

# 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 Officers on deputation from PSBs**

India Post Payments Bank Limited (“IPPB”) was granted license by the Reserve Bank of India (RBI) on 20th January 2017 and has already commenced the operations on 30th January 2017 with two branches at Ranchi and Raipur on January 30, 2017. It plans to set up 650 branches co-located at District Headquarter Post Offices by March 31, 2018.

The India Post Payments Bank is visualized as a vehicle of financial inclusion that would complement the existing banking, financial services and payments network in the country to improve overall efficiency, accessibility and convenience in delivery of banking services including Direct Benefits Transfer and social security payments. It aspires to help solve some of the country’s biggest challenges in financial inclusion and ease the burden on our banking network to allow them more time to focus on their priority and core activities. This mission cannot be achieved without active support from all the stakeholders and partners in the achievement of our common objectives.

The India Post Payments Bank needs about 214 Officers on deputation from the Public Sector Banks to perform various roles at the Branch, CPCs, Circle Offices and Corporate Office at various scales. Eligible and willing officers may respond as per deputation terms through proper channel by October 31, 2017.

**Before applying candidates are advised to ensure that they fulfill the stipulated eligibility criteria. Candidates are advised to fill in the correctly in the resume**

**This advertisement contains the following details:**

Section	Section Title	Details in Section
<b>A</b>	Posts	Name and grades of posts for which recruitment is desired, along with category-wise vacancy
<b>B</b>	Job Profiles	Details on roles of posts for which recruitment is desired.
<b>C</b>	Eligibility Criteria	Details on the eligibility criteria such as age and experience have been provided.
<b>D</b>	Selection Procedure	Brief on Selection Procedure that shall be followed.
<b>Annexure-I</b>	Terms of Deputation	Detailed Terms of deputation for employees joining IPPB on deputation from Public Sector Banks.
<b>Annexure-II</b>	Office Locations	Details and addresses of offices, CPCs and branches.
<b>Annexure-III</b>	Format of CV	Format of CV to be forwarded by the candidate.

## **General Information:**

1. The Registered Office of IPPB would be at Delhi.
2. Relaxations in eligibility criteria can be considered on a case to case basis.
3. Detailed Terms & Conditions of deputation for employees joining IPPB on deputation from Public Sector Banks are provided in **Annexure-I**.
4. The branch and circle locations are provided at **Annexure-II**. However, these are indicative in nature and management may change the location of branches, if required.
5. Applicants are required to mention up to 3 preferred locations (for Branch and Circle roles) while submitting their application. However, IPPB can post candidates at any locations with his/ her consent.
6. The period of deputation would be for 3 years and the same may be extended if required.
7. Total number of employees required on deputation at various scales: 214
8. The format of the CV is given in **Annexure-III**.
9. Interested employees may respond with their CVs latest by October 31, 2017 through the proper channel of respective banks to the following address:

CHRO,  
India Post Payments Bank Limited  
Malcha Marg Post Office,  
Chankyapuri  
New Delhi -110021

10. The hard copies of the CVs should reach the above address from the respective Banks by October 31, 2017 along with their vigilance clearances.
11. All applicants shall go through a selection process conducted by IPPB.
12. IPPB may request for copies of performance appraisal for last three years on need to know basis. The copies may be sent through the proper channel of respective banks.
13. For queries, please contact: [Jobs@ippbonline.in](mailto:Jobs@ippbonline.in) or call on 98115 60381

## **A. POSTS**

<b>#</b>	<b>Function</b>	<b>Role</b>	<b>Vacancies</b>	<b>Scale</b>	<b>Location</b>
1.	Operations	DGM (Back Office Operations)	1	TEGS – VI	Corporate Office
2.	Risk and Compliance	DGM (Regulatory Compliance)	1	TEGS – VI	Corporate Office
3.	Risk and Compliance	DGM (Legal)	1	TEGS - VI	Corporate Office
4.	Risk and Compliance	DGM (Operational Risk and Fraud)	1	TEGS - VI	Corporate Office
5.	Technology	DGM (Program/ Vendor Management)	1	TEGS - VI	Corporate Office
6.	Finance	DGM (Accounts)	1	TEGS - VI	Corporate Office
7.	Finance	AGM (Regulatory Reporting)	2	SMGS – V	Corporate Office
8.	Circle	AGM (Circle)	16	SMGS - V	Circle Office
9.	Finance	AGM (Financial Planning & Budgeting)	1	SMGS - V	Corporate Office
10.	HR & Admin	AGM (Human Resource Development)	1	SMGS - V	Corporate Office
11.	Internal Audit	AGM (Internal Audit)	1	SMGS - V	Corporate Office
12.	Finance	Chief Manager (Procurement)	1	SMGS – IV	Corporate Office
13.	HR & Admin	Chief Manager (Administration)	1	SMGS – IV	Corporate Office
14.	Circle	Chief Manager (Circle)	32	SMGS - IV	Circle Office
15.	CPC	Chief Manager (Central Processing Centre)	4	SMGS - IV	CPC
16.	Finance	Chief Manager (Taxation)	1	SMGS - IV	Corporate Office
17.	Finance	Chief Manager (Book Keeping & Accounting)	3	SMGS - IV	Corporate Office
18.	Product, Sales and Marketing	Chief Manager (Retail Products)	1	SMGS - IV	Corporate Office
19.	Product, Sales and Marketing	Chief Manager (Merchant Products)	1	SMGS - IV	Corporate Office
20.	Branches	Senior Manager (Branch)	117	MMGS - III	Branch Office
21.	CPC	Senior Manager (Cheque Truncation System)	3	MMGS - III	CPC
22.	CPC	Senior Manager (ATM Reconciliation)	2	MMGS - III	CPC
23.	CPC	Senior Manager (Reconciliation)	2	MMGS - III	CPC
24.	CPC	Manager (Account Opening)	16	MMGS - II	CPC
25.	CPC	Manager (Vendor Performance Management)	3	MMGS - II	CPC
<b>Total</b>			<b>214</b>		

## **B. JOB PROFILES**

Job Profiles of the posts are as follows:

