letter, a bonafide experience certificate is required mentioning the experience of the candidate in desired functional area along with the duration. Any adverse remark from the previous employer(s) or any act of misconduct/ wrong committed by the candidate would be a disqualification to apply and render the candidature for cancellation.
- vii) Caste Certificate: If declared, Copy of Caste or Tribe or Class Certificate for SC, ST and OBC category candidates issued by the Competent Authority (as notified by Government of India from time to time).
- viii) EWS : The Income and Asset Certificate issued by the Competent Authority (as notified by Government of India from time to time) in the prescribed format as given in **Annexure- II** shall only be accepted as proof of candidate's claim as belonging to EWS.
- ix) PWD Certificate: If declared, Medical Certificate issued by the Competent Authority in case of PWD candidates.
- x) An Ex-serviceman candidate has to produce a copy of the Discharge Certificate/ Pension Payment Order and documentary proof of Rank last/ presently held (substantive as well as acting) at the time of interview.
- xi) Candidates serving in Government/ Quasi Govt. Offices/ Public Sector Undertakings (including Nationalized Banks and Financial Institutions) are required to produce a "No Objection Certificate" from their employer at the time of interview, in the absence of which their candidature will not be considered.
- xii) Persons eligible for age relaxation under "Persons affected by 1984 riots" must produce a certificate from the District Magistrate to the effect that they are eligible for relief in terms of the Rehabilitation Package for 1984 Riot Affected Persons sanctioned by the Government and communicated vide Ministry of Finance, Dept. of Financial Services communication No.F.No.9/21/2006-IR dated 27.07.2007.
- xiii) Any other relevant documents in support of eligibility.
- xiv) Candidates will not be allowed to appear for the interview if he/ she fails to produce the relevant eligibility documents as mentioned above.

Note: Inability to produce any of the above mentioned documents (both original and attested copy) at the time of interview will render the candidates ineligible for the selection. **No documents shall be directly sent to the Bank by candidates before or after the interview.**

8. Application Fee/ Intimation Charges (non-refundable):

Transaction charges for Online Payment of application fees/ intimation charges will have to be borne by the candidate. Candidates should ensure their eligibility before paying the fees/ applying online.

Category of Applicant	Application Fee
SC/ST/PWD	Rs.150/- (Intimation charges only)
For all others	Rs.700/- (Application fee + Intimation charges)

Application once made will not be allowed to be withdrawn and fee once paid will NOT be refunded under any circumstances nor can it be held in reserve for any other future Selection process.

9. Mode of Payment:

- i) Candidates have to make the payment of requisite fee/ intimation charges through ONLINE mode only.
- ii) Candidates have the option of remitting fees via ONLINE MODE only, where the application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- iii) The payment can be made using only Debit Cards (RuPay/ Visa/ MasterCard/ Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets by providing information as asked on the screen.
- iv) On successful completion of the transaction, an e-receipt would be generated.
- v) Candidates are required to take a print of the e-receipt and online application. Online payment receipt will have to be produced, at the time of GD &/or PI, as the case may be.
- vi) If the online transaction has not been successfully completed then the following message is displayed 'Your online transaction was unsuccessful. Please register again.' Candidates may then revisit the 'Apply Online' link and fill in their application details again.
- vii) Without call letter and online payment receipt, the candidates will not be allowed to appear for GD &/or PI.
- viii) Candidates are, therefore, advised to keep 3 photocopies of the online payment receipt for future use.

Note:

- After submitting your payment information in the online application form, please wait for the intimation from the server, DO NOT press Back or Refresh button in order to avoid double charges.
- For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
- To ensure the security of your data, please close the browser window once your transaction is completed.
- Application once made will not be allowed to be withdrawn and fees once paid will NOT be refunded on any account nor can it be held in reserve for **any other recruitment or selection process.**

10. How to apply:

1. **Candidates are required to apply Online through website www.idbibank.in (Careers/ Current Openings). No other means/ mode of application will be accepted.**
2. **Candidates are required to have a valid personal email ID and Contact No.** It should be kept active till completion of this recruitment process. Bank may send call letters for GD &/or PI etc. through the registered email ID. In case, a candidate does not have a valid personal email ID, he/ she should create his/ her new email ID before applying Online.
3. Use of special characters while filling the form will not be allowed. **In case the candidate is unable to fill in the application form in one go, he/ she can save the data already entered.** When the data is saved, a Provisional Registration Number and password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and password. An Email & SMS indicating the Provisional Registration Number and Password

will also be sent. They can reopen the saved data using Provisional Registration Number and password and edit the particulars, if needed. This facility will be **available for three times only.** Once the application is filled in completely, candidate should submit the data.

