A. Details of Post/ Nature of Engagement/ Vacancy/ Age/ Selection Process:

1. The process of Registration is complete only when fee is deposited with the Bank through Online mode on or before the last date for payment of fee.

2. Before applying, candidates are requested to ensure that they fulfill the eligibility criteria for the post as on the date of eligibility.

3. Candidates are required to upload all required documents (brief resume, ID proof, age, educational qualification, experience etc.) failing which their candidature will not be considered for shortlisting/ interview.

4. Short listing & interview will be provisional without verification of documents. Candidature will be subject to verification of all details/documents with the original during the interview.

5. In case a candidate is called for interview & is found not satisfying the eligibility criteria (Age, Educational Qualification & Experience etc.) he/she will be rejected.

6. Short listing & interview will be provisional without verification of documents. Candidature will be subject to verification of all details/documents with the original during the interview.

7. In case more than one candidate scores same marks as cut-off marks in the final merit list (common marks at cut-off point), such candidates will be ranked according to age in descending order.

8. HARD COPY OF APPLICATION & OTHER DOCUMENTS NOT TO BE SENT TO THIS OFFICE.

9. All revision/corrigenda will be hosted only on the Bank’s above mentioned websites.

10. Essential Experience: Minimum 5 years post qualification experience as a Statistician/Executive in Supervisory/Management Role in:

   - Scheduled Commercial Bank/ Bank/ Associate or subsidiaries of Scheduled Commercial Bank or Major Private Sector Bank, or
   - In a Public Sector or Listed Financial Institution/ Company.

11. Preference will be given to person having post qualification experience of minimum 12 years in relevant work in Financial services, financial product development, and management role in Banks/Financial Institutions with national level with leading banks/financial institutions.

B. Educational Qualification/ Experience/ place of posting:

1. Deputy Manager (Statisticians)

   - Post Graduate in Statistics or Data Analytics with Minimum 60% marks or equivalent (The course should be of 2 years full time duration. Course completed through correspondence/ part time are not eligible. The Institute should be approved by Govt., Govt. Bodies/UGC).

   - Essential Experience: Minimum 5 years post qualification experience as a Statistician/Executive in Supervisory/Management Role in:

     - Scheduled Commercial Bank/ Bank/ Associate or subsidiaries of Scheduled Commercial Bank or Major Private Sector Bank, or
     - In a Public Sector or Listed Financial Institution/ Company.

   - Preference will be given to person having post qualification experience of minimum 12 years in relevant work in Financial services, financial product development, and management role in Banks/Financial Institutions with national level with leading banks/financial institutions.

2. Head Legal

   - Degree in Law (3 years’ years) & Post Graduate degree in Law from a recognized University or Institution in India (Candidates who joined 5 years’ course and left after 5 years are not eligible).

   - Essential Experience: Should have practiced as Advocate for a minimum period of 5 years and Minimum Service of 20 years as law officer in Scheduled Commercial Bank and should have served in the capacity of Assistant General Manager for at least 1 year.

   - The experience should be after enrolment as advocate with Bar Council.

3. DGM (LC/FAS/ACS)

   - Degree in Law (5 years’ years) from a recognized University or Institution in India (Candidates who joined 5 years’ course and left after 5 years are not eligible).

   - Essential Experience: Should have practiced as Advocate for a minimum period of 5 years and Minimum Service of 17 years as law officer in Legal Department of Scheduled Commercial Bank or Financial Institution or Asset Reconstruction Company or Combined Experience in Law Department of Scheduled Commercial Bank and Asset Reconstruction Company and having extensive experience in Recovery and Rehabilitation.

   - The experience should be after enrolment as advocate with Bar Council.

4. Executive (Credit Monitoring)

   - Graduation/Post Graduation from Government recognized University/Institution or Reputed Colleges.

   - Essential Experience: Minimum 12 years of relevant work experience in financial services, financial product development investment advisory and private banking.

   - Mumbai

5. Head (Product, Investment & Research)

   - Graduation/Post Graduation from Government recognized University/Institution or Reputed Colleges.

