

(A Government of India Undertaking)

Corporate Office, Speed Post Centre Building, Bhai Veer Singh Marg, New Delhi -110001

RECRUITMENT OF VACANCIES (INCLUDING BACKLOG) IN SCALE II, III, IV, V & VI ON REGULAR/CONTRACT BASIS

Advertisement No.: IPPB/HR/CO/RECT./2022-23/02

India Post Payments Bank Limited (IPPB) has been setup under the Department of Post, Ministry of Communications with 100% equity owned by Government of India having presence all over India which aims to utilize all of India's 1,55,015 post offices as access points and 3~Lakh Postmen and Gramin Dak Sewaks (GDS) to provide doorstep banking services. IPPB is leading the next revolution of banking and financial literacy and this new model will pave the way for India's largest banking network to reach each and every corner of the nation.

In order to support our future growth and transformation challenges, we invite applications from qualified, energetic and dynamic candidates who will be appointed in Scale II, III, IV, V & VI on Regular/ Contract basis through online application mode in different disciplines as per details given below. Interested candidates who fulfil the eligibility criteria may apply online from 10.09.2022 to 24.09.2022 by visiting our website www.ippbonline.com. No other mode of application will be accepted.

1. IMPORTANT DATES:

(i)	Opening date for On-line Registration of Applications	10.09.2022 : 10.00 AM
(ii)	Last date of On-line Submission of Applications with Fee	24.09.2022 : 11.59 PM

NOTE: Detailed instructions may be referred at the time of applying online application. Candidates in their own interest are advised, not to wait till the last date & time for applying online. IPPB shall not be responsible, if candidates are not able to submit their applications due to last time rush.

Abbreviations used: **MMGS:** Middle Management Grade/ Scale, **SMGS:** Senior Management Grade/ Scale, **TEGS:** Top Executive Grade/ Scale, **UR:** Un-reserved, **OBC (NCL):** Other Backward Classes (Non Creamy Layer), **EWS:** Economically Weaker Section, **SC:** Scheduled Caste, **ST:** Scheduled Tribe, **PWD:** Persons with Disability, **OC:** Orthopedically Challenged, **VI:** Visual Impairment, **HI:** Hearing Impairment, **PSB:** Public Sector Bank, **PSU:** Public Sector Undertaking.

2. Eligibility Criteria:

The Age and Post Qualification experience as on 01.09.2022 for the posts specified at Point 3 (a) are prescribed as under:

Scale	Designation/ Post	Age (as on 01-09-2022)	Post Qualification Work Experience in Officer Cadre
MMGS-II	Manager	23 to 35 years	3 Years
MMGS-III	Senior Manager	26 to 35 Years	6 Years
SMGS-IV	Chief Manager	29 to 45 Years	9 Years
SMGS-V	Assistant General Manager	32 to 45 Years	12 Years
TEGS-VI	Deputy General Manager	35 to 55 Years	15 Years

The Age and Post Qualification experience as on 01.09.2022 for the posts specified at Point 3 (b) are prescribed as under:

Designation/ Post	Age (as on 01-09-2022)	Post Qualification Work Experience in Officer Cadre
DGM - Program/Vendor Management	35 to 55 Years	15 Years
Chief Compliance Officer	38 to 55 Years	15 Years
Internal Ombudsman	Not more than 65 years	For details, refer page no.10

3. (a) Details of number of **regular vacancies** (tentative) including backlog reserved vacancies:

Department	Scale	Post/Designation	No. of Vacancies	Vacancy reserved for				
				UR	EWS	OBC	SC	ST
Technology	V	AGM - Enterprise/ Integration Architect	1			1		
	IV	Chief Manager - IT Project Management	1	1				
Product	V	AGM - BSG (Business Solutions Group)	1	1				
	IV	Chief Manager - Retail Products	1	1				
	IV	Chief Manager - Retail Payments	1			1		
Operations	V	AGM (Operations)	1				1	
	III	Senior Manager (Operations)	1			1		
Risk Management	IV	Chief Manager - Fraud Monitoring	1	1				
Finance	VI	DGM- Finance & Accounts	1			1		
	II	Manager (Procurement)	1			1		

