

India Post Payments Bank Limited

(A Government. of India Undertaking)

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

Recruitment of Contractual Positions

India Post Payments Bank (IPPB) has been setup under the Department of Post, Ministry of Communication with 100% equity owned by Government of India. India Post Payments Bank is leading the next revolution of banking and financial literacy. This new model will pave the way for India's largest banking network to reach each and every corner of the nation. Our motto stands true - **"No customer is too small, no transaction too insignificant, and no deposit too little."** IPPB is leveraging frugal innovation and top of the line technology infrastructure with the payment and settlement eco-system to bring simple and affordable solutions to the masses – delivered at the last mile. IPPB will leverage the Department of Posts' (DOP's) unparalleled reach across India, through its 155,000 post offices and the trust that it enjoys among the common man. IPPB's vision is to be the most accessible, affordable and trusted bank for the common man.

India Post Payment Bank Limited (IPPB) invites online applications from qualified candidates who will be appointed at IPPB on a contract basis. Interested candidates who fulfill the eligibility criteria may apply online from 01.06.2018 to 15.06.2018 by visiting our website www.ippbonline.net. No other mode of application will be accepted.

The important dates are as follows

Activities	Dates
Payment of Application Fee	01.06.2018 to 15.06.2018
Opening date of Online Registration	01.06.2018
Closing date of Online Registration	15.06.2018

Before applying, the candidates are advised to ensure that they fulfill the stipulated eligibility criteria.

This advertisement contains the following details:

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

A. POST

#	Function	Post	Vacancies
1	Risk & Compliance	Chief Risk & Compliance Officer	1
2	Information Technology	Chief Technology Officer	1
3	Operations	Chief Operations Officer (COO)	1
4	Human Resources	Head Human Resource Development	1
5	Business Development	Head Business Development, Enterprise & Government	1
6	Products	Head of Products	1

B. JOB PROFILES AND COMPETENCY/SKILL REQUIREMENT

Job Profile and the required competency and skills are as follows

#	Function	Post	Job Description
1	Risk & Compliance	Chief Risk & Compliance Officer	<p><u>Context of the role:</u></p> <ul style="list-style-type: none">o IPPB aims to provide services leveraging the Department of Post through an unprecedented network of 4 lac access points at which multiple financial products & services will be delivered at the last mile to the under banked and unbanked population of India enabling financial inclusiono Chief Risk & Compliance Officer (an RBI mandated role), is critical for IPPB as the company gears up for a full scale launch and could be prone to myriad riskso The nature of IPPB's business model and sheer scale of operations will require the highest level of operational controls and regulatory complianceo The Bank is looking for a seasoned risk professional with sound experience in the development and implementation of a risk management framework <p><u>Key purpose of the role:</u></p> <ul style="list-style-type: none">o Develop the vision and strategy for the risk function across the Banko Build manage, monitor and continuously improve the risk management framework, architecture and policies for the Bank which includes Regulatory Compliance, Operational Risk, Fraud Risk Management, Market Risk, Information Security and manage enterprise wide risk <p><u>Key Responsibilities:</u></p> <ul style="list-style-type: none">o Provide direct management and supervision to the Risk & compliance teams within the groups, as well as provide support to compliance, operational & IT risk, Information/Cyber Securityo Establish and align strategic compliance processes & activities, identify & mitigate operational & IT risk within the Banko Develop and implement controls (including Information/Cyber Security controls) to manage compliance, operational & IT risko Responsible for monitoring and reporting on effectiveness of compliance controls

