

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 Scale II and Scale III Officers for IPPB

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

India Post Payments Bank Limited (IPPB) invites online applications from qualified candidates who will be appointed at Scale II or Scale III based on the post. Candidates will be selected through a selection process specified in this advertisement.

Interested candidates who fulfill the eligibility criteria may apply online by visiting our website <http://www.indiapost.gov.in/> between 7th October, 2016 and 1st November, 2016 and no other mode of application will be accepted.

The important dates are as follows:

Activities	Dates
Payment of Application Fee	7 th October 2016 to 1 st November 2016
Opening date of Online Registration	7 th October, 2016
Closing date of Online Registration	1 st November, 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 grades of posts for which recruitment is desired, along with category-wise vacancy
B	Job Profiles	Details on roles of posts for which recruitment is desired.
C	Eligibility Criteria	Details on the eligibility criteria such as age, educational qualification and experience have been provided. Relaxation for reservations have also been provided.
D	Emoluments (as on 01.09.2016) and Relevant Policies	Details of the pay-scale, emoluments and relevant service rules 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	Grade	Scale	Total Vacancies
1	Branches	Senior Manager (Branch)	MMGS-III	III	350
2	Branches	Manager (Area Sales)	MMGS-II	II	250
3	Branches	Manager (Area Operations)	MMGS-II	II	350
4	Sales	Senior Manager (Sales Operation)	MMGS-III	III	2
5	Product	Senior Manager (UI/ UX)	MMGS-III	III	1
6	Product	Senior Manager (Retail Products)	MMGS-III	III	3
7	Product	Senior Manager (Merchant Products)	MMGS-III	III	2
8	Product	Senior Manager (Government Products)	MMGS-III	III	2
9	Product	Manager (Product Research)	MMGS-II	II	1
10	Product	Manager (User Experience UX)	MMGS-II	II	2
11	Product	Manager (User Interface UI)	MMGS-II	II	2
12	Marketing	Senior Manager (Digital Marketing)	MMGS-III	III	1
13	Marketing	Senior Manager (Branding & Marketing)	MMGS-III	III	1
14	Finance	Senior Manager (Financial Planning & Budgeting)	MMGS-III	III	1
15	Finance	Manager (Account Payable)	MMGS-II	II	1
16	Finance	Manager (Taxation)	MMGS-II	II	1
17	Finance	Manager (Procurement)	MMGS-II	II	1
18	Finance	Manager (Treasury Settlements & Reconciliation)	MMGS-II	II	1
19	Program Management Office	Manager (Program Management Office)	MMGS-III	III	1
20	HR and Administration	Senior Manager (Training)	MMGS-III	III	1
21	HR and Administration	Senior Manager (HR Generalist Manpower Planning & Recruitment, Performance Management System)	MMGS-III	III	2
22	HR and Administration	Manager (Training)	MMGS-II	II	1
23	HR and Administration	Manager (HR Generalist Manpower Planning & Recruitment, Performance Management System)	MMGS-II	II	2

#	Function	Post	Grade	Scale	Total Vacancies
24	HR and Administration	Manager (Corporate HR & Administration)	MMGS-II	II	1
25	HR and Administration	Manager (Branch HR & Administration)	MMGS-II	II	4
26	HR and Administration	Manager (Administration)	MMGS-II	II	1
27	HR and Administration	Manager (Hindi Cell)	MMGS-II	II	1
28	Internal Audit	Senior Manager (Risk & Concurrent Audit)	MMGS-III	III	2
29	Internal Audit	Manager (Risk & Concurrent Audit)	MMGS-II	II	2
30	Operations	Senior Manager (Fraud Control Operations)	MMGS-III	III	4
31	Operations	Senior Manager (Customer Service)	MMGS-III	III	4
32	Operations	Senior Manager (Call Centre)	MMGS-III	III	1
33	Operations	Senior Manager (Branch Operations)	MMGS-III	III	4
34	Central Processing Centre	Senior Manager (Cheque Truncation System)	MMGS-III	III	3
35	Central Processing Centre	Senior Manager (Reconciliation)	MMGS-III	III	3
36	Central Processing Centre	Manager (Customer Acquisition Support)	MMGS-II	II	16
37	Central Processing Centre	Manager (Vendor Performance Management)	MMGS-II	II	3
38	Risk and Compliance	Senior Manager (Compliance Support & Reporting)	MMGS-III	III	2
39	Risk and Compliance	Manager (Compliance Support & Reporting)	MMGS-II	II	2
40	Risk and Compliance	Manager (Operational Risk)	MMGS-II	II	6
41	Risk and Compliance	Manager (Legal)	MMGS-II	II	1
42	Technology	Senior Manager (System/ Database Administration)	MMGS-III	III	5
43	Technology	Senior Manager (Security Administration)	MMGS-III	III	5

#	Function	Post	Grade	Scale	Total Vacancies
44	Technology	Senior Manager (Network/ Infrastructure Administration)	MMGS-III	III	5
45	Technology	Senior Manager (IT Project Management)	MMGS-III	III	3
46	Technology	Manager (Vendor Management - Hardware/ Software/ Services)	MMGS-II	II	2
47	Technology	Manager (Digital Technology Innovation)	MMGS-II	II	1

Grade	Scale	Category Wise Vacancy							
		GEN	OBC	SC	ST	Total	OC	HI	VI
MMGS-III	III	204	112	61	31	408	4	4	4
MMGS-II	II	326	179	98	49	652	7	7	7

Notes:

- The number of vacancies and also the number of reserved vacancies is provisional and may vary according to actual requirement of IPPB.
- For all posts, candidates willing to serve anywhere in India need to apply.
- Candidates can apply for only one post. Multiple applications will be summarily rejected.
- As the reservation for VI/HI/OC candidates is on horizontal basis, the selected candidates will be placed in the appropriate category to which the candidate belongs. The definitions of the categories of disability shall be as per Govt. of India guidelines. It is clarified that it may not be possible to employ physically challenged candidates at all offices/branches of IPPB and they will have to work in the posts identified by IPPB as suitable for them.
- Abbreviations used:
 - MMGS: Middle Management Grade/ Scale.
 - SC: Scheduled Caste
 - ST: Scheduled Tribe
 - OBC: Other Backward Classes
 - GEN: General Category
 - PWD: Persons With Disability
 - OC: Orthopedically Challenged
 - VI: Visually Impaired
 - HI: Hearing Impaired

B. JOB PROFILES

Job Profiles of the posts in Section A are as follows

#	Function	Post	Job Profile
1	Branches	Senior Manager (Branch)	<ol style="list-style-type: none">1. Manage the business development of the branch and customer access points under their jurisdiction.2. Responsible for the profitability of the branch.3. Oversee branch operations to facilitate customer onboarding, lifecycle management, transactions, reporting and reconciliation.4. Implement robust bank operational processes for their branches in line with the overall vision of the bank.5. Oversee and facilitate customer access point network activities.6. Ensure standardization and application of uniform policies, procedures and security controls.7. Oversee the marketing and branding initiatives for increasing and maintaining consumer and business relationships.8. Maintain good public relations with customers and the community.9. Plan and ensure implementation of road shows, melas and campaigns to increase financial literacy in the area.
2	Branches	Manager (Area Sales)	<ol style="list-style-type: none">1. Drive sales of all bank products and services.2. Build sales channels, agent network and strong working relationships with the Department of Posts' officials.3. Drive innovative rural, urban, semi-urban sales initiatives based on demographics, geography, customer profile and nature of markets served.4. Manage a team of Assistant Manager (Territory) and evaluate their performance periodically.5. Acquire, grow and retain customer relationships by organizing customer events and run campaigns in the area to increase financial literacy.6. Develop and manage the strategic relationship with all channel partners to drive sales and disseminate marketing information, events, training and promotions which will facilitate meeting the bank's business goals.7. Drive Gramin Dak Sewaks' education and training programs.8. Drive Financial Literacy campaigns for target clientele.9. Provide accurate product related information to the Bank's customers (potential and existing).
3	Branches	Manager (Area Operations)	<ol style="list-style-type: none">1. Manage, review and analyse all MIS related to the area (HOs, SOs, BOs within the defined area) and work closely with the Senior Manager (Branch) for enhancing process efficiency and standardisation.2. Build strong working relationships with the Department of Posts' officials and facilitate them in undertaking customer facing transactions.3. Ensure that all banking operations are performed in accordance with established policies and procedures, viz. transaction processing, cash management, reconciliation of entries.4. Whenever required, train & guide the counter operations team to facilitate onboarding, lifecycle

#	Function	Post	Job Profile
			<p>management, transaction reporting and reconciliation of consumer and merchant business customers.</p> <p>5. Perform pre-audits to identify and mitigate operational risk and to ensure ongoing adherence with compliance procedures.</p> <p>6. Responsible for maintaining good audit ratings.</p>
4	Sales	Senior Manager (Sales Operations)	<p>1. Collect, collate, analyse, report, suggest improvement and evaluate performance on sales records and trends.</p> <p>2. Analyse sales and performance records, interpret results of overall sales, and assist in recommending the future course of action.</p> <p>3. Gather requirements, prioritize, and develop automated sales reports/dashboards and analytics to enable business decisions and identify trends.</p> <p>4. Maintain and ensure field compliance of sales policies, procedures, and rules of engagement related to all aspects of Sales Operations including approval requirements, escalation processes, and compliance with standard guidelines.</p> <p>5. Own and streamline sales process training/documentation for new hire on boarding process and training of existing sales team.</p> <p>6. Proactively identify process inefficiencies and manage projects to streamline or automate sales processes.</p> <p>7. Develop models to analyse variables potentially influencing the sales figures of the organization.</p> <p>8. Communicate results to key stakeholders in order to support informed business decisions by providing in-depth analysis and recommendations.</p>
5	Product	Senior Manager (User Interface / User Experience)	<p>1. Understand the vision for developing, communicating, and implementing the user experience and associated UI/UX framework and assets on a range of products; follow through with the processes and tactics to implement the vision</p> <p>2. Bring user-centered design methods to digital applications from concept to launch.</p> <p>3. Partner with the Technology team to leverage the scale offered by the product platforms without compromising on core experiential principles</p> <p>4. Oversee management of user experience/ interface research and testing processes</p> <p>5. Drive the development and communication of design guidelines, patterns, and libraries</p> <p>6. Perform metrics analysis to inform design and user experience/ interface optimization efforts.</p>
6	Product	Senior Manager (Retail Products)	<p>1. Responsible for designing and developing the IPPB retail products (Saving accounts, bill payments and remittances products)</p> <p>2. Work closely with the sales team to identify any products updates</p> <p>3. Support research, market evaluations, customer feedback assimilation, industry trends to continuously identify opportunities for evolving and refining the product</p> <p>4. Manage the product development lifecycle by working closely with other product teams</p>