Note: Number of vacancies are tentative and may increase or decrease as per requirement of the Bank.

b) Details of number of **contractual vacancies** (tentative) including backlog reserved vacancies:

Department	Post/Designation	No. of Vacancies	Vacancy reserved for				
			UR	EWS	OBC	SC	ST
Technology	DGM - Program/Vendor Management	1	1				
Compliance	Chief Compliance Officer	1	1				
Operations	Internal Ombudsman	1	1				

4. (a) Job description and Minimum Eligibility Criteria for regular vacancies:

Function	Position	Job Description	Minimum Eligibility Criteria
Information Technology	AGM (Enterprise/ Integration Architect)	<ol style="list-style-type: none"> Define the target architectures, and the roadmaps and timescales for these architectures to ensure the most effective use of technology and digital services while delivering the required business outcomes. Review and integrate all application requirements, including functional, security, integration, performance, quality and operations requirements. Provide input into final decisions regarding hardware, network products, system software and security. Will work on Target Architecture for digital banking and insurance services using Micro services, API framework, Dev Ops, Cloud Native. Validate & oversee the system integration plan created together with the Solution Architect, head Program Manager and Product teams. 	<p>Minimum Educational Qualification:</p> <p>Bachelor of Engineering/ Bachelor of Technology in Information Technology or Computer Science/MCA.</p> <p>Candidate with MBA/ Post Graduate Degree in Information Technology or Computer Science will be given preference.</p> <p>The Open Group Architecture Framework (TOGAF)/ PRINCE2 Certification is mandatory</p>

		5. Manage the execution of technical integration points between various parties including the group entities and third parties.	<p>Post Qualification Experience:</p> <p>Minimum 12 years of experience in Officer cadre in IT as a Technology Architect. (of which) 3 years in banking/Insurance industry on Cloud Architecture/ API framework/Open Banking/Micro Services/Payment Systems modernization/ SaaS based software industry is mandatory.</p>
Information Technology	Chief Manager (IT Project Management)	<ol style="list-style-type: none"> 1. Develop a detailed project plan to monitor and track progress. 2. Manage changes to the project scope, project schedule, and project costs using appropriate verification techniques. 3. Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility. 4. Ensure that all projects are delivered on-time, within scope and within budget. 5. Establish and maintain relationships with third parties/vendors. 6. Manage a team of IT managers. 	<p>Minimum Educational Qualification:</p> <p>Bachelor of Engineering/ Bachelor of Technology in Information Technology or Computer Science. Candidate with MBA/Post Graduate Degree in Information Technology or Computer Science will be given preference.</p> <p>Note: Project Management Professional (PMP) Certification is Mandatory</p> <p>Post Qualification Work Experience: Minimum 9 years of experience in Officer Cadre in IT.</p> <p>(of which)</p> <p>Minimum 5 years of experience in the Banking or Financial Services or Insurance industry is mandatory.</p>
Products	AGM - Business Solution Group	<ol style="list-style-type: none"> 1. Responsible for end-to-end project management and work towards delivering simplified solutions and providing round the clock support to all users/functional units across the Bank. 2. Providing technical leadership and specialist skills during implementation jointly with Product & Technology team. 3. Job Role will include coordination with various departments/Users, Product team, Ops, IT, System Integrators, Vendors etc. to execute projects as per requirement. 4. Understanding business requirement and converting into detailed system requirements (FSD) for Development, Testing, Implementation. 	<p>Minimum Educational Qualification:</p> <p>MBA in Sales/ Marketing.</p> <p>Post Qualification Work Experience:</p> <p>Minimum 12 years of experience in officer cadre in direct Product Management/ Development / Product Technology / Business Solutions / Project Management & Implementation role related</p>