   - Essential Experience: Minimum 12 years of relevant work experience in financial services, financial product development, investment advisory, and private banking.

   - Mumbai

6. Head (Product

   - Graduation/Post Graduation from Government recognized University/Institution or Reputed Colleges.

   - Essential Experience: Minimum 12 years of relevant work experience in financial services, financial product development investment advisory and private banking.

   - Mumbai

7. Head (Legal)

   - Graduation/Post Graduation from Government recognized University/Institution or Reputed Colleges.

   - Essential Experience: Minimum 12 years of relevant work experience in financial services, financial product development investment advisory and private banking.

   - Mumbai

8. Head (IT & Digital Banking)

   - Graduation/Post Graduation from Government recognized University/Institution or Reputed Colleges.

   - Essential Experience: Minimum 12 years of relevant work experience in financial services, financial product development investment advisory and private banking.

   - Mumbai

9. Head (Product

   - Graduation/Post Graduation from Government recognized University/Institution or Reputed Colleges.

   - Essential Experience: Minimum 12 years of relevant work experience in financial services, financial product development investment advisory and private banking.

   - Mumbai

10. Deputy Manager (Statisticians)

   - Post Graduate in Statistics or Data Analytics with Minimum 60% marks or equivalent (The course should be of 2 years full time duration. Course completed through correspondence/ part time are not eligible. The Institute should be approved by Govt., Govt. Bodies/UGC).

   - Essential Experience: Minimum 5 years post qualification experience as a Statistician/Executive in Supervisory/Management Role in:

     - Scheduled Commercial Bank/ Bank/ Associate or subsidiaries of Scheduled Commercial Bank or Major Private Sector Bank, or
     - In a Public Sector or Listed Financial Institution/ Company.

   - Preference will be given to person having post qualification experience of minimum 12 years in relevant work in Financial services, financial product development, and management role in Banks/Financial Institutions with national level with leading banks/financial institutions.

11. DGM (LC/FAS/ACS)

   - Degree in Law (5 years’ years) from a recognized University or Institution in India (Candidates who joined 5 years’ course and left after 5 years are not eligible).

   - Essential Experience: Should have practiced as Advocate for a minimum period of 5 years and Minimum Service of 17 years as law officer in Legal Department of Scheduled Commercial Bank or Financial Institution or Asset Reconstruction Company or Combined Experience in Law Department of Scheduled Commercial Bank and Asset Reconstruction Company and having extensive experience in Recovery and Rehabilitation.

   - The experience should be after enrolment as advocate with Bar Council.

12. Executive (Credit Monitoring)

   - Graduation/Post Graduation from Government recognized University/Institution or Reputed Colleges.

   - Essential Experience: Minimum 12 years of relevant work experience in financial services, financial product development investment advisory and private banking.

   - Mumbai

13. Head (Product

   - Graduation/Post Graduation from Government recognized University/Institution or Reputed Colleges.

   - Essential Experience: Minimum 12 years of relevant work experience in financial services, financial product development investment advisory and private banking.

   - Mumbai

14. Head (Product

   - Graduation/Post Graduation from Government recognized University/Institution or Reputed Colleges.

   - Essential Experience: Minimum 12 years of relevant work experience in financial services, financial product development investment advisory and private banking.

   - Mumbai

15. Head (Product

   - Graduation/Post Graduation from Government recognized University/Institution or Reputed Colleges.

   - Essential Experience: Minimum 12 years of relevant work experience in financial services, financial product development investment advisory and private banking.

   - Mumbai
NOTE:

i. The number of vacancies including reserved vacancies mentioned above are provisional and may vary according to the requirement of the Bank.

ii. The educational qualification prescribed for various posts are the minimum. Candidate must possess the qualification and relevant full-time experience as on 01.11.2018.

iii. Candidate belonging to reserved category including Persons with Disabilities for whom no reservation has been mentioned are free to apply for vacancies announced for unreserved category if they fulfil all the eligibility criteria applicable for the respective Government of India guidelines.

iv. Certificate issued by Competent Authority on format prescribed by the Government of India are to be submitted to the SC/ST, OBC (Non-creamy layer) candidates.

