

SUMMARY OF AVAILABLE POSITIONS TO BE FILLED UP ON DEPUTATION

IPPB calls for applications for the following posts from Public Sector Banks to be placed on deputation at the Corporate Office in Delhi.

#	Function	Role	Vacancies	Scale
1.	Operations	GM (Branch Operations)	1	TEGS - VII
2.	Operations	DGM (Back Office Operations)	1	TEGS - VI
3.	Risk and Compliance	DGM (Legal)	1	TEGS- VI
4.	Risk and Compliance	DGM (Operational Risk and Fraud)	1	TEGS - VI
5.	Risk and Compliance	DGM (Regulatory Compliance)	1	TEGS - VI
6.	Finance	DGM (Accounts)	1	TEGS - VI
7.	Finance	DGM (Treasury)	1	TEGS - VI
8.	Finance	AGM (Financial Planning & Budgeting)	1	SMGS - V
9.	Finance	AGM (Regulatory Reporting)	2	SMGS - V
10.	Finance	Chief Manager (Taxation)	1	SMGS - IV
11.	Finance	Chief Manager (Procurement)	1	SMGS - IV
12.	Finance	Chief Manager (Book Keeping & Accounting)	3	SMGS - IV
13.	Product	DGM (Government Products)	1	TEGS - VI
14.	Product	Chief Manager (Retail Products)	1	SMGS - IV
15.	Product	Chief Manager (Merchant Products)	1	TEGS - VI
16.	Marketing	Chief Manager (Public Relations)	1	SMGS - IV
17.	HR and Administration	Chief Manager (Administration)	1	SMGS - IV
18.	HR and Administration	AGM (Human Resource Development)	1	SMGS - V
19.	Internal Audit	AGM (Internal Audit)	1	SMGS - V
20.	Sales	AGM (Sales Reporting)	1	SMGS - V
21.	Technology	DGM (Program/ Vendor Management)	1	TEGS - VI
Total			24	

Note: The grades shown in the table above correspond to pay scales followed by Public Sector Banks.

REQUIREMENT OF EMPLOYEES ON DEPUTATION FROM PUBLIC SECTOR BANKS

Terms of Deputation

1. Relaxations in eligibility criteria can be considered on a case to case basis.
2. The Registered Office of IPPB would be at Delhi.
3. The period of deputation would be for 3 years and the same may be extended if required.
4. Total number of employees required on deputation at various scales: 24
5. The format of the CV is given in Annexure-III.
6. The applicants are advised to specify the subject line of e-mail as "Application of Mr. /Ms. of Bank for role.
7. Applicants are also advised to caption / name the file with their personal name, grade and bank in which they are currently working for easy identification.
8. Interested employees may respond with their CVs latest by 09/10/2016 to the following e-mail ID: pbi-project@gov.in and send the hard copies of the same through the proper channel of respective banks to the following address:

Ms. Madhumita Das

Director

India Post Payments Bank Limited

Post Office, Speed Post Centre Building,

Market Road, New Delhi -110 001

9. The hard copies of the CVs should reach the above address from the respective Banks by 19/10/2016, along with their vigilance clearances.
10. All applicants shall go through a selection process conducted by IPPB.
11. IPPB may request for copies of performance appraisal for last three years on need to know basis. The copies may be sent through the proper channel of respective banks.