		<ol style="list-style-type: none"> 5. Relationship management & engagement with appropriate industry organizations such as NPCI, IDRBT, RBI, UIDAI and other such bodies for product development, integrations and testing related activities. 6. The role will also include customer facing activities and technical ownership of major client specific customization projects. 7. Act as Gatekeeper for all system builds, change requests and overall project management. 8. Continuously evaluate and update the existing processes with the view of delivering operational excellence. 9. Prepare user guides and train users on newly developed systems. 10. Lead a team of team of highly dedicated professionals working as Analysts/SMEs who will work towards delivering simplified solutions. The position will report in to the Head of Products for the Bank. 	<p>to Core Banking Systems and Payments systems covering Card Issuance, Acquiring and/or relevant products like UPI, AEPS, BBPS, Remittances should be conversant with industry grade use cases and must have handled Fintech alliances.</p> <p>Preference will be given to candidates having direct exposure/work experience in Banks/Payments network such as NPCI, MasterCard, Visa, Fintechs managing the above mentioned products.</p>
Products	Chief Manager - Retail Products	<ol style="list-style-type: none"> 1. Define and implement the Bank's vision for customer engagement through the development of relevant and innovative product. 2. Responsible for designing and developing the IPPB retail product offering covering various Products such as IMPS, UPI, AEPS, BBPS, Prepaid Cards, Remittances (Domestic & International), Bharat QR 3. Manage the product development lifecycle by working closely with other members in the product & sales teams and ongoing upgrades and improvisations. 4. Direct responsibility to manage the Product P&L for the Bank for portfolio of existing & future products assigned. 5. Relationship management and engagement with payment networks/industry bodies/regulators such as NPCI, MasterCard, Visa, RBI amongst others. 6. Support research, market evaluations, customer feedback assimilation, industry trends to continuously identify opportunities for evolving and refining the product. 7. Continuously evaluate and update the existing processes with the view of delivering operational excellence. 8. Comprehend the customer insights to make informed decisions about the existing product portfolio and as an input into the new product development. Execute analytical/modelling scenarios using appropriate tools and with reasonable assumptions (e.g., business cases, synergy estimations, workforce planning) 	<p>Minimum Educational Qualification:</p> <p>Any Graduate with MBA or equivalent</p> <p>Post Qualification Work Experience:</p> <p>Minimum 9 years of experience in Officer Cadre in a Bank/ Financial Institutions of which minimum 4 to 5 years in direct Product Management/Development role Process, Policies and SOPs related to Retail/Digital Banking products like Card Issuance, Acquiring and/or payment products like UPI, AePS, BBPS and Remittances. Should be conversant with industry grade use cases and must have handled Fintech alliances.</p> <p>Preference will be given to candidates having direct exposure/work experience in Banks/Payments network such as NPCI, MasterCard, Visa managing the above mentioned products.</p>

		9. Develop product offerings and engagement model that transcend the full range of customers from urban to rural.	
Products	Chief Manager - Retail Payments	<ol style="list-style-type: none"> 1. Define and implement the Bank's vision for customer engagement through the development of relevant and innovative payments and merchant acquiring products 2. Responsible for designing and developing the IPPB Merchant Acquiring product offering covering various Products such as Payment Gateway, POS/m-POS, Aadhaar Pay, Bharat QR & UPI with P&L responsibility 3. Manage the product development lifecycle by working closely with other members in the product and sales teams from creation of design concept to the final launch as well as post-launch monitoring and analysis 4. Support research, market evaluations, customer feedback assimilation, industry trends to continuously identify opportunities for evolving and refining the product. 5. Comprehend the customer insights to make informed decisions about existing product portfolio and as an input into the new product development. 6. Develop product offerings and engagement model that transcend the full range of customers from urban to rural 7. Gain a deep understanding of user motivations, business objectives, market opportunities and competition 8. Responsibility to manage the P&L for existing and future products assigned within the Bank's portfolio. 9. Skills & Competencies Requirements: <ol style="list-style-type: none"> a) Experience of product architecture attributes, customer / merchant requirements and associated technologies; b) Knowledge of digital ecosystems and digital customer experience best practices. c) Project management skills, sound planning, execution and aligning resources to achieve desired results. d) Strong stakeholder relationship management skills – able to influence and manage expectations. Ability to multitask and make decisions under pressure. e) Strong networking skills with the ability to build and maintain a network of external market and internal business relationships. 	<p>Minimum Educational Qualification:</p> <p>Any Graduate with MBA or equivalent</p> <p>Post Qualification Work Experience:</p> <p>Minimum 9 years of experience in Officer Cadre in a Bank/Financial Institutions of which minimum 4 to 5 years in direct Product Management/ Development role process, policies and SOPS related to Retail/Digital Banking products like card issuance, Acquiring and/or payment products like UPI, Aeps, BBPS and Remittances. Should be conversant with industry grade use cases and must have handled Fintech alliances.</p> <p>Preference will be given to candidates having direct exposure in Payment Gateway, POS Acquiring, UPI, Bharat QR product offering, direct experience of managing Merchant Acquiring & Cards Product.</p> <p>Preference will be given to candidates with work experience in Banks/Payments network such as NPCI, MasterCard, Visa managing the above mentioned products.</p>

