



**मानव संसाधन प्रबंधन विभाग**  
**Human Resources Management Department**  
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AX1/ST/RP/Recruitment/2024-25

Date: 10.07.2024

**Recruitment Notification**  
**Recruitment of Officers in Scale II, III, IV, V & VI - Project 2024-25**

**BANK OF MAHARASHTRA** is one of the leading and top performing Bank in the Industry on several growth and profitability parameters. The Bank is now in expansion mode and requires motivated professionals to support its growth trajectory and strengthen governance, compliance and technology structure. The Bank invites **offline** applications from candidates for recruitment of **Officers in Scale II, III, IV, V and VI** to be posted at various Verticals, Offices and Branches.

**Details of number of Posts, Reservations, Qualifications, Experience, Age and Job Profile:**

Sr.	Name of the Post	Scale	Employment Type	No. of Vacancies					Total	of which PwBD			
				SC	ST	OBC	EWS	UR		OC	VI	HI	ID
<b>Integrated Risk Management</b>													
01	Deputy General Manager (Risk Management)	VI	Permanent					1	1				
02	Assistant General Manager (Risk Management)	V	Permanent					1	1				
03	Chief Manager (Portfolio Analysis & ICAAP)	IV	Permanent					1	1				
04	Chief Manager (Enterprise and Operational Risk)	IV	Permanent					1	1				
05	Chief Manager (Market Risk)	IV	Permanent					1	1				
06	Senior Manager (Risk Analytics & Risk Management)	III	Permanent	1		2	1	6	10				
07	Manager (Risk Management)	II	Permanent	3	1	6	2	13	25	1			
<b>FOREX and Treasury</b>													
08	Assistant General Manager, Treasury (Domestic and Forex)	V	Permanent					1	1				
09	Chief Manager (Forex)	IV	Permanent					1	1				
10	Chief Manager (Domestic Treasury)	IV	Permanent					1	1				
11	Senior Manager (Forex)	III	Permanent	1		2	1	6	10				
12	Manager (Forex)	II	Permanent	3	1	6	2	13	25	1			
<b>IT / Digital Banking / CISO / CDO</b>													
13	Assistant General Manager (Enterprise Architecture)	V	Contractual					1	1				
14	Assistant General Manager (Data Architecture)	V	Contractual					1	1				
15	Chief Manager (Project/ Program Manager)	IV	Permanent					1	1				

16	Chief Manager (Dev Ops and API factory)	IV	Permanent					1	1				
17	Chief Manager (Lead Business Analyst)	IV	Permanent					1	1				
18	Chief Manager (Information Security)	IV	Permanent					1	1				
19	Chief Manager (Information System Audit)	IV	Permanent					1	1				
20	Manager (API Management)	II	Permanent			1		3	4				
21	Manager (Database Administrator)	II	Permanent			1		3	4				
22	Manager (IT Security)	II	Permanent			1		4	5				
23	Manager (Network & SEC)	II	Permanent			1		5	6				
24	Manager (Unix Linux)	II	Permanent					3	3				
25	Manager (Quality Assurance)	II	Permanent					3	3				
26	Manager (Data Analytics)	II	Permanent			1		4	5				
27	Manager (Java Developer)	II	Permanent			1		3	4				
28	Manager (Mobile App Developer)	II	Permanent					3	3				
29	Manager (VM Ware)	II	Permanent					3	3				
30	Manager (DBA-MSSQL)	II	Permanent					2	2				
<b>Other Departments</b>													
31	Assistant General Manager (Credit)	V	Permanent					1	1				
32	Assistant General Manager (Board Secretary and Corporate Governance)	V	Permanent					1	1				
33	Chief Manager (Credit)	IV	Permanent	4	2	7	2	13	28	1			
34	Senior Manager (Economist)	III	Permanent					2	2				
35	Senior Manager (Security)	III	Permanent					3	3				
36	Senior Manager (Legal)	III	Permanent	1		2	1	6	10				
37	Manager (Legal)	II	Permanent	1		2	1	6	10				
38	Manager (Human Resource)	II	Permanent					3	3				
39	Business Development Officer	II	Permanent	1		2	1	6	10				
<b>Total</b>				<b>15</b>	<b>4</b>	<b>35</b>	<b>11</b>	<b>130</b>	<b>195</b>	<b>3</b>			

\*Age Relaxation to reserved category is applicable as per Government guidelines. Abbreviations: SC: Scheduled Caste, ST: Scheduled Tribe, OBC: Other Backward Classes, EWS: Economically Weaker Section, UR: Unreserved, PwBD: Persons with Benchmark Disabilities, OC: Orthopedically Challenged, VI: Visual Impairment, HI: Hearing Impairment, ID: Intellectual / Multiple Disabilities.

**1. Recruitment of Deputy General Manager - Risk Management (Scale VI):**

Post	:	<b>Deputy General Manager - Risk Management</b>
Location	:	Head Office, Pune
Qualifications	:	<p><b>Minimum Qualification:</b> Master's / Bachelor's degree in finance, economics, business administration or a related field with Professional certifications in Financial Risk Management from Global Association of Risk Professionals or Professional Risk Management Certification from PRIMA Institute.</p> <p><b>Desirable Qualification:</b> Holder of Chartered Financial Analyst Charter awarded by CFA Institute, <b>Or</b> Designated as Chartered Accountant by the Institute of Chartered Accountants of India or equivalent abroad, <b>Or</b> Designated as a Cost and Management Accountant by the Institute of Cost Accountant of India, or equivalent abroad</p>
Experience	:	<p>Minimum 12 years' experience in any Bank / Financial Institution out of which minimum 5 years' experience in Risk Management / Credit, involving exposure in policy formulation / handling policy matters in Risk Management / Credit.</p> <p><b>Desirable Experience:</b> Good understanding of market risk and/or liquidity management and/or operational risk, with exposure to analytics being an added desirable experience.</p>
Age	:	Maximum 50 years
Reporting Authority	:	The selected candidate will report to General Manager/ Vertical Head handling the portfolio of Risk Management
Job Profile	:	<p>The Job Profile of executive of Risk Management encompasses a wide range of responsibilities aimed at identifying, assessing, managing, and mitigating various risks that banks face in their operations. Here's a detailed profile for a role in Banking Risk Management:</p> <ol style="list-style-type: none"> <li>1. <b>Risk Identification:</b> Identify and categorize different types of risks the bank is exposed to, including credit risk, market risk, operational risk, liquidity risk, compliance risk and strategic risk.</li> <li>2. <b>Risk Assessment and Quantification:</b> Assess the likelihood and potential impact of identified risks on the bank's financial stability and reputation. Use quantitative methods such as statistical analysis, financial modelling, and scenario analysis to quantify risks. Also, responsible for assessing and mitigating the risk of financial losses in an investment portfolio due to changes in market factors such as interest rates, currency exchange rates, stock prices etc.</li> <li>3. <b>Risk Mitigation Strategies:</b> Develop and implement strategies to mitigate risks to an acceptable level. This may involve setting risk limits, developing policies and procedures, and recommending risk mitigation techniques such as hedging, diversification, and insurance.</li> <li>4. <b>Policy and Framework Development:</b> Develop and update risk management policies, frameworks, and procedures that comply with regulatory requirements and industry best practices. Ensure these are effectively communicated and implemented across the Bank.</li> <li>5. <b>Risk Monitoring and Reporting:</b> Monitor and track risk exposures on an ongoing basis. Prepare regular risk reports for senior management, the Board of Directors, and regulators. Highlight key risk metrics, trends, and emerging risks.</li> <li>6. <b>Compliance and Regulatory Oversight:</b> Ensure that risk management practices adhere to regulatory guidelines and requirements. Stay informed about regulatory changes and assess their impact on the bank's risk management framework.</li> <li>7. <b>Internal Controls and Audit:</b> Work closely with Internal Audit to assess the effectiveness of internal controls related to risk management</li> </ol>

	<p>processes. Implement recommendations to strengthen controls and mitigate identified weaknesses. Also, focus on identifying, assessing, and mitigating risks that arise from internal processes, systems, human error, or external events that could disrupt business operations.</p> <ol style="list-style-type: none"> <li><b>8. Crisis and Continuity Planning:</b> Develop contingency plans and strategies to address potential crises or disruptions that could impact the bank's operations or financial stability. Coordinate crisis management efforts across relevant departments.</li> <li><b>9. Risk Culture and Awareness:</b> Promote a strong risk-aware culture within the Bank. Provide training, guidance, and support to employees at all levels on risk management principles, practices, and procedures.</li> <li><b>10. Collaboration and Communication:</b> Collaborate with other departments such as Finance, Compliance, Legal, Operations, and IT to ensure a coordinated approach to risk management. Facilitate effective communication of risk-related issues and initiatives.</li> <li><b>11. Technology and Innovation:</b> Leverage technology solutions and data analytics tools to enhance risk management capabilities. Stay abreast of technological advancements in risk management practices.</li> <li><b>12. Strategic Input:</b> Provide strategic input to senior management and the Board on risk appetite, tolerance levels, and the impact of risks on business strategy and decision-making.</li> <li><b>13. Incident Management:</b> Monitor and report on risk incidents, conduct root cause analysis, and implement corrective actions to prevent recurrence.</li> <li><b>14. Portfolio Management Support:</b> Collaborate with portfolio managers to align investment strategies with risk management objectives.</li> <li><b>15. Training and Awareness:</b> Conduct training sessions and workshops to raise awareness of operational risks and promote a risk-aware culture within the Bank.</li> <li><b>16. Liquidity Strategy:</b> Responsible for overseeing and managing the Bank's liquidity risks, ensuring that the company maintains sufficient cash flow to meet its financial obligations. This role involves strategic planning, monitoring, and reporting on the company's liquidity position and developing policies to optimize the use of financial resources</li> <li><b>17. Corporate Credit strategy:</b> Assessment and extension of credit to corporations. It involves evaluating a company's creditworthiness, determining the terms of credit, and managing the associated risks. Deep knowledge of Credit analysis, Credit rating, Credit risk assessment, Credit policies &amp; procedures, Loan structuring etc. Implementation of strategies for managing problem loans and mitigating potential losses.</li> </ol> <p>The above roles &amp; responsibilities are indicative and Bank at its own discretion may assign KRAs or other roles as per business need.</p>
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## 2. Recruitment of Assistant General Manager - Risk Management (Scale V):

Post	:	<b>Assistant General Manager - Risk Management</b>
Location	:	Head Office, Pune
Qualifications	:	<p><b>Minimum Qualification:</b> Master's/Bachelor's degree in finance, economics, business administration or a related field with Professional certifications in Financial Risk Management from Global Association of Risk Professionals or Professional Risk Management Certification from PRIMA Institute</p> <p><b>Desirable Qualification:</b>  Holder of Chartered Financial Analyst Charter awarded by CFA Institute,  <b>Or</b> Designated as Chartered Accountant by the Institute of Chartered Accountants of India or equivalent abroad,  <b>Or</b> Designated as a Cost and Management Accountant by the Institute of Cost Accountant of India, or equivalent abroad</p>

Experience	:	Minimum 10 years' experience in any Bank / Financial Institution out of which minimum 3 years' experience in Risk Management / Credit, involving exposure in policy formulation / handling policy matters in Risk Management / Credit. <b>Desirable Experience:</b> Good understanding of market risk and/or liquidity management and/or operational risk, with exposure to analytics being an added desirable experience.
Age	:	Maximum 45 years
Reporting Authority	:	The selected candidate will report to Dy. General Manager (Risk Management) / Vertical Head handling the portfolio of Risk Management.
Job Profile	:	<p>The Job Profile of executive of Risk Management encompasses a wide range of responsibilities aimed at identifying, assessing, managing, and mitigating various risks that banks face in its operations. Here's a detailed profile for a role in Banking Risk Management:</p> <ol style="list-style-type: none"> <li>1. <b>Risk Identification:</b> Identify and categorize different types of risks the bank is exposed to, including credit risk, market risk, operational risk, liquidity risk, compliance risk and strategic risk.</li> <li>2. <b>Risk Assessment and Quantification:</b> Assess the likelihood and potential impact of identified risks on the bank's financial stability and reputation. Use quantitative methods such as statistical analysis, financial modelling, and scenario analysis to quantify risks. Also responsible for assessing and mitigating the risk of financial losses in an investment portfolio due to changes in market factors such as interest rates, currency exchange rates, stock prices etc.</li> <li>3. <b>Risk Mitigation Strategies:</b> Develop and implement strategies to mitigate risks to an acceptable level. This may involve setting risk limits, developing policies and procedures, and recommending risk mitigation techniques such as hedging, diversification, and insurance.</li> <li>4. <b>Policy and Framework Development:</b> Develop and update risk management policies, frameworks, and procedures that comply with regulatory requirements and industry best practices. Ensure these are effectively communicated and implemented across the Bank.</li> <li>5. <b>Risk Monitoring and Reporting:</b> Monitor and track risk exposures on an ongoing basis. Prepare regular risk reports for senior management, the Board of Directors, and regulators. Highlight key risk metrics, trends, and emerging risks.</li> <li>6. <b>Compliance and Regulatory Oversight:</b> Ensure that risk management practices adhere to regulatory guidelines and requirements. Stay informed about regulatory changes and assess their impact on the bank's risk management framework.</li> <li>7. <b>Internal Controls and Audit:</b> Work closely with Internal Audit to assess the effectiveness of internal controls related to risk management processes. Implement recommendations to strengthen controls and mitigate identified weaknesses. Also focuses on identifying, assessing, and mitigating risks that arise from internal processes, systems, human error, or external events that could disrupt business operations.</li> <li>8. <b>Crisis and Continuity Planning:</b> Develop contingency plans and strategies to address potential crises or disruptions that could impact the bank's operations or financial stability. Coordinate crisis management efforts across relevant departments.</li> <li>9. <b>Risk Culture and Awareness:</b> Promote a strong risk-aware culture within the Bank. Provide training, guidance, and support to employees at all levels on risk management principles, practices, and procedures.</li> <li>10. <b>Collaboration and Communication:</b> Collaborate with other departments such as Finance, Compliance, Legal, Operations, and IT to ensure a coordinated approach to risk management. Facilitate effective communication of risk-related issues and initiatives.</li> <li>11. <b>Technology and Innovation:</b> Leverage technology solutions and data analytics tools to enhance risk management capabilities. Stay abreast of technological advancements in risk management practices.</li> </ol>

	<p>12. <b>Strategic Input:</b> Provide strategic input to senior management and the Board on risk appetite, tolerance levels, and the impact of risks on business strategy and decision-making.</p> <p>13. <b>Incident Management:</b> Monitor and report on risk incidents, conduct root cause analysis, and implement corrective actions to prevent recurrence.</p> <p>14. <b>Portfolio Management Support:</b> Collaborate with portfolio managers to align investment strategies with risk management objectives.</p> <p>15. <b>Training and Awareness:</b> Conduct training sessions and workshops to raise awareness of operational risks and promote a risk-aware culture within the Bank.</p> <p>16. <b>Liquidity Strategy:</b> Responsible for overseeing and managing the Bank's liquidity risks, ensuring that the company maintains sufficient cash flow to meet its financial obligations. This role involves strategic planning, monitoring, and reporting on the company's liquidity position and developing policies to optimize the use of financial resources.</p> <p>17. <b>Corporate Credit strategy:</b> Assessment and extension of credit to corporations. It involves evaluating a company's creditworthiness, determining the terms of credit, and managing the associated risks. Deep knowledge of Credit analysis, Credit rating, Credit risk assessment, Credit policies &amp; procedures, Loan structuring etc. Implementation of strategies for managing problem loans and mitigating potential losses.</p> <p>The above roles &amp; responsibilities are indicative and Bank at its own discretion may assign KRAs or other roles as per business need.</p>
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### 3. Recruitment of Chief Manager - Portfolio analysis & ICAAP (Scale IV):

Post	: Chief Manager - Portfolio analysis & ICAAP
Location	: Head Office, Pune
Qualifications	: <b>Minimum qualification:</b> Graduate with Professional Certification in Financial Risk Management from Global Association of Risk Professionals. <b>Or</b> Professional Risk Management Certification from PRIMA Institute. <b>Preferred qualification:</b> CA/CFA (CFA Institute)/MBA/PGDM/ full time PGDBA (2 years course) or Equivalent.
Experience	: Minimum 8 years' experience in BFSI with at least 2 years' experience in Risk Management / Credit Risk and Industry risk analysis / Portfolio analysis, ICAAP, CRAR computation as per Basel III norms
Age	: Maximum 40 years
Reporting Authority	: The selected candidate will report to Asst. General Manager / vertical Head handling the portfolio of Risk Management
Job Profile	<p>A job profile of Portfolio Analysis and ICAAP (Internal Capital Adequacy Assessment Process) typically involves responsibilities related to financial risk management within the bank. Some key aspects of the role is as under:</p> <p><b>Portfolio Analysis:</b></p> <ol style="list-style-type: none"> <li>1. Analyzing the composition and performance of financial portfolios, which may include loans, investments, and other assets.</li> <li>2. Assessing risk exposure across different asset classes and identifying areas of potential concern or opportunity.</li> <li>3. Using quantitative methods and financial models to evaluate portfolio performance and risk metrics such as Value at Risk (VaR), Expected Shortfall (ES), etc.</li> <li>4. Conducting stress testing and scenario analysis to understand how portfolios may perform under adverse conditions.</li> <li>5. Monitoring and analysis of credit portfolio, investment portfolio and other exposures of bank.</li> <li>6. Monitoring of various prudential and other exposure limits,</li> <li>7. Analysis of Risk adjusted return on capital and analysis of Rating Migration.</li> </ol>