<b>#</b>	<b>Function</b>	<b>Post</b>	<b>Job Profile</b>
1.	Operations	DGM (Back Office Operations)	<ol style="list-style-type: none"> <li>1. Create processes and oversee operations pertaining to potential customers, third party vendors, etc.</li> <li>2. Create processes to assess, verify and approve potential customers (e.g. KYC).</li> <li>3. Create processes and lead third party/ vendor teams to facilitate employee onboarding, customer service and support processes for consumers &amp; merchant customers.</li> <li>4. Liaise with vendors to troubleshoot hardware/software issues.</li> <li>5. Create, implement and manage error free transaction reporting and reconciliation.</li> <li>6. Manage SLA Contracts for ATM Vendors.</li> </ol>
2.	Risk and Compliance	DGM (Regulatory Compliance)	<ol style="list-style-type: none"> <li>1. Ensure regulatory guidelines are disseminated throughout the organization.</li> <li>2. Co-ordinate regulatory inspection in IPPB.</li> <li>3. Ensure and align strategic compliance processes and activities and identify and mitigate regulatory compliance within the Bank.</li> <li>4. Provide direct involvement to the compliance teams within the Bank, as well as providing compliance support.</li> <li>5. Monitor closely compliance activities within the Bank. Conduct compliance testing on a periodic basis.</li> <li>6. Conduct compliance risk assessments existing and new products/ processes/ systems.</li> <li>7. Develop and implement controls to manage compliance regulations for the Bank.</li> <li>8. Ensure smooth monitoring and reporting on effectiveness of compliance controls.</li> </ol>
3.	Risk and Compliance	DGM (Legal)	<ol style="list-style-type: none"> <li>1. Oversee reporting on proposed or newly enacted policy, laws, regulations and on-going compliance issues, and facilitate in the necessary compliance programme accordingly.</li> <li>2. Coordinate and work with internal and external parties including external lawyers on the preparation of daily correspondence.</li> <li>3. Provide inputs and oversee research on legislations and judicial precedents.</li> <li>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.</li> <li>5. Monitor legal developments and prepare internal communication to all concerned stakeholders on timely basis.</li> <li>6. Oversee preparation of standard contracts, templates, documents and other policies and processes.</li> <li>7. Identify legal issues and other risks and appropriate solution, working in collaboration with relevant department, in the product or transaction authorization documents.</li> </ol>

#	Function	Post	Job Profile
			<ol style="list-style-type: none"> <li>8. Establish and maintain frameworks to identify, assess, manage, monitor, mitigate and report legal issues affecting the business.</li> <li>9. Support relevant department in advising suitable legal recourse and/or enforcement of security.</li> <li>10. Defend the bank's interest in case of any law suit against the bank in a court of law.</li> </ol>
4.	Risk and Compliance	DGM (Operational Risk and Fraud)	<ol style="list-style-type: none"> <li>1. Support the GM (Risk &amp; Compliance) / Chief Risk and Compliance Officer in developing and implementing sound operational risk and fraud risk policies and programs in the Bank across all channels.</li> <li>2. Drive the operational risk activities within the bank, identify and mitigate operational risk in coordination with relevant stakeholders. Manage and Supervise the Operational Risk team and provide Operational risk support.</li> <li>3. Develop and implement controls to manage operational risk within the bank.</li> <li>4. Act as a single point of contact for matters relating to operational risk and fraud risk, ensure all regulatory reporting with regard to frauds are carried out in a timely manner.</li> <li>5. Aggregate and analyse risk events reported by business entities.</li> <li>6. Evaluate various risks residing in each function within the bank and ensure that those are within acceptable limits.</li> <li>7. Conduct and coordinate risk review of the proposed new products and processes of technology. Conduct risk assessment of proposed new products/ processes/ systems and coordinate views of others departments and submit the same to the senior management level committee for approval.</li> </ol>
5.	Technology	DGM (Program/ Vendor Management)	<ol style="list-style-type: none"> <li>1. Implement IPPB product for launch.</li> <li>2. Coordinate participation between all technical parties involved in developing products.</li> <li>3. Work closely with the business teams to lead a technology project.</li> <li>4. Liaise with legal, finance and business with respect to the commercial viability of the contract with vendors and ensure that vendor contracts are being delivered in line with the agreed contract, to the level of performance, quality, and compliance needs.</li> <li>5. Drive to deliver maximum customer value within the timeframe and budget allocated, while maintaining appropriate product, design, code quality.</li> <li>6. Oversee the creation of detailed project plans and coordination internal resources/vendor for the flawless execution of projects.</li> <li>7. Ensure that all parties are working together to deliver projects on-time, within scope and within budget.</li> <li>8. Sign off on Software Requirements Specification prepared by the Technology Consultant.</li> </ol>

#	Function	Post	Job Profile
6.	Finance	DGM (Accounts)	<ol style="list-style-type: none"> <li>1. Ensure efficient functioning of the Accounts department of the Bank.</li> <li>2. Prepare and maintain Financial Accounts and reports (including Board level reports on key performance indicators).</li> <li>3. Responsible for monthly/quarterly account reconciliations and other documents to ensure this compliance.</li> <li>4. Provide Audit Support.</li> <li>5. Interpret mandatory RBI reports and advise the Bank on the same.</li> </ol>
7.	Finance	AGM (Financial Planning & Budgeting)	<ol style="list-style-type: none"> <li>1. Finalize the budget for the Bank.</li> <li>2. Plan, coordinate, and execute the annual budget process in cooperation with all functions.</li> <li>3. Serve as the management liaison to the board and audit committee.</li> <li>4. Effectively communicate and present critical financial matters at select board of directors and committee meetings.</li> </ol>
8.	Circle	AGM (Circle)	<ol style="list-style-type: none"> <li>1. Oversee the branches for operations pertaining to employee onboarding, lifecycle management, transaction reporting &amp; reconciliation of Consumer and Merchant business customers.</li> <li>2. Oversee sales and operation activities undertaken by the branches.</li> <li>3. Act as a key interface point with the circles of Department of Post for operations and sales operations at the branch.</li> </ol>
9.	Finance	AGM (Regulatory Reporting)	<ol style="list-style-type: none"> <li>1. Monitor and manage all statutory and financial reports.</li> <li>2. Ensure that credit risk is balanced with business objectives, targets are met and that only valid claims with proper management authorization are paid.</li> <li>3. Accountable for ensuring that policies and procedures (internal controls) are in place to provide reasonable assurance that the company assets are protected.</li> <li>4. Ensure that company financial records, under responsibility, are maintained in compliance with company policies and IFRS. Responsible for reviewing monthly/quarterly account reconciliations and other documents to ensure this compliance.</li> <li>5. Assist with the process of the production of Consolidated Financial Accounts under IFRS standards.</li> <li>6. Manage monthly group reporting process of Consolidated P&amp;L and Balance Sheets under IFRS standards, working closely with the subsidiaries to ensure understanding of business drivers on results.</li> </ol>
10	Finance	Chief Manager (Procurement)	<ol style="list-style-type: none"> <li>1. Manage the procurement and contracting of non-IT related material.</li> <li>2. Analyze and calculate costs of procurement and suggest methods to decrease expenditure.</li> <li>3. Frame and update Procurement Policy periodically.</li> <li>4. Issue Request for Proposal documents for procurement of items and service contracts.</li> </ol>