Operations	AGM (Operations)	<ol style="list-style-type: none"> 1. Candidate should be Subject Matter/Domain Expert of Payment Systems, Settlement and Reconciliations Process. 2. Should have sound knowledge and expertise in handling Settlement and Reconciliation for various Payment systems like RTGS, NEFT, UPI, Rupay, NFS, POS, AEPS, NACH, CTS, PFMS, APBS, BBPS, Micro -ATM, NETC, Insurance related Third Party Products and other major card schemes. 3. Work closely with respective stakeholder (Internal and External) to manage/resolve Technical /Business declines, chargebacks, customer complaints/ disputes. 4. Timely submission of reports to various entities like NPCI, RBI, IBA etc. 5. Transition of bank customers from Conventional channels to Digital channels of the Bank for better customer experience. 6. Ensuring Regulatory Compliance and embedding Govt. agenda in all systems, processes and products. 7. Basic Knowledge in AI/ML and Automation. 8. Handling of Internal and external Audits. 9. Ensure timely knowledge sharing and training digital best practices with Operations team. 	<p>Minimum Educational Qualification: Graduate in any discipline.</p> <p>Note: 1.CAIB Certification is preferred. 2.Candidate with Post Graduate Degree in Finance/ Commerce will be preferred.</p> <p>Post Qualification Work Experience: Minimum 12 years of experience in Banking Operations/ Financial Services/Payment Systems industry is mandatory.</p> <p>(of which) Minimum of 6 years of experience must be in heading/managing the Payment Domain and Reconciliations.</p>
Operations	Senior Manager (Operations)	<ol style="list-style-type: none"> 1. Assist in GM (Branch Operations) in monitoring the branch operations 2. Prepare reports and analysis and provide support to GM (Branch Operations) in reviewing performance of branches 3. Oversee sales activities undertaken by the field team. 4. Manage Account Opening Processes with strong understanding of Risk and Compliance Process as outlined by Regulators 5. Settlement and Reconciliation of all Payment Systems 6. Able to lead teams across multiple product and processes in back office. 	<p>Minimum Educational Qualification: Graduate in any discipline. Candidate with Post Graduate Degree in Finance/ Commerce will be preferred.</p> <p>Note: CAIB Certification is preferred.</p> <p>Post Qualification Work Experience: Minimum 6 years of experience in banking or financial Servicesindustry is mandatory.</p> <p>(of which) Minimum 3 years of experience in managing branch operations in a Bank operating in technology environment is mandatory.</p>