#	Function	Post	Job Profile
			<ol style="list-style-type: none"> 5. Continuously evaluate and update the existing processes with the view of delivering operational excellence 6. Comprehend the customer insights as provided by the sales function to make informed decisions about the existing product portfolio and as an input into the new product development
7	Product	Senior Manager (Merchant Products)	<ol style="list-style-type: none"> 1. Responsible for designing and developing the IPPB merchant products (Saving accounts, cash management services). 2. Work closely with the sales team to identify any products updates. 3. Support research, market evaluations, customer feedback assimilation, industry trends to continuously identify opportunities for evolving and refining the product. 4. Manage the product development lifecycle by working closely with other product teams. 5. Continuously evaluate and update the existing processes with the view of delivering operational excellence. 7. Comprehend the customer insights as provided by the sales function to make informed decisions about the existing product portfolio and as an input into the new product development.
8	Product	Senior Manager (Government Products)	<ol style="list-style-type: none"> 1. Assist DGM (Government Products) in building proposal to solicit Direct Benefit Transfer (DBT) disbursement, other business from Government Ministries / Departments 2. Maintain relationship with the existing Government Ministries / Departments 3. Work closely with the IPPB technology teams to ensure integration of Public Fund Management System (PMFS) and IPPB CBS technology platforms for smooth flow of funds 4. Ensure resolution to operational issues for the disbursement of acquired government disbursement business
9	Product	Manager (Product Research)	<ol style="list-style-type: none"> 1. Create models and procedures from marketing and consumer research that can contribute to successful product development 2. Respond to inquiries and provide information in an accurate and timely manner 3. Understand objectives and desired outcomes for assigned areas of responsibility and set goals for self accordingly 4. Communicate ideas and concepts through graphic depiction 5. Execute analytical/modelling scenarios using appropriate tools and with reasonable assumptions (e.g., business cases, synergy estimations, workforce planning) 6. Understand the benefit of using standard methods and tools and their application on a particular engagement; contributes to continuous development of methods and tools 7. Gain the trust and confidence of others through his/her actions over time 8. Identifies and solves problems using analysis, experience, and judgment

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10	Product	Manager (User Experience - UX)	<ol style="list-style-type: none"> 1. Understand the vision for developing, communicating, and implementing the user experience and associated UI framework and assets on a range of products; follow through with the processes and tactics to implement the vision 2. Bring user-centered design methods to digital applications from concept to launch 3. Partner with the Technology team to leverage the scale offered by the product platforms without compromising on core experiential principles 4. Initiate and manage user experience research and testing processes 5. Drive the development and communication of design guidelines, patterns, and libraries 6. Perform metrics analysis to inform design and user experience optimization efforts 7. Coordinate with the product management team to develop a shared vision of a product and then lead a process to define the experience and design to deliver on the product objectives
11	Product	Manager (User Interface - UI)	<ol style="list-style-type: none"> 1. Collaborate with product management and engineering to define and implement innovative solutions for the product direction, visuals and experience 2. Execute all visual design stages from concept to final handover to the technology vendor 3. Conceptualize original ideas that bring simplicity and user friendliness to complex design roadblocks 4. Create wireframes, storyboards, user flows, process flows and site maps to effectively communicate interaction and design ideas 5. Present and defend designs and key milestone deliverables to peers and executive level stakeholders 6. Develops understanding of the end users of the website/application through secondary and primary research (user interviews, traffic data). 8. Coordinate with the product management team to develop a shared vision of a product and then lead a process to define the experience and design to deliver on the product objectives
12	Marketing	Senior Manager (Digital Marketing)	<ol style="list-style-type: none"> 1. Translate business objectives into digital marketing strategies. 2. Create, manage, coordinate and execute all digital marketing strategies and implement tactical plans that meet and exceed expectations. 3. Plan and execute all web, (Search Engine Optimization) SEO/ (Search Engine Marketing) SEM , marketing database, email, social media and display advertising campaigns 4. Measure and report performance of all digital marketing campaigns, and assess against goals (ROI and KPIs). 5. Identify trends and insights, and optimize spend and performance based on the insights. 6. Brainstorm new and creative growth strategies. 7. Plan, execute, and measure experiments and conversion tests.
13	Marketing	Senior Manager (Branding & Marketing)	<ol style="list-style-type: none"> 1. Plan and manage branding and eminence building activities including marketing communications, branding and promotions, covering above-the-line

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			<p>and below-the-line and digital campaigns to create an integrated marketing strategy</p> <ol style="list-style-type: none"> Develop unique value propositions and customer centric messaging/ plans that increase brand awareness Lead and manage strategy requirements for advertising, events and Internal Communication working with business teams Design and implement financial literacy campaigns Develop the organization's corporate social responsibility strategy and spending to comply with the regulator guidelines Develop the organization's financial literacy campaign and devise means to measure its effectiveness Evaluate performance & monitor marketing activities of channel partners
14	Finance	Senior Manager (Financial Planning & Budgeting)	<ol style="list-style-type: none"> Create the financial reports that will assist in the budgeting exercise. Periodically monitor the budget and any deviations. Responsible for Cost Control and Annual Forecast.
15	Finance	Manager (Accounts Payable)	<ol style="list-style-type: none"> Responsible for review of all invoices for appropriate documentation and approval prior to payment. Handle all vendor payment and employee reimbursements. Handle statutory remittances and filings.
16	Finance	Manager (Taxation)	<ol style="list-style-type: none"> Estimate advance taxes, finalizing tax return, assist in tax audit, assessment and tax planning Compliance with all statutory provisions, handling correspondence and issue of certificate and reconciliation with accounting records. Compliance of tax provision, checking input credit, return and audit Review and/or prepare work papers and tax returns. Responsible for preparing calculations of tax attributes related to distributions to shareholders; research tax issues using online tax research services and other resources; and analyzing portfolio holdings and applying tax rules to these holdings. Analyze the tax impact of investments, including withholding, reclaims, capital gains, and transactions taxes. Ensuring receipt of all tax credits on timely basis and all tax payments and returns are paid / filed on timely basis in estimating advance taxes, finalizing tax return, assist tax audit, assessment and tax planning.
17	Finance	Manager (Procurement)	<ol style="list-style-type: none"> Manage the procurement and contracting of non-IT related material. Analyse and calculate costs of procurement and suggest methods to decrease expenditure. Update and make changes to the Procurement Policy periodically. Prepare Request for Proposal documents for procurement of items and service contracts.
18	Finance	Manager (Treasury)	<ol style="list-style-type: none"> Perform regular security monitoring to identify any possible frauds or security breach.

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		Settlements & Reconciliation)	<ol style="list-style-type: none"> 2. Provide users support per request from various constituencies. Investigate and troubleshoot issues. 3. Settlement of the transactions once they have been confirmed, i.e. issuing/receiving payment instructions to/from counterparties. 4. Ensure preparation of MIS reports related to the treasury and investments required by the Management and by RBI 5. Supervision of the entire treasury back office function. 6. Settlement and confirmation processing and control, plus query resolution. Ensure full segregation of treasury back office functions. 7. Liaising with counterparties to process all front-office treasury activities including handling any queries arising after deal execution. 8. Oversee the input and processing of treasury transactions into the main accounting system.
19	PMO	Manager (Program Management Office)	<ol style="list-style-type: none"> 1. Partner with heads of different functions to create structured schedules and project plans based on the project goals, resources needed, potential risks, time to market and budget constraints. 2. Develop and communicate clear and actionable deliverables, or activities to be completed to relevant teams and departments. 3. Lead the project execution and governance by tracking timelines, deliverables, and resources throughout the project process.
20	HR and Administration	Senior Manager (Training)	<ol style="list-style-type: none"> 1. Design, organize, coordinate, evaluate and review the entire training exercise of the bank. 2. Design the strategy of continuous training & skill upgradation of DoP personnel engaged in IPPB operations. 3. Facilitate, coordinate and evaluate trainings in collaboration with Department of Post setup for conduct of training of DoP personnel 4. Carry out skill Gap Analysis by development of Skill Mapping format for identifying next phase of training needs. 5. Interact with other functions to assess training needs of the user system, ensure capacity utilization.
21	HR and Administration	Senior Manager (HR Generalist Manpower Planning & Recruitment, Performance Management System)	<ol style="list-style-type: none"> 1. Develop a good understanding of business objectives to effectively shape and plan recruitment requirements 2. Build, manage and lead an effective Recruitment Team to support the full end to end recruitment process 3. Forecast business needs to deliver a long term view of demand and supply, and create appropriate talent pools 4. Provide advice and guidance on development, implementation, and review in the areas of performance management and rewards 5. Oversee the implementation of Rewards and ensuring they align with the guidelines and the HR policies
22	HR and Administration	Manager (Training)	<ol style="list-style-type: none"> 1. Design, organize, coordinate, evaluate and review the entire training exercise of the bank.

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			<ol style="list-style-type: none"> 2. Carry out skill Gap Analysis by development of Skill Mapping format for identifying next phase of training needs. 3. Interact with other functions to assess training needs of the user system, ensure capacity utilization.
23	HR and Administration	Manager (HR Generalist Manpower Planning & Recruitment, Performance Management System)	<ol style="list-style-type: none"> 1. Develop a good understanding of business objectives to effectively shape and plan recruitment requirements. 2. Carry out activities as part of the end to end recruitment process. 3. Forecast business needs to deliver a long term view of demand and supply, and create appropriate talent pools. 4. Develop and implement performance management and rewards system of the bank. 5. Implement a rewards system in the bank and ensure they align with the guidelines and the HR policies.
24	HR and Administration	Manager (Corporate HR & Administration)	<ol style="list-style-type: none"> 1. Conduct recruitment for all vacancies in the Corporate Office. 2. Carry out and implement performance management exercise as per timeline. 3. Resolve all HR policy related issues raised by employees of the bank. 4. Coordinate and conduct training programs for employees.
25	HR and Administration	Manager (Branch HR & Administration)	<ol style="list-style-type: none"> 1. Carry out the zonal implementation of recruitment; performance management; training activities and implementation of other HR initiatives. 2. Provide line managers with information on latest employment law changes and how these will impact on their management responsibilities and existing policies and procedures 3. Interface effectively with all levels of the organization to coordinate and oversee all the people-related and office management activities
26	HR and Administration	Manager (Administration)	<ol style="list-style-type: none"> 1. Assist in making administrative systems and processes highly reliable, finely tuned and well delivered with an aim towards pro-action rather than reaction 2. Assist the Lead administration in negotiating related contracts, managing relevant vendor relationships and ensuring smooth branch operations 3. Support in general management and day to day functioning of IPPB branches
27	HR and Administration	Manager (Hindi Cell)	<ol style="list-style-type: none"> 1. Frame policy for progressive use of Hindi as per Government guidelines 2. Monitor the progress through various means, such as, collecting data, preparing reviews, holding quarterly meetings of the official language Implementation Committee 3. Submit different reports to Government and Committee of Parliament. 4. Issue instructions and guidelines for smooth implementation of the official language. 5. Conduct training programmes and workshops for employees to enhance the use of Hindi in the internal working of the bank.

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			6. Ensure day to day translation of press releases and various documents, including that of statutory publications, such as, the Annual Report.
28	Internal Audit	Senior Manager (Risk & Concurrent Audit)	<ol style="list-style-type: none"> 1. 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. Liaise with audit teams at various zones and branches for executing risk based audits. 3. Prepare audit reports based on reviews conducted and submit the same to the head internal audit and the board audit committee. 4. Facilitate the financial and operational reviews of internal control processes and computer systems across the organization. 5. Conduct inspection of physical existence of security over Company assets; verify accuracy of accounting records and reports; review the adequacy of manual and automated systems of internal control. 6. Undertake transaction audits of high risk and fraud - prone areas such as cash, deposits, sundry and suspense accounts, internet banking. 7. Devise audit checklists and test products along with processes/ procedures to foresee pitfalls and bottlenecks and ensure these are resolved. 8. Ensure concurrent audit program is in line with guidelines issued by RBI and IBA. 9. Ensure completion of assigned audits and documentation of work papers on time. 10. Assist in keeping audit procedure manual and checklists current and updated.
29	Internal Audit	Manager (Risk & Concurrent Audit)	<ol style="list-style-type: none"> 1. 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. Liaise with audit teams at various zones and branches for executing risk based audits. 3. Prepare audit reports based on reviews conducted and submit the same to the head internal audit and the board audit committee. 4. Facilitate the financial and operational reviews of internal control processes and computer systems across the organization. 5. Conduct inspection of physical existence of security over Company assets; verify accuracy of accounting records and reports; review the adequacy of manual and automated systems of internal control. 6. Undertake transaction audits of high risk and fraud - prone areas such as cash, deposits, sundry and suspense accounts, internet banking. 7. Devise audit checklists and test products along with processes/ procedures to foresee pitfalls and bottlenecks and ensure these are resolved. 8. Ensure concurrent audit program is in line with guidelines issued by RBI and IBA.