#	Function	Post	Job Profile
			5. Ensure policies and procurement processes are in line with CVC guidelines.
11	Product	Chief Manager (Retail Products)	<ol style="list-style-type: none"> <li>1. Oversee and manage the design, development and pricing of retail banking products for individual customers.</li> <li>2. Responsible for overall planning and P&amp;L of retail banking products like Current Account, Savings Account, Term Deposit, Recurring Deposit etc.</li> <li>3. Required to bring products to market at the earliest.</li> <li>4. Conceptualize products based on market needs.</li> </ol>
12	Circle	Chief Manager (Circle)	<ol style="list-style-type: none"> <li>1. Assist the AGM (Circle) in Operations.</li> <li>2. Oversee the field sales team activities.</li> <li>3. Assist AGM (Circle) in Onboarding, Lifecycle Management, and Transaction Reporting &amp; Reconciliation of Consumer and Merchant business customers.</li> <li>4. Oversee sales activities undertaken by the field team.</li> </ol>
13	CPC	Chief Manager (CPC)	<ol style="list-style-type: none"> <li>1. Design, implement and maintain the policies and procedures for the activities carried out by the Central Processing Centres.</li> <li>2. Partner with the various departments in identifying means to optimize the policies and processes with the objective of bringing in standardization, operational efficiency and profit maximization.</li> <li>3. Oversee the operations of the central processing centres.</li> <li>4. Interact, negotiate and maintain the contracts with third party vendors engaged for managing central processing centres, if any, and monitoring their performance against the agreed Service Level Agreements.</li> <li>5. Co-ordinate closely with the branches to ensure timely processing of the processing requests generating at their level and resolution of any issues/ open items.</li> <li>6. Record keeping as per bank requirement and the bank's policies and procedures.</li> </ol>
14	HR and Administration	AGM (Human Resource Development)	<ol style="list-style-type: none"> <li>1. Oversee the manpower planning process for the bank based on vacancies and factoring in retirements/ attrition.</li> <li>2. Oversee the recruitment process for all posts across all scales.</li> <li>3. Plan and help facilitate training courses and programs for all employees of the bank.</li> <li>4. Oversee implementation of performance appraisal process for all employees of the bank according to defined timelines.</li> </ol>
15	Internal Audit	AGM (Internal Audit) SMGS - V	<ol style="list-style-type: none"> <li>1. Oversee and participate in development and/or maintenance of customized risk assessment, audit planning, and audit testing methodologies, including development and maintenance of audit programs and tools, and audit reporting and follow-up methodologies.</li> <li>2. Build and maintain a partnership relationship with management to develop and maintain cost-effective, efficient systems of internal control.</li> <li>3. Supervise and perform financial and operational reviews of internal control processes and computer systems.</li> </ol>

#	Function	Post	Job Profile
			<ol style="list-style-type: none"> <li>4. Discuss and develop audit findings and action plans with management.</li> <li>5. Coordinate efforts with external audit firm to ensure cost-effective audit coverage, increase reliance on the work of Internal Audit and avoid duplication of effort wherever possible.</li> <li>6. Ensure compliance to audit as applicable to a Government owned bank.</li> </ol>
16	Finance	Chief Manager (Taxation)	<ol style="list-style-type: none"> <li>1. Estimate advance taxes, finalizing tax return, assisting tax audit, assessment and tax planning.</li> <li>2. Compliance with all statutory provisions, handling correspondence and issue of certificate and reconciliation with accounting records</li> <li>3. Compliance of tax provision, checking input credit, return and audit.</li> <li>4. Complete federal, international and state income tax returns including all related analysis and support.</li> <li>5. Ensure that appropriate internal controls are in place over accounting for income taxes.</li> </ol>
17	Finance	Chief Manager (Book Keeping & Accounting)	<ol style="list-style-type: none"> <li>1. Prepare and maintain Financial Accounts and reports (including Board level reports on key performance indicators).</li> <li>2. Ensure that policies and procedures (internal controls) are in place to provide reasonable assurance that the company assets are protected.</li> <li>3. Ensure that company financial records are maintained in compliance with the bank's policies.</li> <li>4. Monthly/quarterly account reconciliations and other documents to ensure this compliance.</li> <li>5. Manage non-banking accounts receivables, payables &amp; vendor payments.</li> </ol>
18	Product	Chief Manager (Merchant Products)	<ol style="list-style-type: none"> <li>1. Oversee and manage the design, development and pricing of merchant banking products.</li> <li>2. Responsible for overall planning and P&amp;L of merchant banking product.</li> <li>3. Required to bring products to market at the earliest.</li> <li>4. Conceptualize products based on market needs.</li> </ol>
19	HR and Administration	Chief Manager (Administration)	<ol style="list-style-type: none"> <li>1. Manage the procurement of non-technology supplies in IPPB branches and corporate office.</li> <li>2. Ensure that all general administration activities such as security, network, utilities are well managed.</li> <li>3. Maintain inventory and manage repair/ maintenance of equipment.</li> <li>4. Responsible for travel desk and making other arrangements as per HR policy.</li> <li>5. Responsible for management of office space and other admin related activities.</li> </ol>
20	Branches	Senior Manager (Branch)	<ol style="list-style-type: none"> <li>1. Manage the business development of the branch and customer access points under their jurisdiction.</li> <li>2. Responsible for the profitability of the branch.</li> </ol>