Risk Management	Chief Manager (Fraud Monitoring)	<ol style="list-style-type: none"> 1. Support in development of required fraud infrastructure and process to enable internal and regulatory fraud reporting. 2. Develop detailed reports and dashboards of fraud monitoring. 3. Co-ordinate with functions to make sure the fraud control measures are in place. 4. Develop key performance indicators for various functions. 5. Assist in monitoring of fraud risks related incidents. 6. Report Fraud management system alerts. 7. Coordinate with the cross functional teams for closure of fraud alerts generated within the defined SLA's. 8. Keep abreast with tools and technology for management of operational risk and fraud risk. 	<p>Minimum Educational Qualification: Graduate in any discipline. Candidate with Post Graduate degree in Risk Management is preferred.</p> <p>Post Qualification work Experience: Minimum 09 years of experience in Officer grade in banking/Financial Sector.</p> <p>(of which) With at least 05 years of experience in fraud monitoring is mandatory.</p> <p>Note: Forensic audit experience/Certified Information Systems Auditor (CISA) qualified auditor is preferred.</p>
Finance	DGM (Finance & Accounts)	<ol style="list-style-type: none"> 1. Develop the Financial Strategy for the Bank, and ensure compliance to Financial Standards. 2. Ensure all government regulations and requirements are disseminated to appropriate personnel and monitor overall financial and reporting compliance for the Bank. 3. Assess organizational financial performance against both the annual budget and the organization's long-term strategy. 4. Develop tools and systems to provide critical information to the CEO to help make recommendations on both strategy and operations. 5. Ensure adherence to appropriate Accounting Policy, processes and procedures within the Bank for ensuring integrity of the financial statements and compliance with local (Indian GAAP/RBI) financial accounting & reporting policies/ standards. 	<p>Minimum Educational Qualification: Chartered Accountant (CA) from ICAI.</p> <p>Note:</p> <ol style="list-style-type: none"> 1. CAIIB Certification is preferred. 2. MBA (Finance) from University/ Institution/ Board recognized by the Government of India/ International University of repute (or) approved by a Government Regulatory Body, is preferred. 3. CFA Certification from the CFA Institute is preferred. <p>Post Qualification Work Experience: Minimum 15 years of experience in Finance and Accounting department of a bank is mandatory.</p> <p>(of which) 05 years should be at senior management level.</p>

			Note: Experience in treasury operations is desirable.
Finance	Manager (Procurement)	<ol style="list-style-type: none"> 1. Manage the procurement and contracting of non-IT related material. 2. Analyse and calculate costs of procurement and suggest methods to decrease expenditure. 3. Update and make changes to the Procurement Policy periodically. 4. Prepare Request for Proposal documents for procurement of items and service contracts. 	<p>Minimum educational qualification: Graduate in any discipline. Candidate with Post Graduate Degree in finance/ Commerce will be preferred.</p> <p>Post Qualification Work Experience: Minimum 03 years of experience in Officer Cadre is mandatory.</p> <p>(of which) Minimum 02 years of experience in handling Procurement of Goods services in a Government Organization/Public Sector Bank/ Public Sector Undertaking is mandatory.</p>

4. (b) Job description and Minimum Eligibility Criteria for contractual vacancies:

Function	Position	Job Description	Minimum Eligibility Criteria
Information Technology	DGM - Program/Vendor Management	<ol style="list-style-type: none"> 1. Establish program management frameworks to achieve business goals Vendor management with focus on quality and cost 2. Collaborate with multiple technical parties for product development Drive excellence in delivery, standardization and value creation Work closely with the business teams to lead a technology project 3. Closely work with stakeholders from across IPPB, DoP, SIs to achieve program objectives Bring best program management practices to the fore for driving program objectives 4. Liaison 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. 5. Implement IPPB product for launch Coordinate participation between all technical parties involved in developing products. 	<p>Minimum Educational Qualification: Bachelor of Engineering/ Bachelor of Technology in Information Technology/ Computer Science/MCA or equivalent qualification.</p> <p>Post Qualification Work Experience: Minimum 15 years of relevant experience is mandatory.</p> <p>(of which) Minimum 5 years of experience in program management / vendor management in banking/financial services mandatory at senior management level.</p>