#	Function	Post	Job Description
			<ul style="list-style-type: none"> ○ Responsible for managing the efficient execution of compliance in the Bank relating specifically to Anti-Money Laundering (AML),CFT, Anti-Corruption, Data Privacy, Information / Cyber Security ○ Manage operational & IT risks that might have adverse impacts on the Bank's capital and ability to meet customers' needs ○ Responsible for thought leadership in all aspects of operational, market and IT risk including the embedding of a risk culture and risk training/awareness at all levels within the Bank ○ Aggregate, interpret and report results of responses to operational and IT risks to key stakeholders ○ Responsible for investigation, monitoring and analysis of frauds and its use in prevention of frauds through system modification/ improvement and timely Reporting of FMR to RBI ○ To shoulder the responsibility of Principal Officer and be responsible for reporting CTR, STR, CCR, NTR and CBWTR to FIU-IND ○ Responsible for overall management of the compliance, regulatory & financial crime risk (sanctions, KYC/CDD & AML) ○ Be the primary point of contact for external regulators and bodies including the Central bank, FIU, enforcement Directorate, SEBI, Law Enforcement bodies etc. ○ Ensure a system wide view and understanding of the combined risk of the business and their inter-relationships as applicable for Payments Bank. ○ Responsible for compiling, assessing and reporting risk information to top management and Board of the Bank ○ Formulate and articulate a coherent risk appetite and infrastructure ○ Ensure identification of Key Risk Indicators (KRI), analysis of Operational Loss data, conducting Risk and Control Self-Assessment (RCSA) exercise, implementation and mapping of Basel-III compliance, review of risk systems and procedures. ○ Responsible for Asset Liability Management of the Bank while managing liquidity risk and interest rate risks ○ Develop, manage and refine qualitative and quantitative risk reporting which meets needs of the Operational Risk Management Committee, Asset Liability Committee, Risk Management Committee and Board of Directors in order to support effective decision making ○ Responsible for timely submission of regulatory returns including ADF to RBI, Income tax and other Govt Departments <p>Skills & Competencies:</p> <ul style="list-style-type: none"> ○ Experience in banking sector with in-depth exposure to compliance function and conversant with all aspects of Regulatory and Statutory compliance ○ Hands on knowledge in Banking Regulation Act, RBI Act, PMLA, FEMA, BCSBI, IBA, FEDAI, FIMMDA, IRDA, Tax Laws

#	Function	Post	Job Description
			<ul style="list-style-type: none"> ○ Exposure in various business verticals/Banking operations such as Accountancy, Treasury, Risk Management, Information Technology and Audit/Inspection function ○ Good Knowledge and grasp of banking practices, financial markets, Basel III and products at a higher level and awareness of the regulatory framework ○ Strong analytical skills. Ability to make independent decisions with a strong sense of empowerment and leadership skills ○ Appropriate and relevant skills related to all areas of operational, market and IT risk management and compliance ○ Knowledge of banking, information technology, company law, employment, tax laws and regulations, banking compliance regulations and accounting principles ○ Ability to monitor and assess achievements against performance targets, quality standards and service agreements that aligns with the organization's business plan ○ Excellent oral and written communication skills with advanced skills related to the preparation and submission of regulatory, statutory and risk/compliance reports ○ Experience of identifying the red flags of frauds; and has knowhow of fraud auditing creative techniques; knowledge of components of forensic evidence; and of the nature and purpose of forensic interviews, knowhow of developing the forensic report and related exhibits and litigation support systems and knowledge for digital techniques for data mining, data analysis, digital forensic. ○ Skills ranging from expertise in analysis of transactions through Audit Trail to competence in "Forensic Audit" supported by specialization in IT based Data abstraction, Data filtering and Data sanitization
2	Information Technology	Chief Technology Officer	<p><u>Purpose of the Role:</u></p> <ul style="list-style-type: none"> ○ To define the Technology strategy, vision and build the technology competency for a successful launch of the Bank. It involves accountability and decision making on team selection, technology stack selection, partner selection, implementation and operations. ○ Also will be responsible to lead the digital technology implementation and customer experience. ○ The CTO candidate should ideally have experience of similar scale in banking sectors. Combined experience in a Bank with a focus on Payments Technology / Mobile commerce will be an added plus. IPPB system integration implementation is highly complex due to the scale and multiple SI's and technology vendors involved, over and above linking the platform with other Government departments.