#	Function	Post	Job Profile
			<ol style="list-style-type: none"> <li>3. Oversee branch operations to facilitate customer onboarding, lifecycle management, transactions, reporting and reconciliation.</li> <li>4. Implement robust bank operational processes for their branches in line with the overall vision of the bank.</li> <li>5. Oversee and facilitate customer access point network activities.</li> <li>6. Ensure standardization and application of uniform policies, procedures and security controls.</li> <li>7. Oversee the marketing and branding initiatives for increasing and maintaining consumer and business relationships.</li> <li>8. Maintain good public relations with customers and the community.</li> <li>9. Plan and ensure implementation of road shows, melas and campaigns to increase financial literacy in the area.</li> </ol>
21	CPC	Senior Manager (CTS)	<ol style="list-style-type: none"> <li>1. Generate clearing house reports, MIS etc.</li> <li>2. Coordinate with member banks with respect to session timings, returns, extensions, P2F etc.</li> <li>3. Coordinate with member banks and their vendors for smooth and seamless clearing operations</li> <li>4. Coordinate with member banks for ensuring CTS network connectivity</li> <li>5. Coordinate with member banks for CTS readiness</li> <li>6. Assist in conducting UAT, file testing, capture solution integration etc.</li> <li>7. Assist in Hardware and Software installation</li> <li>8. Assist member banks for data, images and reports retrieval</li> </ol>
22	CPC	Senior Manager (ATM Reconciliation)	<ol style="list-style-type: none"> <li>1. Compile data from multiple sources and ensure it reconciles</li> <li>2. 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.</li> <li>3. Produce statements detailing the cash within the ATM estates at month end and other times as required.</li> <li>4. Balance the ATM Statements and reporting weekly via spreadsheet.</li> <li>5. Transfer of funds between individual ATM accounts to correct discrepancies and balance small shortages and overages where appropriate.</li> <li>6. Transfer credits of authorised claims to customer.</li> <li>7. Receive and tally daily schedules and ATM logs.</li> </ol>
23	CPC	Senior Manager (Other Reconciliation)	<ol style="list-style-type: none"> <li>1. Manage the day to day operations of NEFT, RTGS, NPCI, VISA and Mastercard.</li> <li>2. Compile data from multiple sources and ensure it reconciles.</li> <li>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.</li> <li>4. Balancing the NEFT, RTGS, VISA, and MasterCard Statements on and reporting weekly via spreadsheet.</li> <li>5. Receive and tally daily schedules.</li> </ol>

#	Function	Post	Job Profile
			<ol style="list-style-type: none"> <li>6. Ensure that that there is proper maker and checker process handled.</li> <li>7. Improve TAT and work towards process improvements.</li> </ol>
24	CPC	Manager (Account Opening)	<ol style="list-style-type: none"> <li>1. Responsible for opening accounts as well as processing all customer instructions - as per agreed SLA/ TATs.</li> <li>2. Ensure KYC compliance in document verification &amp; 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.</li> <li>3. Review new account opening applications to ensure that the account opening documentation is in place</li> <li>4. Ensure fulfillment of all applicable legal and regulatory requirements for customer and merchant onboarding</li> <li>5. Analyze challenging or high risk account opening situations</li> <li>6. Handle the transaction monitoring alerts and conducting investigations</li> </ol>
25	CPC	Manager (Vendor Management)	<ol style="list-style-type: none"> <li>1. Responsible for monitoring vendor performance in line with the agreed SLAs</li> <li>2. Identify performance gaps and highlight to appropriate authorities for mitigation</li> <li>3. Manage a set of vendors and initiate process of empanelment of vendor including technical evaluation</li> <li>4. Ensure all laid down procedures, guidelines are followed when selecting the vendor</li> </ol>

## **C. JOB SPECIFICATIONS**

The Age and Experience as on 01.09.2017 for the posts specified in Section A are prescribed as under:

<b>Sl no</b>	<b>Function</b>	<b>Role</b>	<b>Scale</b>	<b>Job Specifications</b>
1.	Operations	DGM (Back Office Operations)	TEGS – VI	<p><b>Age Limit:</b> The candidate should not be older than 55 years old on the date of release of notification.</p> <p><b>Eligibility Criteria:</b> People at the level of AGM and DGM in public sector banks can only apply.</p> <p><b>Experience profile:</b> Relevant experience in back-office operations of a bank is required.</p>
2.	Risk and Compliance	DGM (Regulatory Compliance)	TEGS – VI	<p><b>Age Limit:</b> The candidate should not be older than 55 years old on the date of release of notification.</p> <p><b>Eligibility Criteria:</b> People at the level of AGM and DGM in public sector banks can only apply.</p> <p><b>Experience profile:</b> Relevant experience in Regulatory Compliance is required.</p>
3.	Risk and Compliance	DGM (Legal)	TEGS - VI	<p><b>Age Limit:</b> The candidate should not be older than 55 years old on the date of release of notification.</p> <p><b>Eligibility Criteria:</b> People at the level of AGM and DGM in public sector banks can only apply.</p> <p><b>Experience profile:</b> Relevant experience in Legal function is required.</p>
4.	Risk and Compliance	DGM (Operational Risk and Fraud)	TEGS - VI	<p><b>Age Limit:</b> The candidate should not be older than 55 years old on the date of release of notification.</p> <p><b>Eligibility Criteria:</b> People at the level of AGM and DGM in public sector banks can only apply.</p> <p><b>Experience profile:</b> Relevant experience in Operational Risk and Fraud is required.</p>
5.	Technology	DGM (Program/ Vendor Management)	TEGS - VI	<p><b>Age Limit:</b> The candidate should not be older than 55 years old on the date of release of notification.</p> <p><b>Eligibility Criteria:</b> People at the level of AGM and DGM in public sector banks can only apply.</p> <p><b>Experience profile:</b> Relevant experience in Program/ Vendor Management is required.</p>
6.	Finance	DGM (Accounts)	TEGS - VI	<p><b>Age Limit:</b></p>

Sl no	Function	Role	Scale	Job Specifications
				<p>The candidate should not be older than 55 years old on the date of release of notification.</p> <p><b>Eligibility Criteria:</b> People at the level of AGM and DGM in public sector banks can only apply.</p> <p><b>Experience profile:</b> Relevant experience in Accounts is required.</p>
7.	Finance	AGM (Financial Planning & Budgeting)	SMGS - V	<p><b>Age Limit:</b> The candidate should not be older than 53 years old on the date of release of notification.</p> <p><b>Eligibility Criteria:</b> People at the level of CM and AGM in public sector banks can only apply.</p> <p><b>Experience profile:</b> Relevant experience in Financial Planning and Budgeting is required.</p>
8.	Circle	AGM (Circle)	SMGS - V	<p><b>Age Limit:</b> The candidate should not be older than 50 years old on the date of release of notification.</p> <p><b>Eligibility Criteria:</b> People at the level of AGM and CM in public sector banks can only apply.</p> <p><b>Experience profile:</b> Relevant experience in Operations and Sales in a Bank is required.</p>
9.	Finance	AGM (Regulatory Reporting)	SMGS - V	<p><b>Age Limit:</b> The candidate should not be older than 53 years old on the date of release of notification.</p> <p><b>Eligibility Criteria:</b> People at the level of CM and AGM in public sector banks can only apply.</p> <p><b>Experience profile:</b> Relevant experience in Regulatory Reporting is required.</p>
10.	HR and Administration	AGM (Human Resource Development)	SMGS - V	<p><b>Age Limit:</b> The candidate should not be older than 53 years old on the date of release of notification.</p> <p><b>Eligibility Criteria:</b> People at the level of CM and AGM in public sector banks can only apply.</p> <p><b>Experience profile:</b> Relevant experience in Human Resource Development is required.</p>
11.	Internal Audit	AGM (Internal Audit) SMGS - V	SMGS - V	<p><b>Age Limit:</b> The candidate should not be older than 53 years old on the date of release of notification.</p> <p><b>Eligibility Criteria:</b> People at the level of CM and AGM in public sector banks can only apply.</p>