		<ol style="list-style-type: none"> 6. Drive to deliver maximum customer value within the timeframe and budget allocated, while maintaining appropriate product, design, code quality 7. Oversee the creation of detailed project plans and coordination internal resources/vendor for the flawless execution of projects 8. Ensure that all parties are working together to deliver projects on-time, within scope and within budget 9. Sign off on Software Requirements Specification prepared by the Technology Consultant. 10. Ensure vendor adherence to operational and regulatory standards 11. Performance Reporting - Monitoring vendor performance against critical and contractual service level agreements 12. Management of vendor budgets, monitor progress from a vendor and business initiative perspective 13. Oversight of vendor operational risk, regulatory and compliance protocols 	
Compliance	Chief Compliance Officer	<ol style="list-style-type: none"> 1. To apprise the Board and senior management on regulations, rules and standards and any further developments. 2. To provide clarification on any compliance related issues. 3. To conduct assessment of the compliance risk (at least once a year) and to develop a risk-oriented activity plan for compliance assessment. The activity plan should be submitted to the ACB for approval and be made available to the internal audit. 4. To report promptly to the Board / ACB / MD & CEO about any major changes / observations relating to the compliance risk. 5. To periodically report on compliance failures/breaches to the Board/ACB and circulating to the concerned functional heads. 6. To monitor and periodically test compliance by performing sufficient and representative compliance testing. The results of the compliance testing should be placed to Board/ACB/MD & CEO. 7. To examine sustenance of compliance as an integral part of compliance testing and annual compliance assessment exercise. 8. To ensure compliance of Supervisory observations made by RBI and/or any other directions in both letter and spirit in a time bound and sustainable manner. 	<p>Minimum Educational Qualification: Graduate in any discipline.</p> <p>Note: CA/CS/MBA Finance/Post Graduate degree or equivalent is preferred. Certified Banking Compliance Professional by IIBF is preferred.</p> <p>Post Qualification work experience: Minimum 15 years of experience must be in the banking or financial services with at least 5 years of experience shall be in the Audit / Finance / Compliance / Legal / Risk Management functions in senior management level.</p> <p>Skills - The CCO shall have good understanding of industry and risk management, knowledge of regulations, legal framework and sensitivity to supervisors' expectations</p>

Operations	Internal Ombudsman	The official is required to act as the Internal Ombudsman of the Bank to strengthen the grievances redressal mechanism and to reduce the complaints to Banking Ombudsman. He/ she shall be the focal point for Internal Grievances Redressal System of the Bank.	<p>Minimum Educational Qualification:</p> <p>Any Graduate.</p> <p>Post Qualification Experience:</p> <p>The official should either be a retired or serving officer not below the rank of Deputy General Manager (or equivalent) of any Scheduled Commercial Bank/ Financial Sector Regulatory Body other than India Post Payments Bank.</p> <p>The official should possess necessary skills and experience of minimum seven years of working in areas such as banking, regulation, supervision, payment and settlement systems and/ or consumer protection.</p>
------------	--------------------	--	---

5. General instructions for candidates applying for the above mentioned positions:

- a) The candidate working in Central/State Government/PSBs/PSUs/Autonomous Bodies must be working in the immediate lower scale or equivalent for a minimum period of one year.
- b) For candidates working in Private Sector, the CTC applicable in the immediate lower scale in IPPB (refer point 09- Compensation/Pay of this advertisement), must be drawn by the candidate for at least a period of one year.
- c) The Degree/ PG Diploma/ PG Degree must be from the recognized University/Institute, recognized AICTE/UGC/Central or Deemed University **and should be regular/full time course**. In case of any dispute arising about admissibility of any particular qualification, the decision of India Post Payments Bank Limited (IPPB) shall be final and binding.
- d) For all the minimum qualifications, the minimum qualifying marks shall be **60%** except the qualifications like CS/CA/CMA.
- e) Wherever percentage (%) of marks is not awarded by the Board/ University/ Institute and only grades (e.g. GPA /CGPA/CQPI) are awarded, the same should be converted to the exact equivalent percentage (%) of marks as per the following formula:
 - For the purpose of calculating final marks, the aggregate marks of all semesters/ years would be taken. Rounding of percentage will not be acceptable under any circumstances, hence 60% of marks and above will **only** be considered.