4. Candidates are advised to carefully fill in the online application themselves as no change in any of the data filled in the online application will be possible/ entertained. Prior to submission of the online application candidates are advised to use the 'SAVE AND NEXT' facility to verify the details in the online application form and modify the same if required. No change is permitted after clicking on FINAL SUBMIT button. Visually Impaired candidates will be responsible for carefully verifying/ getting the details filled in, in the online application form properly verified and ensuring that the same are correct prior to submission as no change is possible after submission.
5. There is a provision to modify the online application **prior to submission** only. Candidates are requested to make use of this facility to correct the details in online application, if any
6. All the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Post Applied for, Address, Mobile Number, Email ID, etc. will be considered as final and no change/ modifications will be allowed after submission of the online application form.
7. An email/ SMS intimation with the Registration Number and Password generated on successful registration of the application will be sent to the candidate's email ID/ Mobile Number specified in the online application form as a system generated acknowledgement. **If candidates do not receive the email and SMS intimations at the email ID/ Mobile number specified by them, they may consider that their online application has not been successfully registered.**
8. An online application which is incomplete in any respect such as without photograph, signature, Brief Resume (PDF), ID Proof (PDF), Proof of Date of Birth (PDF), Caste/PWD Certificate (PDF), Educational certificate and relevant experience/relieving letter (if any) uploaded in the online application form/ unsuccessful fee payment will not be considered as valid
9. Any information submitted by a candidate in his/ her application shall be binding on the candidate personally and he/ she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at a later stage.
10. Instruction for uploading of Photograph and Signature are as per **Annexure I.** Instruction for uploading of Brief Resume, ID Proof, Proof of Date of Birth, Caste/ PWD Certificate, Educational certificate and relevant experience/relieving letter (if any) is as per **Annexure III.**

11. Identity Verification

At the time of GD &/or PI, the original call letter along with a photocopy of the candidate's photo identity (bearing the same name as it appears on the call letter) such as PAN Card/ Passport/ Driving License/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer/ People's Representative along with a photograph / Identity Card issued by a recognized College/ University/ Aadhar card with a photograph/ Employee ID should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/ her details on the call letter, in the Attendance List and requisite documents submitted. **If identity of the candidate is in doubt the candidate may not be allowed to appear for the GD &/or PI. Ration Card will not be accepted as valid id proof for this recruitment project/ process.**

In case of candidates who have changed their name, they will be allowed only if they produce original Gazette notification/ their original marriage certificate/ affidavit in original, mentioning the changed name.

Note: Candidates have to produce, in original, the same photo identity proof bearing the name as it appears on the online application form/ call letter and submit photocopy of the same.

12. General Eligibility

Medical Fitness, Character and Caste (wherever applicable) verification of selected candidates: The appointment of selected candidates will be subject to their being declared medically fit as per medical fitness standards followed by the Bank and upon satisfactory verification of their character, antecedents and caste certificates (wherever applicable). Till such time, the appointment of the selected candidates in the Bank will be provisional. Such appointment will also be subject to the Service, Conduct Rules & Policies of the Bank.

