

India Post Payments Bank Limited

(A wholly owned undertaking of the Department of Posts, Govt. of India)

Post Box No: 760, Speed Post Centre, Market Road, Bhai Veer Singh Marg, New Delhi – 110 001

Recruitment of Contractual Employees for IPPB

India Post has received in-principle approval from RBI and approval from Cabinet for setting up India Post Payments Bank Limited.

India Post Payment Bank Limited (IPPB) invites online applications from qualified candidates who will be appointed at IPPB on contract basis. Interested candidates who fulfill the eligibility criteria may apply online by visiting our website <http://www.indiapost.gov.in/> during 28.09.2016 to 19.10.2016 and no other mode of application will be accepted.

The important dates are as follows:

Activities	Dates
Payment of Application Fee	28.09.2016 to 19.10.2016
Opening date of Online Registration	28.09.2016
Closing date of Online Registration	19.10.2016

Before applying candidates are advised to ensure that they fulfill the stipulated eligibility criteria. Candidates are advised to fill in the particulars of themselves correctly in the online application form.

This advertisement contains the following details:

Section	Section Title	Details in Section
A	Posts	Name and no. of vacancies for which contractual recruitment is desired
B	Job Profiles and Competency/ Skill Requirements	Details on roles of posts for which recruitment is desired, along with the desired competency/ skill for execution of said role
C	Eligibility Criteria	Details on the eligibility criteria such as age, educational qualification and experience have been provided.
D	Remuneration and Contract Period	Details of the Remuneration and the contract period for have been provided.
E	Selection Procedure	Brief on Selection Procedure that shall be followed for recruitment of the posts in Section A
F	Application Guidelines	Guidelines on application submission, application fees and other general instructions.

A. POSTS

#	Function	Post	Vacancies
1	Technology	AGM (Enterprise/ Integration Architect)	1
2	Technology	Chief Manager (Banking & Payment Solution Architect)	1
3	Technology	Chief Manager (Digital Technology Innovation)	1
4	Technology	Chief Manager (Security Architect)	1
5	Technology	Chief Manager (IT Project Management)	1
6	Product	Chief Manager (Product and Digital Innovation)	1
7	Risk and Compliance	Chief Manager (Fraud Monitoring)	2
8	Corporate	Company Secretary	1

B. JOB PROFILES AND COMPETENCY/SKILL REQUIREMENT

Job Profiles of the Posts in Section A and the required competency and skills are as follows

#	Function	Post	Job Profile
1	Technology	AGM (Enterprise/ Integration Architect)	<ol style="list-style-type: none"> 1. Ensure alignment of IT Strategy and planning with company's business goals. 2. Optimize information management through an understanding of evolving business needs and technology capabilities. 3. Design and drive the strategy for the company's IT systems. 4. Work with the program management team to understand the integration aspects as proposed by the vendor. 5. Validate the system integration plan created together with the Solution Architect, head Program Manager and Product teams. 6. Manage the execution of technical integration points between various parties including the group entities and third parties.
2	Technology	Chief Manager (Banking & Payment Solution Architect)	<ol style="list-style-type: none"> 1. Translate business requirements into technical solution designs, which may include contextual, conceptual, and logical and physical views of the architecture. 2. Pro-actively provide design leadership and guidance to projects, 3rd party partners and infrastructure domains in their planning and project development lifecycle. 3. Liaise with the relevant business and external suppliers to assist the project manager in the delivery and integration of the components (application, infrastructure, data and security). 4. Provide initial costs, resource estimates, timelines, plans and assumptions, using standard project processes and contribute to feasibility studies, concepts and business cases 5. Provide expert solution advice, and where appropriate, contribute to the shaping of commercial / contractual arrangements