#	Function	Post	Job Description
			<p>Primary Responsibilities:</p> <ul style="list-style-type: none"> ○ Build a robust technology organization for IPPB by defining its technology strategy and designing technology architecture covering both back-end and customer facing systems, which include payments applications, infrastructure architecture, technology operations, projects and program management. ○ The strategy should focus on delivering next-generation payments processing platform, simplify last mile banking, on time with high quality ○ Will design the entire tech governance framework for the Bank ○ Align IPPB's technology design with DoP technology design and GoI's Direct Benefit Transfer infrastructure design. ○ Be an innovative thought leader in the technology space and must be well versed with the development in the payments/ mobile/online space. ○ Set up and run Data Analytics platform, and actively contribute to business. ○ Responsible for providing cost effective and cutting edge technologies for the common man and financial eco-system in the digitization space ○ Maintain technology vendor relationship and compliance with service level agreements/ contractual commitments. ○ Mentor operations and project team to achieve budgeted results through service excellence and adoption of best practices. ○ Work with stake holders, technology partners, regulators and government agencies to deliver the committed digitized financial services ○ Drive a product development process that addresses customer, business and technology needs while delivering (time to market), and scalable, easy -to-use products. ○ Be an Industry thought leader who will articulate the vision in ways that will be highly valued by senior executives and the technology community. ○ Act as a key influencer with internal and external stakeholders/ customers. ○ Playing the role of a business enabler. <p>Skills & Competencies:</p> <ul style="list-style-type: none"> ○ Experience in large scale infrastructure and transaction platforms and web applications ○ A hands on leader with a passion for innovating on technologies, building effective teams and a focus on delivering competitively superior technology solutions to the business while growing people in the organization and creating high performance teams. and accounting principles ○ Experience in core technologies, concepts, architecture, development and sustenance of all the foundational software technologies that support the infrastructure and applications. ○ Stakeholder management capability, experience of managing the Board; diverse customer community.

#	Function	Post	Job Description
			<ul style="list-style-type: none"> An executive with the intellect and the executive presence to become a true business partner.
3	Operations	Chief Operations Officer (COO)	<p>Primary Responsibilities:</p> <ul style="list-style-type: none"> Lead the design and build of all areas of the operations of IPPB, including but not limited to, customer/ merchant onboarding, customer/ merchant service, customer/ merchant grievance management, and back office operations. Frame operations governance framework, policies and processes to support business goals. Strive towards customer service excellence, in line with leading/ emerging trends. Alignment of IPPB operations with DoP operations and Government of India's DBT operations. Oversee vendor relationship and compliance with service level agreements/ contractual commitments. <p>Skills & Competencies:</p> <ul style="list-style-type: none"> Appropriate and relevant skills related to all areas of operational risk management and compliance Knowledge of banking, company, employment and tax laws and regulations, banking compliance regulations and accounting principles Ability to monitor and assess achievements against performance targets, quality standards and service agreements that aligns with the organization's business plan Excellent oral and written communication skills with advanced skills related to the preparation and submission of regulatory, statutory and risk/compliance reports <p>Key Success factors:</p> <ul style="list-style-type: none"> Put in place the operations framework, policies and processes to support business goals. Ensure operations alignment with DoP, GoI and 3rd party partner operations. Develop strong operational risk management framework and processes to preserve the safety, efficiency and operational resilience of the bank. Establish a rapport with various stakeholders – both internal and external
4	Business Development	Head Business Development, Enterprise & Government	<p>Context of the role:</p> <ul style="list-style-type: none"> IPPB aims to provide services leveraging the Department of Post through an unprecedented network of 4 lac access points at which multiple financial products & services will be delivered at the last mile to the under banked and unbanked population of India enabling financial inclusion IPPB can achieve its business objectives and realize the potential of its network by partnering with large enterprises in consumer business and by becoming the partner of choice for the Government of India IPPB is looking for a dynamic business development professional who can build long term relationships with stakeholders across Government departments at the Central and State levels, and also with large enterprises

