

India Post Payments Bank Limited

(A wholly owned undertaking of the Department of Posts, Govt. of India)
Corporate Office, Post Box No: 760, Speed Post Centre,
Bhai Veer Singh Marg, New Delhi – 110 001

Deputation/Foreign Service of regular employees from DoP to IPPB **in Scale IV, V & VI**

India Post Payments Bank Limited (“IPPB”) was incorporated as a company on August 17, 2016 under The Companies Act, 2013, with 100% equity from the Department of Posts (DoP), Ministry of Communications, and as a payments banking company under Section 22 (1) of the Banking Regulation Act, 1949. Subsequently, on grant of final license of Payments Bank by the Reserve Bank of India (RBI) on January 20, 2017, IPPB commenced operations 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.

IPPB 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.

IPPB, as an organization, is designed to leverage the field network of the DoP and is required to carry out its sales and operations through the workforce of the DoP. IPPB will be responsible for designing the products and services, defining the technology and service delivery platforms, undertaking marketing and third-party tie-ups, setting and monitoring the service quality standards, handling customer grievances, managing the risks of the banking operations, and dealing with statutory and regulatory compliances, etc.

The success of IPPB hinges significantly on its ability to leverage field-level resources of DoP. In this context, it is imperative, especially in the initial stages, that the persons who are acting on behalf of IPPB at the field level, have a strong understanding of DoP as an organization. The manpower requirement at various levels of IPPB will be partly met through Deputation/Foreign Service from DoP. The staff engaged on Deputation/Foreign Service to IPPB will play a key role in coordinating and managing the Business Correspondent arrangement between DoP and IPPB.

IPPB needs about 19 officers on Deputation/Foreign Service from the DoP to perform various roles at Circle Offices and Corporate Office. Eligible and willing regular employees could respond as per Deputation/Foreign Service terms annexed in the notification. They may apply online by logging on to the website <https://www.ipponline.net/>

Before applying, candidates are advised to ensure that they fulfill the stipulated eligibility criteria otherwise their application will be summarily rejected.

The important dates to be noted are as follows:

Activity	Cut-off Date
On-line registration including payment of fee and Edit/ Modification of application by candidates	07/06/2018 to 28/06/2018

This advertisement contains the following details:

Section	Section Title	Details in Section
A	Posts	Name and grades of posts for which Deputation/ Foreign Service is desired.
B	Job Profiles	Details on roles of posts for which Deputation/ Foreign Service is desired.
C	Eligibility Criteria	Details on the eligibility criteria such as age and experience have been provided.
D	Application Guidelines	Guidelines on application submission and other general instructions.
E	Selection Procedure	Brief on Selection Procedure that shall be followed.
Annexure-I	Photo & Sign	Detailed guidelines on uploading Photograph and signature.
Annexure-II	Terms of Deputation/Foreign Service/Engagement	Detailed Terms for employees joining IPPB on Deputation/Foreign Service/Engagement.
Annexure-III	Office Locations	Details of the office locations.

General Information:

1. The Registered Office of IPPB is in New Delhi.
2. Detailed Terms & Conditions for DoP personnel on Deputation/Foreign Service from Department of Post are provided in **Annexure-II**.
3. The period of Deputation/Foreign Service would be for 3 years and the same may be extended for another one year, if required.
4. Total number of vacancies for regular employees required on Deputation/Foreign Service from DoP in scale IV, V & VI is 19, details of which are shown under Section A (Posts) below.
5. All applicants shall go through a selection process conducted by IPPB.
6. 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.

A. POSTS

#	Scale	Designation/ Role	No. of vacancies	Location	Selection Pool	Pay scale at IPPB
1	VI	Deputy General Manager (DGM) – Head Financial Inclusion and Coordination	01	IPPB Corporate Office	Junior Administrative Grade (NFSG level)	68,680 – 1,960 (4) – 76,520
2	V	Assistant General Manager (AGM) – Circle Liaison Head	06	Circle HQ	Junior Administrative Grade	59,170 – 1,650 (2) – 62,470 – 1,800 (2) – 66,070
3	IV	Chief Manager – Circle Liaison Manager	12	Circle HQ	Senior Time Scale	50,030 – 1,460 (4) – 55,870 – 1,650 (2) – 59,170
Total			19			

B. JOB PROFILES

Job Profiles of the posts are as follows:

#	Scale	Designation/ Role	Job Profile
1	VI	Deputy General Manager (DGM) – Head Financial Inclusion and Coordination	<p>Growing business with DoP:</p> <ul style="list-style-type: none"> Identify opportunities for IPPB to deliver services to DoP – across different areas: e-commerce, counter payments, online payments, distribution of third party financial services to DoP employees, etc. Create a portfolio of these opportunities and actively pursue them with DoP sponsors. Work with the Product Head, Distribution Head in IPPB on these pursuits. Conceive and design proof-of-concepts implementations to win these pursuits. Enable a close partnership between DoP and IPPB for winning business that will add value to both organizations. Such business includes DBT mandates. Ensure that relevant DoP and IPPB owners come together to pitch DBT mandates to select ministries/ states, etc. Responsible for managing the joint performance reviews between IPPB and DoP. <p>Distribution:</p> <ul style="list-style-type: none"> Work with the Head, Distribution to assess ways to improve the productivity of the DoP last mile, i.e. postmen, counter staff, GDSs. Be a channel for feedback from the DoP last mile on key matters related to distribution such as incentives, device

#	Scale	Designation/ Role	Job Profile
			<p>usability, process effectiveness, customer preferences, ability to sell third party products, etc.</p> <ul style="list-style-type: none"> • Actively document such feedback and conceive of initiatives to enhance last mile productivity. • Work with the Head Distribution to identify owners for implementation of these initiatives and track their implementation. <p>Focus on Financial Inclusion:</p> <ul style="list-style-type: none"> • Define financial inclusion targets in consultation with IPPB top management. Define strategy and plan to meet the target. • Focus on achieving alignment between financial inclusion mandate of Government of India and Sales & Distribution strategy of IPPB. • Work closely with the Distribution, Product and Operations teams to launch products, drive campaigns etc. to achieve financial inclusion targets. • Ongoing monitoring and reporting progress on financial inclusion. • Act as an interface with external government stakeholders (other than DoP) and apprise IPPB management of applicable policies, guidelines and other aspects of Government functioning – in the overall context of financial inclusion. <p>Facilitate overall coordination with DoP:</p> <ul style="list-style-type: none"> • Act as an advisor to IPPB CEO and top management on matters related to understanding the legacy, systems, policies and culture of Department of Posts. • Advise IPPB management in understanding the voice of various stakeholders at DoP including officer unions, non-executive unions, GDS unions and other opinion makers. • Drive interactions between the top management of IPPB and senior leadership of DoP at HQ on various aspects including communications, business target setting, business performance reviews etc. • Drive IPPB agenda within DoP Circles, Regions, Divisions etc. by way of workshops, conferences and other internal communications tools – promoting IPPB vision, brand, policies, processes, success stories etc.
2	V	Assistant General Manager (AGM) – Circle Liaison Head	<p>Business Planning:</p> <ul style="list-style-type: none"> • Responsible for finalizing the circle-level and branch-level business targets based on discussion with DoP counterparts. <p>Sales, Business Development and Marketing:</p> <ul style="list-style-type: none"> • Responsible for defining the Circle level strategy on driving sales & marketing initiatives by utilizing a bottom up approach. • Set up the performance parameters for the team in the circle and execute the corporate office business plans.

#	Scale	Designation/ Role	Job Profile
			<ul style="list-style-type: none"> • Monitor the team performance and allocate the targets in consultation with the DoP Circle office. • Ensure the State level Tie-ups with the State Government departments for the Subsidy and other agency business. • Ensure the enterprise level tie-ups at state level and even national level for the enterprises located in their circle. • Responsibility to build, augment the Marketing, Image and brand building of IPPB. <p>Coordination with DoP:</p> <ul style="list-style-type: none"> • Responsible for managing the interface with DoP Circle and CPMG on behalf of IPPB. • Responsible for conducting periodic business review meeting with DOP circle head to appraise him/her on procedural issues faced by IPPB. <p>Operations and Compliance:</p> <ul style="list-style-type: none"> • Drive the branch, access point readiness and agent training, certification and activity. • Monitor rollout of initiatives in all branches within the Circle including training, financial inclusion mandates, technology and infrastructure up-gradation, marketing & branding initiatives etc. • Monitor the performance of the Branches within the Circle on various compliances. • Operation level smooth implementations and changes handling. • MIS (Collection, analysis, submission, reports, replies to Corporate Office/ regulatory bodies/ business related). • Oversee the EoD reports pertaining the Cash Balancing, Operational tasks for all the IPPB branches falling under his/ her jurisdiction. • Regular visits/ meetings with IPPB/ DoP officers in the respective district levels and rendering advisory communications on newly introduced regulatory aspects. <p>Customer Service and grievance:</p> <ul style="list-style-type: none"> • Oversee grievance resolutions SLAs for all Branches in the Circle. • Responsible for customer satisfaction levels, oversee interaction with customer committees etc. • Supervise and oversee grievance mechanism for commission payout issues and their resolution. • Responsible to oversee the reasonable TAT is complied in resolving Customers queries/ grievances/ suggestions emanating for all his Circle related branches. <p>Performance Management:</p> <ul style="list-style-type: none"> • Responsible for monitoring the operations, sales and customer service performance of all Branches within the