Job Profile

#	Function	Post	Job Profile
1.	Operations	GM (Branch Operations)	<ol style="list-style-type: none"> 1. Build robust branch operations for IPPB in line with the overall operational, financial, technological and organizational aims of the organization. 2. Devise and implement branch operations governance framework, policies and processes to support business goals. 3. Ensure alignment of branch operations with overall organization banking operations. 4. Oversee the branch activities of all branches relating to internal services and operational issues. 5. Coordinate with Circles to ensure standardization and application of uniform policies, procedures and security controls. 6. Coordinate the budgetary activities of the branches.
2.	Operations	DGM (Back Office Operations)	<ol style="list-style-type: none"> 1. Create processes and oversee operations pertaining to potential customers, third party vendors, etc. 2. Create processes to assess, verify and approve potential customers (e.g. KYC). 3. Create processes and lead third party/ vendor teams to facilitate employee onboarding, customer service and support processes for consumers & merchant customers. 4. Liaise with vendors to troubleshoot hardware/software issues. 5. Create, implement and manage error free transaction reporting and reconciliation. 6. Manage SLA Contracts for ATM Vendors.
3.	Risk and Compliance	DGM (Legal)	<ol style="list-style-type: none"> 1. Oversee reporting on proposed or newly enacted policy, laws, regulations and on-going compliance issues, and facilitate in the necessary compliance programme accordingly. 2. Coordinate and work with internal and external parties including external lawyers on the preparation of daily correspondence. 3. Provide inputs and oversee research on legislations and judicial precedents. 4. Drafting / Vetting of MOUs / JV Agreements / Non-Disclosure Agreements / Confidentiality Agreements / Teaming Agreements / International MOUs and Agreements related to all transactions for all departments. 5. Monitor legal developments and prepare internal communication to all concerned stakeholders on timely basis.

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			<ol style="list-style-type: none"> 6. Oversee preparation of standard contracts, templates, documents and other policies and processes. 7. Identify legal issues and other risks and appropriate solution, working in collaboration with relevant department, in the product or transaction authorization documents. 8. Establish and maintain frameworks to identify, assess, manage, monitor, mitigate and report legal issues affecting the business. 9. Support relevant department in advising suitable legal recourse and/or enforcement of security. 10. Defend the bank's interest in case of any law suit against the bank in a court of law.
4.	Risk and Compliance	DGM (Operational Risk and Fraud)	<ol style="list-style-type: none"> 1. Support the GM (Risk & Compliance) / Chief Risk and Compliance Officer in developing and implementing sound operational risk and fraud risk policies and programs in the Bank across all channels. 2. Drive the operational risk activities within the bank, identify and mitigate operational risk in coordination with relevant stakeholders. Manage and Supervise the Operational Risk team and provide Operational risk support. 3. Develop and implement controls to manage operational risk within the bank. 4. Act as a single point of contact for matters relating to operational risk and fraud risk, ensure all regulatory reporting with regard to frauds are carried out in a timely manner. 5. Aggregate and analyse risk events reported by business entities. 6. Evaluate various risks residing in each function within the bank and ensure that those are within acceptable limits. 7. Conduct and coordinate risk review of the proposed new products and processes of technology. Conduct risk assessment of proposed new products/ processes/ systems and coordinate views of others departments and submit the same to the senior management level committee for approval.
5.	Risk and Compliance	DGM (Regulatory Compliance)	<ol style="list-style-type: none"> 1. Ensure regulatory guidelines are disseminated throughout the organization. 2. Co-ordinate regulatory inspection in IPPB. 3. Ensure and align strategic compliance processes and activities and identify and mitigate regulatory compliance within the Bank.