#	Function	Post	Job Description
			<p>Key purpose of the role:</p> <ul style="list-style-type: none"> Engagement with key stakeholders in government and private enterprises to achieve business objectives and realize the potential of IPPB network Become the 'partner of choice' with Government of India at the Central and State level and enterprises in consumer business <p>Key Responsibilities:</p> <ul style="list-style-type: none"> Identify and implement business development strategies by leveraging IPPB's product/service offerings in the enterprise and government sector Work in tandem with existing/new clients understanding their requirements and proposing solutions Head deal structuring, negotiations and deal closures Engage with clients to understand requirements, scope and business potential, maintain good client relationships Gather and maintain pipeline metrics to enable the business to measure progress against targets Manage the P&L for the business vertical Partner with Central Government Ministries/Departments to get the Direct Benefit Transfer (DBT) disbursement business Be part of any central government policy discussion to help solicit business opportunities for IPPB Build and maintain relationships with stakeholders in Government Ministries/Departments and large consumer enterprises Ensure integration of Public Fund Management System (PMFS) and IPPB CBS technology platforms for smooth flow of funds disbursement of acquired government disbursement business Ensure resolution to operational issues for the disbursement of acquired government disbursement business Competition analysis by keeping abreast of market trends & achieving market share metrics Plan, control and direct activities of team to attain maximum sales volume from existing and potential partners Follow all applicable IPPB policies, procedures and operating mechanisms <p>Skills & Competencies:</p> <ul style="list-style-type: none"> Combination of sales and business development experience at the enterprise level Proven track record of structuring deals with enterprise and government departments Exposure to commercial dynamics including bid pricing, bid management, annual and quarterly sales forecast, sales reporting and analysis, sales pipeline and assessing complex deal viability Ability to successfully collaborate and align the team with organizational objectives and cross functional stakeholders Ability to monitor and assess achievements against performance targets, quality standards



#	Function	Post	Job Description
			<p>and service agreements that aligns with the organization's business plan</p> <ul style="list-style-type: none"> ○ Strong influencing, interpersonal and networking skills ○ Exceptional verbal and written communication skills.
5	Human Resources	Head Human Resource Development	<p><u>Context of the role:</u></p> <ul style="list-style-type: none"> ○ IPPB aims to provide services leveraging the Department of Post through an unprecedented network of 4 lac access points at which multiple financial products & services will be delivered at the last mile to the under banked and unbanked population of India enabling financial inclusion ○ One of the missions of IPPB is to provide financial inclusion through financial literacy ○ Training and development of the staff and business correspondents of IPPB will be a key success factor for the Bank ○ As the payments sector is undergoing rapid technology changes, continuous training & development is the need of the hour ○ The incumbent would be expected to design and implement the latest practices adopted by sector leading organizations for training & developing their employees ○ The Bank is looking for an HR development professional who would understand business imperatives, technology aspects and product requirements of IPPB and accordingly design and implement training interventions for programs including "Train The Trainer" program <p><u>Key purpose of the role:</u></p> <ul style="list-style-type: none"> ○ Define the capability development strategy for all employees to achieve business objectives ○ Design and implement training programs as per business imperatives, technology interventions and product requirements <p><u>Key Responsibilities:</u></p> <ul style="list-style-type: none"> ○ Identify training and development needs within the organization through job analysis, appraisal schemes and regular consultation with business managers and human resources departments ○ Plan and execute training courses and programs for all employees of the Bank including the "first round" trainers ○ Design and expand training and development programs based on the changing needs of the organization and the individual ○ Implement various learning methods (e.g. coaching, job-shadowing, online training) ○ Design and deliver e-learning courses, workshops and other trainings <p><u>Skills & Competencies:</u></p> <ul style="list-style-type: none"> ○ High communication and influencing skills, specifically with internal stakeholders to achieve results with and through people ○ Proven experience in Learning & Development, Training or similar function ○ Ability to analyze training needs to develop new training programs or modify and improve existing programs