On a 10-point scale CGPA/GPA of 6.0 will be considered as 60 %. The fraction of percentage so arrived will be ignored i.e. **59.9 % will be treated as less than 60%.**
- f) In case the result of a particular examination is posted on the website of the University / Institute and web based certificate is issued, then the date of passing will be reckoned from the original document / certificate issued and signed by the appropriate authority.
- g) Candidates of SC/ST/OBC-NCL category can also apply for Unreserved Post/ vacancy but they cannot claim any relaxation otherwise applicable for reserved categories.

6. Selection Process:

- Selection will be made on the basis of Interview. However, Bank reserves the right to conduct assessment, Group Discussion or Online Test in addition to interview. Merely satisfying the eligibility norms do not entitle a candidate to be called for Interview/Group Discussion or Online Test.
- IPPB reserves the right to call only the requisite number of candidates for the Assessment/ Interview/ Group Discussion or Online Test after preliminary screening/ short listing with reference to candidates' qualification, experience, profile vis-a-vis job requirements, etc.
- Results of the candidates who have qualified for various stages of the recruitment process and the list of candidates finally selected will be made available on the website. Final select list will be published on the website.

7. Application Fee / Intimation Charges (Non-Refundable)

Category of Applicant	Application Fee
SC/ST/PWD (Only Intimation charges)	INR 150.00 (Rupees One Hundred and Fifty Only)
For all others	INR 750.00 (Rupees Seven Hundred fifty Only)

- Candidates should ensure their eligibility before paying the fees/applying online.
- 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.

8. Reservations & Relaxations:

- Reservations and relaxations for SC/ ST/ OBC (Non-Creamy Layer) / PWD (**Degree of Disability 40% or above**) candidates will be provided as per guidelines of Govt. of India for the purpose.
- Age relaxation for Ex-Servicemen category candidates is applicable as per Government of India guidelines.
- The upper age limit is relaxed by 5 years for SC/ST, 3 Years for OBC (Non-Creamy Layer) and 10 years for PWD-UR, 13 years for PWD-OBC (Non-Creamy layer) and 15 years for PWD-SC/ST candidates.
- The age of candidates claiming relaxation under point 8 should not exceed 56 years as on 01.09.2022 except for the post of Internal Ombudsman.
- The OBC candidates who belong to 'Creamy Layer' are not entitled for concession admissible to OBC Category and such candidates have to indicate their category as General.

9. (a) Pay scale and allowances for Regular positions:

Scale	Basic Pay Scale (in Rs.)	Approximate CTC (Per Month)
Scale VII	1,16,120 – 3,220 (4) – 1,29,000	3,50,000/-
Scale VI	1,04,240 – 2,970 (4) – 1,16,120	3,13,000/-
Scale V	89,890 – 2,500 (2) – 94,890 – 2,730 (2) – 1,00,350	2,53,000/-
Scale IV	76,010 – 2,220 (4) – 84,890 – 2,500 (2) – 89,890	2,13,000/-
Scale III	63,840 – 1,990 (5) – 73,790 – 2,220 (2) – 78,230	1,79,000/-
Scale II	48,170 – 1,740 (1) – 49,910 – 1,990 (10) – 69,810	1,41,000/-
Scale I	36,000 – 1490 (7) – 46,430 – 1,740 (2) – 49,910 – 1,990 (7) – 63840	1,12,000/-

The Cost to Company (CTC) of officers includes other pay and perks, such as Dearness Allowance, City Compensatory Allowance, Special Allowance, Fixed Personal Pay, Bouquet of Allowance (@50% of basic pay), NPS, Gratuity, HRA/ Leased accommodation etc. as per service rules in force from time to time.

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

(b) For Contractual Positions

The Job offers a competitive remuneration package at par with Industrial standards.

(c) For Internal Ombudsman

- 1) Restricted to lump Sum amount, in any case not more than last month pay & allowances drawn reduced by pension amount, if any, rounded off to nearest 1000 or 85000/- (Rupees Eighty-five thousand only) per month, whichever is less.
- 2) Bank car, if available or an alternate Taxi facility for Official purposes.
- 3) Postpaid mobile connection as applicable to Deputy General Managers / General Managers.