#	Function	Post	Job Profile
3	Technology	Chief Manager (Digital Technology Innovation)	<ol style="list-style-type: none"> 1. Responsible for delivering high class and cost effective digital channel technology platform with high class digital customer experience for Key consumer, small business, and middle market banking clients across the Payment Bank. 2. Build meaningful and sustainable relationships with business teams to optimize Web and Mobile Channels. 3. Responsible for Digital, Mobile, Social & New Media IT Strategy and Business Innovations. 4. Define the Digital technology strategy to support the business, informed by the business strategy, market trends, and the competitive landscape 5. Lead the execution and delivery of new digital initiatives as well as providing operational support for solutions
4	Technology	Chief Manager (Security Architect)	<ol style="list-style-type: none"> 1. Determine security requirements by evaluating business strategies and requirements; researching information security standards; conducting system security and vulnerability analyses and risk assessments; studying architecture/platform; identifying integration issues; preparing cost estimates. 2. Plan security systems by evaluating network and security technologies; developing requirements for local area networks (LANs), wide area networks (WANs), virtual private networks (VPNs), routers, firewalls, and related security and network devices; designs public key infrastructures (PKIs), including use of certification authorities (CAs) and digital signatures as well as hardware and software; adhering to industry standards. 3. Implement security systems by specifying intrusion detection methodologies and equipment; directing equipment and software installation and calibration; preparing preventive and reactive measures; creating, transmitting, and maintaining keys; providing technical support; completing documentation. 4. Verify security systems by developing and implementing test scripts. 5. Upgrade security systems by monitoring security environment; identifying security gaps; evaluating and implementing enhancements.
5	Technology	Chief Manager (IT Project Management)	<ol style="list-style-type: none"> 1. Develop a detailed project plan to monitor and track progress. 2. Manage changes to the project scope, project schedule, and project costs using appropriate verification techniques. 3. Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility. 4. Ensure that all projects are delivered on-time, within scope and within budget. 5. Establish and maintain relationships with third parties/vendors.
6	Product	Chief Manager (Product and Digital Innovation)	<ol style="list-style-type: none"> 1. Envisage innovative products which can disrupt the existing value chain. 2. Develop and execute digital payment product strategies to differentiate IPPB offerings so as to

#	Function	Post	Job Profile
			<p>directly influence brand decisions and customer loyalty</p> <ol style="list-style-type: none"> 3. Work with technology vendors for design, development and testing of digital products 4. Identify strategic business-building opportunities in products and services that can be offered, developed and implemented to customers 5. Ensure quality deployment and implementations. Assume overall end-to-end management responsibilities for quality assurance 6. Direct the successful deployment of the digital products including digital wallets, applications, and net banking. 7. Build/manage/influence key relationships, from executives to cross functional/organizational work teams 8. Effectively engage Brand Communications, Operations and Sales teams to support the launch of new products, features and functionality with the aim of providing maximum product value proposition for customer acquisition
7	Risk and Compliance	Chief Manager (Fraud Monitoring)	<ol style="list-style-type: none"> 1. Support in development of required fraud infrastructure and process to enable internal and regulatory fraud reporting. 2. Develop detailed reports and dashboards of fraud monitoring. 3. Co-ordinate with functions to make sure the fraud control measures are in place. 4. Develop key performance indicators for various functions. 5. Assist in monitoring of fraud risks related incidents. 6. Report Fraud management system alerts. 7. Coordinate with the cross functional teams for closure of fraud alerts generated within the defined SLA's. 8. Keep abreast with tools and technology for management of operational risk and fraud risk.
8	Corporate	Company Secretary	<ol style="list-style-type: none"> 1. Responsible for providing to the directors of the company, collectively and individually, such guidance as they may require, with regard to their duties, responsibilities and powers 2. Facilitate the convening of meetings and attend Board, committee and general meetings and maintain the minutes of these meetings 3. Assist and advise the Board in ensuring good corporate governance and in complying with the corporate governance requirements and best practices 4. Responsible for ensuring compliance to provisions of Companies Act.

C. ELIGIBILITY CRITERIA

1. NATIONALITY/ CITIZENSHIP

A candidate must be either

- i. a citizen of India or
- ii. a subject of Nepal or
- iii. a subject of Bhutan or

- iv. a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India or
- v. a person of Indian origin who has migrated from Pakistan, 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 a candidate belonging to categories (ii), (iii), (iv) and (v) above shall be a person in whose favor a certificate of eligibility has been issued by the Government of India.