#	Function	Post	Job Description
			<ul style="list-style-type: none"> ○ Ability to impart Training and Development support to departments, enabling them to better execute their responsibilities through "Train The Trainer" initiatives ○ Familiarity with e-learning platforms and practices ○ Knowledge of latest Learning and Development methods ○ Ability to build rapport with employees and vendors
6	Products	Head Products	<p><u>Primary Responsibilities:</u></p> <ul style="list-style-type: none"> ○ Create the product vision based on the customer needs and market trends. ○ Own and drive business growth through products that strategically cater to the needs of various customer and merchant segments. ○ Manage the product management process and execution. ○ Apply deep understanding of digital customers and segments along with their expectations and behaviours to optimize experiences. ○ Lead and mentor the product team to design, plan and improve products meeting customer, merchant, risk, compliance and regulatory expectations. ○ Advise the Central Leadership Team on current performance, opportunities and challenges in the product portfolio. ○ Strategically lead budgeting and resource planning for the Product Management department in collaboration with the Central Leadership team and the Finance team. ○ Formulate strategies to identify, evolve needs, and establish processes to ensure unique product channels are integrated. <p><u>Skills & Competencies:</u></p> <ul style="list-style-type: none"> ○ Strong stakeholder relationship management skills – able to influence and manage expectations. ○ Strong networking skills with the ability to build and maintain a network of external market and internal business relationships. ○ Excellent verbal & written communication skills, good presentation skills and excellent negotiation skills. Ability to engage with the Board and senior management. ○ Good staff skills – able to coach and mentor staff. ○ Outstanding organisation skills, ability to multitask and make decisions under pressure. ○ Team worker, persistent with strong credibility who can take initiatives; ○ Hands on, i.e. 'roll-up-sleeve' type. ○ Ethical; living the values. ○ Passionate, energetic and committed to make the nation a better place by bringing new products and services to the marketplace.

C. ELIGIBILITY CRITERIA

1. JOB SPECIFICATIONS

#	Function	Post	Job Specifications (Age, Minimum Qualification and Experience as on 01.05.2018)
1	Risk & Compliance	Chief Risk & Compliance Officer	<p>Age Limit: 38 to 55 years.</p> <p>Note: The candidate should be born not before 02.05.1963 and not later than 01.05.1980 (both dates inclusive)</p> <p>Minimum Educational Qualification: CA / MBA Finance / Post Graduate degree or equivalent Candidates from reputed Universities will be preferred</p> <p>Experience: The person must have an overall experience of at least 15 years in financial services out of which minimum 5 years of banking experience as mandatory. The person should have understanding of local banking regulations and embedding regulatory compliance in processes</p>
2	Information Technology	Chief Technology Officer	<p>Age Limit: 35 to 55 years.</p> <p>Note: The candidate should be born not before 02.05.1963 and not later than 01.05.1983 (both dates inclusive)</p> <p>Minimum Educational Qualification: Graduate or Diploma Holder in Computer Science/ Information Systems/ other related fields from reputed University/ Institution/ Board recognized by the Government of India/ International University of repute (or) approved by a Government Regulatory Body</p> <p>NOTE MCA or MBA or Post Graduate degree in / Computer Science, Electrical Engineering or equivalent/ or in any subject – will be preferred.</p> <p>Experience: The person must have an overall experience of at least 14 years in Banking-IT related areas/projects involving Payment Technologies, Internet Banking/ Mobile Commerce space predominantly of which 5 years preferably should be at senior management level/managing or implementing large IT projects in Banks or FIs or Fintech or IT/ITES.</p>
3	Operations	Chief Operations Officer	<p>Age Limit: 40 to 55 years.</p> <p>Note: The candidate should be born not before 2.05.1963 and not later than 1.05.1978 (both dates inclusive)</p> <p>Minimum Educational Qualification: Bachelor's degree from reputed University/ Institution/ Board recognized by the Government of India/ International University of repute (or) approved by a Government Regulatory Body</p> <p>Experience:</p>