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			9. Ensure completion of assigned audits and documentation of work papers on time. 10. Assist in keeping audit procedure manual and checklists current and updated.
30	Operations	Senior Manager (Fraud Control Operations)	1. Analyse impact of legislations (from a risk perspective) for the Bank. 2. Analyse the risk impact of changing regulatory and legislative requirements. 3. Initiate legal action by filing FIR and preparing reports with RBI. 4. Perform all operational fraud activities. 5. Responsible for recovery of losses from fraudulent activities. Drive concerned authorities to investigate and resolve fraud.
31	Operations	Senior Manager (Geographic Customer Service)	1. Manage all complaints arising out of the corresponding zone. 2. Manage the resolution of customer complaints, within given timescales. Collate issues from all channels/ mediums of communication (including Call Centre) 3. Ensure operations and concerned departments are resolving the issues on time.
32	Operations	Senior Manager (Call Centre)	1. Oversee the operations of the call centre and review the functioning periodically. 2. Analyse call centre performance to review of performance. 3. Design and implement call centre organization and experience. 4. Manage call centre SLAs.
33	Operations	Senior Manager (Branch Operations)	1. Assist in GM (Branch Operations) in monitoring the branch operations 2. Prepare reports and analysis and provide support to GM (Branch Operations) in reviewing performance of branches 3. Oversee sales activities undertaken by the field team.
34	Central Processing Centre	Senior Manager (Cheque Truncation System - CTS)	1. Generate clearing house reports and MIS. 2. Coordinate with member banks with respect to session timings, returns, extensions, and P2F. 3. Coordinate with member banks and their vendors for smooth and seamless clearing operations 4. Coordinate with member banks for ensuring CTS network connectivity 5. Coordinate with member banks for CTS readiness 6. Assist in conducting UAT, file testing, and capture solution integration. 7. Assist in Hardware and Software installation 8. Assist member banks for data, images and reports retrieval
35	Central Processing Centre	Senior Manager (Reconciliation)	1. Manage the day to day operations of NEFT, RTGS, NPCI, VISA and Mastercard. 2. Compile data from multiple sources and ensure it reconciles. 3. Correspond with users and providers of data and where appropriate investigate differences and ensure data provided is up to date, accurate and complete and provided in a timely manner. 4. Balancing the NEFT, RTGS, VISA, MasterCard Statements on and reporting weekly via spreadsheet.

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			<ol style="list-style-type: none"> 5. Receive and tally daily schedules. 6. Ensure that there is proper maker and checker process handled. 7. Improve TAT and work towards process improvements.
36	Central Processing Centre	Manager (Customer Acquisition Support)	<ol style="list-style-type: none"> 1. Responsible for opening accounts as well as processing all customer instructions - as per agreed SLA/ TATs. 2. Ensure KYC compliance in document verification & ensuring that errors are within tolerance limits and also ensure that all suspect cases identified in the - Banned list- alerts are closed within time by Branches. 3. Review new account opening applications to ensure that the account opening documentation is in place 4. Ensure fulfillment of all applicable legal and regulatory requirements for customer and merchant onboarding 5. Analyse challenging or high risk account opening situations 6. Handle the transaction monitoring alerts and conducting investigations
37	Central Processing Centre	Manager (Vendor Performance Management)	<ol style="list-style-type: none"> 1. Responsible for monitoring vendor performance in line with the agreed SLAs 2. Identify performance gaps and highlight to appropriate authorities for mitigation 3. Manage a set of vendors and initiate process of empanelment of vendor including technical evaluation 4. Ensure all laid down procedures, guidelines are followed when selecting the vendor
38	Risk and Compliance	Senior Manager (Compliance Support & Reporting)	<ol style="list-style-type: none"> 1. Development, maintenance and revision of compliance related policies and procedures. 2. Carry out compliance controls and operations across all the bank's activities. 3. Support in developing and implementing of the corrective action plans for resolution of Compliance issues 4. Ensure regulatory guidelines are disseminated throughout the organization. 5. Coordinate regulatory inspection in IPPB 6. Undergo regulatory compliance training and impart these trainings in the organization and also ensuring that everybody is trained and aware.
39	Risk and Compliance	Manager (Compliance Support & Reporting)	<ol style="list-style-type: none"> 1. Development, maintenance and revision of compliance related policies and procedures. 2. Assist in carrying out compliance controls and operations across all the bank's activities. 3. Support in developing and implementing of the corrective action plans for resolution of Compliance issues 4. Assist DGM (Regulatory Compliance) in ensuring that the regulatory guidelines are disseminated throughout the organization. 5. Coordinate regulatory inspection in IPPB 6. Undergo regulatory compliance training and impart these trainings in the organization and also ensuring that everybody is trained and aware.

#	Function	Post	Job Profile
40	Risk and Compliance	Manager (Operational Risk)	<ol style="list-style-type: none"> 1. Assist in aggregating and analysing risk events reported by the business units 2. Assist in development, maintenance of risk governance framework on an annual basis 3. Support in development of required risk infrastructure and process to enable internal and regulatory risk reporting. Develop detailed reports and dashboards of operational risk. 4. Co-ordinate with functions to make sure the risks in those respective functions are within acceptable limits 5. Co-ordinate in risk assessment activity and execution of action plans 6. Co-ordinate the risk review of the proposed new products and processes of technology 7. Identify and report on areas of emerging risks
41	Risk and Compliance	Manager (Legal)	<ol style="list-style-type: none"> 1. Report 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. Conduct 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. Keep track of legal developments and prepare internal communication to all concerned stakeholders on timely basis
42	Technology	Senior Manager (System/ Database Administration)	<ol style="list-style-type: none"> 1. Manage systems and provide necessary deployment, support, or maintenance activities. 2. Responsible for design of logical and physical database models. 3. Support the development efforts for one or multiple diverse types of large database systems. 4. Perform requirements analysis, data modelling and database architecture functions for relational database system(s). 5. Identify and resolve hardware and software technical problems/malfunctions. 6. Define standards related to data management. 7. Explore basic automation opportunities for repeatable tasks and recommend/ implement the solutions in collaboration with the appropriate teams.
43	Technology	Senior Manager (Security Administration)	<ol style="list-style-type: none"> 1. Oversee system security against unauthorized access, modification and/or destruction. 2. Oversee timely configuration and support of security tools such as anti-virus software, and patch management systems. 3. Create & oversee implementation of application security, technology infrastructure security, access control and corporate data safeguards policies. 4. Identify gaps in employees security awareness and procedures and raise a training need if any.

#	Function	Post	Job Profile
			<ol style="list-style-type: none"> 5. Develop, update and periodically oversee testing of business continuity and disaster recovery protocols. 6. Conduct security audits and make policy recommendations. 7. Triage malware incidents, their priority and the need for escalation.
44	Technology	Senior Manager (Network/ Infrastructure Administration)	<ol style="list-style-type: none"> 1. Ensure technology, once implemented, has the right technical support to function smoothly to meet the business requirements. 2. Ensures all platforms integrate with each other for optimum performance. 3. Develop and maintain processes for supporting users of the merchant and consumer specific technical platforms. 4. Create a practice around operational big data, apply data science to create real time deviation detection mechanisms and use that to optimize time to detect, time to recover and therefore availability through alerts and visualizations. 5. Evaluate all updates, enhancements and new products related to the platforms and make recommendations regarding these updates, enhancements and new products. 6. Install and support LANs, WANs, network segments, Internet, and intranet systems. 7. Install and maintain network hardware and software. 8. Monitor networks to ensure security and availability to specific users. 9. Maintain network facilities in individual machines, such as drivers and settings of personal computers as well as printers.
45	Technology	Senior Manager (IT Project Management)	<ol style="list-style-type: none"> 1. Assist in developing a detailed IT 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. Establish and maintain relationships with third parties/vendors.
46	Technology	Manager (Vendor Management - Hardware/ Software/ Services)	<ol style="list-style-type: none"> 1. Participate in vendor-sponsored events which focus primarily on future products and services, industry trends, vendor strategic direction and similar topics. 2. Manage the review and negotiation of all IT vendor agreements. 3. Serve as liaison between IT and the Business Services Unit (i.e. contracting, procurement, accounting, and budget). 4. Coordinate gathering of IT-related materials to support litigation if required. 5. Participate in vendor-sponsored events which focus primarily on future products and services, industry trends, vendor strategic direction and similar topics. 6. Drive ongoing process improvement to deliver increasing operational efficiency in all business partner processes.

#	Function	Post	Job Profile
			7. Maintain agreement repository/history and apply record retention rules in accordance with company policy.
47	Technology	Manager (Digital Technology Innovation)	<ol style="list-style-type: none"> 1. Support in 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. Assist in developing Digital, Mobile, Social & New Media IT Strategy and Business Innovations. 4. Assist in defining the Digital technology strategy to support the business, informed by the business strategy, market trends, and the competitive landscape 5. Assist in the execution and delivery of new digital initiatives as well as providing operational support for solutions

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 required for the various posts specified in Section A are prescribed as under:

#	Function	Post	Grade	Scale	Job Specification (Age, Qualification and Experience as on 01.09.2016)
1	Branches	Senior Manager (Branch)	MMGS-III	III	<p>Age Limit: 26 years 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>Post Qualification Experience: Minimum experience of 6 years is mandatory.</p> <p>(And) Experience in managing a branch of a Public Sector Bank (or) Private Bank is mandatory.</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> <p>Note: Experience in managing rural banking/ financial inclusion operations and sales are preferred.</p>
2	Branches	Manager (Area Sales)	MMGS-II	II	<p>Age Limit: 23 years to 35 years</p> <p>Note: The candidate should be born not before 02.09.1981 and not later than 01.09.1993 (both dates inclusive).</p> <p>Minimum Educational Qualification: Graduate from University/ Institution/ Board recognized by the</p>

#	Function	Post	Grade	Scale	Job Specification (Age, Qualification and Experience as on 01.09.2016)
					<p>Government of India (or) approved by a Government Regulatory Body.</p> <p>Post Qualification Experience: Minimum experience of 3 years in sales of financial products is mandatory.</p> <p>(And) The candidate should at least be working in Scale I of a PSB or equivalent scale in a Private Bank or similar level in any other organization.</p> <p>Note: Experience in sales of banking products related to postal banking, rural banking, or experience as Business Correspondent for Banks will be preferred.</p>
3	Branches	Manager (Area Operations)	MMGS-II	II	<p>Age Limit: 23 years to 35 years</p> <p>Note: The candidate should be born not before 02.09.1981 and not later than 01.09.1993 (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>Post Qualification Experience: Minimum experience of 3 years in working in a CBS environment on banking operations in a Public Sector Bank or Private Bank or Post Office Savings Bank is mandatory.</p> <p>Note: Experience in managing rural banking/ financial inclusion operations will be preferred.</p>
4	Sales	Senior Manager (Sales Operations)	MMGS-III	III	<p>Age Limit: 26 years 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>