A candidate in whose case a certificate of eligibility is necessary may be admitted to the examination/ interview conducted by IPPB, may be provisionally selected, but on final selection, the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government of India.

Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. Candidates must necessarily produce the relevant documents pertaining to category, nationality, age, educational qualifications etc. in original along with a photocopy thereof in support of their identity and eligibility as indicated in the online application form. Please note that no change of category will be permitted at any stage after registration of the online application and the result will be processed considering the category which has been indicated in the online application, subject to guidelines of the Government of India in this regard.

Merely applying for / being shortlisted / appearing for the interview and/or subsequent processes do not imply that a candidate will necessarily be offered employment in IPPB. No request for considering the candidature under any category other than in which applied will be entertained.

2. JOB SPECIFICATIONS

The Age, Qualification and Experience as on 01.09.2016 for the Posts specified in Section A are prescribed as under:

#	Function	Post	Job Specifications (Age, Minimum Qualification and Experience as on 01.09.2016)
1	Technology	AGM (Enterprise/ Integration Architect)	<p>Age Limit: 32 to 50 years</p> <p>Note: The candidate should be born not before 02.09.1966 and not later than 01.09.1984 (both dates inclusive).</p> <p>Minimum Educational Qualification: B.Tech or equivalent from University/ Institution/ Board recognized by the Government of India/ International University of repute (or) approved by a Government Regulatory Body.</p> <p>(And) CISSP Certification</p> <p>(And) TOGAF Certification</p> <p>Note: B.Tech (With Specialization in IT/Computer Science) from University/ Institution/ Board recognized by the Government of India/ International University of repute (or)</p>

#	Function	Post	Job Specifications (Age, Minimum Qualification and Experience as on 01.09.2016)
			<p>approved by a Government Regulatory Body is preferred.</p> <p>Post Qualification Experience: Minimum 12 years of experience is mandatory</p> <p>(Of which) Minimum of 6 years of experience as a technology architect and at least 3 years in Banking and Electronic Payment Services industry is mandatory.</p> <p>(And) The candidate should at least be working in Scale IV of a PSB or equivalent scale in a Private Bank or similar level in any other organization.</p>
2	Technology	Chief Manager (Banking & Payment Solution Architect)	<p>Age Limit: 29 to 50 years</p> <p>Note: The candidate should be born not before 02.09.1966 and not later than 01.09.1987 (both dates inclusive).</p> <p>Minimum Educational Qualification: B.Tech or equivalent from University/ Institution/ Board recognized by the Government of India/ International University of repute (or) approved by a Government Regulatory Body.</p> <p>Note: B.Tech (With Specialization in IT/Computer Science) 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 Experience: Minimum 9 years of experience is mandatory</p> <p>(Of which) Minimum 5 years of relevant experience in the Banking or Electronic Payment Services industry is mandatory.</p> <p>(And) The candidate should at least be working in Scale III of a PSB or equivalent scale in a Private Bank or similar level in any other organization.</p>
3	Technology	Chief Manager (Digital Technology Innovation)	<p>Age Limit: 29 to 50 years</p> <p>Note: The candidate should be born not before 02.09.1966 and not later than 01.09.1987 (both dates inclusive).</p>

#	Function	Post	Job Specifications (Age, Minimum Qualification and Experience as on 01.09.2016)
			<p>Minimum Educational Qualification: B.Tech or equivalent from University/ Institution/ Board recognized by the Government of India/ International University of repute (or) approved by a Government Regulatory Body.</p> <p>Note: B.Tech (With Specialization in IT/Computer Science) 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 Experience: Minimum 9 years of experience is mandatory</p> <p>(Of which) Minimum 5 years of relevant experience in banking and Electronic Payment Services industry is mandatory.</p> <p>(And) The candidate should at least be working in Scale III of a PSB or equivalent scale in a Private Bank or similar level in any other organization.</p>
4	Technology	Chief Manager (Security Architect)	<p>Age Limit: 29 to 50 years</p> <p>Note: The candidate should be born not before 02.09.1966 and not later than 01.09.1987 (both dates inclusive).</p> <p>Minimum Educational Qualification: B.Tech or equivalent from University/ Institution/ Board recognized by the Government of India/ International University of repute (or) approved by a Government Regulatory Body is mandatory.</p> <p>(And) CISSP Certification is mandatory.</p> <p>Post Qualification Experience: Minimum 9 years of experience is mandatory.</p> <p>(Of which) Minimum 5 years of relevant experience in the banking or Electronic Payment Services industry is mandatory.</p> <p>(And) The candidate should at least be working in Scale III of a PSB or equivalent scale in a Private Bank or similar level in any other organization.</p>
5	Technology	Chief Manager (IT Project Management)	<p>Age Limit: 29 to 50 years</p>