#	Function	Post	Job Specifications (Age, Minimum Qualification and Experience as on 01.05.2018)
			<p>The person must have overall experience of at least 18 years.</p> <p>Out of which</p> <p>Minimum 10 years of operations experience in a bank (or) NBFC (or) an insurance company (or) a payment bank (or) a payment solution provider.</p> <p>AND</p> <p>Should have led a team of minimum 500 people, directly or indirectly (outsourced / off rolls), either in current or any previous role</p> <p>AND</p> <p>Not below CEO – 4 level in current role</p>
4	Business Development	Head Business Development, Enterprise & Government	<p>Age Limit:</p> <p>33 to 55 years</p> <p>Note: The candidate should be born not before 02.05.1963 and not later than 01.05.1985 (both dates inclusive)</p> <p>Minimum Educational Qualification:</p> <p>Minimum Educational Qualification: Bachelor's degree from reputed University/ Institution/ Board recognized by the Government of India/ International University of repute (or) approved by a Government Regulatory Body</p> <p>NOTE</p> <p>Master of Business Administration (MBA) degree/ Post Graduate Degree or equivalent is preferred</p> <p>Candidates from reputed Universities will be preferred</p> <p>Experience:</p> <p>The person must have an overall experience of at least 12 years in sales and business development</p> <p>OUT OF WHICH</p> <p>Minimum 3 years of experience in a senior role in sales and business development function</p> <p>Note: Experience in structuring deals with enterprises and government departments will be preferred</p>
5	Human Resources	Head Human Resource Development	<p>Age Limit:</p> <p>33 to 55 years.</p> <p>Note: The candidate should be born not before 02.05.1963 and not later than 01.05.1985 (both dates inclusive)</p> <p>Minimum Educational Qualification:</p> <p>Minimum Educational Qualification: Bachelor's degree from reputed University/ Institution/ Board recognized by the Government of India/ International University of repute (or) approved by a Government Regulatory Body</p>

#	Function	Post	Job Specifications (Age, Minimum Qualification and Experience as on 01.05.2018)
			<p>NOTE</p> <p>Master of Business Administration (MBA) degree/ Post Graduate Degree or equivalent preferred</p> <p>Candidates from reputed Universities will be preferred</p> <p>Experience: Human Resource professionals with minimum 12 years of experience in Financial Services, FMCG or Telecom sectors</p> <p>OUT OF WHICH</p> <p>Have minimum of 5 years of experience in heading an HR function</p>
6	Products	Head Products	<p>Age Limit:</p> <p>32 to 55 years.</p> <p>Note: The candidate should be born not before 2.05.1963 and not later than 01.05.1986 (both dates inclusive)</p> <p>Minimum Educational Qualification: Bachelor's degree from reputed University/ Institution/ Board recognized by the Government of India/ International University of repute (or) approved by a Government Regulatory Body</p> <p>Experience The person must have an overall experience of at least 12 years in banking (or) payment bank (or) digital wallet (or) payment gateway (or) payment solutions company (or) fintech companies</p> <p>OUT OF WHICH</p> <p>Minimum of 5 years of product management experience and minimum of 3 years of work experience in the Digital space.</p> <p>Experience:</p> <ul style="list-style-type: none"> • Monetization of digital channels • Product architecture attributes • Knowledge of Remittances and DBT (NEFT/RTGS/IMPS), Merchant Acquisitions and Bill Payment Solutions (API/Online/Mobile/POC/Phone/Walkin), AePS/Aadhar Pay, BBPL, UPI and other payment system is required. <p>(And)</p> <p>Should have managed a team of at least 2 DRs (Direct Reportee's), either in current or any previous role.</p>

2. NATIONALITY/ CITIZENSHIP

A candidate must be either

- i. a citizen of India or
- ii. a subject of Nepal or
- iii. a subject of Bhutan or
- iv. a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India or
- v. a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India

Provided that a candidate belonging to categories (ii), (iii), (iv) and (v) above shall be a person in whose favor a certificate of eligibility has been issued by the Government of India.

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

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

Merely applying for / being shortlisted / appearing for the interview and/or subsequent processes does not imply that a candidate will necessarily be offered employment in IPPB.

D. REMUNERATION AND CONTRACT PERIOD

REMUNERATION: The Job offers a Competitive remuneration package at par with Industrial standards

1. CONTRACT PERIOD

- i. The term of office of the holder of post shall be for 3 years.
- ii. The contract may be extended for a further period of 2 years, after reviewing performance annually.
- iii. The notice period shall be as per the terms & condition of employment mentioned in the appointment letter

2. POSTING, TRANSFER AND JOB ROTATION

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

3. LEAVE, TRAVEL ALLOWANCE

The leave and travel allowance shall be as per the terms & condition of employment mentioned in the appointment letter or appointment contract

E. SELECTION PROCEDURE

Applications received shall be screened and shortlisted on the basis of experience, eligibility criteria and overall suitability. Adequate number of candidates as decided by IPPB will be shortlisted.