	<p><b>ICAAP (Internal Capital Adequacy Assessment Process):</b></p> <ol style="list-style-type: none"> <li>1. Managing the process of assessing and ensuring adequate capital reserves to cover risks identified in the portfolio analysis.</li> <li>2. Developing methodologies and frameworks to quantify various types of risks (credit risk, market risk, operational risk) and determine appropriate capital allocations.</li> <li>3. Capital computation, ECL computations and implementation of PD/LGD models,</li> <li>4. Monitoring of Capital Risk, Capital Planning, Leverage Ratio, Basel III audit, Reporting, Basel III Disclosure and IFRS.</li> </ol> <p>The above roles &amp; responsibilities are indicative and Bank at its own discretion may assign any other KRAs/Roles as per business need.</p>
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#### 4. Recruitment of Chief Manager - Enterprise & Operational Risk Management (Scale IV):

Post	:	<b>Chief Manager - Enterprise &amp; Operational Risk Management</b>
Location	:	Head Office, Pune
Qualifications	:	<b>Minimum qualification:</b> Graduate with Professional Certification in Financial Risk Management from Global Association of Risk Professionals Or Professional Risk Management Certification from PRIMA Institute. <b>Preferred qualification:</b> CA/CFA (CFA Institute)/MBA/PGDM/PGDBA or Equivalent.
Experience	:	Minimum 8 years' experience in any BFSI sector with at least 2 years' experience in Operational Risk Management including RCSA, KRI etc. Experience of working on management of Internal Controls, Process & IT Controls will also be preferred.
Age	:	Maximum 40 years
Reporting Authority	:	The selected candidate will report to Asst. General Manager/ Vertical Head handling the portfolio of Risk Management
Job Profile	:	<p>The detail job profile is summarized as under:</p> <ol style="list-style-type: none"> <li>1. To bring together all levels of risk owners to manage the entire scope of Bank's risks more effectively.</li> <li>2. To identify &amp; manage business risks and their cross-functional impacts.</li> <li>3. To develop risk management strategies and ensure the company is in compliance with all regulatory requirements.</li> <li>4. To identify and manage potential risks that could hinder the achievement of the Bank's business goals.</li> <li>5. Implementing risk management policies, protocols, plans to mitigate risks.</li> <li>6. Monitoring and analyzing risks within the Bank and reporting on these risks to higher authorities.</li> <li>7. Reviewing legal documentation to ensure compliance with risk management strategies</li> <li>8. Providing training to company staff about risk management strategies and practices</li> <li>9. Assisting with business continuity planning and disaster recovery strategies.</li> <li>10. Managing relationships with risk-related vendors and ensuring they meet contractual obligations</li> <li>11. Identifying and assessing operational risks and developing strategies to minimize or eliminate them.</li> </ol> <p>The above roles &amp; responsibilities are indicative and Bank at its own discretion may assign KRAs or other roles as per business need.</p>

**5. Recruitment of Chief Manager - Market Risk (Scale IV):**

Post	:	<b>Chief Manager - Market Risk</b>
Location	:	Head Office, Pune
Qualifications	:	<b>Minimum qualification:</b> Graduate with Professional Certification in Financial Risk Management from Global Association of Risk Professionals. <b>Or</b> Professional Risk Management Certification from PRIMA Institute. <b>Preferred qualification:</b> CA/CFA (CFA Institute)/MBA/PGDM/PGDBA or Equivalent.
Experience	:	Minimum 8 years' experience in any BFSI sector with at least 2 years' experience in Market Risk Management. Experience of working on Mid-office of Treasury of any Bank will be preferred.
Age	:	Maximum 40 years
Reporting Authority	:	The selected candidate will report to Asst. General Manager/ Vertical Head handling the portfolio of Risk Management.
Job Profile	:	To oversee the identification, assessment, and management of risks associated with financial market activities within the Bank. Key responsibilities include: <ol style="list-style-type: none"> <li>1. <b>Risk Identification:</b> Recognizing potential risks arising from market fluctuations, economic changes, regulatory developments, etc.</li> <li>2. <b>Risk Assessment:</b> Evaluating the potential impact and likelihood of identified risks on the Bank's financial health and strategic objectives.</li> <li>3. <b>Risk Management:</b> Developing strategies and policies to mitigate identified risks, which may involve hedging, diversification, or other risk transfer mechanisms.</li> <li>4. <b>Reporting and Communication:</b> Providing regular updates and reports to senior management and stakeholders regarding the Bank's market risk exposure and mitigation efforts.</li> <li>5. <b>Compliance and Regulation:</b> Ensuring adherence to regulatory requirements and best practices in risk management within the financial markets.</li> <li>6. To keep oneself updated of financial markets and instruments to make informed decision under uncertainty with analytical skills.</li> <li>7. To maintain the financial stability and resilience of the Bank against market volatility.</li> </ol> <p>The above roles &amp; responsibilities are indicative and Bank at its own discretion may assign KRAs or other roles as per business need.</p>

**6. Recruitment of Senior Manager- Risk Analytics (Scale III):**

Post	:	<b>Senior Manager - Risk Analytics and Risk Management</b>
Qualifications	:	<b>Minimum qualifications:</b> Graduate with 60 % marks (55% in case of SC/OBC) with Certificate / Diploma course in risk management conducted by recognized institute. <b>Desirable qualification:</b> Courses in Data Sciences / Data analytics/ Machine Learning/SAS/Python/R
Experience	:	Minimum 3 years' post qualification experience in Predictive Modelling/ Statistical Analysis/ Data Science in BFSI sector. Experience in the area of Operational / Fraud / IT risk management / Risk analytics and related fields will be preferred.
Age	:	Maximum 38 years
Reporting Authority	:	The selected candidate will report to Zonal Head / Vertical Head handling the respective portfolio of Risk Management



Job Profile	: To identify, analyze, and evaluate potential risks that could negatively impact the Bank's financial standing, operations, or reputation. Their job profile includes: <ol style="list-style-type: none"> <li>1. <b>Risk Assessment:</b> Identifying and assessing risks that could affect the Bank. This involves studying financial data, market trends, regulatory changes, and other relevant factors.</li> <li>2. <b>Risk Mitigation Strategies:</b> Developing and implementing strategies to mitigate identified risks. This could involve recommending changes in procedures, policies, or investments to reduce risk exposure.</li> <li>3. <b>Data Analysis:</b> Utilizing statistical tools and software to analyze large datasets and trends, helping to predict potential risks and their impact.</li> <li>4. <b>Reporting and Communication:</b> Presenting findings and recommendations to senior management or stakeholders, often through reports or presentations.</li> <li>5. <b>Compliance Monitoring:</b> Ensuring that the Bank complies with regulatory requirements and internal policies related to risk management.</li> <li>6. <b>Scenario Planning:</b> Developing and testing scenarios to prepare for potential risks and their consequences.</li> <li>7. <b>Monitoring Risk Exposure:</b> Continuously monitoring the risk landscape and updating assessments as new information becomes available</li> <li>8. <b>Collaboration:</b> Working closely with other departments such as FMA, Compliance &amp; Operations to understand their risk exposure and develop coordinated risk management strategies.</li> </ol> <p>The above roles &amp; responsibilities are indicative and Bank at its own discretion may assign KRAs or other roles as per business need.</p>
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#### 7. Recruitment of Manager- Risk Management (Scale II):

Post	: <b>Manager - Risk Management</b>
Qualifications	: <b>Minimum qualifications:</b> Graduate with 60% marks (55% in case of SC/ST/OBC/PwBD) with Certificate / Diploma course in risk management conducted by any recognized institute. <b>Desirable qualification:</b> Courses in Data Sciences / Data analytics/ Machine Learning/SAS/Python/R
Experience	: Minimum 2 years' post qualification experience in Predictive Modelling/ Statistical Analysis/ Data Science in BFSI sector. Experience in the area of Operational / Fraud / IT risk management / Risk analytics and related fields will be preferred.
Age	: Maximum 35 years
Reporting Authority	: The selected candidate will report to Zonal Head / Vertical Head handling the respective portfolio of Risk Management
Job Profile	: To identify, analyze, and evaluate potential risks that could negatively impact the Bank's financial standing, operations, or reputation. Their job profile includes: <ol style="list-style-type: none"> <li>1. <b>Risk Assessment:</b> Identifying and assessing risks that could affect the Bank. This involves studying financial data, market trends, regulatory changes, and other relevant factors.</li> <li>2. <b>Risk Mitigation Strategies:</b> Developing and implementing strategies to mitigate identified risks. This could involve recommending changes in procedures, policies, or investments to reduce risk exposure.</li> <li>3. <b>Data Analysis:</b> Utilizing statistical tools and software to analyze large datasets and trends, helping to predict potential risks and their impact.</li> <li>4. <b>Reporting and Communication:</b> Presenting findings and recommendations to senior management or stakeholders, often through reports or presentations.</li> <li>5. <b>Compliance Monitoring:</b> Ensuring that the Bank complies with regulatory requirements and internal policies related to risk management.</li> </ol>

	<p><b>6. Scenario Planning:</b> Developing and testing scenarios to prepare for potential risks and their consequences.</p> <p><b>7. Monitoring Risk Exposure:</b> Continuously monitoring the risk landscape and updating assessments as new information becomes available</p> <p><b>8. Collaboration:</b> Working closely with other departments such as FMA, Compliance &amp; Operations to understand their risk exposure and develop coordinated risk management strategies.</p> <p>The above roles &amp; responsibilities are indicative and Bank at its own discretion may assign KRAs or other roles as per business need.</p>
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#### 8. Recruitment of Assistant General Manager - Forex (Scale V):

Post	: Assistant General Manager - Treasury (Domestic & Forex)
Location	: Pune / Mumbai
Qualifications	: <b>Minimum Qualification:</b> Post Graduation with a specialization in Finance / International Business or, Chartered Accountant or Chartered Financial Analyst (CFA) with Professional certifications in Certified Treasury Professional (CTP) / Certification in Forex Management (CFM) from any recognized institute.
Experience	: Minimum 10 years' experience in Banking out of which minimum 7 years' experience in front/back office of Forex/ International Banking Department in BFSI Institutions with key role in Forex business development, acquisition & Forex Client Relationship Manager, leading a team of Forex dealers, support staff and others. Deep understanding of forex markets, currency pairs, economic indicators, geopolitical events impacting forex trading, regulatory and compliance requirements.
Age	: Maximum 45 years
Reporting Authority	: The selected candidate will report to Dy. General Manager/ Vertical Head handling the portfolio of Forex & Treasury
Job Profile	<p>The job profile will include a range of responsibilities and requires a combination of financial expertise, strategic thinking, and leadership skills. The key roles are as under:</p> <ol style="list-style-type: none"> <li>1. Drive the new Business for Forex products directly by actively managing the sales process i.e. lead generation, scheduling meetings, explaining the product, negotiation and closing. Ensure to achieve bank forex business targets and rise forex business portfolio to higher level.</li> <li>2. Overseeing risk exposure related to Forex trading activities. Monitoring market risks, liquidity risks, and operational risks, and ensuring compliance with regulatory requirements.</li> <li>3. Managing and leading a team of Forex dealers, analysts, support staff of Back office/ International Business and others. Further providing guidance to teams of foreign exchange centers to achieve performance targets and maintain high standards of service.</li> <li>4. Building and maintaining relationships with key clients, correspondent Banks and high-net-worth individuals. Understanding client needs and providing customized Forex solutions.</li> <li>5. Staying updated with global economic trends, geopolitical events, and central bank policies that impact currency markets. Make informed trading decisions and provide market insights to clients and internal stakeholders.</li> <li>6. To comply with the various RBI guidelines on FEMA, Trade control regulations FEDAI rules and UCPDC guidelines etc. Ensuring timely compliance with all other relevant regulatory requirements and internal policies. Monitoring changes in regulatory landscape and issuing guidelines based on the regulatory changes.</li> <li>7. Identifying opportunities for new Forex products or services that can attract new clients or expand the business with existing clients.</li> </ol>

	<ol style="list-style-type: none"> <li>8. Developing strategic partnerships and alliances with other financial institutions, technology providers, or regulatory bodies to enhance service offerings or expand market reach.</li> <li>9. Keeping abreast of technological advancements in Forex trading platforms, algorithmic trading, and risk management tools. Implementing innovative solutions to improve efficiency and client experience.</li> <li>10. Manage the Forex trading business of the Bank, ensuring profitability, managing risks, and providing strategic direction in a dynamic and competitive market environment.</li> </ol> <p>The above roles &amp; responsibilities are indicative and Bank at its own discretion may assign KRAs or other roles as per business need.</p>
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**9. Recruitment of Chief Manager - Forex (Scale IV):**

Post	: <b>Chief Manager - Forex</b>
Qualifications	: <b>Minimum Qualification:</b> Post Graduation with a specialization in Finance/ International Business or, Chartered Accountant or Chartered Financial Analyst (CFA)  <b>Desirable Qualification:</b> Professional certifications /Certificate Course in Foreign Exchange from recognized institutions.
Experience	: Minimum 8 years' of work experience in banking out of which 5 years' in Forex & Treasury in any Bank/Financial Institution with key role in Forex Branch Operations, managing financial assets, risks and transactions related to currencies, managing liquidity, analytical knowledge on forex exposure, Knowledge of FEMA/FEDAI related guidelines with regulatory requirements, Forex business development & client acquisitions.
Age	: Maximum 40 years
Reporting Authority	: The selected candidate will report to Zonal Head / Vertical Head handling the portfolio at TIBD.
Job Profile	: The job profile will include a range of responsibilities and requires a combination of financial expertise, strategic thinking, and leadership skills. The key roles are as under: <ol style="list-style-type: none"> <li>1. Drive the new Business for Forex products directly by actively managing the sales process i.e. lead generation, scheduling meetings, explaining the product.</li> <li>2. Ensure to achieve bank forex business targets and rise forex business portfolio to higher level.</li> <li>3. Managing and leading a team of officers, support staff of Back office/ International Business and CPH etc. This involves training &amp; motivating teams of foreign exchange centers to achieve performance targets and maintain high standards of service.</li> <li>4. Building and maintaining relationships with key clients, correspondent Banks, FEDAI etc. Understanding client needs and providing customized Forex solutions.</li> <li>5. To comply with the various RBI guidelines on FEMA, Capital account transactions, Trade control regulations, FEDAI rules and UCPDC guidelines etc. Ensuring timely compliance with all other relevant regulatory requirements and internal policies. This includes monitoring changes in regulatory landscape and issuing guidelines based on the regulatory changes.</li> <li>6. To ensure that the borrowers should not have been placed under Exporters Caution List of RBI or Specific Approval List of ECGC or Country with which the exporter wants to deal should not be under Restricted Cover Countries (RCC).</li> <li>7. Conversant with all regulatory guidelines related to FEMA / Foreign Exchange Operations. Well versed with International Trade Finance related to Export / Import etc. Sound knowledge of Capital account</li> </ol>

	<p>transactions. Capable of handling customer queries and providing guidelines related to retail remittance, ODI / FDI/ FEMA etc.</p> <p>8. Compliance of all statutory and regulatory requirements pertaining to forex business. All other functions entrusted by the Banks from time to time related for forex business.</p> <p>9. Co-ordination with forex branches of the Bank and international Banking Division.</p> <p>10. Monitoring of EDPMS/IDPMS of the forex branches.</p> <p>The above roles &amp; responsibilities are indicative and Bank at its own discretion may assign KRAs or other roles as per business need.</p>
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#### 10. Recruitment of Chief Manager - Domestic Treasury (Scale IV):

Post	: <b>Chief Manager - Domestic Treasury</b>
Qualifications	: <b>Minimum Qualification:</b> Post Graduation with a specialization in Finance/ International Business or, Chartered Accountant or Chartered Financial Analyst (CFA)  <b>Desirable Qualification:</b> Professional certifications /Certificate Course in Foreign Exchange from recognized institutions.
Experience	: Minimum 8 years' of work experience in banking out of which 5 years' in Forex & Treasury in any Bank/Financial Institution in front/back office of Domestic Treasury Department in Scheduled Public Sector Banks/ Scheduled Private Sector Banks/ Financial Institutions with knowledge of all relevant regulatory requirements/ guidelines and internal policies. This includes monitoring changes in regulatory landscape and implementing necessary adjustments to business practices. Also, tracking financial performance metrics such as trading volumes, profitability, and risk-adjusted returns and analyzing performance reports and making strategic adjustments to optimize results. Understanding of domestic market, economic indicators, geopolitical events impacting Indian markets.
Age	: Maximum 40 years
Reporting Authority	: The selected candidate will report to Asst. General Manager/ Vertical Head handling the portfolio of TIBD.
Job Profile	: The job profile will include a range of responsibilities and requires a combination of financial expertise, strategic thinking, and leadership skills. The key roles are as under: <ol style="list-style-type: none"> <li>1. Ensuring smooth back office operations, Compliances of RBI, NSE, BSE and CCIL etc. and timely submission of all returns/ statements</li> <li>2. Overseeing day-to-day treasury operations including liquidity management, regulatory compliance of CRR and SLR.</li> <li>3. Efficient handling of financial transactions and adherence to treasury policies of regulator and Bank.</li> <li>4. Conducting risk assessments related to domestic treasury and developing strategies to mitigate risks effectively.</li> <li>5. Conversant with all regulatory guidelines related to FEMA / Foreign Exchange Operations. Well versed with International Trade Finance related to Export / Import etc. Sound knowledge of Capital account transactions. Capable of handling customer queries and providing guidelines related to retail remittance, ODI / FDI/ FEMA etc.</li> <li>6. Compliance of all statutory and regulatory requirements pertaining to forex business. All other functions entrusted by the Banks from time to time related for forex business.</li> </ol>