10. Tenure of appointment:

a) Contractual Posts

- i. The period of contract shall be for 3 years and may be extended for a further period of 2 years, after reviewing performance annually.
- ii. All other terms & conditions of employment will be mentioned in the appointment letter/Service Agreement.

b) Internal Ombudsman

- i) The appointment is purely contractual in nature for a fixed term of three years. Internal Ombudsman shall not be eligible for reappointment or further extension of term.
- ii) All other terms and conditions of employment will be mentioned in the appointment letter/Service Agreement.

11. Posting: The selected officers will be posted at Corporate Office, New Delhi. However, officer may be posted anywhere in India. Candidates willing to serve anywhere in India should apply.

12. Service Agreement Bond (for regular officers): The selected candidates in scale II & III are required to serve the company for a minimum period of 36 months. Failure on the part of candidate to serve the Company for a minimum period of 36 (Thirty-Six) months would be termed as breach of bond agreement. The candidate will be required to execute a bond of Rs. 2 Lakhs plus applicable GST for the same at the time of joining.

13. Application Guidelines: A candidate can apply for **more than one post** by filling separate applications for each post. Candidates can apply online only from 10.09.2022 to 24.09.2022. No other mode of application (other than online) will be accepted.

14. Action against candidates found guilty of misconduct

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

- i. Using unfair means during the selection process, or
- ii. Impersonating or procuring impersonation by any person, or
- iii. Misbehaving in the Personal Interview/ Group Discussion, or
- iv. Resorting to any irregular or improper means in connection with his/her candidature, including resorting to canvassing for his candidature, or obtaining support for his/her candidature, by any means, such candidate may, in addition to rendering himself/herself liable to criminal prosecution, shall also be liable:

- (a) To be disqualified from the selection process for which he / she is a candidate;
- (b) To be debarred, either permanently or for a specified period, from any examination or recruitment conducted by IPPB.

15. Medical Fitness

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

16. General information

- i. Only Indian Nationals are eligible to apply.
 - ii. Incomplete on-line application, in any respect shall be rejected and no further correspondence shall be entertained. In addition, no other means/mode of submission of application shall be accepted under any circumstances.
 - iii. No TA/DA will be paid to any candidate for appearing in the Written Exam/ Interview.
 - iv. No modifications are allowed after candidate submits the online application form. If any discrepancies are found between the data filled by the candidate online and the original testimonies, his candidature **is liable to be rejected**.
 - v. If any information provided by the candidate is found to be false or incorrect or not in conformity with the eligibility criteria, then his/ her candidature is liable to be rejected at any stage of the recruitment process or after recruitment or joining.
 - vi. Candidates employed with Central or State Government / PSBs / PSUs / Autonomous Bodies have to produce No Objection Certificate (NOC) at the time of interview. ***If the candidate fails to provide the NOC at the time of Interview he/she will not be allowed to appear for the interview.***
17. The management reserves the right to fill or not to fill or partially fill any of the above positions without assigning any reasons whatsoever. IPPB also reserves the right to cancel / restrict / modify / alter the recruitment process, if required.
18. Any modifications/ amendments /corrigendum in respect of the above advertisement shall be made available only on IPPB's official website. No further press advertisement will be published. Hence prospective applicants are advised to visit IPPB's website regularly for this purpose.
19. All correspondence/announcements with respect to above recruitment process shall be done through e-mail/notices on the company's website. Important information regarding recruitment will be available in IPPB website and as such, candidates are advised to visit the same frequently. It is the responsibility of the candidate to download/print the Admit Card/ Interview Call Letters. Company will not be

responsible for any loss of email sent, due to invalid/ wrong Email ID provided by the candidate or due to any other reason. Candidate's E-mail Id and Mobile No. should be valid for at least one year.

20. For any queries related to online application candidates may write on company's email id: careers@ippbonline.in.
21. Please go through the detailed instructions before filling online application- Annexure – I.
22. Any dispute with regard to recruitment against this advertisement will be settled within the jurisdiction of Delhi only.

**Chief HR Officer
HR Department**