#	Function	Post	Job Specifications (Age, Minimum Qualification and Experience as on 01.09.2016)
			<p>Note: The candidate should be born not before 02.09.1966 and not later than 01.09.1987 (both dates inclusive).</p> <p>Minimum Educational Qualification: B.Tech or equivalent from University/ Institution/ Board recognized by the Government of India/ International University of repute (or) approved by a Government Regulatory Body is mandatory.</p> <p>Note: PMP Certification is desirable.</p> <p>Post Qualification Experience: Minimum 9 years of experience is mandatory.</p> <p>(Of which) Minimum 5 years of relevant experience in the Banking or Financial Services or Insurance industry is mandatory.</p> <p>(And) The candidate should at least be working in Scale III of a PSB or equivalent scale in a Private Bank or similar level in any other organization.</p>
6	Product	Chief Manager (Product and Digital Innovation)	<p>Age Limit: 29 to 50 years</p> <p>Note: The candidate should be born not before 02.09.1966 and not later than 01.09.1987 (both dates inclusive).</p> <p>Minimum Educational Qualification: Graduate from University/ Institution/ Board recognized by the Government of India/ International University of repute (or) approved by a Government Regulatory Body.</p> <p>Post Qualification Work Experience Minimum 9 years of experience is mandatory.</p> <p>(And) Minimum 5 years of experience in digital innovation, product design and implementation is mandatory.</p> <p>(And) The candidate should at least be working in Scale III of a PSB or equivalent scale in a Private Bank or similar level in any other organization.</p>
7	Risk and Compliance	Chief Manager (Fraud Monitoring)	<p>Age Limit: 29 to 50 years</p> <p>Note: The candidate should be born not before 02.09.1966 and not later than 01.09.1987 (both dates inclusive).</p>

#	Function	Post	Job Specifications (Age, Minimum Qualification and Experience as on 01.09.2016)
			<p>Minimum Educational Qualification: Degree in Statistics from University/ Institution/ Board recognized by the Government of India/ International University of repute (or) approved by a Government Regulatory Body.</p> <p>Post Qualification Experience: Minimum 9 years of experience with at least 5 years of experience in fraud monitoring is mandatory.</p> <p>(And) The candidate should at least be working in Scale III of a PSB or equivalent scale in a Private Bank.</p> <p>Note: Forensic Audit experience is preferred.</p>
8	Corporate	Company Secretary	<p>Age Limit: 26 to 35 years.</p> <p>Note: The candidate should be born not before 02.09.1981 and not later than 01.09.1990 (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>(And) Associate Member of the Institute of Company Secretaries of India.</p> <p>Note: Additional qualification of Chartered Accountancy from ICAI is preferred.</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 preferred.</p> <p>Knowledge of Banking Regulation Act, 1949 and RBI guidelines/ knowledge/ circulars is preferred.</p> <p>Post Qualification work experience: Minimum 6 years of experience as Company Secretary.</p> <p>(And) The candidate should at least be working in Scale II of a PSB or equivalent scale in a Private Bank or similar level in any other organization.</p>

#	Function	Post	Job Specifications (Age, Minimum Qualification and Experience as on 01.09.2016)
			Note: Experience in a Financial Institution/ Bank is preferred.