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			<ol style="list-style-type: none"> 4. Provide direct involvement to the compliance teams within the Bank, as well as providing compliance support. 5. Monitor closely compliance activities within the Bank. Conduct compliance testing on a periodic basis. 6. Conduct compliance risk assessments existing and new products/ processes/ systems. 7. Develop and implement controls to manage compliance regulations for the Bank. 8. Ensure smooth monitoring and reporting on effectiveness of compliance controls.
6.	Finance	DGM (Accounts)	<ol style="list-style-type: none"> 1. Ensure efficient functioning of the Accounts department of the Bank. 2. Prepare and maintain Financial Accounts and reports (including Board level reports on key performance indicators). 3. Responsible for monthly/quarterly account reconciliations and other documents to ensure this compliance. 4. Provide Audit Support. 5. Interpret mandatory RBI reports and advise the Bank on the same.
7.	Finance	DGM (Treasury)	<ol style="list-style-type: none"> 1. Manage all treasury functions including funding and investment related activities of the bank. 2. Ensure adequate controls are in place for liquidity management and investment related activities. 3. Manage balance sheet risk management through coordination with business units, risk and other departments. 4. Develop and maintain Policies & Procedures manual for Treasury & Investments Operations with adequate controls. 5. Overall monitoring of RBI settlements and Current accounts of the bank with other correspondents. 6. Review and manage the Bank's liquidity position in line with the risk appetite approved by the Board and guidelines issued by RBI. Responsible for the profitability of the unit and for optimizing the Return on Investments. 7. Sign off on all treasury processes, set up the whole treasury function - processes, technology and hiring.
8.	Finance	AGM (Financial Planning & Budgeting)	<ol style="list-style-type: none"> 1. Finalize the budget for the Bank. 2. Plan, coordinate, and execute the annual budget process in cooperation with all functions. 3. Serve as the management liaison to the board and audit committee.

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			4. Effectively communicate and present critical financial matters at select board of directors and committee meetings.
9.	Finance	AGM (Regulatory Reporting)	<ol style="list-style-type: none"> 1. Monitor and manage all statutory and financial reports. 2. Ensure that credit risk is balanced with business objectives, targets are met and that only valid claims with proper management authorization are paid. 3. Accountable for ensuring that policies and procedures (internal controls) are in place to provide reasonable assurance that the company assets are protected. 4. Ensure that company financial records, under responsibility, are maintained in compliance with company policies and IFRS. Responsible for reviewing monthly/quarterly account reconciliations and other documents to ensure this compliance. 5. Assist with the process of the production of Consolidated Financial Accounts under IFRS standards. 6. Manage monthly group reporting process of Consolidated P&L and Balance Sheets under IFRS standards, working closely with the subsidiaries to ensure understanding of business drivers on results.
10.	Finance	Chief Manager (Taxation)	<ol style="list-style-type: none"> 1. Estimate advance taxes, finalizing tax return, assisting tax audit, assessment and tax planning. 2. Compliance with all statutory provisions, handling correspondence and issue of certificate and reconciliation with accounting records 3. Compliance of tax provision, checking input credit, return and audit. 4. Complete federal, international and state income tax returns including all related analysis and support. 5. Ensure that appropriate internal controls are in place over accounting for income taxes.
11.	Finance	Chief Manager (Procurement)	<ol style="list-style-type: none"> 1. Manage the procurement and contracting of non-IT related material. 2. Analyze and calculate costs of procurement and suggest methods to decrease expenditure. 3. Frame and update Procurement Policy periodically. 4. Issue Request for Proposal documents for procurement of items and service contracts. 5. Ensure policies and procurement processes are in line with CVC guidelines.

#	Function	Post	Job Profile
12.	Finance	Chief Manager (Book Keeping & Accounting)	<ol style="list-style-type: none"> 1. Prepare and maintain Financial Accounts and reports (including Board level reports on key performance indicators). 2. Ensure that policies and procedures (internal controls) are in place to provide reasonable assurance that the company assets are protected. 3. Ensure that company financial records are maintained in compliance with the bank's policies. 4. Monthly/quarterly account reconciliations and other documents to ensure this compliance. 5. Manage non-banking accounts receivables, payables & vendor payments.
13.	Product	DGM (Government Products)	<ol style="list-style-type: none"> 1. Partner with central Government Ministries / Departments to get the Direct Benefit Transfer (DBT) disbursal business. 2. Be part of any central government policy discussion to help solicit business opportunities for IPPB 3. Maintain relationship with the existing Government Ministries / Departments 4. Ensure integration of Public Fund Management System (PMFS) and IPPB CBS technology platforms for smooth flow of funds disbursal of acquired government disbursal business 5. Ensure resolution to operational issues for the disbursal of acquired government disbursal business
14.	Product	Chief Manager (Retail Products)	<ol style="list-style-type: none"> 1. Oversee and manage the design, development and pricing of retail banking products for individual customers. 2. Responsible for overall planning and P&L of retail banking products like Current Account, Savings Account, Term Deposit, Recurring Deposit etc. 3. Required to bring products to market at the earliest. 4. Conceptualize products based on market needs.
15.	Product	Chief Manager (Merchant Products)	<ol style="list-style-type: none"> 1. Oversee and manage the design, development and pricing of merchant banking products. 2. Responsible for overall planning and P&L of merchant banking product. 3. Required to bring products to market at the earliest. 4. Conceptualize products based on market needs.
16.	Marketing	Chief Manager (Public Relations)	<ol style="list-style-type: none"> 1. Lead and manage strategy requirements for Public Relations. 2. Write and produce presentations and press release. 3. Deal with enquiries from the public, the press and related organisations.