Sl no	Function	Role	Scale	Job Specifications
				<b>Experience profile:</b> Relevant experience in Internal Audit is required.
12.	Circle	Chief Manager (Circle)	SMGS - IV	<b>Age Limit:</b> The candidate should not be older than 50 years old on the date of release of notification.  <b>Eligibility Criteria:</b> People at the level of CM and Sr Manager in public sector banks can only apply.  <b>Experience profile:</b> Relevant experience in Operations and Sales in a Bank is required.
13.	Central Processing Centre	Chief Manager (Central Processing Centre)	SMGS - IV	<b>Age Limit:</b> The candidate should not be older than 50 years old on the date of release of notification.  <b>Eligibility Criteria:</b> People at the level of CM and Sr Manager in public sector banks can only apply.  <b>Experience profile:</b> Relevant experience in operations of a Central Processing Centre is required.
14.	Finance	Chief Manager (Taxation)	SMGS - IV	<b>Age Limit:</b> The candidate should not be older than 50 years old on the date of release of notification.  <b>Eligibility Criteria:</b> People at the level of CM and Sr Manager in public sector banks can only apply. <b>Experience profile:</b> Relevant experience in Taxation is required.
15.	Finance	Chief Manager (Procurement)	SMGS - IV	<b>Age Limit:</b> The candidate should not be older than 50 years old on the date of release of notification.  <b>Eligibility Criteria:</b> People at the level of CM and Sr Manager in public sector banks can only apply.  <b>Experience profile:</b> Relevant experience in Procurement is required.
16.	Finance	Chief Manager (Book Keeping & Accounting)	SMGS - IV	<b>Age Limit:</b> The candidate should not be older than 50 years old on the date of release of notification.  <b>Eligibility Criteria:</b> People at the level of CM and Sr Manager in public sector banks can only apply.  <b>Experience profile:</b> Relevant experience in Book Keeping & Accounting is required.
17.	HR and Administration	Chief Manager (Administration)	SMGS - IV	<b>Age Limit:</b> The candidate should not be older than 50 years old on the date of release of notification.

Sl no	Function	Role	Scale	Job Specifications
				<p><b>Eligibility Criteria:</b> People at the level of CM and Sr Manager in public sector banks can only apply.</p> <p><b>Experience profile:</b> Relevant experience in Administration is required.</p>
18.	Product, Sales and Marketing	Chief Manager (Retail Products)	SMGS - IV	<p><b>Age Limit:</b> The candidate should not be older than 50 years old on the date of release of notification.</p> <p><b>Eligibility Criteria:</b> People at the level of CM and Sr Manager in public sector banks can only apply.</p> <p><b>Experience profile:</b> Relevant experience in Retail Product Development is required.</p>
19.	Product, Sales and Marketing	Chief Manager (Merchant Products)	SMGS - IV	<p><b>Age Limit:</b> The candidate should not be older than 50 years old on the date of release of notification.</p> <p><b>Eligibility Criteria:</b> People at the level of CM and Sr Manager in public sector banks can only apply.</p> <p><b>Experience profile:</b> Relevant experience in Merchant Product Development is required.</p>
20.	Branches	Senior Manager (Branch)	MMGS - III	<p><b>Age Limit:</b> The candidate should not be older than 50 years old on the date of release of notification.</p> <p><b>Eligibility Criteria:</b> People at the level of Manager and Sr Manager in public sector banks can only apply.</p> <p><b>Experience profile:</b> Relevant experience in managing a branch of a Bank is required.</p>
21.	Central Processing Centre	Senior Manager (Cheque Truncation System)	MMGS - III	<p><b>Age Limit:</b> The candidate should not be older than 35 years old on the date of release of notification.</p> <p><b>Eligibility Criteria:</b> People at the level of Manager and Sr Manager in public sector banks can only apply.</p> <p><b>Experience profile:</b> Relevant experience in operations of a Central Processing Centre is required.</p>
22.	Central Processing Centre	Senior Manager (ATM Reconciliation)	MMGS - III	<p><b>Age Limit:</b> The candidate should not be older than 35 years old on the date of release of notification.</p> <p><b>Eligibility Criteria:</b> People at the level of Manager and Sr Manager in public sector banks can only apply.</p>

Sl no	Function	Role	Scale	Job Specifications
				<b>Experience profile:</b> Relevant experience in operations of a Central Processing Centre is required.
23.	Central Processing Centre	Senior Manager (Reconciliation)	MMGS - III	<b>Age Limit:</b> The candidate should not be older than 35 years old on the date of release of notification.  <b>Eligibility Criteria:</b> People at the level of Manager and Sr Manager in public sector banks can only apply.  <b>Experience profile:</b> Relevant experience in operations of a Central Processing Centre is required.
24.	Central Processing Centre	Manager (Customer Acquisition Support)	MMGS - II	<b>Age Limit:</b> The candidate should not be older than 35 years old on the date of release of notification.  <b>Eligibility Criteria:</b> People at the level of Manager and Assistant Manager/ Deputy Manager in public sector banks can only apply.  <b>Experience profile:</b> Relevant experience in operations of a Central Processing Centre is required.
25.	Central Processing Centre	Manager (Vendor Performance Management)	MMGS - II	<b>Age Limit:</b> The candidate should not be older than 35 years old on the date of release of notification.  <b>Eligibility Criteria:</b> People at the level of Manager and Assistant Manager/ Deputy Manager in public sector banks can only apply.  <b>Experience profile:</b> Relevant experience in operations of a Central Processing Centre is required.

#### **D. SELECTION PROCEDURE**

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

IPPB reserves the right to call only the requisite number of candidates for the Assessment/ Interview/ Group Discussion after preliminary screening/ short listing with reference to candidates' qualification, experience, profile vis-a-vis job requirements, etc.