#	Function	Post	Grade	Scale	Job Specification (Age, Qualification and Experience as on 01.09.2016)
					<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/International University of repute (or) approved by a Government Regulatory Body is preferred.</p> <p>Post Qualification Experience: Minimum 6 years of relevant experience in sales function is mandatory.</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>
5	Product	Senior Manager (UI/ UX)	MMGS-III	III	<p>Age Limit: 26 years 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>Post Qualification Work Experience: Minimum 6 years of experience in User Interface/ User Experience is mandatory.</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>
6	Product	Senior Manager (Retail Products)	MMGS-III	III	<p>Age Limit: 26 years to 35 years.</p>

#	Function	Post	Grade	Scale	Job Specification (Age, Qualification and Experience as on 01.09.2016)
					<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>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 6 years of experience in product development for retail/ merchant products is mandatory. (And) Exposure to rural banking products/ Financial inclusion for Financial Services industry is mandatory. (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>
7	Product	Senior Manager (Merchant Products)	MMGS-III	III	<p>Age Limit: 26 years 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>Note: MBA from University/ Institution/ Board recognized by the Government of India/ International University of repute (or) approved by a Government Regulatory Body, is</p>

#	Function	Post	Grade	Scale	Job Specification (Age, Qualification and Experience as on 01.09.2016)
					<p>preferred</p> <p>Post Qualification Work Experience: Minimum 6 years of experience in product development for retail/ merchant products is mandatory. (And) Exposure to rural banking products/ Financial inclusion for Financial Services industry is mandatory. (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>
8	Product	Senior Manager (Government Products)	MMGS-III	III	<p>Age Limit: 26 years 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>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 6 years of experience in product development for rural market in the Financial Services sector is mandatory. (And) Experience in Direct Benefits Transfer (DBT), government pension payments or similar schemes is mandatory. (And)</p>

#	Function	Post	Grade	Scale	Job Specification (Age, Qualification and Experience as on 01.09.2016)
					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.
9	Product	Manager (Product Research)	MMGS-II	II	<p>Age limit: 23 years to 35 years.</p> <p>Note: The candidate should be born not before 02.09.1981 and not later than 01.09.1993 (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: 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 3 years of experience is mandatory.</p> <p>(And) The candidate should at least be working in Scale I of a PSB or equivalent scale in a Private Bank or similar level in any other organization.</p>
10	Product	Manager (User Experience - UX)	MMGS-II	II	<p>Age Limit: 23 years to 35 years.</p> <p>Note: The candidate should be born not before 02.09.1981 and not later than 01.09.1993 (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>Post Qualification Work</p>

#	Function	Post	Grade	Scale	Job Specification (Age, Qualification and Experience as on 01.09.2016)
					<p>Experience: Minimum 3 years of experience in User Experience is mandatory</p> <p>(And) The candidate should at least be working in Scale I of a PSB or equivalent scale in a Private Bank or similar level in any other organization.</p>
11	Product	Manager (User Interface - UI)	MMGS-II	II	<p>Age Limit: 23 years to 35 years.</p> <p>Note: The candidate should be born not before 02.09.1981 and not later than 01.09.1993 (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>Post Qualification Work Experience: Minimum 3 years of experience in User Interface is mandatory</p> <p>(And) The candidate should at least be working in Scale I of a PSB or equivalent scale in a Private Bank or similar level in any other organization.</p>
12	Marketing	Senior Manager (Digital Marketing)	MMGS-III	III	<p>Age Limit: 26 years 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>Note: MBA from University/ Institution/ Board recognized by the Government</p>

#	Function	Post	Grade	Scale	Job Specification (Age, Qualification and Experience as on 01.09.2016)
					<p>of India/ International University of repute (or) approved by a Government Regulatory Body, is preferred.</p> <p>Post Qualification Work Experience: Minimum 6 years of experience is mandatory.</p> <p>(of which) Minimum 3 years of experience in digital marketing is mandatory.</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> <p>Note: Experience in financial services sector is preferred.</p>
13	Marketing	Senior Manager (Branding & Marketing)	MMGS-III	III	<p>Age Limit: 26 years 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>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 6 years of experience is mandatory.</p> <p>(of which) Minimum 3 years of experience in branding and marketing function is mandatory.</p>

#	Function	Post	Grade	Scale	Job Specification (Age, Qualification and Experience as on 01.09.2016)
					<p>(And)</p> <p>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> <p>Note:</p> <p>Experience in financial services sector is preferred.</p> <p>Experience in branding and marketing for products and services in rural markets is preferred.</p>
14	Finance	Senior Manager (Financial Planning & Budgeting)	MMGS-III	III	<p>Age Limit: 26 years 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: Chartered Accountant (Intermediate) from ICAI.</p> <p>(Or) MBA in Finance from a 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 6 years of experience is mandatory. (of which) Minimum 3 years relevant experience in a finance department of a Bank (or) Financial Institution is mandatory.</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>
15	Finance	Manager (Accounts Payable)	MMGS-II	II	<p>Age Limit: 23 years to 35 years.</p> <p>Note: The candidate should be born not before 02.09.1981 and not later than 01.09.1993 (both dates inclusive).</p> <p>Minimum Educational Qualification:</p>

#	Function	Post	Grade	Scale	Job Specification (Age, Qualification and Experience as on 01.09.2016)
					<p>Chartered Accountant from ICAI. (Or) MBA in Finance from a 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 3 years of experience in Accounting Department is mandatory. (And) The candidate should at least be working in Scale I of a PSB or equivalent scale in a Private Bank or similar level in any other organization. Note: Experience in Banks is preferred.</p>
16	Finance	Manager (Taxation)	MMGS-II	II	<p>Age Limit: 23 years to 35 years. Note: The candidate should be born not before 02.09.1981 and not later than 01.09.1993 (both dates inclusive). Minimum Educational Qualification: Chartered Accountant from ICAI. (Or) MBA from a University/ Institution/ Board recognized by the Government of India/ International University of repute (or) approved by a Government Regulatory Body. Post Qualification Work Experience: Minimum 3 years of experience in taxation department of a Bank or Financial Institution is mandatory. (And) The candidate should at least be working in Scale I of a PSB or equivalent scale in a Private Bank or similar level in any other organization.</p>
17	Finance	Manager (Procurement)	MMGS-II	II	<p>Age Limit: 23 years to 35 years. Note: The candidate should be born not before 02.09.1981 and not later than 01.09.1993 (both dates inclusive). Minimum Educational Qualification: Chartered Accountant from ICAI or ICWA from Institute of Cost Accountants of India (Or)</p>

#	Function	Post	Grade	Scale	Job Specification (Age, Qualification and Experience as on 01.09.2016)
					<p>MBA in Finance from a 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 3 years of experience is mandatory. (of which) Minimum 1 year experience in Public Sector procurement is mandatory. (And) The candidate should at least be working in Scale I of a PSB or equivalent scale in a Private Bank or similar level in any other organization.</p>
18	Finance	Manager (Treasury Settlements & Reconciliation)	MMGS-II	II	<p>Age Limit: 23 years to 35 years.</p> <p>Note: The candidate should be born not before 02.09.1981 and not later than 01.09.1993 (both dates inclusive).</p> <p>Minimum Educational Qualification: Chartered Accountant from ICAI. (Or) MBA in Finance from a 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 3 years of experience in settlement of treasury back office of a Bank (or) Financial Institution (or) Primary Dealer is mandatory. (And) The candidate should at least be working in Scale I of a PSB or equivalent scale in a Private Bank or similar level in any other organization.</p>
19	Program Management Office	Manager (Program Management Office)	MMGS-III	III	<p>Age Limit: 26 years 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: MBA from University/ Institution/ Board recognized by the Government</p>

#	Function	Post	Grade	Scale	Job Specification (Age, Qualification and Experience as on 01.09.2016)
					<p>of India/ International University of repute (or) approved by a Government Regulatory Body.</p> <p>(Or)</p> <p>Post Graduate from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body.</p> <p>Post Qualification work experience:</p> <p>Minimum 6 years of experience is mandatory.</p> <p>(of which)</p> <p>Minimum 3 years' experience in organization wide program management is mandatory.</p> <p>(And)</p> <p>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>
20	HR and Administration	Senior Manager (Training)	MMGS-III	III	<p>Age Limit:</p> <p>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:</p> <p>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/ International University of repute (or) approved by a Government Regulatory Body is preferred.</p> <p>Post Qualification Experience:</p> <p>Minimum 6 years of experience in HR in Banking and financial Sector is mandatory</p>

#	Function	Post	Grade	Scale	Job Specification (Age, Qualification and Experience as on 01.09.2016)
					<p>(And)</p> <p>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>
21	HR and Administration	Senior Manager (HR Generalist - Manpower Planning & Recruitment, Performance Management System)	MMGS-III	III	<p>Age Limit:</p> <p>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</p> <p>Graduate (With Specialization in HR) 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/ International University of repute (or) approved by a Government Regulatory Body is preferred.</p> <p>Post Qualification Experience:</p> <p>Minimum 6 years of experience in HR in Banking and financial Sector is mandatory.</p> <p>(And)</p> <p>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>
22	HR and Administration	Manager (Training)	MMGS-II	II	<p>Age Limit:</p> <p>23 to 35 years</p> <p>Note: The candidate should be born not before 02.09.1981 and not later than 01.09.1993 (both dates inclusive).</p> <p>Minimum Educational Qualification:</p>

#	Function	Post	Grade	Scale	Job Specification (Age, Qualification and Experience as on 01.09.2016)
					<p>Graduate (With Specialization in HR) 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/ International University of repute (or) approved by a Government Regulatory Body is preferred.</p> <p>Post Qualification Experience:</p> <p>Minimum 3 years of experience in HR in Banking and financial Sector is mandatory.</p> <p>(And)</p> <p>The candidate should at least be working in Scale I of a PSB or equivalent scale in a Private Bank or similar level in any other organization.</p>
23	HR and Administration	Manager (HR Generalist - Manpower Planning & Recruitment, Performance Management System)	MMGS-II	II	<p>Age Limit:</p> <p>23 to 35 years</p> <p>Note: The candidate should be born not before 02.09.1981 and not later than 01.09.1993 (both dates inclusive).</p> <p>Minimum Educational Qualification</p> <p>Graduate (With Specialization in HR) 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 / Post graduation (With Specialization in HR) 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:</p> <p>Minimum 3 years of experience in HR in Banking and financial Sector is mandatory.</p>

#	Function	Post	Grade	Scale	Job Specification (Age, Qualification and Experience as on 01.09.2016)
					<p>(And)</p> <p>The candidate should at least be working in Scale I of a PSB or equivalent scale in a Private Bank or similar level in any other organization.</p>
24	HR and Administration	Manager (Corporate HR & Administration)	MMGS-II	II	<p>Age Limit:</p> <p>23 to 35 years</p> <p>Note: The candidate should be born not before 02.09.1981 and not later than 01.09.1993 (both dates inclusive).</p> <p>Minimum Educational Qualification:</p> <p>Graduate from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body.</p> <p>Post Qualification Experience:</p> <p>Minimum 3 years of experience in HR & Administration function is mandatory.</p> <p>(And)</p> <p>The candidate should at least be working in Scale I of a PSB or equivalent scale in a Private Bank or similar level in any other organization.</p>
25	HR and Administration	Manager (Branch HR & Administration)	MMGS-II	II	<p>Age Limit:</p> <p>23 to 35 years</p> <p>Note: The candidate should be born not before 02.09.1981 and not later than 01.09.1993 (both dates inclusive).</p> <p>Minimum Educational Qualification:</p> <p>Graduate from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body.</p> <p>Post Qualification Experience:</p> <p>Minimum 3 years of experience in HR & Administration is mandatory.</p> <p>(And)</p>