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			<ol style="list-style-type: none"> 4. Organize promotional events such as press conferences, open days, exhibitions, tours and visits. 5. Speak publicly at interviews, press conferences and presentations. 6. Provide stakeholders with information about new promotional opportunities and current PR campaigns progress. 7. Design, build and maintain various media presence. 8. Liaison with various stakeholders for budgets, timescale and objectives of campaigns.
17.	HR and Administration	Chief Manager (Administration)	<ol style="list-style-type: none"> 1. Manage the procurement of non-technology supplies in IPPB branches and corporate office. 2. Ensure that all general administration activities such as security, network, utilities are well managed. 3. Maintain inventory and manage repair/ maintenance of equipment. 4. Responsible for travel desk and making other arrangements as per HR policy. 5. Responsible for management of office space and other admin related activities.
18.	HR and Administration	AGM (Human Resource Development)	<ol style="list-style-type: none"> 1. Oversee the manpower planning process for the bank based on vacancies and factoring in retirements/ attrition. 2. Oversee the recruitment process for all posts across all scales. 3. Plan and help facilitate training courses and programs for all employees of the bank. 4. Oversee implementation of performance appraisal process for all employees of the bank according to defined timelines.
19.	Internal Audit	AGM (Internal Audit)	<ol style="list-style-type: none"> 1. Oversee and participate in development and/or maintenance of customized risk assessment, audit planning, and audit testing methodologies, including development and maintenance of audit programs and tools, and audit reporting and follow-up methodologies. 2. Build and maintain a partnership relationship with management to develop and maintain cost-effective, efficient systems of internal control. 3. Supervise and perform financial and operational reviews of internal control processes and computer systems. 4. Discuss and develop audit findings and action plans with management. 5. Coordinate efforts with external audit firm to ensure cost-effective audit coverage, increase

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			<p>reliance on the work of Internal Audit and avoid duplication of effort wherever possible.</p> <p>6. Ensure compliance to audit as applicable to a Government owned bank.</p>
20.	Sales	AGM (Sales Reporting)	<ol style="list-style-type: none"> 1. Oversee the implementation of sales and business development strategies for IPPB in order to ensure the right mix of competitive services to best meet customer demands and achieve corporate goals. 2. Work towards achieving business plan and sales targets for each circle identified for sale of products with a defined action plan and strategy for each department. 3. Evaluate marketing and sales budgets periodically including manpower-planning initiatives and ensuring adherence to planned expenses. 4. Oversee the execution of the tactical elements of sales to develop best practices and continuously improve effectiveness: sales model/processes/methodologies, competencies, productivity metrics, quota planning, compensation plan design, coverage model, territory design, lead generation management, departmental communications. 5. Oversee the day-to-day sales process execution and adherence to policies, identify problems, recommend/take corrective action and communicate performance results and/or changes throughout sales organization and cross-functional business unit team.
21.	Technology	DGM (Program/ Vendor Management)	<ol style="list-style-type: none"> 1. Implement IPPB product for launch. 2. Coordinate participation between all technical parties involved in developing products. 3. Work closely with the business teams to lead a technology project. 4. Liaise with legal, finance and business with respect to the commercial viability of the contract with vendors and ensure that vendor contracts are being delivered in line with the agreed contract, to the level of performance, quality, and compliance needs. 5. Drive to deliver maximum customer value within the timeframe and budget allocated, while maintaining appropriate product, design, code quality. 6. Oversee the creation of detailed project plans and coordination internal resources/vendor for the flawless execution of projects.