v. Certificate belonging to OBC category but coming in the ‘creamy layer’ are not entitled to OBC reservation and age relaxation. They should clearly indicate their category as ‘GENERAL’ or ‘General (OH/VI/HI) as appropriate.

vi. A declaration will have to be submitted in the prescribed format by candidates seeking reservation under OBC category stating that the candidate, if called for interview, he/she does not belong to the creamy layer as on 31.3.2018.

vii. OBC certificate containing the ‘creamy layer’ clause, issued during the period 01.04.2016 to the date of interview should be submitted by candidates called for interview.

viii. Reservation for PWD (OH/VI/HI) is horizontal within the overall vacancies for the post.

ix. PWD candidate should produce a certificate issued by a competent authority as per the Government of India Guidelines.

C. Job Profile & KRAs:

1. Deputy Manager (Statistician)

Job Profile:

- Handling large data and quick analysis & report to the Top Management.
- Various data manipulation Business intelligence parameters and projecting various parameters making short and long term planning for the Bank.
- Collection of several data points/Reports from various external sources and carrying out comparative analysis and preparation of report.
- Attending queries from RBI/GOI/IBA/BBB etc. through quick-completion of requisite data and reporting the same in a time bound manner.
- Carrying out comparative analysis of performance of Peer Banks both in private and public sector and putting up the same to the Top Management periodically.
- Calculation and analysis of Bank’s Market share in Business and various products on a regular basis.
- Calculation and Analysis of Productivity, Financial ratios and other basic parameters on a regular basis.
- Preparing various presentations/documents relating to Bank’s result nearly each year with analysis and validation.
- Data mining and interpretation to support the breadth of analysis.
- Portfolio Analysis using software techniques.

KRA

- Preparation/validation of all Board Memoranda.
- Preparation of Market Share Report on a regular basis.
- Data collection, analysis, validation and presentation of reports.
- Contribution to the preparation of Monthly Performance Report PP-2 CENPAC.
- Analysis of P&L, GDP and performance on a regular basis.
- Preparation of Financial Calendar.
- Quarterly presentation to the Board, Analysts and Press etc.
- Automation of daily reports.
- Timely submission of reports to various stakeholders.

2. Project Implementation Manager (Digital Initiatives) – Agriculture/International Banking/ Retail Banking/Corporate Banking.

Job Profile:

- Identify and prioritizes core product/processes to redesign for relevant Business Unit.
- Identifies potential staff redeployment opportunities from redesigning non-core processes.
- Responsible for revised process approval in coordination with Business Unit.
- Responsible for SOPs for revised core processes.
- Revises processes based on ‘on-ground’ feedback from Managers.
- Responsible for achievements of designed sales targets from launch of re-imagined customer journeys and products from Business Unit.
- Accurately complete item set up requirements and all relevant documentation to communicate to procurement, quality department, managers and sales.
- Work to ensure product specifications are precise and up-to-date to their communication to concerned departments.
- Coordinate with Marketing / Customer Analytics team on launch of new initiatives.
- Understand competitive marketplace for assigned categories and document competitive cross references.
- Responsible for achieving P&L targets from the digital transformation.
- Responsible for streamlining the process on regular intervals to face the competitive market.
- Work collaboratively with Marketing team to adjust priorities and clarify features.

KRA

- Identification, prioritization and redress core product/process to redesign for relevant BU.
- Responsible for revised process approval in coordination with BU.
- Monitoring, tracking and organisation of all required SOP manuals, e-circulars, e-lessons for proposed new product.
- Responsible for collating the ‘on-ground’ feedback from the stakeholders.
- Responsible for maintaining cost targets of the digital transformation.
- Achievements of targets for redeployment of staff from sales to service.
- Responsible for design, development and execution of new products in assigned categories in coordination with vendor/technical teams.
- Responsible for achieving manpower re-deployment targets from the digital transformation.
- Achievements of desired sales targets from launch of re-imagined customer journey and products from Business units.
- Accurately complete item set up requirements and all relevant documentation to communicate to procurement, quality department, managers and sales.
- Work to ensure product specifications are precise and up-to-date to their communication to concerned departments.
- Coordinate with Marketing / Customer Analytics team on launch of new initiatives.
- Understand competitive marketplace for assigned categories and document competitive cross references.
- Responsible for achieving P&L targets from the digital transformation.
- Responsible for streamlining the process on regular intervals to face the competitive market.
- Work collaboratively with Marketing team to adjust priorities and clarify features.