#	Function	Post	Grade	Scale	Job Specification (Age, Qualification and Experience as on 01.09.2016)
					The candidate should at least be working in Scale I of a PSB or equivalent scale in a Private Bank or similar level in any other organization.
26	HR and Administration	Manager (Administration)	MMGS-II	II	<p>Age Limit: 23 to 35 years</p> <p>Note: The candidate should be born not before 02.09.1981 and not later than 01.09.1993 (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>Post Qualification Experience: Minimum 3 years of experience in Administration function of a public sector organization is mandatory</p> <p>(And) The candidate should at least be working in Scale I of a PSB or equivalent scale in a Private Bank or similar level in any other organization.</p>
27	HR and Administration	Manager (Hindi Cell)	MMGS-II	II	<p>Age Limit: 23 to 35 years</p> <p>Note: The candidate should be born not before 02.09.1981 and not later than 01.09.1993 (both dates inclusive).</p> <p>Minimum Educational Qualification: Post-Graduation degree (With Specialization in Hindi) with English as a subject from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body.</p> <p>(OR) Post Graduation degree (With Specialization in Sanskrit) with English and Hindi as subjects from University/ Institution/ Board</p>

#	Function	Post	Grade	Scale	Job Specification (Age, Qualification and Experience as on 01.09.2016)
					<p>recognized by the Government of India (or) approved by a Government Regulatory Body.</p> <p>Post Qualification Experience:</p> <p>Minimum 3 years of experience is mandatory.</p> <p>(And)</p> <p>The candidate should at least be working in Scale I of a PSB or equivalent scale in a Private Bank or similar level in any other organization.</p> <p>Note:</p> <p>Minimum 1 year experience in Rajbhasha function of a public sector organization is preferred.</p>
28	Internal Audit	Senior Manager (Risk & Concurrent Audit)	MMGS-III	III	<p>Age Limit:</p> <p>26 years 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:</p> <p>Chartered Accountant from ICAI.</p> <p>Post Qualification Work Experience:</p> <p>Minimum 6 years of experience in Internal Audit is mandatory.</p> <p>(of which)</p> <p>Minimum 3 years of experience in the Internal Audit function in banking or financial services or insurance industry is mandatory.</p> <p>(And)</p> <p>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>
29	Internal Audit	Manager (Risk & Concurrent Audit)	MMGS-II	II	<p>Age Limit:</p> <p>23 years to 35 years.</p> <p>Note: The candidate should be born not before 02.09.1981 and not later</p>

#	Function	Post	Grade	Scale	Job Specification (Age, Qualification and Experience as on 01.09.2016)
					<p>than 01.09.1993 (both dates inclusive).</p> <p>Minimum Educational Qualification: Chartered Accountant from ICAI</p> <p>Post Qualification Work Experience: Minimum 3 years of experience in Internal Audit is mandatory.</p> <p>(And) The candidate should at least be working in Scale I of a PSB or equivalent scale in a Private Bank or similar level in any other organization.</p>
30	Operations	Senior Manager (Fraud Control Operations)	MMGS-III	III	<p>Age Limit: 26 years 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>Note: CAIIB Certification is preferred. 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 6 years of experience in banking operations in a Core Banking System environment is mandatory.</p> <p>(of which) Minimum 3 years of experience in fraud control operations of a bank is mandatory.</p> <p>(And)</p>

#	Function	Post	Grade	Scale	Job Specification (Age, Qualification and Experience as on 01.09.2016)
					<p>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> <p>Note: Experience in forensic audit is preferred.</p>
31	Operations	Senior Manager (Customer Service)	MMGS-III	III	<p>Age Limit: 26 years 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>Note: CAIIB Certification is preferred. MBA University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory, is preferred.</p> <p>Post Qualification Work Experience: Minimum 6 years of experience is mandatory. (of which) Minimum 3 years in handling customer services is mandatory. (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>
32	Operations	Senior Manager (Call Centre)	MMGS-III	III	<p>Age Limit: 26 years 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:</p>

#	Function	Post	Grade	Scale	Job Specification (Age, Qualification and Experience as on 01.09.2016)
					<p>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 6 years of experience is mandatory. (of which) Minimum 3 years in managing end to end operations and Service Level Agreement management in a call centre of a bank/ financial services industry is mandatory.</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>
33	Operations	Senior Manager (Branch Operations)	MMGS-III	III	<p>Age Limit: 26 years 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>Note: CAIIB Certification is preferred.</p> <p>Post Qualification Work Experience: Minimum 6 years of experience in banking or financial Services industry is mandatory. (of which) Minimum 3 years of experience in managing branch operations in a Bank operating in a technology environment is mandatory.</p> <p>(And) The candidate should at least be working in Scale II of a PSB or equivalent scale in a Private Bank or</p>

#	Function	Post	Grade	Scale	Job Specification (Age, Qualification and Experience as on 01.09.2016)
					similar level in any other organization.
34	Central Processing Centre	Senior Manager (Cheque Truncation System)	MMGS-III	III	<p>Age Limit: 26 years 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>Note: MBA or equivalent from University/ Institution/ Board recognized by the Government of India/ International University of repute (or) approved by a Government Regulatory Body is preferable. CAIIB certification is preferred.</p> <p>Post Qualification Work Experience: Minimum 6 years' experience in banking/ Financial Services industry is mandatory. (of which) Minimum 3 years of experience in operations of a Central Processing Centre is mandatory</p> <p>(And) The candidate should at least be working in Scale II of a PSB or equivalent scale in a Private Bank.</p>
35	Central Processing Centre	Senior Manager (Reconciliation)	MMGS-III	III	<p>Age Limit: 26 years 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</p>

#	Function	Post	Grade	Scale	Job Specification (Age, Qualification and Experience as on 01.09.2016)
					<p>Government of India (or) approved by a Government Regulatory Body.</p> <p>Note:</p> <p>MBA or equivalent 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>CAIIB certification is preferred.</p> <p>Post Qualification Work Experience:</p> <p>Minimum 6 years' experience in banking/ Financial Services industry is mandatory. (of which)</p> <p>Minimum 3 years of experience in operations of a Central Processing Centre is mandatory.</p> <p>(And)</p> <p>The candidate should at least be working in Scale II of a PSB or equivalent scale in a Private Bank.</p>
36	Central Processing Centre	Manager (Customer Acquisition Support)	MMGS-II	II	<p>Age Limit:</p> <p>23 years to 35 years.</p> <p>Note: The candidate should be born not before 02.09.1981 and not later than 01.09.1993 (both dates inclusive).</p> <p>Minimum Educational Qualification:</p> <p>Graduate from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body.</p> <p>Note:</p> <p>MBA or equivalent 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>CAIIB certification is preferred.</p> <p>Post Qualification Work Experience:</p> <p>Minimum 3 years' experience in banking/ Financial Services industry</p>

#	Function	Post	Grade	Scale	Job Specification (Age, Qualification and Experience as on 01.09.2016)
					<p>is mandatory. (of which) Minimum 1 year experience in operations of a Central Processing Centre is mandatory.</p> <p>(And) The candidate should at least be working in Scale I of a PSB or equivalent scale in a Private Bank.</p>
37	Central Processing Centre	Manager (Vendor Performance Management)	MMGS-II	II	<p>Age Limit: 23 years to 35 years.</p> <p>Note: The candidate should be born not before 02.09.1981 and not later than 01.09.1993 (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: MBA or equivalent from University/ Institution/ Board recognized by the Government of India/ International University of repute (or) approved by a Government Regulatory Body is preferable. CAIIB certification is preferred.</p> <p>Post Qualification Work Experience: Minimum 3 years' experience in banking/ Financial Services industry is mandatory. (of which) Minimum 1 year experience in operations of a Central Processing Centre is mandatory.</p> <p>(And) The candidate should at least be working in Scale I of a PSB or equivalent scale in a Private Bank.</p>
38	Risk and Compliance	Senior Manager (Compliance Support & Reporting)	MMGS-III	III	<p>Age Limit: 26 years to 35 years.</p> <p>Note: The candidate should be born not before 02.09.1981 and not later</p>

#	Function	Post	Grade	Scale	Job Specification (Age, Qualification and Experience as on 01.09.2016)
					<p>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>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>Certification in Financial Risk Management from GARP is desirable.</p> <p>Post Qualification Experience: Minimum 6 years of experience is mandatory. (of which) Minimum of 3 years of experience in Risk & Compliance function of a bank is mandatory.</p> <p>(And) The candidate should at least be working in Scale II of a PSB or equivalent scale in a Private Bank.</p> <p>Note: Experience in Financial Risk Management is preferred.</p>
39	Risk and Compliance	Manager (Compliance Support & Reporting)	MMGS-II	II	<p>Age Limit: 23 years to 35 years.</p> <p>Note: The candidate should be born not before 02.09.1981 and not later than 01.09.1993 (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: MBA from University/ Institution/ Board recognized by the Government of India/ International University of</p>

#	Function	Post	Grade	Scale	Job Specification (Age, Qualification and Experience as on 01.09.2016)
					<p>repute (or) approved by a Government Regulatory Body is preferred.</p> <p>Certification in Financial Risk Management from GARP is desirable.</p> <p>Post Qualification Experience: Minimum 3 years of experience is mandatory.</p> <p>(And)</p> <p>The candidate should at least be working in Scale I of a PSB or equivalent scale in a Private Bank.</p> <p>Note:</p> <p>Experience in Financial Risk Management is preferred.</p>
40	Risk and Compliance	Manager (Operational Risk)	MMGS-II	II	<p>Age Limit: 23 years to 35 years.</p> <p>Note: The candidate should be born not before 02.09.1981 and not later than 01.09.1993 (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: 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>Certification in Financial Risk Management from GARP is desirable.</p> <p>Post Qualification Experience: Minimum 3 years of experience is mandatory.</p> <p>(of which)</p> <p>Minimum 1 year experience in any bank related to risk management is mandatory.</p> <p>(And)</p> <p>The candidate should at least be working in Scale I of a PSB or equivalent scale in a Private Bank.</p>

#	Function	Post	Grade	Scale	Job Specification (Age, Qualification and Experience as on 01.09.2016)
41	Risk and Compliance	Manager (Legal)	MMGS-II	II	<p>Age Limit: 23 years to 35 years.</p> <p>Note: The candidate should be born not before 02.09.1981 and not later than 01.09.1993 (both dates inclusive).</p> <p>Minimum Educational Qualification: LLB from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body.</p> <p>Post Qualification Experience: Minimum 3 years of experience in legal function of a Bank/ Financial services is mandatory.</p> <p>(And) The candidate should at least be working in Scale I of a PSB or equivalent scale in a Private Bank.</p>
42	Technology	Senior Manager (System/ Database Administration)	MMGS-III	III	<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: B.Tech. or equivalent from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body is mandatory.</p> <p>Note: B.Tech. (With Specialization in Information Systems/Computer Science) 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 6 years of experience is mandatory</p>