13. General Instructions

- (i) Cut-off date: **November 01, 2020.**
- (ii) Before submitting the online application form, the candidates must ensure that they fulfill all the eligibility criteria with respect to age, educational qualifications, experience, etc. as stated in this advertisement. If the candidates are not eligible, their candidature will be cancelled at any stage of the recruitment. If the candidate qualifies in the selection process and subsequently it is found that he or she does not fulfill the eligibility criteria, his or her candidature will be cancelled and if appointed, services would be terminated without any notice or compensation.
- (iii) Applications should be submitted only by the on-line mode through IDBI Bank's website, after carefully going through all the instructions contained in General Instructions given in the advertisement and in the Online Application Form. No other means or mode of application form would be accepted.
- (iv) Candidates are advised in their own interest to apply online much before the closing 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. The Bank does not assume any responsibility for the candidates not being able to submit their application within the last date on account of the above reasons or any other reason beyond the control of the Bank.
- (v) **Not more than one application should be submitted by any candidate. In case of multiple applications only the latest valid (complete) application will be retained and the application fee/ intimation charges paid for the other multiple registration(s) will stand forfeited. Multiple attendance/ appearances at the time of GD and/or PI will be summarily rejected/ candidature cancelled.**
- (vi) Request for change of centre for GD and/or PI will not be considered. However, IDBI Bank reserves the right to cancel or add any centre depending upon the response in that centre.
- (vii) IDBI Bank reserves the right to modify or amend or reverse or cancel any or all of the provisions of the recruitment process including eligibility criteria.
- (viii) IDBI Bank may at its sole discretion, re-hold GD and/or PI or additional PI, wherever necessary in respect of a center or venue or specific candidates(s) and/or all centers or all candidates.
- (ix) Candidates would not be allowed for GD &/or PI without the original call letter. No duplicate call letter would be issued to the Candidates.
- (x) All candidates belonging to SC, ST, OBC, EWS, Ex-Serviceman and PWD category should produce at the time of interview, attested copy of the relevant certificate in the prescribed form from the Competent Authority empowered to issue such certificate. The name of the caste should be listed in central list of SC/ST/OBC and the caste certificates should be in central government format. OBC certificate should be of a recent date with suitable mention about creamy layer. (Candidates with "Non-Creamy Layer Clause" certificate would be eligible for reservation as per Government of India guidelines). The PWD candidates shall possess a certificate of disability issued by the competent authority as per the Government of India guidelines.
- (xi) For Economically Weaker Sections(EWS): The Income and Asset Certificate issued by any one of the following authorities in the prescribed format as given in **Annexure- II** shall only be accepted as proof of candidate's claim as belonging to EWS:

- District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ 1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Assistant Commissioner.
- Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate
- **Revenue Officer not below the rank of Tehsildar and Sub- Divisional Officer of the area where the candidate and/or his family normally resides.**

- (xii) The candidate's appointment will remain provisional subject to caste or tribe certificates being verified through proper channel and verification of other testimonials. The candidate's services will be liable to be terminated forthwith without assigning any reason in case the verification reveals that his or her claim for belonging to SC, ST, OBC, EWS, PWD and Ex-Serviceman category and other testimonials is false. IDBI Bank also reserves its right to take such further action against the candidates, as it may deem proper, for production of such false caste certificate/ testimonials.
- (xiii) SC/ ST candidates eligible for the selection process will be reimbursed, on production of tickets, the to and fro actual single return Second Class railway fare by the shortest route from the place of their residence to the place of GD &/or PI. **This concession will not be admissible to SC/ST candidates who are already in service in Central or State Government or Corporations or Public Undertakings or Local Government or Institutes and Panchayats.**
- (xiv) Candidates already in service of Government or Quasi Government Organizations and Public Sector Banks or Undertakings will have to produce a 'No Objection Certificate' from their employer, at the time of GD and/or PI. Before appointment in the Bank, a proper discharge certificate or Release Order from the employer will have to be produced. If the Application is required to be routed through the employer and in the process it reaches after the due date, it will not be considered even though submitted to the employer before the due date.
- (xv) IDBI Bank shall not furnish the mark-sheet of selection process to Candidates.
- (xvi) IDBI Bank shall not entertain requests from candidates seeking advice about their eligibility to apply nor from any eligible and not selected Candidates.
- (xvii) Canvassing in any form will be a disqualification.
- (xviii) In all matters regarding eligibility, the selection process, the stages at which scrutiny of the documents regarding eligibility is to be undertaken, documents to be produced for the selection process, assessment, prescribing minimum qualifying standards in the selection process, number of vacancies and communication of result, etc., IDBI Bank's decision shall be final and binding on the Candidates and no correspondence shall be entertained in this regard.
- (xix) Candidates with suppression or concealment of any information and containing incorrect or misleading information will lead to the Candidates being disqualified, as and when detected, irrespective of the stage of selection process and will also lead to dismissal from employment on its detection any time after appointment.
- (xx) The appointment of the Candidates is liable to be terminated forthwith without any notice or compensation in lieu of notice, if any declaration or statement or information furnished by them is found to be false or untrue or if any material information is found to be suppressed, or concealed by them.
- (xxi) Candidates are advised not to change their signature at any point of time during and after the recruitment process. Candidates are advised to keep their email ID and mobile number live for receiving advices like call letters, interview advices, etc.
- (xxii) Any resultant dispute arising out of this advertisement and the selection process shall be subject to the sole jurisdiction of the Courts situated in Mumbai only.
- Disclaimer:** - Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/ she will not be allowed to appear in any of the recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect. Clarifications/Decisions of the Bank in respect of all matters pertaining to this recruitment would be final and binding on all candidates. Merely satisfying the eligibility

criteria norms do not entitle the candidate to be called for GD &/or PI. The Bank reserves the right to call only the requisite number of candidates for GD &/or PI after preliminary screening/ short-listing with reference to the candidate's age, qualification, experience, essential requirements, suitability etc.