3. Manager (Digital Banking)

Job Profile:

- Create roadmap for various customer journey and take with IT teams to ensure successful delivery of customer journey.
- Coordinate and work with various stakeholders such as third party vendors/ service providers/ IT team etc. for product development and follow up.
- Co-ordinate with IT verticals, vendors and reconciliation team for refresh/fullfments.
- Ensure stickiness to the product by improving customer experience and bringing new customers to the platform.
- Drive implementation of initiatives to improve customer experience as directed by appropriate authority.
- Ensure prompt customer service and complaint management.
- Responsible for achieving growth targets for on boarding of new customers.
- Responsible for achieving process targets for onboarding products.
- Responsible for achieving systemic areas that cause frequent customer complaints and arrange for their rectification.
- Comply with applicable laws and regulations, work together with various stakeholders to formulate and implement appropriate policies, procedures and programs.
- Ensure prompt customer service and complaint management.
- Responsible for achieving P&L targets from the digital transformation.
- Responsible for streamlining the process on regular intervals to face the competitive market.
- Work collaboratively with Marketing team to adjust priorities and clarify features.

KRA

- Coordination with GTC and vendor for fullfments i.e., reconciliation, refunds, etc.
- Monitor, synthesis and collate feedback from online and social media channels.
- Ensure prompt customer service and complaint management.
- Responsible for achieving customer acquisition and digital sales targets for the Digital Bank.
- Responsible for achieving growth targets for on boarding of new customers.
- Responsible for achieving process targets for onboarding products.
- Task/service requests regularly and identify repeated requests/trends and suggest initiatives to improve CEX.
- Ensure prompt customer service and complaint management.
- Responsible for achieving P&L targets from the digital transformation.
- Responsible for achieving growth targets for on boarding of new customers.
- Responsible for achieving systemic areas that cause frequent customer complaints and arrange for their rectification.
- Identify systemic areas that cause frequent customer complaints and arrange for their rectification.
- Data analysis and interpretation to provide key insights to senior management.


Job Profile:

- Working with data and developing and implementing the industry to manage the process of new product development and ongoing product development.
- Analysis of data and data outcomes.
- To drive the direct contact centre analytics.
- Managing the setting of overall user penetration and account acquisition targets/objectives to develop top line and bottom line/for the top down in consultation with BU.
- Identify customer needs in the digital environment and ways to address them.
- Monitor customer experience feedback.
- Define proactive strategies for continuous improvement in Customer service levels.
- Identify systemic areas that cause frequent customer complaints and arrange for their rectification.
- Suggest measures to be adopted to delight customers based on feedback/analysis.
- Providing quick actionable through data management using advanced excel and data visualization tools like cognos, tableau.
- Facilitate/implementation of analytics model for banking products and doing predictive analysis.
- Carrying out comparative analysis of performance of Peer Banks both in private and public sector and putting up the same to the Top Management periodically.
- Calculation and analysis of Bank’s Market share in Business and various products on a regular basis.
- Calculation and Analysis of Productivity, Financial ratios and other basic parameters on a regular basis.
- Preparing various presentations/documents relating to Bank’s result nearly each year with analysis and validation.
- Data mining and interpretation to support the breadth of analysis.
- Portfolio Analysis using software techniques.

KRA

- Data analysis and interpretation to provide key insights to senior management.