	<p>7. Co-ordination with forex branches of the Bank and international Banking Division.</p> <p>8. Monitoring of EDPMS/IDPMS of the forex branches.</p> <p>The above roles &amp; responsibilities are indicative and Bank at its own discretion may assign KRAs or other roles as per business need.</p>
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**11. Recruitment of Senior Manager - Forex (Scale III):**

Post	: Senior Manager - Forex
Qualifications	: <b>Minimum qualification:</b> Graduate in any discipline with 60% (55% for SC/OBC) and certification in Foreign Exchange / Trade finance from recognized institute <b>Desirable qualification:</b> MBA (or equivalent PG Degree / Diploma) in Finance / International Business / Trade Finance CA / CFA
Experience	: Minimum 3 years of work experience in Forex, Trade Finance with any Bank / Financial Institutions.
Age	: Maximum 38 years
Reporting Authority	: The selected candidate will report to Branch Manager / Vertical Head handling the portfolio
Job Profile	: <ol style="list-style-type: none"> <li>1. Responsible for Trade Finance in forex on behalf of clients to achieve Win-Win Situation for the Bank &amp; Corporate, actively trade and quote to Banks, Develop &amp; model trading strategies for the corporate clients to mitigate the risk of the Forex exposure.</li> <li>2. To comply with the various RBI guidelines on FEMA, Trade control regulations, FEDAI rules and UCPDC guidelines. To apply correct rates of exchange for various FEX transactions. For this purpose, the officer should keep the daily / weekly circulars / rate schedules issued in custody.</li> <li>3. To ensure routing all FEX transactions through CBS Module/ Menu, to ensure maintenance of accounts, registers, books, etc. relating to foreign business, Issue and encashment of foreign travelers cheques, foreign currency and drafts. Proper follow up of PC accounts, overdue export bills and all other loans and advances coming under his control and shall maintain a Due Date Register for this purpose. To assist the Branch Manager in issue of LCs, after ensuring compliance of all sanctioned terms and conditions. To recover commission, brokerage, commitment charges and other charges for all Forex transactions handled.</li> <li>4. To ensure receipt, accounting, maintenance and advising of inward and outward remittances through system issuing various certificates to the customers, proper and timely compilation and submission of all control and statistical returns to RBI / ECGC/ HO / Zonal Office including those relating to payment of ECGC guarantee fee, proper custody of test key, foreign travelers cheques, specimen signature of correspondents, foreign drafts etc.</li> <li>5. To ensure that transfer of funds to Treasury Branch arising out of purchase / sale of FEX should be through FEX Holding account only.</li> <li>6. To ensure that the borrower should not have been placed under Exporters Caution List of RBI or Specific Approval List of ECGC or Country with which the exporter wants to deal should not be under Restricted Cover Countries (RCC).</li> <li>7. Conversant with all regulatory guidelines related to FEMA / Foreign Exchange Operations. Well versed with International Trade Finance related to Export / Import etc. Sound knowledge of Capital account transactions. Capable of handling customer queries and providing guidelines related to retail remittance, ODI / FDI/ FEMA etc.</li> <li>8. Compliance of all statutory and regulatory requirements pertaining to forex business. All other functions entrusted by the Banks from time to time related for forex business.</li> </ol>

## 12. Recruitment of Manager - Forex (Scale II):

Post	:	<b>Manager - Forex</b>
Qualifications	:	<p><b>Minimum qualification:</b> Graduate in any discipline with 60% (55% for SC/ST/OBC/PwBD) and certification in Foreign Exchange / Trade finance from recognized institute</p> <p><b>Desirable qualification:</b> MBA (or equivalent PG Degree / Diploma) in Finance / International Business / Trade Finance CA / CFA</p>
Experience	:	Minimum 2 years' of work experience in Forex, Trade Finance with any Bank / Financial Institutions.
Age	:	Maximum 35 years
Reporting Authority	:	The selected candidate will report to Branch Manager/ Vertical Head handling the portfolio.
Job Profile	:	<ol style="list-style-type: none"> <li>9. Responsible for Trade Finance in forex on behalf of clients to achieve Win-Win Situation for the Bank &amp; Corporate, actively trade and quote to Banks, Develop &amp; model trading strategies for the corporate clients to mitigate the risk of the Forex exposure.</li> <li>10. To comply with the various RBI guidelines on FEMA, Trade control regulations, FEDAI rules and UCPDC guidelines. To apply correct rates of exchange for various FEX transactions. For this purpose, the officer should keep the daily / weekly circulars / rate schedules issued in custody.</li> <li>11. To ensure routing all FEX transactions through CBS Module/ Menu, to ensure maintenance of accounts, registers, books, etc. relating to foreign business, Issue and encashment of foreign travelers cheques, foreign currency and drafts. Proper follow up of PC accounts, overdue export bills and all other loans and advances coming under his control and shall maintain a Due Date Register for this purpose. To assist the Branch Manager in issue of LCs, after ensuring compliance of all sanctioned terms and conditions. To recover commission, brokerage, commitment charges and other charges for all Forex transactions handled.</li> <li>12. To ensure receipt, accounting, maintenance and advising of inward and outward remittances through system issuing various certificates to the customers, proper and timely compilation and submission of all control and statistical returns to RBI / ECGC/ HO / Zonal Office including those relating to payment of ECGC guarantee fee, proper custody of test key, foreign travelers cheques, specimen signature of correspondents, foreign drafts etc.</li> <li>13. To ensure that transfer of funds to Treasury Branch arising out of purchase / sale of FEX should be through FEX Holding account only.</li> <li>14. To ensure that the borrower should not have been placed under Exporters Caution List of RBI or Specific Approval List of ECGC or Country with which the exporter wants to deal should not be under Restricted Cover Countries (RCC)</li> <li>15. Conversant with all regulatory guidelines related to FEMA / Foreign Exchange Operations. Well versed with International Trade Finance related to Export / Import etc. Sound knowledge of Capital account transactions. Capable of handling customer queries and providing guidelines related to retail remittance, ODI / FDI/ FEMA etc.</li> <li>16. Compliance of all statutory and regulatory requirements pertaining to forex business. All other functions entrusted by the Banks from time to time related for forex business.</li> </ol>

### 13. Recruitment of Assistant General Manager - Enterprise Architecture (Scale V):

Post	:	<b>Assistant General Manager - Enterprise Architecture</b>
Location	:	Head Office, Pune
Employment type	:	<b>Contractual</b>
Qualifications	:	<b>Minimum qualifications:</b> B. Tech / BE from any university in Computer Science / Information Technology / Electronics or MCA, MBA, Preference will be given to TOGAF / similar certification
Experience	:	10 years' of relevant experience in technical and business domain which should include minimum 7 years' of BFSI experience, should have managed technology / Architecture / Governance / delivery and digital platform preferably in BFSI domain.
Age	:	Maximum 50 years
Contract period & remuneration	:	3 years from Date of Joining and extendable up to 5 years. Remuneration shall be negotiable.
Reporting Authority	:	The selected candidate will report to General Manager/ Vertical Head handling the portfolio of Information Technology/ CTO
Job Profile	:	<p>The job profile of Enterprise Architecture (EA) will focus on designing and implementing holistic IT strategies that align with and support Bank's business objectives. Enterprise Architects will be responsible for creating a blueprint of the enterprise's IT systems and infrastructure, ensuring that they are efficient, scalable, secure, and capable of meeting current and future business needs. The detailed look at the job profile of Enterprise Architecture in the IT industry:</p> <ol style="list-style-type: none"> <li>1. To establish Enterprise Technology (EA) Architecture Vision and set up technical standards and governance structure for the enterprise architecture.</li> <li>2. Assist business strategy and accordingly drive technology strategy from an architecture perspective.</li> <li>3. Responsible for EA standards, strategy, policies and roadmap for the Bank and supervising core banking &amp; other solutions within the bank.</li> <li>4. To engage with business units, Information Security and Risk Teams with deep understanding of technology capabilities and industry trends.</li> <li>5. Translating business requirements into specific system, application or process designs, including working with business personnel and executives to identify functional and non - functional requirements.</li> <li>6. Review ongoing designs of major programs to identify strategic opportunities and resolve design issues during delivery.</li> <li>7. Develop highly complex solutions that exemplifies quality optimization regarding reliability, availability, scalability, Manageability, flexibility, usability / reusability and high performance.</li> <li>8. Lead other IT Architects to provide effective consulting on complex projects including RFP technical evaluations for various business domain.</li> <li>9. Responsible for private and public cloud hosting, API/Open banking, CI/CD pipeline, new tech initiatives etc.</li> <li>10. Training and supporting developers from source control, through build automation, merge resolution, CI/CD pipeline, test automation, deployment based on tools usage and policies, standards. Enable successful release management by moving code from Development and Testing environments to Staging and Production.</li> </ol> <p>The above roles &amp; responsibilities are indicative and Bank at its own discretion may assign KRAs or other roles as per business need.</p>

#### 14. Recruitment of Assistant General Manager - Data Architecture (Scale V):

Post	:	<b>Assistant General Manager - Data Architecture</b>
Location	:	Head Office, Pune
Employment type	:	<b>Contractual</b>
Qualifications	:	<b>Minimum qualifications:</b> B. Tech / BE from any university in Computer Science / Information Technology / Electronics or MCA. Preference will be given to TOGAF / Big Data / DWH / Analytics or similar certification
Experience	:	Minimum 10 years' of relevant experience in tech and business expertise which should include minimum 7 years' of BFSI experience, should have managed technology delivery in data and digital platform preferably in any BFSI domain.
Age	:	Maximum 50 years
Contract period & remuneration	:	3 years from Date of Joining and extendable up to 5 years. Remuneration shall be negotiable.
Reporting Authority	:	The selected candidate will report to General Manager/ Vertical Head handling the portfolio of Information Technology/ CTO
Job Profile		<p>Designing, building, and managing the architecture of the Bank's data ecosystem. To ensure that data assets are organized, integrated, and accessible to support business objectives effectively. The comprehensive overview of the job profile of a Data Architect is as under:</p> <ol style="list-style-type: none"> <li>1. Responsible for maturing and extending data management, data engineering, metadata management, Data warehouse, Data Lake and Data virtualization/fabric solutions across the Bank. By combining a strong technical background with a solid understanding of market trends, the IT Enterprise Data Architect will be responsible for architecting, designing, and delivering projects and enhancements across the Enterprise Data Platform.</li> <li>2. Evaluate current state architecture and recommend and implement changes with a focus on modernization of Data integration (ETL, ELT, API/ESB) and Data Virtualization solutions.</li> <li>3. Combine business needs, vendor roadmaps and technology trends to develop Enterprise Data Management platforms and product roadmaps and future state architecture diagrams for the bank, based on their roadmap.</li> <li>4. Mitigate issues related to data quality, provide technical and architectural guidance to projects, teams, and service providers, ensuring that new initiatives enable effective and scalable data storage, data engineering and data analysis capabilities</li> <li>5. Participate in architectural review boards, evaluations of data and analytics solutions / COTS products, and technologies.</li> <li>6. Research, recommend and pilot tools and process changes to drive quality and efficiency across the solution development lifecycle.</li> <li>7. Act as a thought leader on industry trends, emerging data management capabilities (such as enterprise data lake) and technologies (cloud platforms) and potential use for various existing and potential Customers.</li> </ol> <p>The above roles &amp; responsibilities are indicative and Bank at its own discretion may assign KRAs or other roles as per business need.</p>

#### 15. Recruitment of Chief Manager - Project / Program Manager (Scale IV):

Post	:	<b>Chief Manager - Project/Program Manager</b>
Qualifications	:	<b>Minimum qualification:</b> B. Tech /BE from any university preferably in Computer Science /Information Technology / Electronics or MCA (Preferred) with Professional Certification in PMP/Agile or similar certification along with MBA.
Experience	:	Minimum 8 years' of relevant experience in technical and business expertise which should include minimum 5 years' of BFSI experience should have managed technology delivery and digital platform preferably in banking domain



Age	:	Maximum 40 years
Reporting Authority	:	The selected candidate will report to Assistant General Manager/ Vertical Head handling the portfolio of Information Technology
Job Profile	:	<p>Oversee the planning, execution, and delivery of IT projects within the Bank. The key aspects and responsibilities associated with this role are as under:</p> <ol style="list-style-type: none"> <li>1. Managing large end-to- end projects, building stakeholder buy-in on project plan, timelines, commitments, changes, project completion and sign-off.</li> <li>2. Supporting Technology teams to manage, proactive delivery, balancing scope, scheduling, Resource management, handling dependencies, people, management, effective communication, risk, quality, and budgeting, enforcing process.</li> <li>3. Discipline and improvements in areas of expertise, such as disciplined agile software delivery, production support processes, or continuous DevOps pipelines development etc.</li> <li>4. Collaborating with the Technology teams and Product Owners to improve productivity through backlog management, effective use of maturity models, Project management methodologies (e.g., Scrum, Kanban, Jeera etc.)</li> <li>5. Support full automation of CI / Testing and Ability to excel within an &amp; quot; Agile &amp; quot; environment</li> <li>6. Serves as a thought leader and to help the development team drive solutions through collaboration with the other software development engineers, product managers, design, and other stakeholders in the team.</li> <li>7. Mentorship of fellow resources/developers to assist them in their professional development.</li> <li>8. Lead with cross functional technical and non-technical teams in an agile software development environment.</li> <li>9. Lead Design and develop the business logic and backend systems within the product domain.</li> </ol> <p>The above roles &amp; responsibilities are indicative and Bank at its own discretion may assign KRAs or other roles as per business need.</p>

#### 16. Recruitment of Chief Manager - DevOps & API Factory (Scale IV):

Post	:	<b>Chief Manager - DevOps &amp; API Factory</b>
Qualifications	:	<b>Minimum qualification:</b> B. Tech /BE from any university preferably in Computer Science /Information Technology / Electronics or MCA with Professional Certification in CI/CD tools /API or related field certification.
Experience	:	Minimum 8 years' of relevant experience in technical and business expertise should have managed technology delivery and digital platform preferably in banking domain
Age	:	Maximum 40 years
Reporting Authority	:	The selected candidate will report to Asst. General Manager/ Vertical Head handling the portfolio of Information Technology
Job Profile	:	<p>The key responsibility of DevOps &amp; API factory Head are as under:</p> <ol style="list-style-type: none"> <li>1. Responsible for the set-up, maintenance and ongoing development of continuous build/integration of app and infrastructure.</li> <li>2. Creating and maintaining fully automated CI build processes for multiple environments.</li> <li>3. Writing build and deployment scripts and supporting CI/CD tools integration /operations / change management, and maintenance.</li> <li>4. Supporting policies, standards, guidelines, governance and related guidance for both CI/CD operations and for work of developers and Expertise in CI/CD automated workflow pipelines</li> </ol>

	<ol style="list-style-type: none"> <li>5. Knowledge of source code control management, systems and configuration management and code branching/merging strategies.</li> <li>6. Rich experience in the field of Business Systems and IT including experience with design, development and integration of applications, integration patterns (B2B, B2B2C, B2C) and core banking integrations.</li> <li>7. Deep expertise in creation and consumption of REST and SOAP web services using open API specifications. Work like a full stack developer in terms of &amp;quot; hands on &amp;quot; attitude and a driving force in the project.</li> <li>8. Lead with your technical expertise to integrate applications with all required systems and services and provide clean and easy to use API.</li> <li>9. Experience in developing applications using Java/J2EE, Spring Frameworks, Micro services. Hands-on experience UI frameworks like Angular/ React and NodeJS/ Spring Reactive Framework etc. and experience in NoSQL like MongoDB, DynamoDB etc. along-with extensive engineering experience in Building and maintaining APIs.</li> <li>10. Experience with Kafka and event-based messaging platforms in Agile software product delivery and SCRUM.</li> </ol> <p>The above roles &amp; responsibilities are indicative and Bank at its own discretion may assign KRAs or other roles as per business need.</p>
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**17. Recruitment of Chief Manager - Lead Business Analyst (Scale IV):**

Post	: Chief Manager - Lead Business Analyst
Qualifications	: <b>Minimum qualification:</b> B. Tech /BE from any university preferably in Computer Science /Information Technology / Electronics or MCA , MBA with Professional Certification in BPM/Agile or related field certification.
Experience	: Minimum 8 years' of relevant experience in technical and business expertise, which should include minimum 5 years' of BFSI experience, should have managed technology delivery and digital platform preferably in banking domain
Age	: Maximum 40 years
Reporting Authority	: The selected candidate will report to Dy. General Manager/ Vertical Head handling the portfolio of Information Technology
Job Profile	: <p>The key responsibility of Lead Business Analyst are as under:</p> <ol style="list-style-type: none"> <li>1. Determine operational objectives by studying business functions, gathering information; evaluating output requirements and formats.</li> <li>2. Understanding the needs of multiple, stakeholders by identifying the current and future-state business processes.</li> <li>3. Improve systems by studying current practices; designing modifications.</li> <li>4. Research other competitors and industries to compare and measure performance guidelines to find new ways to control costs, increase efficiency.</li> <li>5. Define project requirements by identifying project milestones, phases, and elements; forming project team; establishing project budget.</li> <li>6. Monitor project progress by tracking activity; resolving problems; publishing progress reports; recommending actions.</li> <li>7. Converting the business requirement of digital and non-digital initiative into technical.</li> <li>8. Guide vendors for their development and designs related to digital initiatives and engage and coordinate with outsourced agencies.</li> <li>9. Effective follow-up with &amp; guidance to respective stakeholders.</li> </ol> <p>The above roles &amp; responsibilities are indicative and Bank at its own discretion may assign KRAs or other roles as per business need.</p>