#	Scale	Designation/ Role	Job Profile
			<p>Circle on defined dashboard in conjunction with senior leadership of IPPB (Corporate office).</p> <p>Human Resource:</p> <ul style="list-style-type: none"> Plan and execute the training programs.
3	IV	Chief Manager – Circle Liaison Manager	<p>Operations & Processes:</p> <ul style="list-style-type: none"> Responsible for monitoring key performance indicators on operational performance of IPPB branches and access points within the Circle. Activate and set-up the IPPB footprint across business lines eg. DBT services, enterprise mandates. Periodically (As per defined schedule) interact with Circle and Division offices of DoP to discuss on-ground issues being faced in driving IPPB operations including infrastructure issues being faced by GDS. Conduct periodic review meetings with DoP interface with Division and Circle levels to discuss the performance of DoP access points – incl. cash management, incentive payments, device management, other operations logistics. Responsible for driving the training of IPPB recruits on DoP functioning and systems. Plan and drive execution of the training refresher courses for end-users. <p>Customer service & grievance management:</p> <ul style="list-style-type: none"> Review and Monitor the resolution of customer. grievances, mis-selling complaints within the defined SLAs. Oversee customer interaction/committees at branch and access points. <p>Compliance:</p> <ul style="list-style-type: none"> Work closely with the DoP Circle office in ensuring the access points operate as per procedures laid down by IPPB. Drive certifications for the end-users in line with internal and regulatory requirement. <p>Business Development / Alliances:</p> <ul style="list-style-type: none"> Identify new opportunities for payments solutions across institutional, Govt/DBT, merchant and customer segment categories. Identify partnership and alliances opportunities. Work with DoP Circle office and civil administration to identify mechanisms for targeting last mile customers, merchants (both online and offline). <p>Sales & marketing:</p> <ul style="list-style-type: none"> Responsible for setting targets and monitoring the sales performance of all branches within the Circle in discussion with DoP counterparts.

#	Scale	Designation/ Role	Job Profile
			<ul style="list-style-type: none"> • Engagement with IPPB Corporate to understand the Advertising and Communication Strategy and build aligned customized campaigns in partnership with DOP officers at a local level. • Work with DoP Circle office for monitoring implementation of last mile sales initiatives. • Conduct periodic review meetings with DoP interface with Division and Circle levels to discuss the sales related performance of DoP access points. <p>Product and Training:</p> <ul style="list-style-type: none"> • Oversee launch/release of new products and related allied activities. • Support Circle Head in monitoring rollout of initiatives in all branches within the Circle including training, financial inclusion mandates, technology and infrastructure up-gradation, marketing & branding initiatives etc. • Work with DoP officers in developing incentive schemes • Interface with the 3rd parties for product distribution campaigns and drive last mile execution.



इंडिया पोस्ट
पेमेंट्स बैंक

C. JOB SPECIFICATIONS

The Age, Education and Experience as on 01.05.2018 for the posts specified in Section A are prescribed as under:

#	Scale	Designation/ Role	Eligibility Criteria		
			Upper Age limit	Education Qualification	Eligibility criteria
1	VI	Deputy General Manager (DGM) – Head Financial Inclusion and Coordination	Maximum of 50 years (Candidates should have been born not earlier than 02/05/1968)	Graduate from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body	Officers of the Department of Posts regularly appointed to Junior Administrative Grade (NFSG) <u>Experience:</u> Financial Inclusion, Driving rural programs such as Aadhaar, MNREGA, DBT, subsidies management etc., Experience in postal services
2	V	Assistant General Manager (AGM) – Circle Liaison Head	Maximum of 50 years (Candidates should have been born not earlier than 02/05/1968)		Officers of the Department of Posts regularly appointed to Junior Administrative Grade <u>Experience:</u> Experience in Rural banking, financial inclusion, Experience in postal services, Experience in rural upliftment and financial inclusion programs such as Aadhaar, MNREGA, DBT, subsidies etc.
3	IV	Chief Manager – Circle Liaison Manager	Maximum of 50 years (Candidates should have been born not earlier than 02/05/1968)		Officers of the Department of Posts regularly appointed to Senior Time Scale. <u>Preferred Experience:</u> Experience in Rural banking, Financial Inclusion, Experience in postal services.