Job Profile:

- Working with data and developing and implementing the industry to manage the process of new product development and ongoing product development.
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- Calculation and Analysis of Productivity, Financial ratios and other basic parameters on a regular basis.
- Preparing various presentations/documents relating to Bank’s result nearly each year with analysis and validation.
- Data mining and interpretation to support the breadth of analysis.
- Portfolio Analysis using software techniques.
5. Manager (Online/Mobile Banking)-
   Integration and Journeys/ Superstore (Fulfillment)

Job Profile

• Ensure smooth and seamless customer experience/journeys for the online marketplace.
• Coordinate with relevant IT teams to ensure delivery on customer and fulfillment targets.
• Responsible for achieving fulfillment targets and ensuring high customer satisfaction.
• Good knowledge of Digital Marketing.
• Review service request, reconcile request and complaints periodically to suggest design changes (Products, processes, UI/UX)
• To improve customer experience and fulfillment rates.
• Monitor and track key customer experience metrics periodically.
• Ensuring prompt customer service and complaint management.
• Responsible for integrating Financial Superstore platforms with Group Companies.
• Responsible for marketing for the financial superstore.
• Define and implement marketing strategy (target segments, customer profiles, target geographies etc.) for acquisition and cross-sell.
• Responsible for achieving customer acquisition and cross-sell targets for the financial superstore.
• Design analytics program to identify and cross sell.
• Design online and social media campaigns to promote the financial superstore.

KRA

• End-to-end owner of customer experience for the online marketplace.
• Lead with relevant IT teams to ensure delivery on customer experience and fulfillment targets.
• Responsible for achieving fulfillment, Service request “ITK and complaints targets for the online marketplace.
• Design analytics program to identify and cross sell.
• Define marketing strategy (target segments, customer profiles, target geographies etc.) for customer acquisition and cross-sell.
• Design analytics program to identify and cross-sell.
• Design online and social media campaigns to promote the financial superstore.

6. Manager (Digital/Marketing)-
   Agri-
   Internet Banking/ Retail Banking/ 
   Corporate Banking

Job Profile

• Providing Marketing support by suggesting new creative/products based on market industry requirements.
• Coordination with partners/online sellers.
• Acquisition of customers.
• Increase in income as per the targets relating to digital banking.
• Proactively arranging meetings with/officers of Agri-companies/ Agriculture sector.
• Review service request, reconcile request and complaints periodically to suggest design changes (Products, processes, UI/UX) to improve customer experience and fulfillment rates.
• Monitor and track key customer experience metrics periodically.
• In-charge of marketing for the financial superstore.
• Responsible for achieving customer acquisition and cross-sell targets for the financial superstore.
• Define marketing strategy (target segments, customer profiles, target geographies etc.) for customer acquisition and cross-sell.
• Design analytics program to identify and cross sell.
• Design online and social media campaigns to promote the financial superstore.

KRA

• Collect customer insights / feedback & create new propositions/ products for the various segment of the Bank through Online/ Offline/social media campaigns.
• Responsible for achieving growth targets for customer acquisition, sales, value chain financing for the Agriculture/ digital products.
• Ensure proper reconciliation of online transactions.
• Responsible for ensuring customer acquisition and OMS (Cross Merchandize Volume) growth targets from B2C and B2B partnerships.
• Review of IDAs, Agreements, safe keeping of documents and taking care of legal aspects (including sourcing, negotiations and contracting).
• Design analytics program to identify and cross sell (in coordination with IT analytics team).
• Co-ordinating the development of new journeys/ products in Digital Banking including business rules, defining standard operating procedure (SOP), process flow, Operation models etc.
• Responsible for working closely with key business & regulatory stakeholders, technology partner, third party vendors/ service providers & Government agencies.
• Ensuring prompt customer service and complaint management.