### 18. Recruitment of Chief Manager - Information Security (Scale IV):

Post	:	<b>Chief Manager - Information Security</b>
Qualifications	:	<p><b>Minimum qualification:</b> Bachelor / Master's Degree or its equivalent in disciplines of Computer Science/ Computer/ Information Technology / Electronics and Communication/ Equivalent Courses related to Cyber Security. Candidate should have <b>one</b> of the Following certificates:</p> <ol style="list-style-type: none"> <li>1. CISSP (Certified Information System Security Professional)</li> <li>2. CISM (Certified Information Security Manager)</li> <li>3. CISA (Certified Information Security Auditor)</li> <li>4. C-CISO (Certified Chief Information Security officer)</li> </ol>
Experience	:	<p>Minimum 8 years' experience in IT related field of which 5 years' should be in the core domain area of Information Security in financial field.</p> <p><b>Or</b></p> <p>Minimum 8 years' of work experience in handling IT related function in Schedule Commercial Bank of which minimum 4 years' of experience in core domain area of Information Security at Middle Management level &amp; above.</p> <p><b>Desirable Experience:</b> Experience in implementing security improvements by assessing current situation; evaluating trends; anticipating requirements and making changes to keep the organization secure. Managing Cyber Security Operation Centre (SIEM tools) and hands on experience on network security implementation and management, VAPT, and incident handling. Experience in BFSI sector in handling various information security related roles like Firewall Management, IPS Management, SIEM administration, Antivirus.</p>
Age	:	Maximum 40 years
Reporting Authority	:	The selected candidate will report to CISO / Vertical Head handling the portfolio of Information Technology
Job Profile	:	<ol style="list-style-type: none"> <li>1. Managing and monitoring of SOC operations including solutions like SIEM, PAM, QNI, FIM, Anti-Apt, Honeypot, etc.</li> <li>2. Managing of Cyber Drills and Reconnaissance activities.</li> <li>3. Review of IT controls and configurations implemented in IT systems.</li> <li>4. Evaluation of new solutions.</li> <li>5. Evaluation of cyber frauds</li> <li>6. Coordinating for projects of NCIIPC, NCCC etc.</li> <li>7. Cloud Security</li> <li>8. Facilitating for RBI-CSITE IT examination.</li> <li>9. Monitoring of compliances to regulatory guidelines, RBI Advisories, Digest, Cert-In/NCIIPC advisories.</li> <li>10. Managing ISO Certification of the Bank.</li> <li>11. Facilitating in IS Audit Observations of the Bank.</li> <li>12. Submissions of timely returns to RBI as per schedule.</li> <li>13. Coordinating for MISC / various InfoSec meetings and ATRs.</li> <li>14. Managing ITSC/Board meetings and ATR on subject matter.</li> <li>15. Managing Cyber Security Awareness, Program for customers/ staff, Table Top exercises, etc.</li> </ol> <p>The above roles &amp; responsibilities are indicative and Bank at its own discretion may assign KRAs or other roles as per business need.</p>

### 19. Recruitment of Chief Manager - Information System Audit (Scale IV):

Post	:	<b>Chief Manager - Information System Audit</b>
Qualifications	:	<p><b>Minimum Qualification:</b> B. Tech/ B. E. in Computer Science/ IT/ MCA/ MCS/ M.Sc. (electronics/ Computer Science) <b>AND</b></p> <p><b>Mandatory Certifications in any one of the following:</b></p> <ol style="list-style-type: none"> <li>1. CISSP (Certified Information System Security Professional)</li> <li>2. CISM (Certified Information Security Manager)</li> <li>3. CISA (Certified Information Security Auditor)</li> <li>4. C-CISO (Certified Chief Information Security officer)</li> <li>5. DISA (Diploma Course in Systems Security &amp; Audit)</li> </ol>

Experience	:	Minimum 8 years' experience for conducting Information Systems (IS) Audit including VA & PT and should have conducted Information System Audit of Systems such as Core Banking Solution, EFT Switch, Internet Banking, Mobile Banking, DC/DR Sites including Vulnerability Assessment & Penetration Testing etc. in any BFSI Institutions.
Age	:	Maximum 40 years
Reporting Authority	:	The selected candidate will report to Dy. General Manager/ Vertical Head handling the portfolio of Information Technology /System Audit.
Job Profile	:	<ol style="list-style-type: none"> <li>1. Ensuring safety and effectiveness of computer systems and their security components, mainly focusing on computer systems that may be out of date and could be at risk.</li> <li>2. Post security audit, detailed report preparation outlining the effectiveness of the system, explaining any security issues, and suggesting changes and improvements.</li> <li>3. To plan, execute and lead security audits, inspect the efficiency, effectiveness, and compliance of operation processes and make sure they are under corporate security policies and related government regulations.</li> <li>4. Accurately interpret audit results against defined criteria, create a written and verbal report of auditing result, create process for security audits across the entire network, Assess current risks and create steps to secure vulnerable systems, translate security audit results to company documentation, develop best practices for security procedures.</li> <li>5. Providing an overview of the audit process, executing cybersecurity audits, analyzing/ investigating any recent breaches or security concerns, evaluating internal security systems, controls and policies, Ensuring compliance with applicable laws and regulations.</li> <li>6. The Information Systems Auditor will primarily be responsible for conducting or arranging for the conduct of Information Systems (IS) Audits. The Frequency of IS Audits, as per Extant IS Audit Policy</li> <li>7. New IT systems or those systems, which have undergone major changes, shall be audited within 6 months of implementation. All the systems, domains and processes irrespective of their risk levels shall be covered within a period of two years. IS Audit of critical branches will be carried out on sample basis. Notwithstanding the above, IT governance, information security governance, data center, IT processes, critical business applications and MIS systems shall be subjected to audit at least once a year. Continuous auditing shall be introduced in critical areas in a phased manner.</li> <li>8. As per the IS Audit Policy, IS Auditor shall audit the services of all service providers to ensure that they adhere to the contracted levels of service set out in the Service Level Agreements entered into / to be entered into with the Bank. IS Audit shall audit the compliances by the service providers to various regulatory and statutory requirements to ensure that Bank is not unduly exposed to any risk on account of acts of commission / omission by them.</li> </ol> <p>The above roles &amp; responsibilities are indicative and Bank at its own discretion may assign KRAs or other roles as per business need.</p>

## 20. Recruitment of Manager - API Management (Scale II):

Post	:	<b>Manager - API Management</b>
Qualifications	:	<b>Minimum qualification:</b> B. Tech / B.E. in IT (Information Technology)/Computer Science/ Electronics and Communications/ Electronics and Tele Communications/ Electronics/ MCA/ MSc Computer Science with minimum 60% (55% for OBC) marks in the aggregate of all semesters / years.
Experience	:	Minimum 2 years' of post-qualification work experience in API Management in PSU/Bank/ Financial Institutions/Listed IT Companies/ Private Limited Companies in project management and technical architecture.

		<b>Desirable:</b> Candidates having work experience in Digital Products (Banking) is desirable.
Age	:	Maximum 35 years
Reporting Authority	:	The selected candidate will report to Chief Manager/ Vertical Head handling the portfolio of Information Technology.
Skill Set		<ol style="list-style-type: none"> <li>1. Knowledge in API design and implementation and system integration using APIs</li> <li>2. Experience in working on the cloud (iPaas/SaaS).</li> <li>3. Working knowledge in implementing REST API, SOAP APIs, Plans, and Security Policy.</li> <li>4. Protocols such as Open ID, TLS, OAuth, SAML, SSO, PKI (encryption and key management), REST</li> </ol>
Job Profile	:	<ol style="list-style-type: none"> <li>1. Setting up API Gateway for the Bank. Creating API marketplace for the bank and jointly architect the strategy with technology stakeholders.</li> <li>2. Managing the complete API Lifecycle - Define APIs, generate API documentation, Govern API usage, test and debug execution of APIs, deploy APIs into production, staging and quality assurance.</li> <li>3. Utilizing the APIs of Fin-techs and other market players for integrating with Bank's products and processes for creating amazing user experiences and compelling value proposition for the bank. Monitoring API usage and load. Collecting and analyzing usage statistics and reporting on the performance. Identify market opportunities and define product vision and strategy jointly with other teams.</li> <li>4. Responsible for forging partnerships with other product and tech companies to encourage new product creation by using APIs of the bank. Monetizing APIs - Revenue generation through API based products.</li> </ol> <p>The above roles &amp; responsibilities are indicative and Bank at its own discretion may assign KRAs or other roles as per business need.</p>

## 21. Recruitment of Manager - Database Administrator (Scale II):

Post	:	<b>Manager - Database Administrator</b>
Qualifications	:	<b>Minimum qualification:</b> B. Tech / B.E. in IT (Information Technology)/Computer Science/ Electronics and Communications/ Electronics and Tele Communications/ Electronics/ MCA/ MSc Computer Science with minimum 60% (55% for OBC) marks in the aggregate of all semesters / years
Experience	:	Minimum 2 years' of post-qualification work experience in PSU/Bank / Financial Institution/Listed IT Companies/ Private Limited Companies as Data Base administrators.
Age	:	Maximum 35 years
Reporting Authority	:	The selected candidate will report to Chief Manager/ Vertical Head handling the portfolio of Information Technology
Skill Set		<ol style="list-style-type: none"> <li>1. ERP Oracle Applications, 11i, R12, 12.2x (ERP) E-Business Suite.</li> <li>2. RDBMS:-Oracle 8i, 9i, 10g, 11g, 12c, 19c</li> <li>3. Tools: - Toad, SQL*Loader, Discoverer 10g/11g, PLSQL developer, BI Publisher, OTM, SOA, FAHRC, Golden Gate Cloud, ASCP, VCP, DR, etc.</li> <li>4. Database Patching, Performance Tuning, Database Security, Database administration, Data guard configuration etc.</li> <li>5. Working Knowledge in Oracle Real Application clusters and any Change Data Capture solutions. Defining Oracle Parameters etc.,</li> <li>6. Installation / Administration/ Configuration of Databases as per the Bank requirement. Configuring DR (Standby's) databases, maintaining data guard/log shipping configurations. Applying Database patches as per the Bank's Policy. Hardening the Databases as per the Bank's Policy.</li> <li>7. Trouble Shooting, Purging, Archiving, Backup, Re-organization of database; Performance Tuning etc. Implementing all the new features</li> </ol>

		w.r.t the databases like TDE, Database Vault, Oracle Vault etc.as per the versions and license availability. Installation/ Administration/ Configuration of Oracle Enterprise Manager and integration of RDBMS into OEM.
Job Profile	:	<ol style="list-style-type: none"> <li>1. Utilize technical tools to ensure data is accurate and high quality. Analyze, designed and present data in a way that assists individuals, businesses, and organizations make better decisions.</li> <li>2. Driving and owning the end-to-end model lifecycle from concept to delivery for core AI/ML and analytics products/platforms.</li> <li>3. Analyze &amp; interpret data and communicate results to stakeholders, often with the aid of mathematical/statistical techniques and software.</li> <li>4. Drive simultaneous large, complex, and business critical analyses/abstract problems that serve major parts of the business.</li> <li>5. Using automated tools to extract data from primary and secondary sources</li> <li>6. Removing corrupted data and fixing coding errors and related problems</li> <li>7. Develop and maintain database, data systems - reorganizing data in a readable format</li> <li>8. Performing analysis to assess quality and meaning of data</li> <li>9. Filter Data by reviewing reports and performance indicators to identify and correct code problems</li> <li>10. Using statistical tools to identify, analyze, and interpret patterns and trends in complex data sets that could be helpful for the diagnosis and prediction</li> <li>11. Assigning numerical value to essential business functions so that business performance can be assessed and compared over a period of time.</li> <li>12. Preparing reports for the management stating trends, patterns, and predictions using relevant data</li> <li>13. Working in tandem with programmers, engineers, and management heads to identify process improvement opportunities, propose system modifications.</li> <li>14. Preparing final analysis reports for the stakeholders to understand the data-analysis steps, enabling them to take important decisions based on various facts and trends.</li> <li>15. Be a key influencer in strategy and contribute significantly to overall planning.</li> <li>16. Establish a robust quality assurance process for new analytical systems and Overseeing implementation of data governance and privacy policies.</li> </ol> <p>The above roles &amp; responsibilities are indicative and Bank at its own discretion may assign KRAs or other roles as per business need.</p>

## 22. Recruitment of Manager - IT Security (Scale II):

Post	:	<b>Manager- IT Security</b>
Qualifications	:	<p><b>Minimum qualification:</b> B. Tech / B.E. in IT (Information Technology)/Computer Science/ Electronics and Communications/ Electronics and Tele Communications/ Electronics/ MCA/ MSc Computer Science with minimum 60% (55% for OBC) marks in the aggregate of all semesters / years</p> <p><b>Desirable:</b> CISA/ CISSP/ CISM/ DISA/Certified Cyber Forensic Professional (CCFP), Computer Hacking Forensic, Investigator (CHFS), Certified Ethical Hacking (CEH) certification.</p>
Experience	:	<p>Minimum 2 years' of post-qualification work experience in PSU/Bank/ Financial Institutions/Listed IT Companies/ Private Limited Companies in the field of IT / Information Security of that organization.</p> <p><b>Desirable:</b> Candidates having hands on experience on the Security Tools such as SIEM, PAM, DAM, EDR, Firewall etc. will be given preference.</p>
Age	:	Maximum 35 years

Reporting Authority	:	The selected candidate will report to CISO / Vertical Head handling the portfolio of Information Technology.
Skill Set		<ol style="list-style-type: none"> <li>1. Experience in implementing security improvements by assessing current situation; evaluating trends; anticipating requirements and making changes to keep the organization secure.</li> <li>2. Experience in Managing Cyber Security Operation Centre (SIEM tools) and hands on experience on network security implementation and management, VAPT, and incident handling</li> <li>3. Experience in BFSI sector in handling various information security related roles like Firewall Management, IPS Management, SIEM administration, Antivirus Management and experience in following.</li> <li>4. Experience in BFSI sector or IT information security or Cyber Security industry in handling various information security roles including Cyber Security identifying security risks, Development plan, Firewall and IPS management.</li> <li>5. Work experience in Cyber-Security Operation Center (CSOC)</li> <li>6. Hands on experience on SIEM tools</li> <li>7. Must have knowledge of best practices of Identity and Access management</li> </ol>
Job Profile	:	<ol style="list-style-type: none"> <li>1. Coordination with vendor for SOC management and ensuring smooth functioning of SOC including operations of PAM, QNI, FIM, Anti APT, HoneyPot, etc.</li> <li>2. Oversee day-to-day security operations, including incident detection, response, and resolution. Coordinate with internal teams and external vendors to ensure timely and effective incident management.</li> <li>3. Participate in Cyber Drill and cyber Reconnaissance exercises.</li> <li>4. Review of Security Solutions: Help define and maintain the bank's security architecture, including network security, endpoint protection, identity and access management, and data encryption.</li> <li>5. Evaluate emerging technologies and recommend security solutions to meet evolving threats.</li> <li>6. Review of configurations of IT systems.</li> <li>7. Review of SOPs, and their implementation wrt security solutions.</li> <li>8. Evaluation of Cyber Frauds and other incidents.</li> <li>9. Ensure compliance with relevant regulatory requirements, such as RBI guidelines, and international standards, such as ISO 27001. Coordinate and support internal and external audits of the bank's information security controls and practices.</li> <li>10. Facilitation of IS Audit observations of the Bank.</li> <li>11. Develop and deliver security awareness programs and training sessions for employees to promote a culture of security awareness and best practices.</li> <li>12. Generate regular reports and metrics on the bank's security posture, including key performance indicators (KPIs) and key risk indicators (KRIs). Present findings to senior management and stakeholder.</li> </ol>

### 23. Recruitment of Manager - Network & Security (Scale II):

Post	:	<b>Manager - Network &amp; Security</b>
Qualifications	:	<b>Minimum qualification:</b> B. Tech / B.E. in IT (Information Technology)/ Computer Science/ Electronics and Communications/ Electronics and Tele Communications/ Electronics/ MCA/ MSc Computer Science Minimum 60% (55 % for OBC) marks in the aggregate of all semesters / years
Experience	:	Minimum 2 years' of post-qualification work experience in PSU/Bank/ Financial Institutions/Listed IT Companies/ Private Limited Companies. <b>Desirable:</b> Candidate should have the hands on experience on the network tools, email solutions etc. / managing the network of that organization.
Age	:	Maximum 35 years
Reporting Authority	:	The selected candidate will report to Chief Manager/ Vertical Head handling the portfolio of Information Technology.