3. Educational Qualifications:

- i. The candidate must possess the requisite educational qualification as on 01.09.2016.
- ii. Degrees obtained from the recognised Universities or Institutes recognised by the Govt. of India only will be considered.
- iii. Candidates who are awaiting their results of the qualifying examination OR who have not passed the qualifying examination on or before 01.09.2016 are not eligible.
- iv. Candidate should indicate the percentage obtained in Graduation calculated to the nearest two decimals in the online application. Where CGPA / OGPA is awarded, the same should be converted into percentage and indicate the same in online application.
- v. **Calculation of Percentage:** The percentage marks shall be arrived at by dividing the marks obtained by the candidate in all the subjects in all semester(s)/year(s) by aggregate maximum marks in all the subjects irrespective of honours / optional / additional optional subject, if any. This will be applicable for those Universities also where Class / Grade is decided on basis of Honours marks only.
- vi. 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%.
- vii. 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 in original issued and signed by the appropriate authority of the University / Institute indication the date of passing properly mentioned thereon will be reckoned for verification and further process.

D. REMUNERATION AND CONTRACT PERIOD

1. REMUNERATION

Remuneration offered will be on CTC basis and is negotiable based on candidate's qualification and overall suitability for the respective posts.

2. CONTRACT PERIOD

- i. The term of office of the holder of post shall be for 3 years.
- ii. The contract can be extended for a further period of 2 years, after reviewing performance annually.
- iii. The contract can be terminated at 1 months' notice (or surrender of 1 months' compensation in lieu thereof) on either side.

3. POSTING, TRANSFER AND JOB ROTATION

The selected candidates will be posted/ transferred/ moved to other roles at discretion of IPPB to various offices of IPPB from time to time and on such terms and conditions as may be decided by IPPB.

4. LEAVE, TRAVEL ALLOWANCE

The leave and travel allowance will be as per Service Rules of IPPB applicable at the time of appointment.

E. SELECTION PROCEDURE

Selection will be made on the basis of an interview. However, IPPB reserves the right to conduct Assessment, Group Discussion or Online Test in addition to interview. Merely satisfying the eligibility norms do not entitle a candidate to be called for Interview/Group Discussion or Online Test.

IPPB reserves the right to call only the requisite number of candidates for the Assessment/ Interview/ Group Discussion or Online Test after preliminary screening/ short listing with reference to candidates' qualification, experience, profile vis-a-vis job requirements, etc. Results of the candidates who have qualified for various stages of the recruitment process and the list of candidates finally selected will be made available on the website. Final select list will be published on the website.

F. APPLICATION GUIDELINES

The candidates can apply only for one post. Candidates can apply online only from 28.09.2016 to 19.10.2016 and no other mode of application will be accepted.

1. PRE-REQUISITES FOR APPLYING ONLINE

Before applying online, candidates should:

- i. Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as mentioned in this advertisement at Annexure-I.
- ii. Keep the necessary details/documents for Online Payment of the requisite application fee/ intimation charges ready.
- iii. Have a valid personal email ID which should be kept active till the completion of this recruitment process. IPPB may send call letters for the Interview etc. through the registered e-mail ID. Under no circumstances, a candidate should share with/mention e-mail ID to / of any other person. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying on-line and must maintain that email account.
- iv. Bank Transaction charges for Online Payment of application fees/ intimation charges will have to be borne by the candidate.

2. PROCEDURE FOR APPLYING ONLINE

- i. Candidates are first required to go to IPPB's authorized website <http://www.indiapost.gov.in/> and click the option "CLICK HERE TO APPLY ONLINE FOR POSTS ON CONTRACT" to open the online Application Form.
- ii. To register their application candidates will be entering their basic information in the online application form. After that 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.
- iii. Candidates are required to upload their photograph and signature as per the specifications given in the Annexure I of this form.
- iv. Candidates are advised to carefully fill the online application themselves as no change in any of the data filled in the online application will be possible / entertained.

- v. 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 are responsible for carefully verifying the details filled in the online application form and ensuring that the same are correct prior to submission, as no change is possible after submission.
- vi. **Application Fee / Intimation Charges (Non-Refundable): INR 700.00 (Rupees Seven Hundred Only)**
- vii. Candidates should ensure their eligibility before paying the fees/applying online.
- viii. 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.