#	Function	Post	Grade	Scale	Job Specification (Age, Qualification and Experience as on 01.09.2016)
					<p>(of which)</p> <p>Minimum of 3 years of experience in system/ database administration in banking or financial services or insurance industry is mandatory.</p> <p>(And)</p> <p>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>
43	Technology	Senior Manager (Security Administration)	MMGS-III	III	<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: B.Tech.or equivalent from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body is mandatory.</p> <p>Note: B.Tech. (With Specialization in Information Systems/Computer Science) 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 6 years of experience is mandatory.</p> <p>(of which)</p> <p>Minimum 3 years of experience in security administration function in banking or financial services or insurance industry is mandatory.</p> <p>(And)</p> <p>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>
44	Technology	Senior Manager (Network/	MMGS-III	III	<p>Age Limit: 26 to 35 years</p>

#	Function	Post	Grade	Scale	Job Specification (Age, Qualification and Experience as on 01.09.2016)
		Infrastructure Administration)			<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: B.Tech.or equivalent from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body is mandatory.</p> <p>Note: B.Tech.(With Specialization in Information Systems/Computer Science) 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 6 years of experience is mandatory.</p> <p>(of which) Minimum 3 years of experience in network infrastructure/ administration in banking or financial services or insurance industry is mandatory.</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>
45	Technology	Senior Manager (IT Project Management)	MMGS-III	III	<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: B.Tech. or equivalent from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body is mandatory.</p>

#	Function	Post	Grade	Scale	Job Specification (Age, Qualification and Experience as on 01.09.2016)
					<p>Note: B.Tech. (With Specialization in Information Systems/Computer Science) 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 6 years of experience of IT project management in the banking or financial services or insurance industry is mandatory.</p> <p>(And)</p> <p>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>
46	Technology	Manager (Vendor Management - Hardware/ Software/ Services)	MMGS-II	II	<p>Age Limit: 23 to 35 years</p> <p>Note: The candidate should be born not before 02.09.1981 and not later than 01.09.1993 (both dates inclusive).</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 is mandatory.</p> <p>Note: B.Tech. (With Specialization in Information Systems/Computer Science) 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 3 years of relevant experience in vendor management in Information Technology function is mandatory.</p> <p>(And)</p> <p>The candidate should at least be working in Scale I of a PSB or equivalent scale in a Private Bank or</p>

#	Function	Post	Grade	Scale	Job Specification (Age, Qualification and Experience as on 01.09.2016)
					similar level in any other organization.
47	Technology	Manager (Digital Technology Innovation)	MMGS-II	II	<p>Age Limit: 23 to 35 years</p> <p>Note: The candidate should be born not before 02.09.1981 and not later than 01.09.1993 (both dates inclusive).</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 is mandatory.</p> <p>Note: B.Tech. (With Specialization in IT/Computer Science) 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 3 years of experience is mandatory.</p> <p>(And) The candidate should at least be working in Scale I of a PSB or equivalent scale in a Private Bank or similar level in any other organization.</p>

Notes:

1. Age Criteria and Age Relaxation:

- i. The candidates must meet the requisite age criteria as on 01.09.2016.
- ii. Maximum age indicated is for General category candidates. The SC, the ST, OBC, PWD and Ex-Servicemen applicants would be eligible for age relaxation as per the Government of India guidelines, as under:

Category	Age Relaxation
Scheduled Caste and Scheduled Tribe	5 years
Other Backward Class	3 years
Person With Disability	10 years

Ex-servicemen	Ex-service Commissioned Officers, including ECOs/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 for receipt of applications) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disability attributable to military service or on invalidment - 5 years
Persons ordinarily domiciled in the State of Jammu & Kashmir during the period 1-1-80 to 31-12-89	5 years
Persons affected by 1984 riots	5 years

- iii. In case of a candidate who is eligible for relaxation under more than one of the above age relaxation categories, the age relaxation will be available on cumulative basis with only one of the remaining categories for which relaxation is permitted as mentioned above. This cumulative age relaxation is available to SC/ST/OBC candidates.
- iv. Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) at the time of Interview and at any subsequent stage of the recruitment process as required by IPPB.
- v. An Ex-servicemen who has once joined a Government job on civil side after availing of the benefits given to him/her as an Ex-servicemen for his/her re-employment, his/her Ex-Servicemen status for the purpose of re-employment in Government jobs ceases.
- vi. There is no reservation for Ex-servicemen in Officers' Cadre.

2. 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 indicating the date of passing properly mentioned thereon will be reckoned for verification and further process.

3. RESERVATIONS

- i. Vacancies are reserved for Disabled (Physically Challenged) Persons under Section 33 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996) as per government guidelines. Candidates with following disabilities are eligible to apply as per the definitions given in the above act: a) Orthopedically Challenged, b) Visually Impaired, c) Hearing Impaired.
- ii. A person (OC/VI/HI) who suffer from not less than 40% of relevant disability and wants to avail the benefit of reservation will have to submit a Disability Certificate issued by the Medical Board duly constituted by Central or State Government. The certificate should be dated on or before last date of registration of application.
- iii. Candidates belonging to OBC category but coming in the 'creamy layer' are not entitled to OBC reservation and age relaxation. They should indicate their category as 'GENERAL' or GENERAL (OC/HI/VI), as applicable.
- iv. Caste certificate issued by Competent Authority on format prescribed by the Government of India will have to be submitted by the SC/ST candidates, if called for interview.
- v. Candidates applying for a particular post may be considered for any other post mentioned in the advertisement, at the discretion of IPPB.

b. Orthopedically Challenged (OC)

Orthopedically Challenged (OC) person is one having a minimum of 40% physical defect or deformity which causes interference with the normal functioning of the bones, muscles and joints and is so certified by a Medical Board appointed by the State Government. Only those who fall in the following categories are eligible to apply: BL - Both Legs

Affected but not Arms; OA - One Arm Affected (Right or Left) - (a) Impaired Reach; (b) Weakness of Grip; (c) Ataxia; OL - One Leg Affected (Right or Left); MW - Muscular Weakness & Limited Physical Endurance.

c. Visually Impaired (VI)

Persons who suffer from either of the following conditions:

- Total absence of sight,
- Visual Acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses, or
- Limitation of the field of vision subtending an angle of 20 degrees or worse and so certified by a Medical Board appointed by the State Government.

A person with Low Vision means one with impairment of visual functioning even after treatment of standard refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device.

d. Deaf & Hearing Impaired (HI)

Deaf are those persons in whom the sense of hearing is non-functional for ordinary purposes of life, i.e. with total loss of hearing in both ears. They do not hear and understand sounds at all - even with amplified speech.

Hearing impairment means loss of more than 60 decibels in the better ear in the conversational range of frequencies.

e. Competent Authority for the issue of the certificate to SC / ST / OBC / PERSONS WITH DISABILITIES is as under (as notified by GOI from time to time):

For Scheduled Castes / Scheduled Tribes / Other Backward Classes: (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: Authorised 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. Candidates belonging to SC, ST, OBC, PWD categories have to submit certificates in support of it at the time of interview.

D. EMOLUMENTS (AS ON 01.09.2016) AND RELEVANT POLICIES

1. PAY-SCALE, ALLOWANCES AND PERQUISITES

Pay Scale, Allowances and Perquisites as applicable		
Scale	Pay Scale	Approx. Total Monthly CTC#
MMGS-III	42,020-51,490	106,000
MMGS-II	31,705-45,950	83,000

(#) - Approximate monthly CTC Calculated at the start of the scale inclusive of Dearness Allowance, City Compensatory Allowance & other allowances at "A" Category Cities.

In addition to the above, the Officer would be entitled to a Performance Pay as per criteria defined by IPPB from time to time.

The Officers are also entitled to retirement and terminal benefits as per the policy defined by IPPB.

2. PROBATION PERIOD

The selected candidates will be on probation for a period of 1 year for MMG/S-II & MMG/S-III from the date of joining. Their confirmation in IPPB's service will be decided in terms of the provisions of the IPPB (Officers) Service Rules.

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 online test and/ or an interview. However, depending on the number of applications the selection process may be carried out only on the basis of an interview or a Group Discussion and an interview. Merely satisfying the eligibility norms do not entitle a candidate to be called for any stage of the selection (online test, Group Discussion and / or interview).

On-line test shall generally be objective type questions and the tests except the Test of English language will be available bilingually i.e. in English and Hindi. Each candidate will be required to obtain a minimum score in each test of online examination and also minimum total score to be considered to be shortlisted for interview. Depending on the number of minimum eligible candidates available, cut-off will be decided and candidates will be short listed for interview. The candidates have to appear for the online written test, Personal interview on candidates own expenses and risks and IPPB will not be responsible for any injury or losses etc. The online test will be scheduled at the following centers and the address of the venue will be advised in the call letters:

State Code	State /UT / NCR	Centre
11	Andaman & Nicobar	Port Blair
12	Andhra Pradesh	Chirala Chittoor Guntur Hyderabad Kakinada Kurnool Nellore Ongole Puttur Rajahmundry Srikakulam Tirupati Vijaywada Vishakhapatnam Vizianagaram
13	Arunachal Pradesh	Itanagar Naharlagun
14	Assam	Dibrugarh Guwahati Jorhat Kokrajhar Silchar Tezpur

State Code	State /UT / NCR	Centre
15	Bihar	Arrah Aurangabad Bhagalpur Bihar Sharif Darbhanga Gaya Hajipur Muzzafarpur Patna Purnea Samastipur Siwan
16	Chandigarh	Chandigarh
17	Chhattisgarh	Bilaspur Raipur
18	Dadra & Nagar Haveli	Surat
19	Daman & Diu	Jamnagar
20	Delhi	Bahadurgarh Delhi Faridabad Ghaziabad Greater Noida Gurgaon
21	Goa	Panaji Verna
22	Gujarat	Ahmedabad Anand Gandhinagar Himatnagar Jamnagar Mehsana Rajkot Surat Vadodara
23	Haryana	Ambala Hissar Karnal Kurukshetra Palwal Panipat Sonapat Yamuna Nagar
24	Himachal Pradesh	Baddi Bilaspur Dharamshala Hamirpur Kangra Kullu Mandi Shimla Sirmaur Solon Una

State Code	State /UT / NCR	Centre
25	Jammu & Kashmir	Jammu Kathua Samba
26	Jharkhand	Bokaro Dhanbad Hazaribagh Jamshedpur Ranchi
27	Karnataka	Belgaum Bengaluru Bidar Gulbarga Hubli Mangalore Mysore Shimoga Udipi
28	Kerala	Alappuzha Kannur Kochi Kollam Kottayam Kozhikode Malappuram Palakkad Thiruvananthapuram Thrichur
29	Lakshwadweep	Kavarrati
30	Madhya Pradesh	Bhopal Gwalior Indore Jabalpur Sagar Satna Ujjain
31	Maharashtra	Amaravati Aurangabad Chandrapur Dhule Jalgaon Kolhapur Latur Mumbai/Thane/Navi Mumbai Nagpur Nanded Nasik Pune Ratnagiri Sangli Satara
32	Manipur	Imphal
33	Meghalaya	Ri-Bhoi Shillong

State Code	State /UT / NCR	Centre
34	Mizoram	Aizawl
35	Nagaland	Kohima
36	Odisha	Angul Balasore Bargarh Baripada Berhampur(Ganjam) Bhubaneshwar Cuttack Dhenkanal Jharsuguda Rourkela Sambalpur
37	Puducherry	Puducherry
38	Punjab	Amritsar Bhatinda Fategarh Sahib Jalandhar Ludhiana Mohali Pathankot Patiala Phagwara Sangrur
39	Rajasthan	Ajmer Alwar Bhilwara Bikaner Jaipur Jodhpur Kota Sikar Udaipur
40	Sikkim	Gangtok
41	Tamilnadu	Chennai Coimbatore Dindigul Krishnagiri Madurai Nagercoil Namakkal Perambalur Salem Thanjavur Thiruchirapalli Thoothukodi Tirunelveli Vellore
42	Telangana	Hyderabad Karimnagar Khammam Warangal
43	Tripura	Agartala

State Code	State /UT / NCR	Centre
44	Uttar Pradesh	Agra Aligarh Allahabad Bareilly Bulandhshaher Gorakhpur Jhansi Kanpur Lucknow Mathura Meerut Moradabad Muzaffarnagar Unnao Varanasi
45	Uttarakhand	Dehradun Haldwani Haridwar Roorkee
46	West Bengal	Asansol Bardhaman Berhampur Durgapur Greater Kolkata Hooghly Howrah Kalyani Kolkata Siliguri

The candidates are requested to choose a centre while punching in the online application. IPPB reserves its own discretions to add /delete/modify the centre subject to availability of the candidates. Request for Change of Centre of Examination shall NOT be entertained. IPPB reserves the right to cancel any of the centers and/or add some other centers, depending upon the response, administrative feasibility, etc. IPPB also reserves the right to allot the candidate to any of the centers other than the one he/she has opted for. The date of online test will be communicated through the IPPB's authorized website and allocated centre /venue for the examination will be intimated through Call letter to the individual applicant by e-mail to the registered e-mail ID.