D. APPLICATION GUIDELINES

The candidates can apply only for one post. Candidates can apply online only from **07/06/2018** to **28/06/2018** 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. Have a valid personal email ID which should be kept active till the completion of this recruitment process. IPPB shall send communications 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.

2. PROCEDURE FOR APPLYING ONLINE

- a. Candidates are first required to go to the IPPB's authorised website <http://www.ippbonline.net/> and click the option "Click here to apply online for posts on Deputation/Foreign Service from DoP to IPPB in Scale IV, V & VI" to open the online Application Form.
- b. 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.
- c. Candidates are required to upload their photograph and signature as per the specifications given in the **Annexure I** of this form.
- d. 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.**
- e. 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.
- f. Application Fee / Intimation Charges (Non-Refundable) is INR 300.00/- (Rupees Three Hundred Only)**
- g. Candidates should ensure their eligibility before paying the fees/applying online.
- h. 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. 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.
- xi. An online application which is incomplete in any respect such as without photograph and signature uploaded in the online application form will not be considered as valid.
- xii. Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date to avoid the possibility of disconnection / inability / failure to log onto IPPB's authorized website on account of heavy load on internet / website jam.
- xiii. IPPB does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of IPPB.

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

Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence advised to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. IPPB will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.

4. OTHER CONDITIONS

- Vacancies given in this advertisement are indicative.
- No change in the data already registered by the candidate in the application form is possible.
- Issuance of offer of Deputation/Foreign Service including terms and conditions, formalities for verification, joining etc. is solely the decision of IPPB and shall be final and binding.
- IPPB reserves the right to cancel, reallot roles/ change the process depending upon exigencies or otherwise.

5. 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.
- 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 any 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 will be summarily rejected/ candidature cancelled.
- vi. Candidates are advised to keep their e-mail ID alive for receiving advices, viz. interview call letters/ correspondence etc.
- vii. Candidates will have to invariably produce and submit the requisite documents such as valid interview call letter, photocopies of photo-identity proof, address proof, Education Qualification certificates, experience certificates, and such other relevant documents as deemed fit by IPPB, bearing the same name as it appears on the submitted application form etc. at the time of interview or subsequently.

- viii. Before applying for the post, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Candidates are therefore advised to carefully read this advertisement and follow all the instructions given for submitting online application.
- ix. A Candidate's admission to the interview and subsequent processes is strictly provisional. The mere fact that the Interview Call Letter has been issued to the candidate does not imply that his/ her candidature has been finally cleared by IPPB. IPPB would be free to reject any application, at any stage of the process, cancel the candidature of the candidate in case it is detected at any stage that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s). If candidature of any candidate is rejected for any reason according to the terms and conditions of this advertisement, no further representation in this regard will be entertained. If any of these shortcomings is/are detected after Deputation/Foreign Service to IPPB, his/her services are liable to be summarily terminated.
- x. Decision of IPPB in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced for the purpose of the conduct of Interview, verification etc. and any other matter relating to the process will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by IPPB in this behalf.
- xi. Any canvassing or creating influence for undue advantage shall lead to disqualification from the process.
- xii. Any request for change of address, details mentioned in the application form will not be entertained.
- xiii. Any request for change of date, time and venue for Interview will not be entertained.
- xiv. In case any dispute arises on account of interpretation of clauses in any version of this advertisement other than English, the English version available on the authorized website shall prevail.
- xv. A candidate should ensure that the signatures appended by him/her in all the places viz. in his/her application form, attendance sheet etc. and in all correspondence with IPPB in future should be identical and there should be no variation of any kind.
- xvi. A recent, recognizable photograph (4.5cm × 3.5cm) should be uploaded by the candidate in the online application form and the candidate should ensure that copies of the same are retained for use at various stages of the process. Candidates are also advised not to change their appearance till the process is completed. Failure to produce the same photograph at various stages of the process or doubt about identity at any stage could lead to disqualification.
- xvii. IPPB shall not be responsible for any application made/ wrong information provided by an unauthorized person / institution. Candidates are advised not to share/ mention their application details with/to anyone.
- xviii. IPPB reserves the right to change (cancel/ modify/ add) any of the criteria, method of selection and provisional allotment etc.
- xix. Intimations will be sent by email and/ or SMS only to the email ID and mobile number registered in the online application form
- xx. IPPB shall not be responsible if the information/ intimations do not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of IPPB and candidates are advised to keep a close watch on the authorised website for latest updates.

xxi. Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead of disqualification of the candidate from the selection process and he/she will not be allowed to appear in any IPPB recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.