Skill Set	<ol style="list-style-type: none"> <li>1. CISCO devices (Router, Switch &amp; Firewall) installation, maintenance, upgrade management and administration.</li> <li>2. Palo Alto firewall, Citric Load balancer installation, maintenance, upgrade management and administration.</li> <li>3. CISCO ACI, Titration maintenance, upgrade management and administration.</li> <li>4. Proactive management and maintenance of security postures of all the above components.</li> <li>5. Knowledge of administration and management of CISCO, Palo Alto and Firewalls.</li> <li>6. Knowledge of administration and management of AST Routers, Nexus Switched, Load Balancer.</li> <li>7. Proactive Management and maintenance of security postures of all the above components.</li> <li>8. CISCO Router switch and Firewall Installation, Configuration, Administration and Management.</li> <li>9. CISCO ACI &amp; Titration installation, configuration, administration and management.</li> <li>10. Palo Alto Firewall installation, configuration, administration and management.</li> </ol>
Job Profile	<p>: <ol style="list-style-type: none"> <li>1. Maintaining Network and Network Equipment's</li> <li>2. Network Monitoring and trouble-shooting, Adding Network Equipment's to Network, anticipating requirements and making changes to keep the organization secure</li> <li>3. Routing and switching. <ol style="list-style-type: none"> <li>i. In routing using Border Gateway Protocol (BGP).</li> <li>ii. Drawing up specifications for procurement of Network devices including routers</li> </ol> </li> </ol> <p>Implementation of Network Admission Control (NAC), Network Troubleshooting, Network Protocols, Routers, Network Administration, Any other work entrusted by the Bank from time to time.</p> <p>The above roles &amp; responsibilities are indicative and Bank at its own discretion may assign KRAs or other roles as per business need.</p> </p>

#### 24. Recruitment of Manager - UNIX LINUX (Scale II):

Post	: <b>Manager- UNIX LINUX</b>
Qualifications	: <b>Minimum qualification:</b> B. Tech / B.E. in IT (Information Technology)/ Computer Science/ Electronics and Communications/ Electronics and Tele Communications/ Electronics/ MCA/ MSc Computer Science Minimum 60% marks in the aggregate of all semesters / years,
Experience	: Minimum 2 years' experience in PSU/Bank/ Financial Institutions/Listed IT Companies/ Private Limited Companies in the area of UNIX/ LINUX Systems of all versions.  <b>Desirable:</b> Candidates having work experience in Digital Products (Banking) will be given preference.
Age	: Maximum 35 years
Reporting Authority	: The selected candidate will report to Chief Manager / Vertical Head handling the portfolio of Information Technology/CTO
Skill Set	<ol style="list-style-type: none"> <li>1. Maintenance, Monitoring, Administration and Management of Software and Hardware;</li> <li>2. All System Administration tasks w.r.t UNIX/ LINUX Systems of all versions</li> <li>3. Configuration management of UNIX/ LINUX etc.</li> <li>4. Patch management</li> <li>5. Driving the assigned project</li> <li>6. Improvements by assessing current situation</li> <li>7. Evaluating trends</li> </ol>



		8. Anticipating requirements and making changes to keep the organization secure 9. Any other work entrusted by the Bank from time to time.
Job Profile	:	1. UNIX System / Server installation, configuration, maintenance and monitoring. 2. Analyze and resolve problems associated with UNIX servers, hardware, applications and software. 3. Detect, diagnose and report UNIX related problems on servers. 4. Develop UNIX administration test plans and perform testing. 5. Performance tuning, capacity management and maintenance of UNIX servers. 6. Patch update / upgrade and migration. 7. Ensuring server security / hardening for UNIX based servers. 8. Risk mitigation planning.  The above roles & responsibilities are indicative and Bank at its own discretion may assign KRAs or other roles as per business need.

### 25. Recruitment of Manager - Quality Assurance (Scale II):

Post	:	<b>Manager - Quality Assurance</b>
Qualifications	:	<b>Minimum qualification:</b> B. Tech / B.E. in IT (Information Technology)/Computer Science/ Electronics and Communications/ Electronics and Tele Communications/ Electronics/ MCA/ MSc Computer Science with minimum 60% marks in the aggregate of all semesters / years
Experience	:	Minimum 2 years' of post-qualification work experience in PSU/Bank/ Financial Institutions/ Listed IT Companies/ Private Limited Companies in functional testing and skill set mentioned below.
Age	:	Maximum 35 years
Reporting Authority	:	The selected candidate will report to Chief Manager/ Vertical Head handling the portfolio of Information Technology.
Skill Set	:	1. Experience & Proficiency in Functional testing <ul style="list-style-type: none"> <li>a. Unit Testing</li> <li>b. Integration Testing</li> <li>c. System Testing</li> <li>d. Acceptance Testing</li> </ul> 2. Experience & Proficiency in non-Functional testing <ul style="list-style-type: none"> <li>a. Performance Testing</li> <li>b. Security Testing</li> <li>c. Usability Testing</li> <li>d. Compatibility Testing</li> </ul> 3. Testing automation & Coding Skills 4. Proven track record of strategizing and evolving testing strategies. 5. Must have managed the roadmap for web and mobile products (Android/iOS) in the financial services industry. 6. Proficiency in one or more general purpose programming languages 7. Strong Java, J2EE development/Testing experience. 8. Exposure to UI development/Testing 9. Basic knowledge of web concepts (HTML, webservers) and relational database management systems 10. Good knowledge and experience in automation testing and tools like Selenium. 11. Experience with web service testing (REST and JSON, HTTP) 12. Strong knowledge of testing tools for API testing, Load testing, distributed testing, functional testing, regression testing and exposure to testing automation is added advantage. 13. Experience with Version Control Software 14. Experience in the entire lifecycle of projects - from requirement gathering to UAT sign-off

Job Profile	<p>: 1. Working with all stake holders to ensure that the quality metrics is reviewed, closed and agreed upon.</p> <p>2. Create a list of milestones and checkpoints and set measurable criteria to check the quality on timely basis.</p> <p>3. Defining processes for test plan and several phases of testing cycle.</p> <p>4. Planning and scheduling several milestones and tasks like alpha and beta testing.</p> <p>5. Focus on automation along with manual testing.</p> <p>6. Keep raising the bar and standards of all the quality processes with every project.</p> <p>7. Set processes for test plan reviews and ensure that that test plans get reviewed by all stakeholders.</p> <p>8. Review test strategies and see that all the various kinds of testing like unit, functional, performance, stress, acceptance etc. are getting covered.</p> <p>9. Meeting with Quality standards in various new testing technologies in the industry. This may include finding new strategies for automation testing and day-to-day work processes like agile and scrum. Collaborate with development team in bugs fixing and build plans. Collaborate with QA Lead in creating test plans. Writing bug reports.</p> <p>The above roles &amp; responsibilities are indicative and Bank at its own discretion may assign KRAs or other roles as per business need.</p>
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**26. Recruitment of Manager - Data Analytics (Scale II):**

Post	: <b>Manager - Data Analytics</b>
Qualifications	: <b>Minimum qualification:</b> B. Tech / B.E. in IT (Information Technology)/Computer Science/ Electronics and Communications/ Electronics and Tele Communications/ Electronics/ MCA/ MSc Computer Science with minimum 60% (55% for OBC) marks in the aggregate of all semesters / years,
Experience	: Minimum 2 years' of post-qualification work experience in PSU/Bank/ Financial Institutions/Listed IT Companies/ Private Limited Companies in the field of Data analytics.  <b>Desirable:</b> Data Analytics Certificate from recognized Institute.
Age	: Maximum 35 years
Reporting Authority	: The selected candidate will report to Chief Manager/ Vertical Head handling the portfolio of Information Technology.
Job Profile	: <ol style="list-style-type: none"> <li>1. Utilize technical tools to ensure data is accurate and high quality. Analyze, designed and present data in a way that assists individuals, businesses, and organizations make better decisions.</li> <li>2. Driving and owning the end-to-end model lifecycle from concept to delivery for core AI/ML and analytics products/platforms.</li> <li>3. Analyze &amp; interpret data and communicate results to stakeholders, often with the aid of mathematical/statistical techniques and software.</li> <li>4. Drive simultaneous large, complex, and business critical analyses/abstract problems that serve major parts of the business.</li> <li>5. Using automated tools to extract data from primary and secondary sources</li> <li>6. Removing corrupted data and fixing coding errors and related problems</li> <li>7. Develop and maintain database, data systems - reorganizing data in a readable format</li> <li>8. Performing analysis to assess quality and meaning of data</li> <li>9. Filter Data by reviewing reports and performance indicators to identify and correct code problems</li> <li>10. Using statistical tools to identify, analyze, and interpret patterns and trends in complex data sets that could be helpful for the diagnosis and prediction</li> <li>11. Assigning numerical value to essential business functions so that business performance can be assessed and compared over a period of time.</li> </ol>

	<p>12. Preparing reports for the management stating trends, patterns, and predictions using relevant data</p> <p>13. Working in tandem with programmers, engineers, and management heads to identify process improvement opportunities, propose system modifications.</p> <p>14. Preparing final analysis reports for the stakeholders to understand the data-analysis steps, enabling them to take important decisions based on various facts and trends.</p> <p>15. Be a key influencer in strategy and contribute significantly to overall planning.</p> <p>16. Establish a robust quality assurance process for new analytical systems and Overseeing implementation of data governance and privacy policies.</p> <p>The above roles &amp; responsibilities are indicative and Bank at its own discretion may assign KRAs or other roles as per business need.</p>
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### 27. Recruitment of Java Developer in Scale II:

Post	<b>Manager - Java Developer</b>
Qualification	<b>Minimum qualification:</b> B. Tech / B.E. in IT (Information Technology)/Computer Science/ Electronics and Communications/ Electronics and Tele Communications/ Electronics/ MCA/ MSc Computer Science with minimum 60% (55% for OBC) marks in the aggregate of all semesters / years.
Experience	Minimum 2 years' of post-qualification work experience in PSU/Bank/ Financial Institutions/Listed IT Companies/ Private Limited Companies in Java applications.
Age	Maximum 35 years.
Skill Set	<ol style="list-style-type: none"> <li>1. Complete knowledge of both, front end and backend required to build the fully functional Java application.</li> <li>2. Sound knowledge of Object-Oriented Programming (OOP) Patterns and Concepts.</li> <li>3. Basic Understanding of the concepts of MVC (Model-View-Controller) Pattern, JDBC (Java Database Connectivity), and RESTful web services</li> <li>4. Relevant Knowledge of Java GUI frameworks like Swing, SWT, AWT according to project requirements</li> <li>5. Hands on experience with Windows environments.</li> <li>6. Good understanding of Cryptography fundamentals.</li> <li>7. Other skills include JSON, SOAP, WSDL, XML, XSLT, XPATH.</li> <li>8. Microsoft Application Servers experience (IIS)</li> <li>9. Proficient understanding of code versioning tools</li> <li>10. Experience in developing web applications using popular web application frameworks</li> <li>11. Basic understanding of financial transaction using ISO 8583 standard</li> </ol>
Job Profile	<ol style="list-style-type: none"> <li>1. Design and build Banking/Financial applications using Java technology</li> <li>2. The Java developer is responsible for several Java-related duties throughout the software development lifecycle, from concept and design to testing. The developer is required to create user information solutions through the development, implementation, and maintenance of Java-based components and interfaces.</li> <li>3. Work with outside data sources and APIs</li> <li>4. Unit-test code for robustness, including edge cases, usability, and general reliability</li> <li>5. Contribute in all phases of the development lifecycle; write well-designed, testable, efficient code.</li> <li>6. Develop the front end architecture</li> </ol>

	<ol style="list-style-type: none"> <li>7. Design UI layout</li> <li>8. Develop back end framework</li> <li>9. Continuously discover, evaluate, and implement new technologies to maximize development efficiency</li> <li>10. Work on bug fixing and improving application performance.</li> </ol>
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## 28. Recruitment of Mobile App. Developer in Scale II:

Post	<b>Manager - Mobile App. Developer</b>
Qualification	<b>Minimum qualification:</b> B. Tech / B.E. in IT (Information Technology)/Computer Science/ Electronics and Communications/ Electronics and Tele Communications/ Electronics/ MCA/ MSc Computer Science with minimum 60% marks in the aggregate of all semesters / years.
Experience	Minimum 2 years' of post-qualification work experience in Android /iOS App Development in PSU/Bank/ Financial Institutions/Listed IT Companies/ Private Limited Companies.
Age	Maximum 35 years.
Skill Set	<ol style="list-style-type: none"> <li>1. Proven software development experience and Android/iOS skills development. Proven working experience in Android/iOS app development and have published at least -05- original Android/iOS app</li> <li>2. Experience with third-party libraries and APIs.</li> <li>3. Experience in Mobile Application design, development &amp; deployment. Should have hands-on experience in all stages of Mobile app life cycle - concept, design, build, deploy, test, release to app stores and support</li> <li>4. Experience in implementing Web Applications and Web Services in .NET/Java technologies will be an advantage. Experience on web service integration (SOAP, REST, JSON, XML). Experience with at least one of the latest JavaScript frameworks like Xamarin, Angular JS, React JS, Ionic 2/3 and Cordova will be an advantage</li> </ol>
Job Profile	<ol style="list-style-type: none"> <li>1. Design and build advanced applications for the Android/ iOS platform.</li> <li>2. Support the entire application lifecycle (concept, design, test, release and support). Ensure the performance, quality, and responsiveness of applications.</li> <li>3. Work with outside data sources and APIs</li> <li>4. Troubleshoot and debug to optimize performance.</li> <li>5. Liaise with Product development team to plan new features</li> <li>6. Unit-test code for robustness, including edge cases, usability, and general reliability</li> <li>7. Work on bug fixing and improving application performance</li> <li>8. Continuously discover, evaluate, and implement new technologies to maximize development efficiency</li> <li>9. Coordinate with various teams to ensure all development tasks meet quality criteria.</li> <li>10. Research and suggest new mobile products, applications and protocols</li> <li>11. Keep raising the bar and standards of all the quality processes with every project.</li> </ol>

**29. Recruitment of VMWare / Virtualization Administrator in Scale II:**

Post	<b>Manager - VMWARE/ Virtualization Administrators</b>
Qualification	<b>Minimum qualification:</b> B. Tech or B.E in any of the following streams i.e. Computer Science/ Information Technology / Electronics / Electronics & Communication/ MCA or M.Sc. Computer Science. Minimum 60 % marks in the aggregate of all semesters / years. <b>Desirable :</b> Certification in Certification in VMware / Virtualization technologies is desirable
Experience	<b>Essential:</b> Minimum 2 years' of post-qualification work experience in VMware virtualization in PSU/Bank/ Financial Institutions/Listed IT Companies/ Private Limited Companies.
Age	Maximum 35 years
Job Profile	<ol style="list-style-type: none"> <li>1. Monitoring the Virtual Servers and ensuring Availability of the VMs.</li> <li>2. Monitoring health of the applications installed on virtual environment.</li> <li>3. VM Creation / configuration, understanding of virtualization technology, scripting knowledge, performance tuning of VMWare servers and virtual sessions and management of servers resources between virtual machines.</li> <li>4. Management of Windows, LINUX, storage &amp; virtualized infrastructure, Architecting and providing technical solution based on LINUX, VMware platform.</li> <li>5. To ensure the infrastructure is maintained as per the compliance and standards.</li> <li>6. Troubleshooting and incident analysis for resolution within SLA, RCA analysis and availability.</li> <li>7. Should co-ordinate with IS, Audit, and Risk team during internal and external audit for compliance and closure</li> <li>8. Should proactively review and resolve escalated call.</li> <li>9. On time version upgrade to closure of security vulnerability.</li> <li>10. Performing DR Drill activity to achieve scheduled timeline &amp; reduce the downtime during Dr Drill.</li> </ol>

**30. Recruitment of Manager - DBA-MSSQL (Scale II):**

Post	: <b>Manager - DBA-MSSQL</b>
Qualifications	: <b>Minimum qualification:</b> B. Tech / B.E. from a University / Institute recognized by Government of India or its Regulatory bodies in Information Technology / Computer Science / Electronics and Communications / Electronics and Tele Communications / Electronics / MCA/ MSc Computer Science with minimum 60% marks in the aggregate of all semesters / years.
Experience	: Minimum 2 years' of post-qualification work experience as Database Administrator in PSU / Bank / Financial Institutions / Listed IT Companies / Private Limited Companies.
Age	: Maximum 35 years
Reporting Authority	: The selected candidate will report to General Manager/ Vertical Head handling the portfolio of Information Technology/CTO.
Job Profile	: <ol style="list-style-type: none"> <li>1. Database Administration in Oracle / SQL SERVER RDBMS.</li> <li>2. Installation and maintenance of Oracle Real Application clusters and any Change Data Capture solutions</li> <li>3. Maintaining Database, DBA Report Generation, Rectification of problems in database, Defining Oracle Parameters etc.,</li> <li>4. Installation / Administration/ Configuration of Databases as per the Bank requirement.</li> </ol>

	<ol style="list-style-type: none"> <li>5. Cluster Configurations (RAC, Active-Passive Clustering) w.r.t Databases.</li> <li>6. Configuring DR (Standby's) databases, maintaining data guard/log shipping Configurations.</li> <li>7. Applying Database patches as per the Bank's Policy.</li> <li>8. Hardening the Databases as per the Bank's Policy.</li> <li>9. Trouble Shooting, Purging, Archiving,</li> <li>10. Backup, Re-organization of database;</li> <li>11. Implementing all the new features w.r.t the databases like TDE, Database Vault, Oracle Vault etc.as per the versions and license availability.</li> <li>12. Installation/ Administration/ Configuration of Oracle Enterprise Manager and Integration of RDBMS into OEM.</li> <li>13. Anticipating requirements and making changes to keep the organization secure,</li> <li>14. Liaison with various in-house and/or third party teams and ensure achieving the. Define standards related to data management.</li> </ol>
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### 31. Recruitment of Assistant General Manager - Credit (Scale-V):