3. MODE OF PAYMENT

- i. Candidates have to make the payment of requisite fees / intimation charges through ONLINE mode only.
- ii. Candidates should carefully fill the details in the On-Line Application at the appropriate places very carefully and click on the "FINAL SUBMIT" button at the end of the Online Application format. Before pressing the "FINAL SUBMIT" button, candidates are advised to verify every field filled in the application. The name of the candidate and his /her father/husband etc. should be spelt correctly in the application as it appears in the certificates/mark sheets. Any change/alteration found may disqualify the candidature.
- iii. In case the candidate is unable to fill the application form in one go, he/ she can save the data already entered.
- iv. Once the application is filled in completely, candidate should submit the final data.
- v. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
 - The payment can be made by using Debit Cards (RuPay/ Visa/ MasterCard/ Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets by providing information as asked on the screen.
 - After Final Submission, an additional page of the application form is displayed wherein candidates may follow the instructions and fill the requisite details.
 - If the online transaction has not been successfully completed then candidates are advised to login again with their provisional registration number and password and pay the Application Fees/ Intimation Charges online.
 - On successful completion of the transaction, an e-receipt will be generated.
 - Candidates are required to take a printout of the e-receipt and online application form containing fee details. Please note that if the same cannot be generated online transaction may not have been successful.
 - Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
 - There is a facility to print the application form containing fee details post payment of fees.

- vi. 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 charge.
- vii. 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.
- viii. To ensure the security of your data, please close the browser window once your transaction is completed.
- ix. After completing the procedure of applying on-line including payment of fees, the candidate should take a printout of the system generated on-line application form, ensure the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. THEY SHOULD NOT SEND THIS PRINTOUT TO IPPB.
- x. Please note that 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, Centre of Examination (for future use) etc. will be considered as final and no change/modifications will be allowed after submission of the online application form.
- xi. Candidates are hence requested to fill the online application form with the utmost care as no correspondence regarding change of details will be entertained. IPPB will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.
- xii. 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.
- xiii. An online application which is incomplete in any respect such as without photograph and signature uploaded in the online application form / unsuccessful fee payment will not be considered as valid.
- xiv. Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection / inability / failure to log onto IPPB's authorized website on account of heavy load on internet / website jam.
- xv. IPPB does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of IPPB.

Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected. Any information submitted by an applicant 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.

4. LIST OF DOCUMENTS TO BE PRODUCED AT THE TIME OF INTERVIEW (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. Printout of the valid Interview Call Letter.
- ii. Valid system generated printout of the online application form registered.
- iii. Proof of Date of Birth (Birth Certificate or SSLC/ Std. X Certificate with DOB).
- iv. Photo Identify Proof such as Passport/ Aadhaar/ e-Aadhaar Card/ PAN Card/ Driving Licence/ Voter's Card.
- v. Mark sheets & certificates for educational qualifications. Proper document from Board / University for having declared the result on or before 01.09.2016 has to be submitted.
- vi. Work Experience: If declared in the application form, all the documents such as experience Certificate from the past and current employers or Offer Letters, Relieving Letters, Pay or Salary Slips clearly indicating the date of joining and date of relieving for each of the past or previous employer(s). 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. 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. Candidates serving in Government / quasi govt offices/ Public Sector Undertakings (including Nationalised 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 and travelling expenses, if any, otherwise admissible, will not be paid.
- viii. Any other relevant documents in support of eligibility
- ix. Resume
- x. Candidates will not be allowed to appear for the interview if he/ she fails to produce the relevant eligibility documents as mentioned above.

5. GENERAL ELIGIBILITY

Medical Fitness and Character verification of selected candidates: The appointment of selected candidates will be subject to their being declared medically fit by a Doctor or a panel of Doctors approved by IPPB and upon satisfactory verification of their character, antecedents and caste certificates (wherever applicable). Till such time, their appointment will be provisional.

6. GENERAL INSTRUCTIONS

- i. Candidates should satisfy themselves about their eligibility for the post applied for.
- ii. In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment.
- iii. Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date to avoid the possibility of disconnection / inability / failure to log on to the website on account of heavy load on internet or website jam.
- iv. IPPB does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of aforesaid reasons or for any other reason beyond the control of IPPB.
- v. In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and / or that he / she has furnished any incorrect / false

information or has suppressed any material fact(s), his / her candidature will stand cancelled. If any of these shortcomings is / are detected even after appointment, his /her services are liable to be terminated.