The Bank reserves the right to reject any application/ candidature at any stage or cancel the conduct of GD &/or PI without assigning any reason(s) thereof.

Date:- 23-12-2020

General Manager- HR

Annexure – I**GUIDELINES FOR SCANNING THE PHOTOGRAPH & SIGNATURE**

Before applying online a candidate will be required to have a scanned (digital) image of his/ her photograph and signature as per the specifications given below.

(i) Photograph Image (4.5cm × 3.5cm)

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 10 kb to 60 kb
- Ensure that the size of the scanned image is not more than 60kb. If the size of the file is more than 60 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

(ii) Signature Image

- The candidate has to sign on white paper with Black Ink pen.
- The signature must be signed only by the candidate and not by any other person.
- The signature will be used to put on the Attendance sheet and wherever necessary.
- The candidate's signature obtained on the call letter and attendance sheet at the time of the examination should match the uploaded signature. In case of mismatch, the candidate may be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb – 30kb
- Ensure that the size of the scanned image is not more than 30kb
- Signature in CAPITAL LETTERS shall NOT be accepted.

(iii) Scanning the photograph & signature

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Color to True Color
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MS Office can easily obtain photo and signature in jpeg format not exceeding 60kb & 30kb respectively by using MS Paint or MS Office Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 60 kb (photograph) & 30 kb(signature) by using crop and then resize option (Please see point & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.
- If the file size and format are not as prescribed, an error message will be displayed.
- While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph and signature.

(iv) Procedure for Uploading the Photograph and Signature

- There will be two separate links on 2 separate pages for uploading Photograph and Signature
- Click on the respective link on respective pages to upload photo and signature
- Click on Choose File to browse and select the location where the Scanned Photograph / Signature file has been saved.
- Select the file by clicking on it
- Click the 'Upload' button to upload the photo / sign.
- Click on Continue button to move to next page.
- Your Online Application will not be registered unless you upload your photograph and signature as specified.

Note:

- (a) In case the face in the photograph or signature is unclear the candidate's application may be rejected. After uploading the photograph/ signature in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may edit his/ her application and re- upload his/ her photograph or signature, prior to submitting the form.
- (b) After registering online candidates are advised to take a printout of their system generated online application forms.
- (c) Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.

Annexure II
Government of
(Name and Address of the authority issuing the certificate)
INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date: _____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./ Kumari _____ son/daughter/wife of _____ permanent resident of _____, Village/Street _____ Post Office _____ District _____ in the State/ Union Territory _____ Pin Code _____ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his /her 'family'** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year _____. His/Her family does not own or possess any of the following assets***:

- I. acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./ Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with seal of office _____

Name _____

Designation _____

**Recent Passport
size attested
photograph of the
applicant**

* Note 1 : Income covered all sources i.e. salary, agriculture, business, profession, etc

** Note 2 : The term "Family" for this purpose includes the person who seek benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

***Note 3 : The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS Status

Annexure – III**GUIDELINES FOR SCANNING & UPLOADING OF DOCUMENTS**

Before applying online a candidate will be required to have a scanned (digital) image of his/ her documents as per the specifications given below.

Document file type/ size

- All Documents must be in PDF format.
- Page size of the document to be A4
- Size of the file should not be exceeding 500 KB
- In case of Document being scanned, please ensure it is saved as PDF and size not more than 500 KB as PDF. If the size of the file is more than 500KB, then adjust the setting of the scanner such as the DPI resolution, no. of colors etc., during the process of scanning. Please ensure that Documents uploaded are clear and readable.

Procedure for uploading Documents

- There will be separate links for uploading each document.
- Click on the respective link "Upload"
- Browse & select the location where the PDF file has been saved.
- Select the file by clicking on it and Click the 'Upload' button.
- Click Preview to confirm the document is uploaded and accessible properly before submitting the application. If the file size and format are not as prescribed, an error message will be displayed
- Once uploaded/ submitted, the Documents uploaded cannot be edited/ changed

Note:

In case the documents uploaded are irrelevant/ unclear, the candidate's application may be rejected.