Post	:	<b>Assistant General Manager - Credit</b>
Qualifications	:	<p><b>Minimum qualification:</b> Graduate from recognized university with professional qualification of CA/CMA/CFA from recognized institute/board.</p> <p><b>Or</b></p> <p>Post Graduate Degree in any discipline preferably from Banking/ Finance/ any credit related field from recognized university/Institution / Board.</p>
Experience	:	<p>Minimum experience of 10 years' post qualification experience as an officer out of which 7 years' experience should be in processing of Commercial Credit / MSME/ Project Finance / Mid &amp; large Credit in Public Sector Banks/ Private Sector Banks / Financial Institutions.</p> <p><b>Desirable:</b> Work experience in Forex of minimum 1 year will be preferred.</p>
Age	:	Maximum 45 years
Reporting Authority	:	The selected candidate will report to General Manager/ Vertical Head handling the portfolio of Credit.
Job Profile	:	<ol style="list-style-type: none"> <li>1. Undertake credit assessment process &amp; pitch the right product to the right customer as per their requirement.</li> <li>2. Monitoring Average TAT of proposals handled at various levels i.e. Head Office/ Zonal Offices/ Branches.</li> <li>3. Consider key market nuances in the credit underwriting process</li> <li>4. Undertake comprehensive opportunity capturing while conducting credit assessment</li> <li>5. Ensure maintenance of Healthy credit portfolio of the Bank.</li> <li>6. Manage the complete lifecycle of loan process.</li> <li>7. Keep a track of market factors, indices, policies and regulations and identify their impact on credit portfolio.</li> <li>8. Ensure post disbursement documents and covenant management</li> <li>9. Work closely with internal teams such as legal, technical valuation, filed investigation, risk containment amongst others</li> <li>10. Monitor loan utilization, repayment capacity, adherence to policy/guidelines and loan covenants and other critical processes and compliance checks.</li> <li>11. Risk assessment, risk quantification and risk mitigating strategies related to large project finance/large term loan proposals to top management.</li> <li>12. To convey a clear opinion regarding the feasibility of the proposed transaction, from a risk point of view covering business model, industry risk, structure and financial risk. Approval/recommendation of credit limits and transactions. Conduct ongoing monitoring for existing customers.</li> </ol>

	<p>13. Conduct periodic company and plant visits as per requirement.</p> <p>14. Be conversant with the policies &amp; guidelines issued by RBI &amp; GOI &amp; other regulatory bodies &amp; able to strategize Bank's policies in the same light.</p> <p>15. Monitoring performance of Zones and Overseas Branches, Forex Centers, Corporate Finance Branches and Mid Corporate Branches.</p> <p>16. To review existing loan schemes and ensure proper updation in the policy guidelines as per regulatory guidelines issued from time to time.</p> <p>The above roles &amp; responsibilities are indicative and Bank at its own discretion may assign KRAs or other roles as per business need.</p>
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### 32. Recruitment of Assistant General Manager-Board Secretary & Corporate Governance (Scale V):

Post	:	<b>Assistant General Manager - Board Secretary &amp; Corporate Governance</b>
Location	:	Head Office, Pune
Qualifications	:	<b>Minimum qualification:</b> Professional qualification of CS from the Institute of Company Secretaries of India (ICSI). <b>Desirable Qualification:</b> CA/CFA/CMA/Risk Management/Finance from recognized university / institution/ Board recognized by GOI.
Experience	:	Minimum experience of 10 years' in Banking as an Officer or any of the listed company, out of which minimum 3 years' should be in Board Secretariat/ Investor Relations. <b>Desirable experience:</b> Good understanding & experience of credit.
Age	:	Maximum 45 years
Reporting Authority	:	The selected candidate will directly report to General Manager/ Vertical Head handling the portfolio Board Secretary / Executive Directors / MD & CEO.
Job Profile	:	<ol style="list-style-type: none"> <li>1. The Board Secretary should ensure that all Agenda / Reports be provided to Members of the Board with all necessary information. A copy of previous minutes of the Board meetings as well as information &amp; documents should be given whenever required. The board secretary should be responsible for counselling the board through the Chairman on all Governance matters. Handling of all Board related activities.</li> <li>2. Knowledge of SEBI &amp; LODR related matters. Compliance Officer of SEBI/GOI Regulations / Implementation of Prevention of insider. Timely completion of all SEBI related audits/uploading compliances on Stock Exchanges. Liaison with Stock Exchanges/ RBI/GOI/SEBI/RTA/DPs/NSDL/Consultants for all issues including e-voting etc. Stakeholder Relationship maintenance.</li> <li>3. Attending to all SEBI related compliance issues/ Prohibition of Insider Trading (PIT) regulations and other policies and timely disclosure of all regulatory filings. Providing compliances support and clarifications to all departments. Conducting / coordinating meetings of the Board and its various Committees.</li> <li>4. Minutes of the Committees and Board meeting to be recorded as per professional standards mandated. Complying Resolution of NSE/BSE/SEBI and attending/replying other investor related complaints. Liaison with Government of India, Bank Board Bureau / FSIB and Reserve Bank of India on various administrative matters related to the Board functioning and procedures. Stakeholder Relationship maintenance.</li> <li>5. To report to the Board about compliance with the provision of the applicable Acts and Laws. To ensure constitution / re-constitution of Board Committees are done strictly as per laid down norms/customary practices. Ensuring Corporate Governance Norms of SEBI / Stock. Exchanges and ensuring Compliance with Banking laws, Nationalized Banks' Scheme, SEBI Rules/Regulations, Stock Exchange guidelines/rules, Companies Act, etc. while acting as Compliance Officer for Equity Shares, Bonds, Banker to issue and Debenture Trustee. Liaison with Authorities- SEBI, NSE, BSE, NSDL, CDSL and periodical reporting of mandated information. Raising of equity capital in consultation with Chief Financial Officer and getting the shares listed with stock exchanges.</li> </ol>

	<p>6. Handling Annual General Meeting of shareholders. Continuous monitoring of SEBI Scores Portal for Investor Grievances to ensure that no shareholder grievance is pending and the Bank is free from shareholders' complaints. Ensure that the management makes available the agenda items within the time frame stipulated by the Board and its committees. The minutes of the meetings of committee and the Board are to be recorded as per the professional standards mandated. Ensuring adherence to the "Code of Conduct for the Board of Directors and Senior Management" approved by the Board.</p> <p>The above roles &amp; responsibilities are indicative and Bank at its own discretion may assign KRAs or other roles as per business need.</p>
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### 33. Recruitment of Chief Manager - Credit (Scale IV):

Post	: <b>Chief Manager - Credit</b>
Qualifications	: <b>Minimum qualification:</b> Graduate with professional qualification of CA/CMA/CFA from recognized institute/board. <b>Or</b> Post Graduate Degree in any discipline preferably from Banking/ Finance/ Agriculture/ any credit related from a recognized university/ Institution/ Board.
Experience	: Minimum experience of 8 years' as an officer out of which 5 years' experience should be in processing of Credit Commercial/ Project Finance/ Agricultural/ Mid & Large Credit in Public Sector Banks/ Private Sector Banks/ Financial Institutions. <b>Or</b> Professional qualification of CA/ CMA/ CFA with minimum 8 years' experience as an officer out of which 5 years' experience should be in processing of Credit Commercial/ Project Finance/ Agricultural (CPC Unit)/ Mid & Large Credit in Public Sector Banks/ Private Sector Banks/ Financial Institutions.
Age	: Maximum 40 years
Reporting Authority	: The selected candidate will report to Zonal Manager/ Vertical Head handling the portfolio of Credit.
Job Profile	: <ol style="list-style-type: none"> <li>1. To provide risk assessment, risk quantification and risk mitigating strategies related to large project finance/large term loan proposals to top management. Pro-actively assess the main risks and propose mitigants at the deal initiation stage. To appraise financial spreadsheets and projections.</li> <li>2. To have excellent understanding of major industries like Power (renewable energy), Road, Urban Infrastructure, Port, Airport etc. and have good understanding of key factors critical to that industry.</li> <li>3. To convey a clear opinion regarding the feasibility of the proposed transaction, from a risk point of view covering business model, industry risk, structure and financial risk. Approval/recommendation of credit limits and transactions. Conduct ongoing monitoring for existing customers.</li> <li>4. Conduct periodic company and plant visits in coordination with the Branch Heads. Monitoring of existing project loans/large term loans, involving inputs on industry, financial and business risk, management and transparency, peer analysis and financial analysis and reviews of quarterly project reports, conduct a periodic portfolio and concentration analysis, stress testing and suggest suitable corrective actions.</li> <li>5. Provide effective and robust MIS reports for the Management to enable the management to effectively assess, measure, monitor and mitigate risk in Credit operations. Any other assignments depending on the needs of the Bank.</li> </ol>



	<p>6. Scrutiny of duly filled application forms and documents received from branches as per checklist until Loan Management System / other digital lending platforms are made fully operationalized.</p> <p>7. Conduct - CIBIL, CERSAI, RBI defaulters list and other verification / checks as per loan policy guidelines. To make a reference to the database like CRISIL research.com / Prowess of Centre for Monitoring Indian Economy (CMIE) as mentioned in the lending policy and incorporate the information on the industry/ies and peer level comparison. Obtain confidential reports / Credit reports from other Banks / agencies wherever required within 5 working days. For export proposals, Credit information reports from CIC as applicable.</p> <p>8. Initiate request/ follow-up for obtaining legal search report / valuation report from empanelled advocate/ valuer. Preparation of appraisal note in the prescribed formats as applicable depends on case-to-case basis.</p> <p>The above roles &amp; responsibilities are indicative and Bank at its own discretion may assign KRAs or other roles as per business need.</p>
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#### 34. Recruitment of Senior Manager- Economist (Scale III)

Post	: Senior Manager - Economist
Qualifications	: <b>Minimum qualification:</b> The candidate must be holding a Master's Degree in Economics from a recognized University with minimum 60% in aggregate of all semesters / years. <b>Preferable:</b> Ph.D. & M.Phil.in economics
Experience	: Minimum 3 years' post qualification work experience in Banks/ Financial Institutions as Economist. It would be desirable that the articles of the candidates are published in "Peer reviewed or referred" journals or newspaper of National and International repute.
Age	: Maximum 35 years
Reporting Authority	: The selected candidate will report to Vertical Head handling the portfolio of Strategy.
Job Profile	: In addition to the normal functions of officer cadre employee, the officer will be responsible for <ol style="list-style-type: none"> <li>1. Providing strategic inputs on national and global economic developments and happenings.</li> <li>2. Assisting in formulation of policies and providing statistical inputs for the same.</li> <li>3. Compilation and interpretation of data on various financial matters.</li> <li>4. Compliance of various statutory requirements Periodic analysis and presentation of business profile to all concerned.</li> <li>5. Interpretation, Analysis and undertaking impact study of various Economic Policies announced by the Government, RBI and other regulatory authorities.</li> <li>6. Profitability analysis and study on various aspects of the banking related Topics such as study on cost, income, NIM, products etc.</li> <li>7. Be a part of Strategy and policy formulation of the Bank in various areas so as to improve competitive strength of the Bank.</li> <li>8. Analyzing various business sectors and drafting comprehensive report as per the requirement of the Bank.</li> <li>9. Analysis and Presentation on Bank's Business/policy to various stake holders.</li> <li>10. Any other work allotted by the higher authority.</li> </ol> <p>The above roles &amp; responsibilities are indicative and Bank at its own discretion may assign KRAs or other roles as per business need.</p>

### 35. Recruitment of Senior Manager - Security Officer (Scale III)

Post	:	<b>Senior Manager - Security Officer</b>
Qualifications	:	Bachelor's Degree in any discipline from recognized University
Experience	:	<b>Minimum qualification:</b> Minimum 10 years' experience as an officer in Indian Army not below the rank of Major / Lieutenant Colonel and its equivalent rank in Indian Navy, Indian Air Force with minimum 10 years of Commissioned services. <b>Or</b> Minimum 10 years' experience as an officer of equivalent rank and service in Police and Central Para Military forces / Central Police Organizations. *JCO/NCO (Junior Commissioned Officer/ Non- Commissioned Officer) are not eligible for this post.
Age	:	Maximum 38 years
Reporting Authority	:	The selected candidate will report to CSO / Vertical Head handling the portfolio of Security.
Job Profile	:	<ol style="list-style-type: none"> <li>1. Monitoring physical security and Fire Safety of the Bank.</li> <li>2. The Security Officer is responsible for the physical security arrangements at the Branches, Currency chests and Administrative Offices. The primary duty of the Security Officer will be to implement all guidelines and directives of H.O. For security functions, Liaison with police and other agencies, arranging security meetings as a member secretary, Security hardware maintenance, Branch security arrangements.</li> <li>3. Training of staff in security &amp; physical risk management, implementation of security guidelines, directives and instructions, follow up of police complaints in cases of breaches of security, maintenance of security records and data.</li> <li>4. The Security Officer will render necessary advice to the Zonal Head &amp; Branch Managers on matters pertaining to security and will render necessary assistance in implementation.</li> <li>5. The man management of the security staff in the branches, conduction of events of national importance like Independence Day etc., Flag hoisting formalities.</li> <li>6. Periodical Inspection of Branches and Currency Chests as per Bank's policy. Any other work allotted by the higher authority. Performing periodical security &amp; fire safety drills in the Zonal offices.</li> </ol>

### 36. Recruitment of Senior Manager - Legal (Scale III)

Post	:	<b>Senior Manager - Legal</b>
Qualifications	:	<b>Minimum qualification:</b> Bachelor's Degree in Law from a University/ Institute with a minimum 60% marks (55% in case of SC/OBC) aggregate in all years / semesters recognized (55% in case of SC/OBC) by Government of India or its Regulatory bodies and enrolled as an advocate with the Bar Council of India. <b>Desirable:</b> The candidates who possesses Master Degree in Law will be preferred.
Experience	:	Minimum experience of 7 years' of practicing as an Advocate independently or with any Law Firm of good repute before a District Court or High Court or DRT out of which at least 1-year experience of working as a Law Officer in a Bank / Financial Institution.
Age	:	Maximum 38 years
Reporting Authority	:	The selected candidate will report to Chief Law Officer / Vertical Head handling the Legal Department.
Job Profile	:	The broad functions of law officers posted at Zonal Offices are as under, which are indicative and may be expanded depending upon the peculiarities and specific requirements of the Zone -

	<ol style="list-style-type: none"> <li>1. Drafting, vetting and verification of documents for various credit facilities including consortium facilities and vetting and approval of formats of bank guarantees.</li> <li>2. Drafting, vetting and counter vetting of documents/ notices etc. sent by various panel advocates for approval. Vetting and approval of lease deed of premises and various other property documents. Project approval, opinion on project approval for financing of individual flat buyers.</li> <li>3. Giving opinion and guidance to branches in matters involving complex legal issues and complications. Advising estate officers in various cases of Public Premises Act.</li> <li>4. Guidance to branches in all legal matters that involves various facets of Banking. Attending to all legal cases before various courts like DRT, District courts, High court, Supreme Court, various Tribunals etc.,</li> <li>5. Issuing legal notices on behalf of bank and replying legal notices received by the branches and Zonal Office. Assisting the Authorized officer while taking action under SARFAESI Act i.e. drafting and issuing of SARFAESI notices, reply to objection / representation made by the borrower / guarantor, taking possession, filing of application U/s 14 of SARFAESI Act and its follow-up and put the property on sale / e-auction. Assisting authorized officer in taking action under SARFAESI Act i.e. SARFAESI notices, possession notices, sale notices drafted and issued. Uploading the sale notices on various website.</li> <li>6. Assisting Central Public Information Officer and Appellate Authority in dealing with applications and appeals received under Right to Information Act, 2005. Advising branches and Zonal office on premises matters such as drafting lease deeds, renewal of lease deeds and to defend eviction cases filed against Bank. Advising branches and Zonal office in defending cases against Bank under Consumer Protection Act.</li> <li>7. Entrusting the cases to advocates in respect of suit filed by bank or defended by Bank, as per the guidelines issued by Head Office from time to time and brief the case. Reviewing the performance of Advocates and submit the review report to H.O. as advised from time to time.</li> <li>8. Act as designated Nodal Officer for DRT, and undertake visit to DRT for monitoring the suit filed cases, Securitization Application (SA) and keeping liaison with Recovery Officer (RO) &amp; Presiding officer (PO) for expediting the cases, more particularly suit filed cases of Rs. 1.00 Core and above are to be attended by the Law officer.</li> <li>9. Following up of all suit filed and decreed accounts and assisting Recovery Officer at DRT for early recovery. Execution of decrees and liaison with Court Receiver /OL etc. Giving legal opinion to the branches /Zonal Offices in day to day banking and operational problems. Assisting branches and Zonal Offices in approving the draft of FIR / Criminal Complaint before Local Police / CBI etc. and advising in fraud cases.</li> <li>10. Assisting in conducting Lok Adalats, Submitting the SARFAESI monthly &amp; quarterly report, DRT monthly &amp; quarterly report and RTI Quarterly Report to head office in time. Submitting monthly SARFAESI &amp; DRT account wise details to HO. Punching data and updating of data in CR is Mac Legal Software. Maintaining data, updating and submission to HO account wise details of matters referred under IBC, 2016 to NCLT. Assisting Zonal Managers in empanelment of advocates and review of performance of advocate and submission of report to H O. Monitoring of suit filed and decreed accounts for effective recovery, briefing of cases to advocates, giving approval of panel valuers for SARFAESI action. Advising branches and Zonal Offices in defending cases against Bank under Consumer Protection Act.</li> </ol>
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### 37. Recruitment of Manager - Legal (Scale II)