Important Note: Merely meeting the eligibility criteria does not imply that a candidate shall be called for an interview. IPPB, at its own discretion will invite candidates for the interview process after due assessment of their suitability for interview process.

Results of the candidates who have qualified for various stages of the recruitment process and the list of candidates finally selected will be made available on the website. Final select list will be published on the website.

F. APPLICATION GUIDELINES

Candidates can apply online only from 01.06.2018 to 15.06.2018 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. Keep the necessary details/documents for Online Payment of the requisite application fee/ intimation charges ready.
- iii. Have a valid personal email ID which should be kept active till the completion of this recruitment process. IPPB may send call letters for the Interview etc. through the registered e-mail ID. Under no circumstances, a candidate should share with/mention e-mail ID to / of any other person. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying on-line and must maintain that email account.
- iv. Bank Transaction charges for Online Payment of application fees/ intimation charges will have to be borne by the candidate.
- v. The candidate should have a Curriculum Vitae (CV) /Resume in Microsoft Word Format and in English language only. This should specify dates, designation and
- vi. responsibilities starting with the latest job assignment for all roles in your professional career. It should also include complete Education details, Date of Birth, Current and Permanent Residence. Applications will be considered incomplete if this document is not uploaded and these applicants will not be considered for evaluation. Please note that the CV should not be more than 2 pages.

2. PROCEDURE FOR APPLYING ONLINE

- i. Candidates are first required to go to IPPB's authorized website www.ippbonline.net and click the option "CLICK HERE TO APPLY ONLINE FOR CONTRACTUAL POSITIONS" to open the online Application Form.
- ii. To register their application candidates will be entering their basic information in the online application form. After that a provisional registration number and password will be generated by the system and displayed on the screen. Candidate should note down the provisional registration number and password. An Email & SMS indicating the Provisional Registration Number and Password will also be sent
- iii. Candidates are required to upload their photograph and signature as per the specifications given in the Annexure I of this form
- iv. Candidates are advised to carefully fill the online application themselves as no change in any of the data filled in the online application will be possible / entertained

- v. Prior to submission of the online application, candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same, if required. No change is permitted after clicking on FINAL SUBMIT button. Visually Impaired candidates are responsible for carefully verifying the details filled in the online application form and ensuring that the same are correct prior to submission, as no change is possible after submission.
- vi. Resume to be uploaded in Microsoft Word Format.
- vii. **Application Fee / Intimation Charges (Non-Refundable): INR 200.00 (Rupees Two Hundred Only)**
- viii. Candidates should ensure their eligibility before paying the fees/applying online.
- ix. Application once made will not be allowed to be withdrawn and fee once paid will NOT be refunded under any circumstances nor can it be held in reserve for any other future selection process.

3. MODE OF PAYMENT

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

- viii. To ensure the security of your data, please close the browser window once your transaction is completed.
- ix. After completing the procedure of applying on-line including payment of fees, the candidate should take a printout of the system generated on-line application form, ensure the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. THEY SHOULD NOT SEND THIS PRINTOUT TO IPPB.
- x. Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Post Applied for, Address, Mobile Number, Email ID etc. will be considered as final and no change/modifications will be allowed after submission of the online application form.
- xi. Candidates are hence requested to fill the online application form with the utmost care as no correspondence regarding change of details will be entertained. Bank will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.
- xii. An email / SMS intimation with the Registration Number and Password generated on successful registration of the application will be sent to the candidate's email ID / Mobile Number specified in the online application form as a system generated acknowledgement. If candidates do not receive the email and SMS intimations at the email ID / Mobile number specified by them, they may consider that their online application has not been successfully registered.
- xiii. An online application which is incomplete in any respect such as without photograph and signature uploaded in the online application form / unsuccessful fee payment will not be considered as valid.
- xiv. Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection / inability / failure to log onto IPPB's authorized website on account of heavy load on internet / website jam.
- xv. IPPB does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of IPPB.

Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected. Any information submitted by an applicant in his / her application shall be binding on the candidate personally and he/she shall be liable for prosecution / civil consequences in case the information / details furnished by him/her are found to be false at a later stage.

4. DOCUMENTS TO BE BROUGHT TO THE INTERVIEW

The following documents in original together with a self-attested photocopy in support of the candidate's eligibility and identity are to be invariably submitted at the time of interview failing which the candidate may not be permitted to appear for the interview. Non submission of requisite documents by the candidate at the time of interview will debar his/ her candidature from further participation in the recruitment process.

- i. Printout of the valid Interview Call Letter
- ii. Valid system generated printout of the online application form registered
- iii. Proof of Date of Birth (Birth Certificate or SSLC/ Std. X Certificate with DOB)
- iv. Photo Identify Proof such as Passport/ Aadhaar/ e-Aadhaar Card/ PAN Card/ Driving License/ Voter's Card
- v. Mark sheets & certificates for educational qualifications. Proper document from Board / University for having declared the result on or before 01.04.2018 has to be submitted.

- vi. Work Experience: If declared in the resume, documentary proofs such as Experience Certificates from past and current employers, Appointment letters, Relieving Letters, Pay or Salary Slips should be produced by the candidates in order to verify the date of joining and relieving, designation at the time of joining, date of promotion with designation, if any. Any adverse remark from the previous employer(s) or any act of misconduct/ wrong committed by the candidate would be a disqualification to apply and render the candidature liable for cancellation.
- vii. Any other relevant documents in support of eligibility
- viii. Resume
- ix. Candidates will not be allowed to appear for the interview if he/ she fails to produce the relevant eligibility documents as mentioned above.

5. GENERAL ELIGIBILITY

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

6. GENERAL INSTRUCTIONS

- i. Candidates should satisfy themselves about their eligibility for the post applied for.
- ii. Candidates serving in Govt./Quasi Govt. offices, Public Sector undertakings including Nationalized Banks and Financial Institutions are advised to submit 'No Objection Certificate' from their employer at the time of interview, failing which their candidature may not be considered and travelling expenses, if any, otherwise admissible, will not be paid.
- iii. In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment.
- iv. 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.
- v. IPPB does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of aforesaid reasons or for any other reason beyond the control of IPPB.
- vi. In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and / or that he / she has furnished any incorrect / false information or has suppressed any material fact(s), his / her candidature will stand cancelled. If any of these shortcomings is / are detected even after appointment, his /her services are liable to be terminated.
- vii. Candidates are advised to keep their e-mail ID alive for receiving advices, viz. call letters/ Interview date advices etc.
- viii. Decisions of IPPB in all matters regarding eligibility, conduct of interview, other tests and selection would be final and binding on all candidates. No representation or correspondence will be entertained by IPPB in this regard.
- ix. Appointment of selected candidate is subject to his/her being declared medically fit as per the requirement of IPPB. Such appointment will also be subject to the service and conduct rules of IPPB for such post in IPPB, in force at the time of joining IPPB.
- x. 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.
- xi. Candidates called for interview will be paid Airfare (Economy Class)/ I-AC railway fare on production of actual bills.

ANNOUNCEMENTS

All further announcements/ details pertaining to this process will only be published/ provided on IPPB authorized website **www.ippbonline.net** from time to time

7. DISCLAIMER

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

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



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

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

Photograph Image:

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

Signature Image:

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

Scanning the photograph & signature:

- xviii. Set the scanner resolution to a minimum of 200 dpi (dots per inch).
- xix. Set Color to True Color.
- xx. File Size as specified above.
- xxi. 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).
- xxii. 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.
- xxiii. Candidates using MS Windows/MOOffice can easily obtain photo and signature in
- xxiv. jpeg format not exceeding 50kb & 20kb respectively by using MSPaint or MOOffice 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.

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

xxvi.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:

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

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

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

xxx.Select the file by clicking on it.

xxxi.Click the 'Open/Upload' button.

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

Notes:

xxxiii.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.

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

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