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

## Terms & Conditions of Deputation

### A. Period of Deputation

- The period of deputation of officers would be for a period of up to 3 years extendable on mutual agreement between IPPB and concerned parent bank.
- During the period of deputation to India Post Payments Bank Limited, there would be no discontinuity in service. As such seniority of the deputationist would be protected in his/ her Parent Bank.
- The inter-seniority of deputed officers at India Post Payments Bank Ltd. will be decided based on their promotion to the grade/ scale at their parent organisation at the time of their deputation.
- In case the deputationist retires/ superannuates in his/ her Parent Bank while on deputation, the period of deputation shall stand expired on the date of his/ her retirement.
- The deputation would be for a period of up to 3 years, however:
  - a) Where the Bank is satisfied that the performance of an officer is unsatisfactory or inadequate or there is a bonafide suspicion about his integrity or his retention in the Bank's service would be prejudicial to the interests of the Bank, the Bank may repatriate him/ her after giving him/ her 2 (two) months' notice.
  - b) Order of repatriation shall not be made unless such officer has been given a reasonable opportunity of making a representation to the Bank against the proposed order.
  - c) The decision to repatriate the service of an officer employee shall be taken only by the Managing Director / Chief Executive Officer.
  - d) The option to repatriate the services of an officer shall be exercised by the Bank only where:
    - i. Decisions taken by the officer employee in his capacity as an officer employee has put the Bank to monetary loss though no misconduct as such can be proved against him.
    - ii. The officer employee for any reasons has not been attending to his/ her duties in the Bank for a period of 30 days (either continuously or in aggregate) after exhausting all leave due to him or after his/ her request for extension of leave has been refused in writing.
    - iii. The officer employee employed on the basis of a particular expertise or skill or qualification, ceases to possess such an expertise or skill or qualification, for any reason whatsoever.
    - iv. The officer employee has been advised in writing of his/ her perfunctory work or less than average performance at least on two previous occasions and despite having been communicated to him, there has been no improvement in his/ her performance.
    - v. The officer employee exhibits general indiscipline, insubordination, unruly/ violent behavior for which he has been advised in writing in the past;
    - vi. There is such other cause as would reasonably lead the Bank to believe that the retentions of the officer employee would be prejudicial to the interest of the bank.
  - e) An officer on deputation shall not leave or discontinue his/ her service in the Bank on deputation without first giving a notice of 2 months in writing to the Competent Authority of his/ her intention for repatriation/ to leave or discontinue his/ her service on deputation. Further, specific reasons for repatriation should invariably be mentioned in the notice. The Bank may consider requests of very compelling nature such as serious ailments of self-etc. based on its administrative needs at its sole discretion.
  - f) Such notice shall be addressed to the Managing Director/ Chief Executive Officer and should be sent through the reporting authority.
  - g) Provided further that the Competent Authority may, at its discretion, reduce the period of such notice of 2 months, or remit the requirement of notice.
  - h) Merely applying for repatriation would not qualify the case of the deputed officer for repatriation. The Bank will only consider such requests based on its administrative needs at its sole discretion.
  - i) In the event the request of an officer for repatriation to his/ her Parent Bank is favorably considered, the Bank may advise the deputationist to continue for such time as it may deem necessary but in no case such retention shall exceed more than 6 months, all inclusive.

- j) Till such time as the request for repatriation is accepted, the deputationist shall continue to perform his/ her job role.

## **B. Salary Administration**

### **• Grade/ Pay Scale**

- a) The deputationist would be at next higher scale than the existing scale of the officer except in the case of Scale VII officers who shall be on deputation to the Bank in Scale VII only.
- b) The fitment of salary in the deputed pay-scale shall be done in terms of the fitment formula prescribed by the Indian Banks Association for promotion, taking the date of joining in India Post Payments Bank etc.
- c) The official on repatriation to the lending Bank will revert back to the grade/ scale of pay in which he/ she was placed prior to his/ her deputation unless and otherwise, he/ she were promoted during the period of deputation. The concerned officers will however, continue to draw notional increments at their parent organization.

### **• Deductions from Salary**

- a) During the period of deputation, employer's contribution towards Contributory Provident Fund will be borne by India Post Payments Bank Limited and remitted to the PF account of the Parent Bank of the deputed officer along with his/ her contribution to be deducted from his/ her salary.
- b) In case of employees covered under New Pension Scheme (NPS), the Bank shall make matching contribution to the NPS account of the employee which will be remitted to the NPS Account of the Parent Bank of the deputed officer along with the employee's contribution.
- c) Any other contribution towards terminal benefits such as gratuity, parent bank's pension policy etc.

## **C. Perks & Allowances**

- An officer on deputation will be entitled to draw allowances and perks as per the bouquet of allowances applicable at India Post Payments Bank Ltd.
- Officers on deputation will be paid Travelling Allowance/ Diem Allowance for journey on duty by the Bank in terms of the rules framed by India Post Payments Bank Ltd.

## **D. Residential Accommodation**

- The deputed officers will be entitled for residential accommodation (or company leased accommodation) as may be available/ applicable rules in India Post Payments Bank Ltd.

## **E. Medical Facilities**

- The medical facilities to the deputed officers will be governed in accordance with the India Post Payments Bank Ltd. guidelines.

## **F. Leave**

- The leave balances of the deputed officers will be carried forward during their period of deputation from their parent organizations.
- Leave rules of the deputed officers will be governed by leave provisions in their Parent Bank and as such deputed officers are required to seek sanction for leaves from their reporting authority/ designated officials of India Post Payments Bank Ltd.
- The Bank would transmit the leave balance availed details to the lending Bank for management of leave at the time of their repatriation to their Parent Bank.

#### **G. Promotions during the period of deputation**

- The deputationists are entitled to appear for promotion process, if any, held during the period of deputation in their parent organizations, provided they are in the zone of consideration and are eligible for promotions as per the eligibility criteria laid down by their parent organization.
- However, in the event of promotion of the deputationist, the bank would provide an option to the deputed officer to either continue with India Post Payments Bank Ltd or go back to their parent bank. In the case of deputationist opting to continue with India Post Payments Bank, he/ she shall continue to be deployed at the scale on which he/ she was appointed on deputation with a deputation allowance as defined in the service rules of IPPB. In the event of the deputationists opting to go back to their parent bank, India Post Payments Bank Ltd. may detain them at least for a period of 6 months or till such time alternate arrangement are made, whichever is earlier.