- vi. Candidates are advised to keep their e-mail ID alive for receiving advices, viz. call letters/ Interview date advices etc.
- vii. Decisions of IPPB in all matters regarding eligibility, conduct of interview, other tests and selection would be final and binding on all candidates. No representation or correspondence will be entertained by IPPB in this regard.
- viii. Appointment of selected candidate is subject to his/her being declared medically fit as per the requirement of IPPB. Such appointment will also be subject to the service and conduct rules of IPPB for such post in IPPB, in force at the time of joining IPPB.
- ix. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or an application in response thereto can be instituted only in New Delhi and courts/tribunals/ forums at New Delhi only shall have sole and exclusive jurisdiction to try any cause/dispute.
- x. Candidates called for interview will be paid II/III-AC railway fare on production of actual bills.

7. ANNOUNCEMENTS

All further announcements/ details pertaining to this process will only be published/ provided on IPPB authorised website <http://www.indiapost.gov.in/> from time to time

8. DISCLAIMER

In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and / or that he / she has furnished any incorrect / false information or has suppressed any material fact(s), his /her candidature will stand cancelled. If any of these shortcomings is / are detected even after appointment, his /her services are liable to be terminated. Decisions of IPPB in all matters regarding eligibility, conduct of online Test, other tests and selection would be final and binding on all candidates. No representation or correspondence will be entertained by IPPB in this regard.

Sd/-
Director - IPPB
Speed Post Centre, Market Road
Bhai Veer Singh Marg,
New Delhi - 110 001

ANNEXURE I: GUIDELINES FOR SCANNING AND UPLOAD OF PHOTOGRAPH (4.5 CM X 3.5 CM) & 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.

Photograph Image:

- i. Photograph must be a recent passport style colour picture.
- ii. Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- iii. Look straight at the camera with a relaxed face.
- iv. 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.
- v. If you have to use flash, ensure there's no "red-eye".
- vi. If you wear glasses, make sure that there are no reflections and your eyes can be clearly seen.
- vii. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- viii. Dimensions 200 x 230 pixels (preferred).
- ix. Size of file should be between 20kb–50kb.
- x. Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc. during the process of scanning.

Signature Image:

- xi. The applicant has to sign on white paper with Black Ink pen.
- xii. The signature must be signed only by the applicant and not by any other person.
- xiii. The signature will be used to put on the Call Letter and wherever necessary.
- xiv. If the Applicant's signature on the answer script at the time of the examination does not match the signature on the Call Letter, the applicant will be disqualified.
- xv. Dimensions 140 x 60 pixels (preferred).
- xvi. Size of file should be between 10kb – 20kb.
- xvii. Ensure that the size of the scanned image is not more than 20kb.
- xviii. Signature in CAPITAL LETTERS shall NOT be accepted.

Scanning the photograph & signature:

- xix. Set the scanner resolution to a minimum of 200 dpi (dots per inch).
- xx. Set Color to True Color.
- xxi. File Size as specified above.
- xxii. 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).
- xxiii. 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.
- xxiv. Candidates using MS Windows/Microsoft Office can easily obtain photo and signature in

xxv..jpeg format not exceeding 50kb & 20kb respectively by using MSPaint or MSOffice 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 50kb (photograph) & 20 kb (signature) by using crop and then resize option (please see above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.

xxvi.If the file size and format are not as prescribed, an error message will be displayed.

xxvii.While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph and signature.

Procedure for Uploading the Photograph and Signature:

xxviii.There will be two separate links for uploading Photograph and Signature.

xxix.Click on the respective link "Upload Photograph / Signature".

xxx.Browse and Select the location where the Scanned Photograph / Signature file has been saved.

xxxi.Select the file by clicking on it.

xxxii.Click the 'Open/Upload' button.

xxxiii.Your Online Application will not be registered unless you upload your photograph and signature as specified.

Notes:

xxxiv.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.

xxxv.After registering online, the candidate is advised to take a printout of their system generated online application form.

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