Based on the performance of the online test shortlisted candidates will be called for Group Discussion and / or Personal interview.

Final merit list of successful candidates will be prepared in order of merit considering marks obtained in written test and personal interview.

IPPB reserves the right to call only the requisite number of candidates for the 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 IPPB's authorized website. Final select list will be published on IPPB's authorized website.

F. APPLICATION GUIDELINES

The candidates can apply only for one post. Candidates can apply online only from 7th October, 2016 to 1st November, 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. Bank 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 SCALE II AND SCALE III POSTS IN IPPB" 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)**

Category of Applicant	Application Fee
SC/ST/PWD (Only Intimation charges)	INR 150.00 (Rupees One Hundred and Fifty Only)
For all others	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 online 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. Bank 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 the Bank's website on account of heavy load on internet / website jam.
- xv. Bank 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. USE OF SCRIBE & COMPENSATORY TIME:

In the event of an examination being a part of the selection process, the facility of scribe would be allowed to a person who has disability of 40% or more if so desired by the person and is meant for only those persons with disability who have physical limitation to write including that of speed. In all such cases where a scribe is used, the following rules will apply:

- i. Candidates eligible for and who wish to use the services of scribe in the examination should carefully indicate the same in the online application form.
- ii. The candidate will have to give a suitable undertaking, in the prescribed format at the time of online examination
- iii. Such candidates who are eligible for use of a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination whether availing the facility of scribe or not.

- iv. The candidate will have to arrange his/her own scribe at his/her own cost.
- v. The scribe will be allowed to be used as per the guidelines issued vide Office Memorandum F.No.16-110/2003-DDIII dated February 26, 2013 of Government of India, Ministry of Social Justice and Empowerment, Department of Disability Affairs, New Delhi and clarification issued by Government of India, Ministry of Financial, Deptt. of Financial Services vide letter No. F.No.3/2/2013-Welfare dated 26.04.2013.
- vi. Same scribe should not be used by more than one candidate.
- vii. For generalists examinations the scribe may be from any academic stream. However for Specialist Officers' posts the scribe should be from an academic stream different from that prescribed for the post.

5. GUIDELINES FOR APPLICANTS WITH LOCOMOTOR DISABILITY AND CEREBRAL PALSY:

If any applicant has locomotor disability and cerebral palsy, where dominant (Writing) extremity is effected to the extent of slowing the performance of function (Minimum of 40% impairment), he / she may be given compensatory time of 20 minutes for every hour of examination. However, no scribe shall be permitted to such applicants.

6. GUIDELINES FOR VISUALLY IMPAIRED APPLICANTS:

Visually Impaired applicants (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font. This facility will not be available to visually impaired applicants, who use the services of a scribe for the examination. Compensatory time of 20 minutes for every one hour of the examination will be available to visually impaired using magnified font.

7. 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 as indicated in Point 8 below
- 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. Caste Certificate issued by competent authority in the prescribed format as stipulated by Government of India in case of SC / ST / OBC category candidates.
- viii. 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.
- ix. 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.
- x. If the candidate has used the services of a Scribe at the time of examination, the duly filled in details of the scribe in the prescribed format (Annexure II).
- xi. Disability certificate in prescribed format issued by the District Medical Board in case of Persons With Disability category. If the candidate has used the services of a Scribe at the time of the examination, the duly filled in details of the scribe in the prescribed format
- xii. 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. Those who are still in defence service should submit a certificate from a competent authority that they will be relieved from defence services, on or before 31.01.2017.
- xiii. 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.
- xiv. Persons eligible for age relaxation under "Persons ordinarily domiciled in the State of Jammu & Kashmir during the period 1-1-80 to 31-12-89" must produce the domicile certificate at the time of interview/ at any stage of the subsequent process from the District Jurisdiction where he / she had ordinarily resided or any other authority designated in this regard by the Government of Jammu & Kashmir to the effect that the candidate had ordinarily domiciled in the State of J&K during the period from 01.01.1980 to 31.12.1989.
- xv. 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.
- xvi. Any other relevant documents in support of eligibility
- xvii. Candidates will not be allowed to appear for the interview if he/ she fails to produce the relevant eligibility documents as mentioned above.

Prescribed Formats of SC, ST, OBC, PWD certificates as applicable to be submitted at the time of interview can be found in Annexure III, IV & V of this advertisement.

8. PROOF OF IDENTITY TO BE SUBMITTED AT THE TIME OF EXAMINATION

In the event of conduct of an examination as part of the selection process, the candidates must bring one photo identity proof such as Passport/ Aadhaar Card/ e-Aadhaar Card/ PAN Card/ Driving Licence/ Voter's Card/ Bank Passbook with duly attested Photograph/Identity Card issued by School or College/ Gazetted Officer in the official letterhead in original as well as a self-attested photocopy thereof. The photocopy of identity proof should be submitted along with call letter to the invigilators in the examination hall, failing which or if identity of candidates is in doubt, the candidate will not be permitted to appear for the test.

Ration Card will not be accepted as a valid id proof for this process.

9. BIOMETRIC VERIFICATION

IPPB, at various stages, may capture thumb impression of the candidates in digital format for biometric verification of genuineness of the candidates. Candidate will ensure that this correct thumb impression is captured at various stages and any inconsistency will lead to rejection of the candidature. In case of any candidate found to be not genuine, apart from taking legal actions against him/her, his/her candidature will be cancelled. As such, they are advised not to apply any external matter like mehendi, ink, chemical etc. on their hands.

10. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT

Candidates are advised in their own interest that they should not furnish any particulars/details/information or make statements that are false, incorrect, tampered, fabricated and should not conceal or suppress any material information while filling up the application form and submitting the attested copies of testimonials. In case it is detected at any time that the candidate has indulged in any of the above mentioned activities, he/she will not only be disqualified but he / she will be liable to be dismissed from the services of IPPB at any time, even after being selected and after joining IPPB's service.

At the time of Interview, if a candidate is (or has been) found guilty of:

- i. Using unfair means during the selection process, or
- ii. Impersonating or procuring impersonation by any person, or
- iii. Misbehaving in the Personal Interview/ Group Discussion, or
- iv. Resorting to any irregular or improper means in connection with his/her candidature, including resorting to canvassing for his candidature, or obtaining support for his/her candidature, by any means, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, shall also be liable:
 - To be disqualified from the selection process for which he / she is a candidate;
 - To be debarred, either permanently or for a specified period, from any examination or recruitment conducted by IPPB.

11. 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 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.

12. GENERAL INSTRUCTIONS

- i. Candidates are advised to take a printout of their system generated online application form after submitting the application.
- ii. Candidates should satisfy themselves about their eligibility for the post applied for. IPPB would admit to test all the candidates applying for the posts with the requisite fee on the basis of the information furnished in the online application and shall determine their eligibility only at the time of interview.
- 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. Not more than one application should be submitted by a candidate. In case of multiple applications, only the last valid (completed) application will be retained and the application fee / intimation charges paid for the other registrations will stand forfeited. Multiple attendance/ appearance by a candidate in examination and / or interview will be summarily rejected/ candidature cancelled.
- vi. The possibility for occurrence of some problems in the administration of the examination cannot be ruled out completely, which may impact test delivery and/ or result from being generated. In that event, every effort will be made to rectify such problems, which may include the conduct of another examination if, considered necessary.
- vii. Candidates serving in Govt./Quasi Govt. offices, Public Sector undertakings including Nationalised Banks and Financial Institutions are advised to submit 'No Objection Certificate' from their employer at the time of interview, failing which their candidature may not be considered and travelling expenses, if any, otherwise admissible, will not be paid.
- viii. In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment.
- ix. Caste certificate issued by Competent Authority on format prescribed by the Government of India will have to be submitted by the SC/ST candidates, if called for interview.
- x. 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.
- xi. Candidates are advised to keep their e-mail ID alive for receiving advices, viz. call letters/ interview advices etc.
- xii. Appointment of selected candidates is subject to his /her being declared medically fit as per the requirement of IPPB.

xiii. 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.

13. 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

14. 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 written examination, 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

India Post

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:

- i. The applicant has to sign on white paper with Black Ink pen.
- ii. The signature must be signed only by the applicant and not by any other person.
- iii. The signature will be used to put on the Call Letter and wherever necessary.
- iv. 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.
- v. Dimensions 140 x 60 pixels (preferred).
- vi. Size of file should be between 10kb – 20kb.
- vii. Ensure that the size of the scanned image is not more than 20kb.
- viii. Signature in CAPITAL LETTERS shall NOT be accepted.

Scanning the photograph & signature:

- i. Set the scanner resolution to a minimum of 200 dpi (dots per inch).
- ii. Set Color to True Color.
- iii. File Size as specified above.
- iv. 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).
- v. 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.
- vi. Candidates using MS Windows/Microsoft Office can easily obtain photo and signature in

- vii. .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.
- viii. If the file size and format are not as prescribed, an error message will be displayed.
- ix. 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:

- i. There will be two separate links for uploading Photograph and Signature.
- ii. Click on the respective link "Upload Photograph / Signature".
- iii. Browse and Select the location where the Scanned Photograph / Signature file has been saved.
- iv. Select the file by clicking on it.
- v. Click the 'Open/Upload' button.
- vi. Your Online Application will not be registered unless you upload your photograph and signature as specified.

Notes:

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

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Speed Post Centre, Market Road
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New Delhi – 110 001

ANNEXURE II: SCRIBE DECLARATION FORM

GUIDELINES REGARDING PERSONS WITH DISABILITIES

- I. Those candidates who are visually impaired or affected by cerebral palsy with loco-motor impairment and whose writing speed is affected can use own scribe at own cost during the online examination. In all such cases where a scribe is used, the following rules will apply:
 - a. Please ensure you are eligible to use a scribe as per the Government of India rules governing the recruitment of Persons with Disabilities.
 - b. The candidate will have to arrange his own scribe at his own cost
 - c. The scribe can be from any academic discipline.
 - d. Both, the candidate as well as the scribe, will have to give a suitable undertaking, in the prescribed format with passport size photograph of the scribe, confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe as mentioned above. Further, in case it later transpires that s/he did not fulfill any of the laid-down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the examination.
- II. Such candidate who uses a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination (Visually impaired candidates who do not use scribe will also be eligible).
- III. Visually Impaired candidates under Blind/Low Vision, who use scribe, may skip the non-verbal questions, if any, in Test of Reasoning and questions on Table/Graph, if any, in Test of Quantitative Aptitude. The candidates will be awarded marks for such Section based on the overall average in other Sections of the respective test.
- IV. Please fill up the DECLARATION and submit along with the call letter.