7. Head (Legal)

Job Profile

• Providing analytical and comprehensive in-house legal services across a broad range of legal issues (including those involving the affiliations of organisation).
• Keeping oneself updated and also, whenever necessary, briefing the top management of the organization about the latest legal developments.
• Disseminating knowledge on relevant legal issues and developments to the operational functionaries and, if required, suggesting/initiating necessary changes in the policy, procedure or functioning of the organization.
• Offering opinion on various legal issues including those related to recovery restructuring, resolution etc.
• Analyzing, drafting, vetting and negotiating agreements, contracts, deeds or documents required in the cause of business.
• Supporting the operational functionaries in understanding and mitigating the legal risks in contracts, negotiations, deeds, projects etc.
• Mapping out strategies, in coordination with the relevant operational functionaries, for effective litigation management.
• Coordinating with statutory authorities/ regulatory authorities/ self-governing bodies on issues involving legal aspects.
• Instructing and coordinating with advocates and other professionals whenever necessary.
• Supporting the operational functionaries in conduct of litigation by and against the organization and the attending court or tribunal or any judicial/ quasi-judicial forum, whenever required.
• Supporting and developing the in-house legal team.
• Acting as legal representative that may be assigned, from time to time, by the Bank.
• Working with internal stakeholders and/ or any judicial/ quasi-judicial forum, whenever necessary.
• Handling matters relating to Corporate Debt Restructuring/ Strategic Debt Restructuring/ Scheme for Strategic Structuring of Stressed Assets (S4A) and other forms of restructuring.
• Verifying a Resolution Plan particularly in the context of provisions ofIBC related law judgments.
• Knowledge bases relating to Take-Over/ Merger/ Amalgamation of Corporate.
• Following up all the Involuntary, Debt Recovery cases.
• To assist in empowerment of lawyers, insolvency professionals etc.
• Handling any other matter referred for legal opinion/ advice.
• Any other work/ responsibility that may be assigned, from time to time, by the Bank.

8. DG(ICT)

Job Profile

• Analyzing, drafting and negotiating various kinds of agreements including Resolution Agreements/ Sale Agreements for Financial Assets/ Inter Creditor agreements etc.
• Drawing up Loan Restructure Documents/ Master Debt Recast and Restructuring Agreement etc.
• Offering opinion on restructuring of Corporate/ Infrastructure projects under prevailing legal provisions.
• Expertise in understanding and analyzing Sector Specific Concession. Agreement with various Authorities and the impact thereof.
• Familiarity with Insolvency Laws, Debt Recovery Laws, SARFAESI Act and current trends, updates and issues in the field.
• Guiding the executive functionaries, branches and other functionaries on queries regarding legal matters constantly.
• Verifying the legal correctness of Information memorandum (IM) and other such documents and guiding the operational units whenever necessary.
• Handling matters relating to Corporate Debt Restructuring/ Strategic Debt Restructuring/ Scheme for Strategic Structuring of Stressed Assets (S4A) and other forms of restructuring.
• Verifying a Resolution Plan particularly in the context of provisions ofIBC related law judgments.
• Knowledge bases relating to Take-Over/ Merger/ Amalgamation of Corporate.
• Following up all the Involuntary, Debt Recovery cases.
• To assist in empowerment of lawyers, insolvency professionals etc.
• Handling any other matter referred for legal opinion/ advice.
• Any other work/ responsibility that may be assigned, from time to time, by the Bank.

9. DG (Risk)

Job Profile

• Providing analytical and comprehensive in-house legal services across a broad range of legal issues (including those involving the affiliations of organisation).
• Keeping oneself updated and also, whenever necessary, briefing the top management of the organization about the latest legal developments.
• Disseminating knowledge on relevant legal issues and developments to the operational functionaries and, if required, suggesting/initiating necessary changes in the policy, procedure or functioning of the organization.
• Offering opinion on various legal issues including those related to recovery restructuring, resolution etc.
• Analyzing, drafting, vetting and negotiating agreements, contracts, deeds or documents required in the cause of business.
• Supporting the operational functionaries in understanding and mitigating the legal risks in contracts, negotiations, deeds, projects etc.
• Mapping out strategies, in coordination with the relevant operational functionaries, for effective litigation management.
• Coordinating with statutory authorities/ regulatory authorities/ self-governing bodies on issues involving legal aspects.
• Instructing and coordinating with advocates and other professionals whenever necessary.
• Supporting the operational functionaries in conduct of litigation by and against the organization and the attending court or tribunal or any judicial/ quasi-judicial forum, whenever required.
• Supporting and developing the in-house legal team.
• Acting as legal representative that may be assigned, from time to time, by the Bank.
• Working with internal stakeholders and/ or any judicial/ quasi-judicial forum, whenever necessary.
• Handling matters relating to Corporate Debt Restructuring/ Strategic Debt Restructuring/ Scheme for Strategic Structuring of Stressed Assets (S4A) and other forms of restructuring.
• Verifying a Resolution Plan particularly in the context of provisions ofIBC related law judgments.
• Knowledge bases relating to Take-Over/ Merger/ Amalgamation of Corporate.
• Following up all the Involuntary, Debt Recovery cases.
• To assist in empowerment of lawyers, insolvency professionals etc.
• Handling any other matter referred for legal opinion/ advice.
• Any other work/ responsibility that may be assigned, from time to time, by the Bank.