#### **H. Performance Assessment**

- The appraisal of the deputed officer will be carried at the end of each Financial Year and will be done by the Reviewing/ Reporting/ Accepting Authorities as decided by the Managing Director/ CEO of India Post Payments Bank Ltd. provided the deputed officers have completed a minimum 3 months' tenure in a financial year at the India Post Payments Bank Ltd.
- The format of appraisal will be the same as used by the parent organization of the deputed officer.
- The Appraisal Scores will be communicated to the parent organizations for their record which may be used by them in promotion exercises and other selection exercise as per their rules.

#### **I. Discipline & Conduct of Deputed Officers**

- An officer on deputation would be governed by India Post Payments Bank Limited Officer Employees' Conduct, Disciplinary and Appeal (CDA) Rules for acts of misconduct committed by them only during period of deputation at India Post Payments Bank Ltd.

#### **J. Regularization/ Absorption of deputed officers after the completion of the deputation period**

- The Board may, at its sole discretion consider regularization/ absorption of the deputationist at such grade/ scale and terms/ conditions as it may deem fit based on the performance & on the recommendation of a committee to be constituted by the Managing Director of the Bank after taking the consent of the same from the individual deputationist.

In the event of the Bank wishes to retain an officer beyond the prescribed tenure on account of his/ his performance at India Post Payments Bank Ltd. it shall initiate action for seeking concurrence of lending organisation, individual concerned etc., at least six months before the date of expiry of his/her tenure.

## ANNEXURE-II

### Office Locations

#### Corporate Office:

The corporate office is in New Delhi.

#### Circle Office:

Following are the locations of the Circle Offices:

1.	Ahmedabad
2.	Ambala
3.	Bengaluru
4.	Chandigarh
5.	Chennai
6.	Dehradun
7.	Guwahati
8.	Hyderabad
9.	Indore
10.	Jaipur
11.	Kolkata
12.	Lucknow
13.	Mumbai
14.	Nagpur
15.	New Delhi
16.	Patna
17.	Raipur
18.	Ranchi
19.	Shillong
20.	Shimla
21.	Srinagar
22.	Thiruvananthapuram

#### Branch Offices:

The list of 117 branches and their location is as under:

#	Circle	District	Branch Name	Branch Location
1	Andhra Pradesh	Krishna	Buckinghampet HO	Vijaywada
2	Andhra Pradesh	Visakhapatnam	MVP Colony SO	Visakhapatnam
3	Andhra Pradesh	Kurnool	Kurnool HO	Kurnool
4	Andhra Pradesh	East Godavari	Kakinada HO	Kakinada
5	Andhra Pradesh	Guntur	Narasaraopet HO	Guntur
6	Andhra Pradesh	Chittoor	Chittoor HO	Chittoor
7	Andhra Pradesh	Ananthapur	Anantapur HO	Ananthapur
8	Andhra Pradesh	West Godavari	Bhimavaram HO	Bhimawaram
9	Assam	Kamrup	Guwahati	Guwahati
10	Bihar	Patna	Patna GPO	Patna
11	Bihar	Muzaffarpur	Muzaffarpur HO	Muzaffarpur
12	Bihar	Bhagalpur	Bhagalpur HO	Bhagalpur
13	Bihar	East Champaran	Motihari HO	Motihari

#	Circle	District	Branch Name	Branch Location
14	Bihar	Madhubani	Madhubani HO	Madhubani
15	Bihar	Gaya	Gaya HO	Gaya
16	Bihar	Samastipur	Samastipur HO	Samastipur
17	Bihar	Saran	Chapra HO	Chhapra
18	Bihar	West Champaran	Bettiah HO	Bettiah
19	Bihar	Darbhanga	Darbhanga HO	Darbhanga
20	Bihar	Vaishali	Hajipur HO	Hajipur
21	Bihar	Sitamarhi	Sitamarhi HO	Sitamarhi
22	Chhattisgarh	Raipur	Raipur HO	Raipur
23	Delhi	South Delhi	Sriniwaspuri SO	Delhi
24	Delhi	West Delhi	Vikaspuri SO	Delhi
25	Delhi	North Delhi	Kashmere Gate GPO	Delhi
26	Gujarat	Ahmedabad	Ahmedabad GPO	Ahmedabad
27	Gujarat	Vadodara	Vadodara HO	Vadodara
28	Gujarat	Rajkot	Rajkot HO	Rajkot
29	Gujarat	Gandhi Nagar	Gandhi Nagar	Gandhi Nagar
30	Gujarat	Surat	Surat HO	Surat
31	Haryana	Gurgaon	Gurgaon I.E. SO	Gurgaon
32	Haryana	Ambala	Ambala GPO	Ambala
33	Himachal Pradesh	Shimla	Shimla	Shimla
34	Jammu & Kashmir	Jammu	Jammu	Jammu
35	Jammu & Kashmir	Srinagar	Srinagar GPO	Srinagar
36	Jharkhand	Ranchi	Ranchi GPO	Ranchi
37	Karnataka	Bangalore	Museum Road Bangalore	Bangalore
38	Karnataka	Dharwad	Old RO buidling, Dharwad	Dharwad
39	Karnataka	Bangalore Rural	Doddaballapura SO	Doddaballapura, Bangalore
40	Karnataka	Belgaum	Belgaum HO	Belgaum
41	Kerala	Thiruvananthapuram	Trivandrum GPO	Thiruvananthapuram
42	Kerala	Ernakulam	Edapally MDG	Ernakulam/ Kochi
43	Kerala	Kozhikode	West Hill MDG	Kozhikode
44	Kerala	Malappuram	Perinthalmanna MDG	Malappuram
45	Madhya Pradesh	Indore	Indore GPO	Indore
46	Madhya Pradesh	Bhopal	CTT Nagar HO	Bhopal
47	Maharashtra	Pune	Pune City HPO	Pune
48	Maharashtra	Mumbai Suburban	Andheri HPO	Mumbai
49	Maharashtra	Nagpur	Nagpur GPO	Nagpur
50	Maharashtra	Aurangabad (MH)	Aurangabad (MH) HO	Aurangabad (MH)
51	Maharashtra	Mumbai	Girgaon SO	Mumbai
52	Maharashtra	Nashik	Nashik HO	Nashik
53	Maharashtra	Ahmed Nagar	Ahmednagar HO	Ahmed Nagar
54	Maharashtra	Solapur	Solapur HPO	Solapur
55	Maharashtra	Jalgaon	Jalgaon HO	Jalgaon
56	Maharashtra	Kolhapur	Kolhapur HPO	Kolhapur
57	North East	West Tripura	Agartala HO	Agartala
58	North East	East Khasi Hills	Shillong GPO	Shillong
59	North East	Imphal West	Old Imphal PO	Imphal
60	North East	Aizawl	Aizawl HO	Aizawl
61	North East	Kohima	Kohima HO	Kohima
62	Odisha	Ganjam	Berhampur HO	Behrampur
63	Odisha	Khorda	Circle Office, Bhubaneswar	Bhubaneswar
64	Odisha	Sambalpur	Sambalpur HO	Sambalpur
65	Punjab	Chandigarh	Sector-29 PO	Chandigarh
66	Punjab	Ludhiana	Ludhiana HO	Ludhiana
67	Rajasthan	Jaipur	Jaipur GPO	Jaipur
68	Rajasthan	Jodhpur	Jodhpur HO	Jodhpur
69	Rajasthan	Ajmer	Ajmer HO	Ajmer
70	Rajasthan	Alwar	Moti Doongri MDG	Alwar