Post	:	<b>Manager - Legal</b>
Qualifications	:	<p><b>Minimum qualification:</b> Bachelor's Degree in Law with a minimum of 60% (55% in case of SC/OBC) marks aggregate of all semesters / years from a University / Institute recognized by Govt. of India or its Regulatory bodies and enrolled as an advocate with the Bar Council of India.</p> <p><b>Desirable:</b> The candidates who possesses Master Degree in Law will be preferred.</p>
Experience	:	<p>Minimum 5 years' of post-qualification work experience as an Advocate independently or with any Law Firm of good repute before a District Court or High Court or DRT.</p> <p><b>Desirable:</b> Preference shall be given to the candidates having experience as a Law Officer in the Legal Department of a Nationalized Bank/ Financial Institution. Experience of cases under (I) Banking Laws, Company Laws, Labour Laws, Family Laws, Constitutional Law, Property and Revenue matters etc. Experience in drafting and vetting of pleadings and documents;</p>
Age	:	Maximum 35 years
Reporting Authority	:	The selected candidate will report to Chief Law Officer / Vertical Head handling the Legal Department.
Job Profile	:	<p>The broad functions of law officers posted at Zonal Offices are as under, which are indicative and may be expanded depending upon the peculiarities and specific requirements of the Zone</p> <ol style="list-style-type: none"> <li>1. Drafting, vetting and verification of documents for various credit facilities including consortium facilities and vetting and approval of formats of bank guarantees.</li> <li>2. Drafting, vetting and counter vetting of documents/ notices etc. sent by various panel advocates for approval. Vetting and approval of lease deed of premises and various other property documents. Project approval, opinion on project approval for financing of individual flat buyers. Giving opinion and guidance to branches in matters involving complex legal issues and complications.</li> <li>3. Advising estate officers in various cases of Public Premises Act. Guidance to branches in all legal matters that involves various facets of Banking. Attending to all legal cases before various courts like DRT, District courts, High court, Supreme Court, various Tribunals etc.,</li> <li>4. Issuing legal notices on behalf of bank and replying legal notices received by the branches and Zonal Office. Assisting the Authorized officer while taking action under SARFAESI Act i.e. drafting and issuing of SARFAESI notices, reply to objection / representation made by the borrower / guarantor, taking possession, filing of application U/s 14 of SARFAESI Act and its follow-up and put the property on sale / e-auction. Assisting authorized officer in taking action under SARFAESI Act i.e. SARFAESI notices, possession notices, sale notices drafted and issued. Uploading the sale notices on various website.</li> <li>5. Assisting Central Public Information Officer and Appellate Authority in dealing with applications and appeals received under Right to Information Act, 2005. Advising branches and Zonal office on premises matters such as drafting lease deeds, renewal of lease deeds and to defend eviction cases filed against Bank. Advising branches and Zonal office in defending cases against Bank under Consumer Protection Act.</li> <li>6. Entrusting the cases to advocates in respect of suit filed by bank or defended by Bank, as per the guidelines issued by Head Office from time to time and brief the case. Reviewing the performance of Advocates and submit the review report to H.O. as advised from time to time.</li> <li>7. Act as designated Nodal Officer for DRT, and undertake visit to DRT for monitoring the suit filed cases, Securitization Application (SA) and keeping liaison with Recovery Officer (RO) &amp; Presiding officer (PO) for expediting</li> </ol>

	<p>the cases, more particularly suit filed cases of Rs. 1.00 Core and above are to be attended by the Law officer.</p> <p>8. Following up of all suit filed and decreed accounts and assisting Recovery Officer at DRT for early recovery. Execution of decrees and liaison with Court Receiver /OL etc. Giving legal opinion to the branches /Zonal Offices in day to day banking and operational problems. Assisting branches and Zonal Offices in approving the draft of FIR / Criminal Complaint before Local Police / CBI etc. and advising in fraud cases.</p> <p>9. Assisting in conducting Lok Adalats, Submitting the SARFAESI monthly &amp; quarterly report, DRT monthly &amp; quarterly report and RTI Quarterly Report to head office in time. Submitting monthly SARFAESI &amp; DRT account wise details to HO. Punching data and updating of data in CR is Mac Legal Software. Maintaining data, updating and submission to HO account wise details of matters referred under IBC, 2016 to NCLT. Assisting Zonal Managers in empanelment of advocates and review of performance of advocate and submission of report to H O. Monitoring of suit filed and decreed accounts for effective recovery, briefing of cases to advocates, giving approval of panel valuer for SARFAESI action. Advising branches and Zonal Offices in defending cases against Bank under Consumer Protection Act.</p>
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### 38. Recruitment of Manager - Human Resource (Scale-II)

Post	: <b>Manager- Human Resource</b>
Qualifications	: <b>Minimum qualification:</b> Candidate must be a Graduate from a University / Institute recognized by Government of India or its Regulatory bodies and Two Years Full Time Post Graduate Degree (Not through Distance/ Online Mode of Education) in Personnel Management / Industrial Relations/ HR / HRD/ Social Work / Labour Law (Not through Distance Online Mode of Education) with a minimum mark of 60% marks in aggregate of all semesters / years <b>OR</b> Two Years Full Time Post Graduate Diploma in Personnel Management / Industrial Relations/ HR / HRD/ Social Work / Labour Law (Not through Distance Online Mode of Education) with a minimum mark of 60% marks in aggregate of all semesters / years in PG courses.
Experience	: Minimum 3 years' of post-qualification work experience as HR Manager / Officer in Scheduled Commercial Banks/PSUs/ Central or State Govt. Departments/Reputed Private Limited Companies. <b>Desirable:</b> Candidates having exposure to Labor law, Labor court and Conciliation proceedings, IR and training related activities may be given preference.
Age	: Maximum 35 years
Reporting Authority	: The selected candidate will report to Chief Manager/ Vertical Head handling the portfolio of HRM Department.
Job Profile	: <ol style="list-style-type: none"> <li>1. Coordinating recruitment/employee engagement activities of the bank. Payroll management: Salary, Annual Increments, Professional Tax, Income Tax, Payment of Bonus, Other Compliances. Reimbursement of various perks &amp; benefits: Processing of various claims i.e. T.A. Bills, Medical Bills, conveyance, etc.</li> <li>2. To assist in framing HRM policy, handling/ maintain and developing the in house Human Resource Management Software.</li> <li>3. Maintaining / Processing Performance Appraisal of all employees. Labour Law Compliance: I.D. Act, Gratuity Act, Minimum Wages Act, Equal Remuneration Act, Employment exchange Act, Bonus Act, etc.</li> <li>4. Issuance of show cause/calling of say, charge sheet, assisting the Disciplinary Authority with Disciplinary action process, Domestic Enquiry etc. Labour Court Matters: Attending Labour Court / Conciliating meetings etc. Industrial Relations: Keeping good Employee Relation. Posting/transfer of employees: Assisting Zonal Manager / Dy. Zonal</li> </ol>

	<p>Manager in proper deployment of staff at Zonal Level / Relieving arrangements.</p> <p>5. Coordinating with Training College to ensure nomination for training &amp; participation. Promotion Process: Assisting for smooth implementation of promotion process. Staff welfare: Hearing employees' grievance and providing guidance as per rules / guidelines of the bank. Terminal benefits: Processing of terminal benefits i.e. Provident Fund, Gratuity on superannuation/VRS, resignation etc. Handling staff grievances and providing resolutions.</p> <p>6. To supervise the quality of work done by the staff members in a year in order to understand the best way it can utilize a staff. Based on this performance, sometimes a staff is required to be awarded or punished. For a sound and effective implementation of Human Resource Policy of the bank so that the human resources available in the bank can be efficiently and effectively utilized. Strong technical &amp; analytical skills. Strong written and verbal communication skills, Strong Excel Modelling skills.</p>
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### 39. Recruitment of Manager- Business Development Officer (Scale-II)

Post	: <b>Manager- Business Development Officer</b>
Qualifications	: <b>Minimum qualification:</b> Candidate must be a Graduate from a University / Institute recognized by Government of India or its Regulatory bodies and should have Full time two years MBA Marketing / Full time two years PGDBA (Post Graduate Diploma in Business Administration) with Marketing Specialization) / PGDBM (Post Graduate Diploma in Business Management) Specialization in Marketing with minimum aggregate 60% (55% in case of SC/OBC) marks in all semesters / years from a University / Institute recognized by Government of India or its Regulatory bodies. In case of dual specialization, one of the field of specialization should be in Marketing stream. In case of major / minor specialization, major specialization should be in marketing stream. <b>Candidates having PG Degree (MMS or MBA)/PG Diploma with more than two specializations or completed through distance/ online mode are not eligible.</b>
Experience	: Minimum 3 years' post-qualification work experience as Marketing Officer / Relationship Manager / Customer Service Manager / Liaison Officers (Customer Service) in Scheduled Commercial Banks/ Financial Institutions/ Central or State Govt. Departments / Reputed Private Organizations. <b>Desirable:</b> Persons having experience in business development / new business sourcing / Liaison with Government departments / Ministries / PSUs etc.
Age	: Maximum 35 years
Reporting Authority	: The selected candidate will report to General Manager/ Vertical Head handling the portfolio of Planning Department.
Job Profile	: <ol style="list-style-type: none"> <li>1. Scouting of New Proposals/ Deposits/Accounts from the market/cluster allotted/Zone.</li> <li>2. Increase in the Retail and MSME Credit flow.</li> <li>3. Acquisition of new HNI, Government Departments/ Institutional Accounts.</li> <li>4. Contacting and generating business through the TASC (Trust, Association, Society and Club) account.</li> <li>5. Contacting the Institutions/ Govt. Organizations like agencies implementing various Government Sponsored Social Schemes, PSUs, Municipalities, Panchayats/ Schools/ Hospitals/ Builders etc. in the command area for business generation.</li> <li>6. Contacting and generating business through the Industrial development corporations, Industrial belts and all the Business clusters / Business Associations etc.,</li> <li>7. Exploring new bankable proposal in the MSME segment by identifying and contacting Local trader's associations/ Business associate/ Exporter</li> </ol>

	<p>association/ Manufacturing associations/ Contractors, Hotel associations etc.</p> <p>8. Marketing of latest technological Products of Banks and providing facility of QR Code and Payment Gateway to existing and proposed customers like schools, colleges, hospitals, municipal corporations etc.</p> <p>9. Analyzing product/service portfolio of other Banks in the command area and preparing marketing material in local language.</p>
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**A. Note:**

1. The above number of vacancies are provisional and may vary according to actual requirement of the Bank, subject to availability of suitable candidates.
2. The candidates belonging to reserved category for which no reservation has been announced are free to apply for vacancies announced for unreserved categories. However, they must fulfil all the eligibility conditions of unreserved category.
3. The selected candidates will be posted anywhere in India, depending on the requirement of the Bank. The job role / description is only indicative and not exhaustive; applicants must fulfil their duties in accordance with the tasks that are assigned to them.
4. **The cut- off date for Eligibility Criteria and other details is 30.06.2024.**
5. Before applying, candidates are requested to ensure that they fulfill the eligibility criteria for the post as on the date of eligibility. **Incomplete application forms are liable for rejection.**
6. Candidates are advised to check Bank's website regularly for details and updates. No separate intimation / advertisement etc. will be issued in case of any change / update.
7. Vacancies reserved for OBC category are available only to the 'Non-creamy layer' OBC candidates. 'Creamy layer' OBC candidates should indicate their category as 'General'. Vacancies for PwBD category candidates are reserved horizontally. @ PwBD categories under clauses 'd' & 'e' of Section 34(i) of RPWD Act 2016 - (i) "Specific Learning Disability" (SLD); (ii) "Mental Illness" (MI); (iii) "Multiple Disabilities" (multiple disabilities amongst LD, VI, HI, SLD & MI).
8. Reservation for Economically Weaker Section (EWS) in recruitment is governed by Office Memorandum no. 36039/1/2019-Estt (Res) dated 31.01.2019 of Department of Personnel & Training, Ministry of Personnel, Public Grievance & Pensions, Government of India. Benefit of reservation under EWS category can be availed upon production of an 'Income and Asset Certificate' issued by a Competent Authority on the format prescribed by Government of India.
9. **Reservation for Persons with Benchmark Disabilities (PwBD):** 4% horizontal reservation has been provided to Persons with Benchmark Disabilities as per section 34 of "Rights of Persons with Disabilities Act, 2016".
10. Candidate should be proficient in computers; good in inter-personal communication skills, analytical skills and drafting skills. The appointment of officers is on pan India basis and the selected candidates are liable to be posted anywhere in India as an Officer as per Bank's requirement. Graduation degree should be from recognized University / Institutes approved by Govt. of India or its regulatory bodies.
11. The date of passing eligibility examination will be the date appearing on the mark sheet or provisional certificate issued by the University/ Institute. In case the result of a particular examination is posted on the website of the University/ Institute, a certificate issued by the

appropriate authority of the University/ Institute indicating the date on which the result was posted on the website will be taken as the date of passing.

12. Candidate should indicate the percentage obtained in Graduation calculated to the nearest two decimals in the offline application. Where CGPA/ OGPA is awarded, the same should be converted into percentage and indicated in the offline application. If called for interview, the candidate will have to produce a certificate issued by the appropriate authority inter alia stating the norms of the University regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of these norms.
13. Calculation of Percentage: The percentage marks shall be arrived at by dividing the total marks obtained by the candidate in all the subjects in all the semester(s)/ year(s) by aggregate maximum marks in all the subjects irrespective of honours /optional/ additional optional subject, if any. This will be applicable for those Universities also where Class/ Grade is decided on basis of Honours marks only. **The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60%.**
14. In case of any candidate completed the Diploma Course and directly got entry into second year / semester in degree course by getting exemption of few semesters / years then only those semesters / years marks would be considered which are part of bachelor's degree, neither diploma marks nor any exempted semesters/ years marks shall be considered for eligibility. The same shall also be applicable for other degree courses.
15. In case of Contractual Posts, the contract period will be 3 years from the date of joining extendable up to 5 years. The remuneration shall be negotiable.

**B. Age Limit: Relaxation in upper age limit (As on 30.06.2024):**

Sr.	Category	Age relaxation	
01	Scheduled Caste/ Scheduled Tribe	5 Years	
02	Other Backward Classes (Non-Creamy Layer)	3 Years	
03	Persons With Benchmark Disabilities (PWBD)	PwBD (SC/ ST)	15 Years
		PwBD (OBC)	13 Years
		PwBD (GEN/ EWS)	10 Years
04	Ex Servicemen, Commissioned officers including Emergency Commissioned Officers (ECOs)/ Short Service Commissioned Officers (SSCOs) who have rendered 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within 6 months from the last date of receipt of application) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or physical disability attributable to military service or invalidment.	5 Years	
05	Persons affected by 1984 riots	5 Years	

**C. Category: -**

Please note that change of category will not be permitted at any stage after registration of offline application. Candidates belonging to OBC category but coming in the 'CREAMY LAYER', are not entitled to OBC reservation and age relaxation. They should indicate their category as 'GEN' or 'GEN (OC)' or 'GEN (VI)' or GEN (HI) or GEN (ID) (as applicable).

- D. Candidates with record of default in repayment of loans/ credit card dues and/ or against whose name adverse report of CIBIL or other external rating agencies is available are not eligible for appointment. Candidates against whom there is / are adverse report regarding character & antecedents, moral turpitude are not eligible to apply for the post. Candidates who have been found guilty in any departmental investigation are ineligible for the positions.



**E. Career Path, Joining and Training:**

1. The selected candidates, at the time of joining, will have to execute a Bond to serve the Bank for stipulated period. The Bond will be invoked by the Bank if the candidate resigns from the service of the Bank before expiry of bond period from the date of joining.
2. On joining, the selected candidates will be designated as above mentioned post and will be on probation for a period of 6 months. They will be subjected to continuous assessment during the probation period. Those candidates who qualify in the assessment as per standards determined by the Bank from time to time, will be confirmed in the Service of the Bank.
3. If any candidate fails to achieve minimum standards stipulated, his / her services may be terminated from the Bank. Bank provides immense opportunities for growth in career, including opportunities for posting in various sections. The attractive promotion policy of the Bank provides an opportunity to the meritorious and exceptionally brilliant officers to reach the Top Management Grade in a reasonably quick time.

**F. Emoluments:** Presently, the starting basic pay applicable is as under:

1	Scale of Pay : Scale VI	140500 - 4000/4 - 156500
2	Scale of Pay : Scale V	120940 - 3360/2 - 127660 - 3680/2 - 135020
3	Scale of Pay : Scale IV	102300 - 2980/4 - 114220 - 3360/2 - 120940
4	Scale of Pay : Scale III	85920 - 2680/5 - 99320 - 2980/2 - 105280
5	Scale of Pay : Scale II	64820 - 2340/1 - 67160 - 2680/10 - 93960

The official will also be eligible for D.A, H.R.A / Lease rental, C.C.A, Medical and other allowances etc. in a Metropolitan center & perquisites as per rules in force from time to time. Allowances may vary depending upon the place of posting.

**G. Confirmation:**

The confirmation of newly recruited officers will be subject to satisfactory completion of stipulated probation i.e. period of 6 months.

**H. Probation Period & Bond:**

The selected candidates will be on probation for the under-mentioned period from the date of joining the Bank. There is mandatory provision of executing a service bond by selected candidates.

Scale	Probation Period	Bond	
		Amount Rs.	Minimum Service Period
Scale VI	6 Months	02.00 Lakh	2 Years
Scale V	6 Months	02.00 Lakh	2 Years
Scale IV	6 Months	02.00 Lakh	2 Years
Scale III	6 Months	02.00 Lakh	2 Years
Scale II	6 Months	02.00 Lakh	2 Years

**I. Nationality / Citizenship:**

A candidate must be either (i) a Citizen of India or (ii) a subject of Nepal or (iii) subject of Bhutan or (iv) a Tibetan Refugee who came over to India before 01<sup>st</sup> Jan 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 of a candidates belong to categories (ii), (iii), (iv) & (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Govt. of India.

A candidate in whose case a certificate of eligibility is necessary may be admitted to examination/Group discussions/interview conducted by the Bank, but on final selection, the offer of appointment will be given only after the necessary eligibility certificate issued to him by Government of India is submitted to the Bank.