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			<ul style="list-style-type: none"> 7. Ensure that all parties are working together to deliver projects on-time, within scope and within budget. 8. Sign off on Software Requirements Specification prepared by the Technology Consultant.

Job Specification (Eligibility)

#	Function	Role	Scale	Job Specifications
1.	Operations	GM (Branch Operations)	TEGS - VII	<p>Age Limit: 38 years to 56 years</p> <p>Note: The candidate should be born not before 02.09.1961 and not later than 01.09.1978 (both dates inclusive).</p> <p>Minimum Educational Qualification: Graduate from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body.</p> <p>Note: CAIIB Certification is preferred.</p> <p>Post Qualification Work Experience Minimum 18 years of experience in banking/ financial Services industry is mandatory. (And) Minimum 3 years of experience in heading or one level below the head of operations of a bank, operating in a technology environment, is mandatory.</p> <p>(And) The candidate should be working in a PSB in at least Scale VI.</p>
2.	Operations	DGM (Back Office Operations)	TEGS - VI	<p>Age Limit: 35 to 50 years</p> <p>Note: The candidate should be born not before 02.09.1966 and not later than 01.09.1981 (both dates inclusive).</p> <p>Minimum Educational Qualification: Graduate from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body.</p> <p>Note: CAIIB Certification is preferred.</p> <p>Post Qualification Work Experience: Minimum 15 years of experience in bank operations with at least 3 years of experience in managing Central Processing Centre in a bank, is mandatory.</p> <p>(And)</p>

#	Function	Role	Scale	Job Specifications
				The candidate should be working in a PSB in at least Scale V.
3.	Risk and Compliance	DGM (Legal)	TEGS-VI	<p>Age Limit: 35 to 50 years</p> <p>Minimum Educational Qualification Graduate (With Specialization in Law) from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body is mandatory.</p> <p>Post Qualification Work Experience: Minimum 15 years of experience is mandatory.</p> <p>(And)</p> <p>Minimum 6 years of experience in legal matters related to Banks or Financial Services is mandatory.</p> <p>(And)</p> <p>The candidate should be working in a PSB in at least Scale V.</p>
4.	Risk and Compliance	DGM (Operational Risk and Fraud)	TEGS - VI	<p>Age Limit: 35 to 50 years</p> <p>Minimum Educational Qualification Chartered Accountant from ICAI is mandatory.</p> <p>(Or)</p> <p>Graduate (With Specialization in Law) from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body is mandatory.</p> <p>Note:</p> <p>Certification in Financial Risk Management from GARP is desirable.</p> <p>Post Qualification Experience: Minimum 15 years of experience is mandatory.</p> <p>(And)</p> <p>Minimum 6 years of experience in risk and fraud in Banks or Financial Services is mandatory.</p> <p>(And)</p> <p>The candidate should be working in a PSB in at least Scale V.</p>