DECLARATION

We, the undersigned, Shri/Smt/Kum.

_____ eligible candidate for the
_____ examination and
Shri/Smt/Kum. _____ eligible writer (scribe) for the
eligible candidate, do hereby declare that:

1. The scribe is identified by the candidate at his/her own cost and as per own choice. The candidate is blind/low vision or affected by cerebral palsy with loco-motor impairment and his/her writing speed is affected and s/he needs a writer (scribe) as permissible under the Government of India rules governing the recruitment of Physically Challenged persons.
2. As per the rules, the candidate availing services of a scribe is eligible for compensatory time of 20 minutes for every hour of the examination.
3. In view of the importance of the time element and the examination being of a competitive nature, the candidate undertakes to fully satisfy the Medical Officer of the

Organization that there was necessity for use of a scribe as his/her writing speed is affected by the disabilities mentioned in Paragraph '1' above.

4. In view of the fact that multiple appearance / attendance in the examination are not permitted, the candidate undertakes that he/she has not appeared / attended the examination more than once and that the scribe arranged by him/her is not a candidate for the examination . Also, the same scribe cannot be used by more than one candidate. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled.

5. We hereby declare that all the above statements made by us are true and correct to the best of our knowledge and belief. We also understand that in case it is detected at any stage of recruitment that we do not fulfill the eligibility norms and/or that the information furnished by us is incorrect/false or that we have suppressed any material fact(s), the candidature of the applicant will stand cancelled, irrespective of the result of the examination. If any of these shortcoming(s) is/are detected even after the candidate's appointment, his/her services are liable to be terminated. In such circumstances, both signatories will be liable to criminal prosecution.

Given under our signature:-

Signature of the Scribe

Signature of the Candidate

Registration No. :

Roll No.:

Postal address: Postal address:

STD Code: Phone No..... STD Code:..... Phone No.....

[Cell No., if any] [Cell No., if any]

Signature of Invigilator

India Post

Photograph of the Scribe

ANNEXURE III - SC/ST Certificate Format

FORM OF CERTIFICATE TO BE PRODUCED BY A CANDIDATE BELONGING TO SCHEDULED CASTE OR SCHEDULED TRIBE IN SUPPORT OF HIS / HER CLAIM

This is to certify that Sri / Smt/ Kum* _____, son / daughter* of _____ of village / town* _____ in District / Division* _____ of the State / Union Territory* _____ belongs to the _____ Caste / Tribe* which is recognized as a Scheduled Caste / Scheduled Tribe* as under:

* The Constitution (Scheduled Castes) Order, 1950;

* The Constitution (Scheduled Tribes) Order, 1950;

* The Constitution (Scheduled Castes) (Union Territories) Orders, 1951;

* The Constitution (Scheduled Tribes) (Union Territories) Order, 1951;

*[as amended by the Scheduled Castes and Scheduled Tribes lists Modification Order, 1956; the Bombay Reorganisation Act, 1960; the Punjab Reorganisation Act 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganisation) Act, 1971, the Constitution (Scheduled Castes and Scheduled Tribes) Order (Amendment) Act, 1976, The State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganization) Act, 1987.],:

* The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956;

* The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976;

* The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962;

* The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962;

* The Constitution (Pondicherry) Scheduled Castes Order 1964;

* The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967;

* The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968;

* The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968;

* The Constitution (Nagaland) Scheduled Tribes Order, 1970;

* The Constitution (Sikkim) Scheduled Castes Order, 1978;

* The Constitution (Sikkim) Scheduled Tribes Order, 1978;

* The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989;

* The Constitution (Scheduled Castes) Orders (Amendment) Act, 1990;

* The Constitution (ST) Orders (Amendment) Ordinance, 1991;

* The Constitution (ST) Orders (Second Amendment) Act, 1991;

* The Constitution (ST) Orders (Amendment) Ordinance, 1996;

* The Scheduled Caste and Scheduled Tribes Orders (Amendment) Act 2002;

* The Constitution (Scheduled Castes) Order (Amendment) Act, 2002;

* Order (Amendment) Act, 2002;

* The Constitution (Scheduled Caste) Order (Second Amendment) Act, 2002]

2. Applicable in the case of Scheduled Castes / Scheduled Tribes persons , who have migrated from one State / Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes / Scheduled Tribes* Certificate issued to Shri / Smt / Kumari*

_____ Father /Mother* of Sri / Smt /
Kumari* _____ of village/
town* _____ in District/Division* _____ of the
State/Union Territory* _____ who belong to
the _____ Caste / Tribe* which is recognized as a Scheduled
Caste/Scheduled Tribe* in the State/Union Territory* issued by the
_____[Name of the authority] vide their order
No. _____ dated _____.

3. Shri/Smt/Kumari* _____ and/or*
his/her* family ordinarily reside(s) in village/town* _____
of _____ District / Division* of the State / Union Territory* of
_____.

Signature _____

Designation _____

Place: _____

[With seal of Office]

Date : _____
State/Union Territory: _____

Note: The term "Ordinarily resides" used here will have the same meaning as in
Section 20 of the Representation of the Peoples Act, 1950.

* Please delete the words which are not applicable.

Delete the paragraph which is not applicable.

List of authorities empowered to issue Caste / Tribe Certificates:

1. District Magistrate / Additional District Magistrate / Collector / Deputy
Commissioner / Additional Deputy Commissioner / Deputy Collector/I Class
Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Asst. Commissioner /
Taluka Magistrate / Executive Magistrate.
2. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate / presidency
Magistrate.
3. Revenue Officer not below the rank of Tehsildar.
4. Sub-Divisional Officers of the area where the candidate and / or his family normally
resides.

Note: The Certificate is subject to amendment/modification of Scheduled Castes and
Scheduled Tribes lists from time to time.

ANNEXURE IV: OBC Certificate Format

FORM OF CERTIFICATE TO BE PRODUCED BY
OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT
TO POSTS UNDER THE GOVERNMENT OF INDIA

This is to certify that Sri / Smt/ Kum* _____, son / daughter*
of _____ of village / town* _____ in District /
Division* _____ of the State / Union
Territory* _____ belongs to the _____ community
which is recognized as a backward class under the Government of India, Ministry of
Social Justice and Empowerment's Resolution No. _____ dated
_____*

Shri/Smt./Kumari _____ and/or his/her family ordinarily reside(s) in the
_____ District/Division of the _____ State / Union
Territory. This is also to certify that he/she does not belong to the persons /sections
(Creamy Layer) mentioned in column 3 of the Schedule to the Government of India,
Department of Personnel & Training OM No.36012/22/93- Estt.[SCT], dated 8-9-1993
**.

Dated :

District Magistrate
Deputy Commissioner etc.

Seal

India Post

* the authority issuing the certificate may have to mention the details of Resolution
of Government of India, in which the caste of the candidate is mentioned as OBC.

** As amended from time to time.

Note: The term "Ordinarily" used here will have the same meaning as in Section 20 of
the Representation of the People Act, 1950.

The Prescribed proforma shall be subject to amendment from time to time as per
Government of India Guidelines.

ANNEXURE V: PWD Certificate Format

FORM-I

Disability Certificate

(In cases of amputation or complete permanent paralysis of limbs and in cases of blindness)

(Prescribed proforma subject to amendment from time to time)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size
attested photograph
(showing face only)
of the person with
disability

Certificate No. :

Date:

This is to certify that I have carefully examined Shri/Smt./Kum.

son/wife/daughter of Shri

_____ Date of Birth (DD /
MM / YY) _____ Age _____ years, male/female Registration No.

_____ permanent resident of House

No. _____ Ward/Village/Street _____

_____ Post Office _____ District

_____ State _____, whose photograph is affixed above, and am
satisfied that :

(A) he/she is a case of:

- locomotor disability
- blindness

(Please tick as applicable)

(B) The diagnosis in his/her case is _____

(A) He/ She has _____% (in figure) _____
percent (in words) permanent physical impairment/blindness in relation to
his/her _____ (part of body) as per guidelines (to be specified)

2. The applicant has submitted the following documents as proof of residence:-

Nature of document	Date of issue	Details of authority issuing certificate

(Signature and Seal of Authorised Signatory of notified Medical Authority)

(Signature / thump impression of the person in whose favour the disability certificate is issued)

FORM - II
Disability Certificate
(In case of multiple disabilities)

(Prescribed proforma subject to amendment from time to time)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size
attested photograph
(showing face only)
of the person with
disability

Certificate No. :

Date :

This is to certify that we have carefully examined

Shri/Smt./Kum. _____

son/ wife/ daughter of Shri

_____ Date of Birth (DD /
MM / YY) _____ Age _____ years, male/female _____ Registration No.

_____ permanent resident of House

No. _____

Ward/Village/Street _____ Post Office

_____ District _____ State _____,

whose photograph is affixed above, and are satisfied that:

(A) He/she is a Case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below, and shown against the relevant disability in the table below :

Sr. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/ mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(A) In the light of the above, his/her over all permanent physical impairment as per guidelines (to be specified), is as follows:

In figures: _____ percent

In words:

percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :

(i) not necessary,

Or

(ii) is recommended / after _____ years _____ months, and therefore this certificate shall be valid till (DD / MM / YY) _____

@ - e.g. Left/Right/both arms/legs

- e.g. Single eye / both eyes

£ - e.g. Left / Right / both ears

4. The applicant has submitted the following documents as proof of residence:

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and Seal of the Medical Authority

Name and seal of Member	Name and seal of Member	Name and seal of Chairperson

(Signature / thump impression of the person in whose favour the disability certificate is issued)

FORM - III

Disability Certificate

(In cases other than those mentioned in Form I and II)

(Prescribed proforma subject to amendment from time to time)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size
attested photograph
(showing face only)
of the person with
disability

Certificate No. :

Date:

This is to certify that we have carefully examined

Shri/Smt./Kum. _____

son/ wife/ daughter of Shri

_____ Date of Birth (DD /
MM / YY) _____ Age _____ years, male/female _____ Registration No.

_____ permanent resident of House

No. _____

Ward/Village/Street _____ Post Office

_____ District _____ State _____,

whose photograph is affixed above, and are satisfied that he/she is a Case of

_____ disability. His/her extent of percentage physical
impairment/ disability has been evaluated as per guidelines (to be specified) and is
shown against the relevant disability in the table below:

Sr. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/ mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(Please strike out the disabilities which are not applicable.)

1. The above condition is progressive/non-progressive/likely to improve/not likely to improve.

2. Reassessment of disability is :

(i) not necessary,

Or

(ii) is recommended / after _____ years _____ months, and therefore this certificate shall be valid till (DD / MM / YY) _____.

@ - e.g. Left/Right/both arms/legs

- e.g. Single eye / both eyes

£ - e.g. Left / Right / both ears

3. The applicant has submitted the following documents as proof of residence :-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)
(Name and Seal)

Countersigned

{Countersignature and seal of the CMO/Medical Superintendent/Head of Government Hospital, in case the certificate is issued by a medical authority who is not a government servant (with seal)}

(Signature / thump impression of the person in whose favour the disability certificate is issued)