6. ANNOUNCEMENTS

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

E. SELECTION PROCEDURE

Selection will be made based on PERSONAL INTERVIEWS. A preliminary screening of applications may be carried out by the Bank, to shortlist eligible candidates to be called for interviews. Thus, merely applying would not automatically entitle a candidate to be called for the interview. However, Bank reserves the right to change / include any other selection process in addition to personal interviews, as deemed fit, at any time of the selection process.

Sd/-
CHRO

IPPB Corporate Office,
Speed Post Centre,
Bhai Veer Singh Marg,
New Delhi – 110 001
Date: 10/05/2018



इंडिया पोस्ट
पेमेंट्स बैंक

India Post
Payments Bank

Annexure – I

PHOTOGRAPH (4.5 CM X 3.5 CM) & SIGNATURE

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

Photograph Image:

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

Signature Image:

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

Scanning the photograph & signature:

- xix. Set the scanner resolution to a minimum of 200 dpi (dots per inch).
- xx. Set Color to True Color.
- xxi. File Size as specified above.
- xxii. Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).

xxiii. The image file should be JPG or JPEG format. An example file name is - image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.

xxiv. Candidates using MS Windows/MsOffice can easily obtain photo and signature in

xxv. .jpeg format not exceeding 50kb & 20kb respectively by using MSPaint or MSOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50kb (photograph) & 20 kb (signature) by using crop and then resize option (please see above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.

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

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

Procedure for Uploading the Photograph and Signature:

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

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

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

xxxi. Select the file by clicking on it.

xxxii. Click the 'Open/Upload' button.

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

Notes:

xxxiv. In case the face in the photograph or signature is unclear, the candidate's application may be rejected. After uploading the photograph / signature in the online application form, candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may edit his/her application and re-upload his/her photograph or signature, prior to submitting the form.

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

xxxvi. Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam

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

Annexure-II

Terms & Conditions of Deputation/Foreign Service/Engagement

Terms of deputation/foreign service for regular employees of DoP:

The terms and conditions of Deputation/Foreign Service from DoP employees at various levels to different scales of IPPB shall be guided by the relevant sections of the DoP&T OM No. 6/8/2009-Estt (pay II) dated 17th June 2010 and subsequent amendments by DoP&T except for the conditions which are mentioned as under.

Tenure of Deputation/Foreign Service:

- The period of deputation/foreign service shall be 3 years extendable for a period of another year that is 4th year subject to the approval of the cadre controlling authority at respective levels of DoP's employee and CEO, IPPB.
- If IPPB wishes to retain DoP employees beyond the prescribed period of three years, it shall initiate action for seeking approval of DoP six months before the expiry of deputation/foreign service period. IPPB should not retain the DoP employees beyond the sanctioned terms unless prior approval of competent authority is obtained for further retention.
- There shall be no further extension beyond 4th year and DoP employees shall automatically report back to the Department within one month of expiry of deputation/foreign service period, otherwise he/she will be deemed to be dismissed from the service without any disciplinary proceeding.
- IPPB shall ensure the DoP employees are relieved on the expiry of deputation/foreign service period.

Repatriation:

- Normally, DoP employees on deputation/foreign services to IPPB can be repatriated to Department of Post at the end of tenure.
- However as and when situation arises for premature repatriation of DoP employees from IPPB, his/her services can be returned after giving an advance notice of at least three months to DoP as well as to the employee who is being repatriated to DoP. The relevant records of the employees shall be returned to the Department at the time of repatriation.

Leave Salary/Pension/NPS Contribution:

- IPPB will reimburse leave salary and pension contribution to Department of Post in accordance with Government regulations. The deputation/foreign service order should clearly indicate the rate at which the amount will be reimbursed to the department.
- In case of employees covered under NPS, IPPB shall make matching contribution to the NPS account of the employees.

Absorption:

- There will be no absorption of employees on deputation/foreign service from Department of Post to IPPB unless decided otherwise.

NBR/ Proforma Promotion:

- The pay fixation of employees on deputation/foreign service from DoP to IPPB shall be governed by the rules as applicable in case of NBR/ Proforma promotion mutatis mutandis. IPPB will not consider proforma promotion for awarding any higher post.
- In case of any dispute between IPPB and DoP employees, the legal jurisdiction will be Delhi only.

ANNEXURE-III

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
23.	Vijayawada

India Post
Payments Bank