10. Executive (Credit
    Monitoring)

Job Profile

• To carry out post-sanction credit monitoring activity.
• Analysis of data generated in the post sanction monitoring activity.
• To analyze and prepare report for improvement of the assets quality of the Bank.
• Analysis of data from external sources and its implication on assets quality
• Disseminating knowledge on relevant legal issues and developments to the operational functionaries and, if required, suggesting/initiating necessary changes in the policy, procedure or functioning of the organization.
• Offering opinion on various legal issues including those related to recovery restructuring, resolution etc.
• Analyzing, drafting, vetting and negotiating agreements, contracts, deeds or documents required in the cause of business.
• Supporting the operational functionaries in understanding and mitigating the legal risks in contracts, negotiations, deeds, projects etc.
• Mapping out strategies, in coordination with the relevant operational functionaries, for effective litigation management.
• Coordinating with statutory authorities/ regulatory authorities/ self-governing bodies on issues involving legal aspects.
• Instructing and coordinating with advocates and other professionals whenever necessary.
• Supporting the operational functionaries in conduct of litigation by and against the organization and the attending court or tribunal or any judicial/ quasi-judicial forum, whenever required.
• Supporting and developing the in-house legal team.
• Acting as legal representative that may be assigned, from time to time, by the Bank.
• Working with internal stakeholders and/ or any judicial/ quasi-judicial forum, whenever necessary.
• Handling matters relating to Corporate Debt Restructuring/ Strategic Debt Restructuring/ Scheme for Strategic Structuring of Stressed Assets (S4A) and other forms of restructuring.
• Verifying a Resolution Plan particularly in the context of provisions ofIBC related law judgments.
• Knowledge bases relating to Take-Over/ Merger/ Amalgamation of Corporate.
• Following up all the Involuntary, Debt Recovery cases.
• To assist in empowerment of lawyers, insolvency professionals etc.
• Handling any other matter referred for legal opinion/ advice.
• Any other work/ responsibility that may be assigned, from time to time, by the Bank.

11. Head (Products,
    Investment & Research)

Job Profile

• Designing the Value Proposition for the Wealth Management business.
• Responsible for Management of Research Team and Investment Team.
• Ensure High Quality of Research Reports for Clients with Proper Coverage.
• Ensure Product Benchmarking is conducted at Quarterly intervals.
• Launch of Innovative and Superior Wealth Management Products after Competition, Scanning and Benchmarking.
• Analysis of emerging market trends and its implications to Bank’s credit portfolio.
**Job Openings**

**D: Remuneration:**

J. General Information:

- Intimation/call letter for interview will be sent by email or will be uploaded on Bank's website. NO HARD COPY WILL BE SENT.

Interview:

- Mere fulfilment of minimum qualification and experience will not vest any right in candidate for being called for interview. The shortlisting committee shall be at liberty to demand any additional information to be submitted by the candidates if necessary, in order to short-list suitably qualified candidates for interview. The decision of the Bank to call the candidates for the interview shall be ﬁnal. No correspondence will be entertained in this regard.

Merit List:

- Merit list for selection will be prepared in descending order on the basis of scores obtained in interview. Only in case more than one candidates score the cut-off marks (marks at cut-off point as per J&K posts) such candidates will be ranked in ascending order in their age descending order in the merit list.

**H. WeBS:**

- CANDIDATE WAS NOT SELECTED.

- CANDIDATE WAS SELECTED.

- CANDIDATE WITHDREW.

- CANDIDATE DECLINED.