#	Function	Role	Scale	Job Specifications
5.	Risk and Compliance	DGM (Regulatory Compliance)	TEGS - VI	<p>Age Limit: 35 to 50 years</p> <p>Minimum Educational Qualification Chartered Accountant from ICAI is mandatory.</p> <p>(Or) Graduate (With Specialization in Law) from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body is mandatory.</p> <p>Note: Certification in Financial Risk Management from GARP is desirable.</p> <p>Post Qualification Experience: Minimum 15 years of experience is mandatory.</p> <p>(And) Minimum 6 years of experience in regulatory compliance in Banks or Financial Services is mandatory.</p> <p>(And) The candidate should be working in a PSB in at least Scale V.</p>
6.	Finance	DGM (Accounts)	TEGS - VI	<p>Age Limit: 35 years to 55 years.</p> <p>Minimum Educational Qualification: Chartered Accountant from ICAI.</p> <p>Post Qualification Work Experience: Minimum 15 years of experience is mandatory</p> <p>(And) Minimum 3 years of experience handling accounts function of a bank or one level below the head of the accounts function in a Bank is mandatory.</p> <p>(And) The candidate should be working in a PSB in at least Scale V.</p>
7.	Finance	DGM (Treasury)	TEGS - VI	<p>Age Limit: 35 years to 55 years.</p> <p>Minimum Educational Qualification: Chartered Accountant from ICAI.</p> <p>(Or)</p>

#	Function	Role	Scale	Job Specifications
				<p>Post Graduate from University/ Institution/ Board recognized by the Government of India/ International University of repute (or) approved by a Government Regulatory Body.</p> <p>Note: MBA from University/ Institution/ Board recognized by the Government of India/ International University of repute (or) approved by a Government Regulatory Body is preferred.</p> <p>Post Qualification Work Experience: Minimum 15 years of experience is mandatory.</p> <p>(And) Minimum 3 years of experience in handling treasury function of a bank or one level below the head of the treasury function of a Bank is mandatory.</p> <p>(And) The candidate should be working in a PSB in at least Scale V.</p>
8.	Finance	AGM (Financial Planning & Budgeting)	SMGS - V	<p>Age Limit: 32 years to 50 years.</p> <p>Minimum Educational Qualification: Chartered Accountant from ICAI</p> <p>Post Qualification Work Experience: Minimum 12 years of experience in a finance department of a Bank or Financial Institution is mandatory.</p> <p>(And) The candidate should be working in a PSB in at least Scale IV.</p>
9.	Finance	AGM (Regulatory Reporting)	SMGS - V	<p>Age Limit: 32 years to 50 years.</p> <p>Minimum Educational Qualification: Chartered Accountant from ICAI</p> <p>Note: MBA from University/ Institution/ Board recognized by the Government of India/ International University of repute (or) approved by a Government Regulatory Body, is preferable.</p> <p>Post Qualification Work Experience: Minimum 12 years of experience is mandatory.</p> <p>(And)</p>

#	Function	Role	Scale	Job Specifications
				<p>Minimum 8 years of experience in regulatory reporting and accounts function is mandatory.</p> <p>(And)</p> <p>The candidate should be working in a PSB in at least Scale IV.</p>
10.	Finance	Chief Manager (Taxation)	SMGS - IV	<p>Age Limit: 29 years to 50 years.</p> <p>Minimum Educational Qualification: Chartered Accountant from ICAI.</p> <p>Post Qualification Work Experience: Minimum 9 years of experience is mandatory.</p> <p>(And)</p> <p>Minimum 6 years of experience in taxation matters of a Bank or Financial Institution is mandatory.</p> <p>(And)</p> <p>The candidate should be working in a PSB in at least Scale III.</p>
11.	Finance	Chief Manager (Procurement)	SMGS - IV	<p>Age Limit: 29 years to 50 years.</p> <p>Minimum Educational Qualification: Chartered Accountant from ICAI.</p> <p>(Or)</p> <p>Post Graduate from University/ Institution/ Board recognized by the Government of India/ International University of repute (or) approved by a Government Regulatory Body.</p> <p>Note: MBA in Finance from University/ Institution/ Board recognized by the Government of India/ International University of repute (or) approved by a Government Regulatory Body is preferred.</p> <p>Post Qualification Work Experience: Minimum 9 years of experience is mandatory.</p> <p>(And)</p> <p>Minimum 5 years of experience in procurement in the Public Sector is mandatory.</p> <p>(And)</p> <p>The candidate should be working in a PSB in at least Scale III.</p>