**J. Selection Procedure:**

1. Selection will be through examination (if required) and personal interview / discussion. A preliminary screening of applications may be carried out by the Bank to shortlist eligible candidates with reference to candidate's qualifications, suitability / experience etc.
2. Final Selection will be on the basis of marks secured by the candidate in personal interview / discussion. The allocation of marks for personal Interview is 100. The candidate should score minimum 50 marks (45 in case of SC/ST/PwBD) to qualify in the interview. In case more than one candidate score the cut-off marks (common marks at cut-off point), such candidates will be ranked according to their age in descending order, in the merit. Bank may change the mode of selection depending upon the number of candidates.
3. **While short listing the candidates, bank may consider additional qualification/s, greater experience and level of responsibilities handled. Thus, merely fulfilling minimum qualification and experience criteria would not automatically entitle a candidate for the interview and the bank as per decided criteria shall shortlist the candidates for interview and accordingly only such candidates will be allowed to participate in recruitment process.**
4. **Bank reserves the right to conduct written examination depending upon number of applications received, if deem fit and proper.**
5. Mere eligibility / admission to Group Discussions / Interview / pass in GD/ interview does not imply that the Bank is satisfied beyond doubt about the candidate's eligibility and shall not vest any right in a candidate for selection.
6. The Bank would be free to reject the candidature of any candidate at any stage of recruitment process, if he / she is found to be ineligible and / or furnished incorrect or false information / certificates / documents or has suppressed any material facts and the fees paid by the ineligible candidates shall be forfeited. If appointed, such a candidate may be summarily removed from the services of the Bank.

**K. List of document/s to be produced at the time of 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 candidature from further participation in the recruitment process.

1. Printout of the valid Interview Call Letter.
2. Printout of the submitted application form.
3. Proof of Date of Birth (Birth Certificate issued by the Competent Municipal Authority or SSLC/ Std. X Certificate with DOB).
4. For the purpose of identification, please bring Passport /Aadhar Card/ PAN card / Voter ID / Driving License / any other Photo ID card issued by Statutory Authorities where photograph is affixed.
5. **Mark sheets / Certificates from SSC examination onwards to the highest examination passed.**
6. Certificates, as specified in the eligibility criteria.
7. Individual Semester / Year wise Mark sheets & certificates for educational qualifications including the final degree. Proper document from Board/ University for having declared the result on or before cut-off date has to be submitted.

8. Please bring a detailed specific and explicit experience certificate including details of full name, full address and telephone numbers of employers, period of experience with exact dates, designation held, nature of duties handled/ Job Profile, number of persons working under you, nature of Projects handled etc.
9. **Income and Asset Certificate** issued by competent authority, strictly in the prescribed format as stipulated by Government of India, in case of **EWSs (Economically Weaker Sections)** category candidates.
10. Caste Certificate issued by competent authority, strictly in the prescribed format as stipulated by Government of India, in case of SC / ST / OBC category candidates.
11. In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate **does not belong to creamy layer** section excluded from the benefits of reservation for Other Backward Classes in Civil post & services under Government of India. OBC caste certificate containing the non-creamy layer clause should be valid as on the date of interview if called for (issued within one year as on the date of advertisement). **Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification.**
12. An Ex-serviceman candidate has to produce a copy of the Service or Discharge Book along with pension payment order and documentary proof of rank last / presently held (substantive as well as acting) at the time of interview.
13. Persons eligible for age relaxation under B(5) must produce a certificate from the District Magistrate to the effect that they are eligible for relief in terms of the Rehabilitation Package for 1984 Riot Affected Persons sanctioned by the Government and communicated vide Ministry of Finance, Dept. of Financial Services Communication No.F.No.9/21/2006-IR dated 27.07.2007.
14. Any other relevant documents in support of eligibility.
15. **Note: Candidates will not be allowed to appear for the interview if he/ she fails to produce the relevant eligibility documents as mentioned above.**
16. **Non-production of relevant eligibility documents at the time of interview shall make the candidate ineligible for further process of recruitment.**

**L. How to apply:**

1. Applicants have to submit their applications in the format enclosed as annexure along with self-attested documents.
2. Last date for submission of application is **26<sup>th</sup> July 2024**. No application shall be entitled beyond the stipulated date.
3. All eligible and interested candidates should apply in the prescribed application format to reach the address cited below on or before **26<sup>th</sup> July 2024**. Any application received after the due date will be summarily rejected.
4. Incomplete applications or not supported requisites documents will be rejected.
5. Application fee to be remitted by the applicants along with the application for Recruitment is as under inclusive of GST @ 18% on application fee (**Non-Refundable**):

Sr	Category	Application Fee / Intimation Charges	GST	Total
01	UR / EWS / OBC	1000	180	1180
02	SC / ST / PwBD	100	18	118

6. Address the application, superscripting **“Application for the post of**

**“GENERAL MANAGER**

**BANK OF MAHARASHTRA, H.R.M DEPARTMENT,  
HEAD OFFICE, “LOKMANGAL”, 1501, SHIVAJINAGAR, PUNE 411 005”.**

7. Mode of Payment: - Application fees of Rs: 1,180/- inclusive of GST payable by the way of Demand Draft (**Non-refundable**) drawn on any Nationalized Bank in favour of **“Bank of Maharashtra- Recruitment of Officers Project 2024-25”** payable at Pune. No other mode of payment is acceptable.
8. Applications once submitted will not be allowed to withdraw and fee once paid will not be refunded on any ground nor can it be held in reserve for any other examination or selection.

Eligible candidate has to apply through offline mode only and no other means / modes of application are acceptable.

9. Candidates are requested to apply offline between **11th July 2024 and 26th July 2024**

Particulars	Date
Last Date of receipt of Application	<b>26<sup>th</sup> July 2024</b>

- M. Documents to be enclosed with application form:** The candidates should send each listed document/s along with application form to aforesaid address **on or before 26<sup>th</sup> July 2024.**

- (a) Resume in brief.
- (b) Identity and address Proof (Passport /Aadhar Card/ PAN card / Voter ID / Driving License / any other Photo ID card issued by Statutory Authorities where photograph is affixed.
- (c) Proof of Date of Birth (Birth Certificate issued by the Competent Municipal Authority or SSLC/ Std. X Certificate with DOB)
- (d) Educational Certificates: Relevant Mark-Sheets/ Degree Certificate
  - 1. 10<sup>th</sup> Certificate and Mark-sheet
  - 2. 12<sup>th</sup> Certificate and Mark-sheet
  - 3. Diploma certificate together with semester / year wise marksheets, wherever applicable
  - 4. Graduation semester / year wise mark-sheets along with degree certificate.
  - 5. Post-Graduation semester / year wise mark-sheets along with degree certificate
  - 6. Professional Degree: - semester / year wise mark-sheets along with degree certificate
  - 7. Certificates: - Additional certificates, as specified in the eligibility criteria
- (e) Experience certificate/s
- (f) Caste Certificate SC/ST/OBC EWS Certificate, if applicable
- (g) PWD Certificate, if applicable

**N. General Information:**

- 1. Candidates are advised to take a copy of their offline application form.
- 2. Candidates should satisfy themselves about their eligibility for the post applied for. The Bank would admit to the written exam all the candidates applying for the posts with the requisite fee on the basis of the information furnished in the offline application and shall determine their eligibility at the time of interview and may verify thereafter at every stage of recruitment.
- 3. Candidates are advised in their own interest to apply offline well before the closing date and not to wait till the last date.
- 4. Bank of Maharashtra 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 the Bank.
- 5. Candidates, if selected, should submit an unconditional / clear discharge from the present employer at the time of joining the Bank, failing which the candidature shall be liable for cancellation.
- 6. In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment.
- 7. The original documents regarding eligibility criteria and proof of date of birth should be produced for verification on the date of interview. Candidate will not be allowed to attend the interview if original certificates are not produced for verification on the date of interview.
- 8. Caste certificate issued by Competent Authority on the format prescribed by the Government of India will have to be submitted by the SC/ ST /OBC/EWS candidates, if called for interview.

9. A declaration will have to be submitted in the prescribed format by candidates seeking reservation under OBC category stating that he/ she does not belong to the Creamy Layer.
10. Benefit of reservation under EWS category can be availed upon production of an 'Income and Asset Certificate' issued by a Competent Authority on the format prescribed by Government of India.
11. Candidates are advised to keep their e-mail ID alive for receiving advices / communications.
12. The Job Profile / Job role / Reporting Authority as in the advertisement is indicative and subjected to change as per administrative requirements.
13. As record for this project will not be maintained after one year on declaration of result, the information / data regarding this project will not be available thereafter.
14. After a candidate is selected but before joining the Bank, the candidate will be required to provide details regarding criminal case(s) pending against him/her, if any. The Bank may also conduct independent verification, inter alia including verification of police records etc. The Bank reserves right to deny the appointment depending upon such disclosures and/or independent verification.
15. 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 Pune and Courts/ Tribunals/ Forums at Pune only shall have sole and exclusive jurisdiction to try any cause/ dispute. Bank reserves right to change / modify / cancel the recruitment process at any stage fully or partly on any grounds and such decision of the Bank will not be notified or intimated to the candidates.
16. The cut-off date for Post qualification experience will be given in this notification. Only experience after acquiring the educational qualification notified for eligibility will be considered. The candidate must provide the proof of the claimed work experience. The experience certificate(s) for the period given in the application should be issued on the prescribed format (The prescribed format of Experience certificate is available as Annexure-III with this notification) under signatures of the Competent Authority at the Controlling Office / Head Office level of the respective employer/s, clearly stating the period, Post(s) held and nature of duties performed by the applicant.

**The copies of the Appointment Letters, Salary Certificates, pay slip etc. will not be accepted in lieu of Work Experience Certificate.** The applicant will not be allowed to participate in the process on the basis of Appointment Letters, Salary Certificates, Pay slip etc. His / Her candidature shall be cancelled at any stage, even after his / her selection / appointment in the services of the Bank on the basis of Appointment Letters, Salary Certificates, Pay slip etc.

17. The applicants will be called for the Interview on the basis of the information provided by them in their applications without verification of their age or qualification or category or any other eligibility criteria. The applicants must, therefore, ensure that they fulfill all the notified eligibility criteria as on the cut-off date prescribed in this notification, have possession of the requisite documents / certificates specified by the Bank, and that the particulars furnished in their Application are complete, true and correct in all respects.

Merely appearing in the Interview or being called by the Bank for the Interview shall not imply that the Bank is satisfied about the eligibility of the applicant. Bank may verify the eligibility of the candidates at any stage of recruitment or thereafter and reserves right to terminate the service of provisionally selected candidates if found ineligible for the post.

18. The Bank reserves the right to alter, modify or change the eligibility criteria and / or any of the other terms and conditions spelt out in this Notification.

19. Candidates should mention all the qualifications and experience in the relevant field over and above the minimum one suggested herein above and should attach attested copies of the certificates in support thereof. The Bank reserves the right to call only the requisite number of candidates for the Group discussions/interview after preliminary screening /short listing with reference to candidate's qualifications / suitability and experience etc.
20. The Bank reserves the right to change / modify the selection procedure / hold supplementary process, if necessary. The changes, if any shall be intimated to the candidates through Bank's website / registered e-mail in advance. When called for Group Discussions (GD) and / or Interview, candidates have to bring original of documents for verifications. Candidates will not be allowed to participate GD and / or Interview without production of the original documents.
21. **The candidate called for Interview will be informed through Bank's website/registered e-mail/SMS as per information provided by them in the application. Though bank puts maximum efforts to send the communication by e-mail/SMS, if any candidate does not receive the same due to technical or any other reasons, bank shall not be responsible for non-receipt of communication. The candidates are advised to visit Bank's website frequently for updates.**
22. The Candidates should ensure that they fulfil all eligibility criteria. Their candidature at all the stages of recruitment process will be purely **provisional** subject to satisfying prescribed eligibility criteria mentioned in this advertisement.
23. The above number of vacancies are provisional and may vary according to actual requirement of the Bank, subject to availability of suitable candidates. The candidates belonging to reserved category for which no reservation has been announced are free to apply for vacancies announced for unreserved categories. However, they must fulfil all the eligibility criteria of unreserved category.
24. If any false / incorrect information furnished by the candidate is detected at any stage of recruitment process, he/she will be disqualified from the selection process and liable to terminate the services, if appointed.
25. If the candidate knowingly or willfully furnishes incorrect or false particulars or suppresses material information, he/she will be disqualified and if appointed, shall be liable for dismissal from the Bank's service without any notice or assigning any whatsoever reasons.
26. The decision of the Bank in all matters relating to recruitment shall be final and no individual correspondence will be entertained. Applications received after due date will not be entertained. **The Bank is not responsible for any technical or other reasons or delay.**
27. The recruitment in Bank of Maharashtra is done strictly as per merit in a systematic way. **Canvassing in any form will disqualify the candidate.**
28. The Bank reserves the right to cancel the Recruitment at any stage through this Advertisement fully or partly on any grounds and such decision of the Bank will not be notified or intimated to the candidates.
29. Appointment of selected candidate is subject to his/her being declared medically fit as per the requirement of the Bank. Such appointment will also be subject to the Service & Conduct Rules of the Bank.
30. The selected candidate will be on probation and after completion active service from the date of joining. Their confirmation in the Bank's service will be decided in terms of the provision of the Bank of Maharashtra (Officers) Service Regulations.

31. Candidates applying under reserved category should submit the related certificates in the format prescribed by the Government of India. Relaxation in age will be given to the reserved category candidates as per extant guidelines of Government of India.
32. The candidates against whom any Disciplinary Action is / was initiated and minor / major punishment is / was imposed, such candidates are not eligible to apply for any post.
33. During the examination, at any stage, if it observed that the scribe is independently answering the questions or violating the guidelines, the exam session may be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of scribe will also be cancelled if it is reported / transpired after the examination by the test administrator that the scribe independently answered the questions.

**O. Announcements:**

All further announcements/ details pertaining to this process will be published/ provided only on <https://bankofmaharashtra.in> from time to time. No separate advertisement will be issued in this regard.

**P. 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/ their candidature will stand cancelled.

If any of these shortcomings is/ are detected even after appointment, his/ her/ their services are liable to be terminated. ***Decisions of bank in all matters regarding eligibility, conduct of online examination / other tests/ selection would be final and binding on all candidates. No representation or correspondence will be entertained by the Bank in this regard.***

For more details, please visit bank's website (<https://www.bankofmaharashtra.in>). Offline applications for submission shall be open from **11<sup>th</sup> July 2024 to 26<sup>th</sup> July 2024**. Before applying candidates are advised to ensure that they fulfil the stipulated eligibility criteria as per the details on bank's website.

Helpdesk: In case of any problem in filling up the form, payment of fee / intimation charges or receipt of Admission/ call letter, queries may be lodged on email [aqmhrm2@mahabank.co.in](mailto:aqmhrm2@mahabank.co.in) / [bomrpcell@mahabank.co.in](mailto:bomrpcell@mahabank.co.in) / [hrmtrg@mahabank.co.in](mailto:hrmtrg@mahabank.co.in). Candidates should mention 'Recruitment of Officers in Scale II, III, IV, V and VI in Bank of Maharashtra 2024-25' in the subject of the email.

**General Manager  
HRM**



**BANK OF MAHARASHTRA, HUMAN RESOURCE DEPARTMENT**

**APPLICATION FOR THE POST OF \_\_\_\_\_**

**To,  
General Manager  
Bank of Maharashtra,  
HRM Department, "Lokmangal" 1501,  
Shivajinagar, Pune 411 001**

Affix passport size  
photograph  
and sign across  
the photograph.

With reference to your advertisement for the post of \_\_\_\_\_ dated \_\_\_\_\_ on Bank's website, I submit my application in prescribed format along with requisite documents.

01.	Application for the post of			
02	Applicant's Full Name.			
03	Father's / Husband's Name			
04	Date of Birth		Home state	
05	Gender		Marital status	
06	Landline No.		Mobile No.	
07	Email Address		Nationality	
08	Ex- Servicemen		Domiciled in Kashmir Division	
09	Religion		Category	
10	Minority Community		Person with Disabilities	Yes / No.
11	Whether you belong to the children / family members of those who died in the 1984 riots.		Type of disability	
			Knowledge of Computer	
12	Address for correspondence			
13	Permanent Address			



14

**Qualification Details: -**

Sr	Qualification	Stream	Month / Year of Passing	% Scored

15

**Work Experience Details: -**

Sr	Name of Organization	Post Held	Service Period		Nature of duties performed	Reason of leaving
			From	To		

**Exposure of Sector (Brief): -**

<b>Whether in Service: - YES / NO.</b>					
01	Name of Current Organization				
02	Full Address				
03	Position				
04	Reporting to				
05	Salary / Compensation presently drawn				
06	Any other details				
<b>16 Reference Name: -</b>					
Sr	Reference Name	Post Held	Mobile No.	Email ID.	
<b>17 Languages Known:</b>					
Sr	Language	Read	Write	Speak	
<b>Details of Non-Refundable Fee:</b>					
Sr	DD Issuing Bank & Branch	Place of Issuing	Date of Issue	DD No	Amount
<b>Declaration:</b>					
<p>I hereby certify that the above information furnished is correct to the best of my knowledge and belief. I have not suppressed any material fact or factual information in the above statement. I am aware that in case I have given wrong information or suppressed any material fact or factual information or I do not satisfy the eligibility criteria accordingly to the advertisement then my candidature will be rejected / terminated even after engagement without giving any notice or reasons thereof.</p> <p>I certify that I am satisfying the eligibility criteria for the post applied as per the advertisement in respect of age, educational qualification, and experience.</p> <p>I undertake to abide by all the terms and conditions of the advertisement given by the Bank.</p>					
Date:		( _____ )			
Place:		Name & Signature of Applicant			