**3. How to Upload Documents:**

- a. Details of Document to be uploaded:
  - i. Brief Resume (DOC or DOCX)
  - ii. Educational Certiﬁcate: Relevant Mark-Sheets/ Degree Certificate (PDF)
  - iii. Proof of Date of Birth (PDF)
  - iv. Relevant Employment Certiﬁcate: Employment Certiﬁcate by the employer (as per the format of the employer)
  - v. Educational/Technical Certiﬁcate: Educational/Technical Certiﬁcate (PDF)
  - vi. In case of highest qualiﬁcation/certification, a photocopy of the Degree/Diploma certiﬁcate along with a photocopy of the proﬁciency certiﬁcate from the relevant institute/organization.
  - vii. After uploading the photograph/ signature in the online application form, the candidate is advised to keep one copy of the photograph/ signature for reference. The grayscale images are not accepted.
  - viii. In case of SC/ST candidates, a copy of the certificate containing the ‘Non-creamy layer’ clause, issued during the period 01.04.2018 to the date of interview, should be submitted by such candidates, if called for interview.

- b. Photograph/Signature size:
  - i. The photograph must be taken between 0.5 to 0.64MB and dimensions of 200 x 200 pixels (preferred).
  - ii. Only JPG, PNG, TIF/ TARGA, PDF formats are acceptable (i.e. do not convert PDF to JPG format). The photo must be taken against a light-colored, preferably white background.
  - iii. In case the photograph is taken on a white background, the background must not be bright or glaring.
  - iv. The photo should be clear and sharp, and no part of the body should be in shadow.
  - v. The photograph must be in JPG format (i.e. file name should end with ‘.jpg’ or ‘.jpeg’).
  - vi. If the photograph is not prominently visible, the candidate is advised to upload a photograph with a higher resolution (i.e. photo resolution of 500 dpi or more). All photographs should be in .jpg or .jpeg format.
  - vii. The signature must be taken on a white paper with Black Ink pen.
  - viii. The signature should be identical to the one applied by the candidate.
  - ix. The signature should be of a uniform size, preferably 225 x 180 pixels (preferred).
  - x. The signature must be well written and should not appear cramped. The signature should be legible.
  - xi. Signature/Signature will be used only if the applicant is called for interview.

- c. Experience Certiﬁcate (PDF):
  - i. all Certificates/ Documents must be in PDF format.
  - ii. Pages size of the document to be A4.
  - iii. Zipped ﬁle size (preferred).

- d. Document ﬁle type/ size:
  - i. Document ﬁle type/ size:
  - ii. Signature/Signature in CAPITAL LETTERS shall NOT be accepted.
  - iii. The photo/ signature ﬁle should be JPG or JPEG format (i.e. ﬁle name should end with ‘.jpg’ or ‘.jpeg’).
  - iv. The photo/ signature ﬁle should be at least 150 dpi (dots per inch)
  - v. If the signature is not prominent or not visible, then use the upload editor to crop the image to the ﬁnal size (as speciﬁed above).

- e. Processing the application:
  - i. Before applying for a post, the applicant should ensure that he/she fulﬁls the eligibility and other norms mentioned above for the post as advertised in this advertisement.
  - ii. Please ensure that the application is completely ﬁlled in.
  - iii. The candidate should ensure that he/she fulﬁls the eligibility and other norms mentioned above for the post as advertised in this advertisement.
  - iv. The Bank is not responsible for printing errors, if any

**4. General Information:**

- i. Before applying for a post, the candidate should ensure that he/she fulﬁls the eligibility and other norms mentioned above for the post as advertised in this advertisement.
- ii. In case it is detected at any stage of recruitment that ANY information furnished by the candidate is found to be incorrect / false / incomplete, the candidate will not be considered for selection and his/her candidature shall be liable to be cancelled.
- iii. It is the responsibility of the candidate to ensure that the particulars furnished by him/her in the online application form match the information in the supporting documents.
- iv. Before applying for a post, the applicant should ensure that he/she fulﬁls the eligibility and other norms mentioned above for the post as advertised in this advertisement.
- v. The candidate should ensure that the application is completely ﬁlled in.

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