#	Function	Role	Scale	Job Specifications
12.	Finance	Chief Manager (Book Keeping & Accounting)	SMGS - IV	<p>Age Limit: 29 years to 50 years.</p> <p>Minimum Educational Qualification: Chartered Accountant from ICAI</p> <p>Post Qualification Work Experience: Minimum 9 years of experience is mandatory.</p> <p>(And) Minimum 6 years of experience in book keeping and accounts in a Bank is mandatory.</p> <p>(And) The candidate should be working in a PSB in at least Scale III.</p>
13.	Product	DGM (Government Products)	TEGS - VI	<p>Age Limit: 35 to 50 years</p> <p>Minimum Educational Qualification: Graduate from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body.</p> <p>Post Qualification Work Experience: Minimum 15 years of experience is mandatory.</p> <p>(And) Minimum 3 years of experience in handling transactions of government subsidy schemes /programs is mandatory.</p> <p>(And) The candidate should be working in a PSB in at least Scale V.</p>
14.	Product	Chief Manager (Retail Products)	SMGS - IV	<p>Age Limit: 29 to 50 years</p> <p>Minimum Educational Qualification: Graduate from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body.</p> <p>Note: MBA from University/ Institution/ Board recognized by the Government of India/ International University of repute (or) approved by a Government Regulatory Body is preferred.</p> <p>Post Qualification Work Experience:</p>

#	Function	Role	Scale	Job Specifications
				<p>Minimum 9 years of total experience in Banking/ Financial Institutions is mandatory. (And) Minimum 3 years of experience in retail product development for Banks/ Financial Institution is mandatory. (And) The candidate should be working in a PSB in at least Scale III. Note: Exposure to product development for rural markets is preferred.</p>
15.	Product	Chief Manager (Merchant Products)	SMGS - IV	<p>Age Limit: 29 to 50 years</p> <p>Minimum Educational Qualification: Graduate from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body.</p> <p>Note: MBA from University/ Institution/ Board recognized by the Government of India/ International University of repute (or) approved by a Government Regulatory Body is preferred.</p> <p>Post Qualification Work Experience: Minimum 9 years of total experience in Banking/ Financial Institutions is mandatory. (And) Minimum 3 years of experience in merchant product development for Banks/ Financial Institution is mandatory. (And) The candidate should be working in a PSB in at least Scale III. Note: Exposure to product development for rural markets is preferred.</p>
16.	Marketing	Chief Manager (Public Relations)	SMGS - IV	<p>Age Limit: 29 to 50 years</p> <p>Minimum Educational Qualification: Graduate from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory</p>

#	Function	Role	Scale	Job Specifications
				<p>Body.</p> <p>Post Qualification Work Experience: Minimum 9 years of experience is mandatory.</p> <p>(And) Minimum 3 years of experience in handling Public Relations in a Bank, is mandatory.</p> <p>(And) The candidate should be working in a PSB in at least Scale III.</p>
17.	HR and Administration	Chief Manager (Administration)	SMGS - IV	<p>Age Limit: 29 to 50 years</p> <p>Minimum Educational Qualification: Graduate from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body.</p> <p>Post Qualification Experience: Minimum 9 years of experience is mandatory.</p> <p>(And) Minimum 5 years of experience in managing administration in Banking or Financial Services or Insurance Sector is mandatory.</p> <p>(And) The candidate should be working in a PSB in at least Scale III.</p>
18.	HR and Administration	AGM (Human Resource Development)	SMGS - V	<p>Age Limit: 32 to 50 years</p> <p>Minimum Educational Qualification: Graduate from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body.</p> <p>Note: MBA / Post graduation (With Specialization in HR) from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body is preferred.</p>