#	Circle	District	Branch Name	Branch Location
71	Tamil Nadu	Chennai	Anna Road HO	Chennai
72	Tamil Nadu	Coimbatore	Coimbatore HO	Coimbatore
73	Tamil Nadu	Madurai	Tallakulam HO	Madurai
74	Tamil Nadu	Tiruchirappalli	Tiruchirappalli HO	Tiruchirappalli
75	Tamil Nadu	Kanchipuram	Chengalpattu HO	Kanchipuram
76	Tamil Nadu	Vellore	Tirupattur HO	Vellore
77	Tamil Nadu	Tiruvallur	Tiruvallur HO	Tiruvallur
78	Tamil Nadu	Salem	Salem HO	Salem
79	Telangana	Hyderabad	Hyderabad GPO	Hyderabad
80	Uttar Pradesh	Allahabad	Allahabad HO	Allahabad
81	Uttar Pradesh	Lucknow	Lucknow GPO	Lucknow
82	Uttar Pradesh	Kanpur Nagar	Kanpur HO	Kanpur
83	Uttar Pradesh	Gorakhpur	Gorakhpur DO	Gorakhpur
84	Uttar Pradesh	Agra	Agra Fort HO	Agra
85	Uttar Pradesh	Varanasi	Varanasi HO	Varanasi
86	Uttar Pradesh	Kanpur Dehat	Akbarpur (Kanpur Dehat)	Akbarpur, Kanpur
87	Uttar Pradesh	Moradabad	Moradabad	Moradabad
88	Uttar Pradesh	Azamgarh	Azamgarh HO	Azamgarh
89	Uttar Pradesh	Jaunpur	Jaunpur H.P.O	Jaunpur
90	Uttar Pradesh	Sitapur	SITAPUR	Sitapur
91	Uttar Pradesh	Muzaffarnagar	Muzaffarnagar	Muzaffarnagar
92	Uttar Pradesh	Kheri	Kheri	Kheri
93	Uttar Pradesh	Sultanpur	Sultanpur (Avadh) HO	Sultanpur
94	Uttar Pradesh	Aligarh	Aligarh HO	Aligarh
95	Uttar Pradesh	Ghazipur	Ghazipur HO	Ghazipur
96	Uttar Pradesh	Kushinagar	Paddrauna HO	Padrauna
97	Uttar Pradesh	Bulandshahr	Bulandshahr HO	Bulandshahr
98	Uttar Pradesh	Bahraich	Bahraich HO	Bahraich
99	Uttar Pradesh	Meerut	Meerut Cantt	Meerut
100	Uttar Pradesh	Gonda	Gonda HO	Gonda
101	Uttar Pradesh	Raebareli	RaeBareli DO	Raebareli
102	Uttarakhand	Dehradun	Dehradun HO	Dehradun
103	West Bengal	Kolkata	Kolkata GPO	Kolkata
104	West Bengal	Darjiling	Siliguri HO	Darjiling
105	West Bengal	East Sikkim	Gangtok HO	Gangtok
106	West Bengal	North 24 Parganas	Barasat HO	Barasat
107	West Bengal	Murshidabad	Berhampore HO	Murshidabad
108	West Bengal	West Midnapore	Midnapore HO	Midnapore
109	West Bengal	Hooghly	Chinsurah HPO	Hooghly
110	West Bengal	Nadia	Krishnanagar HO	Nadia
111	West Bengal	East Midnapore	Contai HPO	Contai
112	West Bengal	Howrah	Howrah HPO	Howrah
113	West Bengal	East Burdwan	Burdwan HO	Bardhaman
114	West Bengal	Malda	Malda HPO	Malda
115	West Bengal	Jalpaiguri	Jalpaiguri HO	Jalpaiguri
116	West Bengal	Bankura	Bankura HPO	Bankura
117	West Bengal	Birbhum	Suri HO	Birbhum

#### CPC Locations:

The CPCs will be in the following cities:

1. New Delhi
2. Mumbai
3. Chennai
4. Kolkata

**ANNEXURE-III****FORMAT OF CV**

<b>Name of Applicant:</b>		
<b>Name of Bank in which currently employed:</b>		
<b>Post Applying to:</b>		
<b>Preferred Location of Posting:</b>		
<b>1<sup>st</sup> Preference:</b>	<b>2<sup>nd</sup> Preference:</b>	<b>3<sup>rd</sup> Preference:</b>
<b>Residential Address:</b>		
<b>Landline:</b>		
<b>Mobile:</b>		
<b>Email:</b>		
<b>Date of Birth:</b>	<b>Age as on 01.09.2017:</b>	
<b>Designation &amp; Current Scale:</b>	<b>Date of promotion in the current scale:</b>	
<b>Current Department of Posting:</b>	<b>Present location of posting:</b>	
<b>Date of Joining current role:</b>	<b>No of years of experience as officer as on 01.09.2017:</b>	
<b>Date of Joining Bank:</b>	<b>As Clerk or as Officer (Mention Scale):</b>	
<b>Professional certifications (if any) (Name of Certification, Institute and Year of award):</b>		
<b>Graduate Qualification (Name of Institute, Degree of Specialization, Year of Passing):</b>	<b>Post Graduate Qualification (Name of Institute, Degree of Specialization, Year of Passing):</b>	

--	--

**Employment History (Covering roles and organizations)**

Name of the organization	Period of Employment	Scale and Designation at time of leaving	Area of Responsibility*	Brief Responsibilities

**\*Please mention specific area of responsibilities such as Finance, Accounts, Operations, CPC, Legal, Risk, Regulatory Compliance, Internal Audit, Product, HR & Admin, Sales, Technology.**

**Special Achievement:**

<b>1</b>	
<b>2</b>	

**Name and signature:**

**Date:**