#	Function	Role	Scale	Job Specifications
				<p>Post Qualification Experience: Minimum 12 years of experience is mandatory.</p> <p>(And) Minimum 6 years of experience in managing HR in Banking or Financial Services or Insurance Sector is mandatory.</p> <p>(And) The candidate should be working in a PSB in at least Scale IV.</p>
19.	Internal Audit	AGM (Internal Audit)	SMGS - V	<p>Age Limit: 32 years to 50 years.</p> <p>Minimum Educational Qualification: Chartered Accountant from ICAI.</p> <p>Post Graduate Work Experience: Minimum 12 years of relevant experience in internal audit is mandatory.</p> <p>(And) Minimum 5 years of experience in the Internal Audit function in banking or financial services or insurance industry is mandatory.</p> <p>(And) The candidate should be working in a PSB in at least Scale IV.</p>
20.	Sales	AGM (Sales Reporting)	SMGS - V	<p>Age Limit: 32 years to 50 years.</p> <p>Minimum Educational Qualification: Graduate from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body.</p> <p>Note: MBA / Post graduation degree from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body is preferred.</p> <p>Post Qualification Experience: Minimum experience of 12 years is mandatory.</p> <p>(And)</p>

#	Function	Role	Scale	Job Specifications
				<p>Minimum relevant experience of 3 years in sales function of Banking or Financial Sector is mandatory.</p> <p>(And)</p> <p>The candidate should be working in a PSB in at least Scale IV.</p>
21.	Technology	DGM (Program/ Vendor Management)	TEGS - VI	<p>Age Limit: 35 to 50 years</p> <p>Minimum Educational Qualification B.Tech or equivalent from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body.</p> <p>Note:</p> <ol style="list-style-type: none"> 1. B.Tech (With Specialization in IT/Computer Science or equivalent) from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body is preferred. 2. Post-Graduation Degree/ MBA from a recognized University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body is preferred. 3. PMP certification is preferred. <p>Post Qualification Experience: Minimum 15 years of experience is mandatory.</p> <p>(And)</p> <p>Minimum 6 years of relevant experience in IT project management in Banking/ Financial Services is mandatory.</p> <p>(And)</p> <p>Experience as a technology architect is mandatory.</p> <p>(And)</p> <p>The candidate should be working in a PSB in at least Scale IV.</p>

FORMAT OF CV

Name:							
Residential Address:				Landline #:			
				Mobile #:			
				Email 1:			
				Email 2 (if any):			
Date of Birth:				Age as on 01.09.2016:			
Name of Bank in which currently employed:				Present place of posting:			
Designation & Current Scale:				Date of Last promotion:			
Current Department of Posting:				No of years of experience as on 01.09.2016			
Date of Joining current role:							
Date of Joining Bank:				As Clerk or As Officer (Mention Scale):			
Caste Category:				Professional certifications (if any) (Name of Certification, Institute and Year of award):			
Graduate Qualification (Name of Institute, Degree of Specialization, Year of Passing):				Post Graduate Qualification (Name of Institute, Degree of Specialization, Year of Passing):			
Promotion Details (insert date of promotion to the scale):							
CI to JM I	JM I to MM II	MM2 to MM3	MM 3 to SM 4	SM 4 to SM 5	SM 5 to TEG 6	TEG 6 to TEG VII	
Employment History (Covering roles and organizations)							
Name of Organization	Sector/ Industry	Period of Employment	Scale and Designation at time of leaving	Brief Responsibilities			

Experience Details (Including on deputation) to meet job specification (Functions : Finance, Accounts, Operations, CPC, Legal, Risk, Regulatory Compliance, Internal Audit, Product, HR & Admin, Sales, Technology)

Function	Sector/ Industry	No of years and period of working	Responsibilities in Brief (That meets the experience requirement for the post as per job specification)

Experience in different geographical areas (specify location and period in each)

Training Details:

Sr. No.	Name of the Programme	Institute / Organization	Period
1			
2			
3			

Special Achievement:

1	
2	

Area of strength in banking:

1	
2	
3	

Name and signature:

Date: