



RECRUITMENT OF ADVISOR (RISK) ON CONTRACT BASIS

We refer to our advertisement dated 05.04.2018 regarding the Recruitment of Advisor (Risk) on contract basis. In this regard, we hereby inform that the Bank has cancelled its earlier recruitment process initiated vide advertisement dated 05.04.2018 (Ref: Advt No.:HRDD/RECT/2018), due to administrative reasons and is inviting **fresh applications** from eligible candidates, for **Recruitment to the post of Advisor (Risk) on contract basis**. Candidates need to apply fresh for the given post, if applied during the earlier recruitment.

Please read this advertisement carefully and ensure the eligibility before submitting online application.

IMPORTANT DATES

Online Registration of Applications	30.10.2018 to 15.11.2018
Last Date for Online Registration	15.11.2018

The Tentative date for the Personal Interview for the shortlisted candidates would be intimated in due course.

1. **ELIGIBILITY CRITERIA AND OTHER TERMS & CONDITIONS**

All the eligibility criteria (Qualification, Age, Work Experience etc.) for the post shall be computed as on 01.10.2018 (inclusive).

Post	Advisor – (Risk)
Vacancies	01
Job Description:	<ul style="list-style-type: none">➤ The advisor shall be responsible for providing strategic inputs to the department/ CRO and the Top Management of the bank on the issues related to Risk Management in the bank. He should work with bank to assess and identify the potential risks that may hinder the reputation, safety, security and financial prosperity of the bank.➤ He / She shall be responsible for setting the vision and strategy for the enterprise risk function working in conjunction with all other senior leadership across the Bank.➤ He / She shall be responsible for framing Risk Appetite

	<p>Framework for the Bank.</p> <ul style="list-style-type: none"> ➤ He / She shall be responsible for building a robust risk management framework and architecture for the Bank, bringing together a number of teams (operational risk, credit administration, enterprise risk management, interest rate & market risk, stress testing, modeling and analytics) and managing enterprise wide risk. ➤ He / She has to identify the gaps in the bank's existing risk management practices compared with the industry best practices and suggest mitigation for the same to the Top Management. ➤ He/ She shall be the guiding force in finalizing the RFP, selection of the integrator for various Risk assessment package and implementing processes and procedures for taking Bank towards Advanced approaches and also to ensure that the bank is fully prepared to deal with any potential threats. ➤ The Advisor should be highly analytical and a large part of his time will be focused on conducting detailed risk assessments. This process involves analyzing documents, statistics, reports and market trends. Advisor will also be required to assess the bank's previous risk management policies and protocols and suggest improvements/modifications in line with latest Risk Management practices. ➤ He/ She will have to understand the bank's business objectives. He will need to gather information about the client's outgoings, legal responsibilities and environmental policies, and then evaluate the effects of any proposed risks against these current processes. He/ She will have to Liaison with Business users to prepare Functional specifications. ➤ He/ She will be directly reporting to the Chief Risk Officer of the bank.
Age	--

<p>Educational Qualification:</p>	<p>Basic qualification:</p> <ul style="list-style-type: none"> ➤ Post graduate degree from any discipline. <p>Additional qualification: Preference will be given for the candidates having:</p> <ul style="list-style-type: none"> ➤ Any specialized qualification in the fields of Risk Management like FRM etc. ➤ Degree / Post Graduate Diploma in Management in Finance like MBA (Finance) or PGDBF from reputed institutes or ➤ Professional degree like CA / ICFAI / CFA etc ➤ Extensive knowledge in MS-Office will be a pre requisite.
<p>Work Experience</p>	<ul style="list-style-type: none"> ➤ Candidate must have worked as General Manager or equivalent in any Scheduled Commercial Bank (<u>other than IOB</u>) for at least two (02) years. ➤ Minimum five (05) years of work experience at Risk Management Department in Scheduled Commercial Bank. ➤ Candidates should have work experience in various fields of Banking including that of Branches and Administrative offices. ➤ Exposure to analytics would be an added advantage.
<p>Job Specific Skills:</p>	<p>Applicants should possess the following attributes:</p> <ul style="list-style-type: none"> ➤ Good knowledge and grasp of banking practices, regulatory and statutory requirements, financial markets, Basel III and products at a higher level and awareness of the country regulatory framework. ➤ Strong analytical skills. ➤ Communication Skills: Effectively interact with the Top Management at the bank and also with the RMCB, Board etc as appropriate. ➤ External Relationship Management: May have to represent Bank in front of Regulators, Legislators and any other Key constituents.

Remuneration	Rs.50,000/- (Rupees Fifty thousand only) per month subject to deduction of taxes.
Place of Posting	The selected candidate has to work for minimum 15 days in the first month of appointment and subsequently minimum 06 days in a month at Bank's Central Office, Chennai.
Other Facilities	<ul style="list-style-type: none"> ✓ To and Fro travelling arrangement from the place of his / her stay to Bank's Central Office at Chennai will be provided which includes Economy Air Fare / AC First Class Train Fare (in case of outstation candidates), Car (for travelling within Chennai city during his work stay at Chennai) and staying arrangement at Bank's Guest House at Chennai (in case of outstation candidates). ✓ In case of travel on outstation duty, eligible travelling and Halting allowance at par with Officers in TEG – Scale VII of our Bank shall be paid.
Contract	<p>The term of office of the holder of the post shall be for 3 years, with annual review, extendable at the discretion of the Bank.</p> <p>The contract can be terminated at one month's notice on either side or salary and allowances in lieu thereof.</p>
Other Terms and Condition	<p>The terms & conditions of engagement is whole and simple governed by the provisions of the contract and the engagement shall not be construed as an employment in the bank and the provisions of PF/Gratuity/ pension etc., shall not apply in this case.</p> <p>No other allowance / payment / benefit / facility from the bank other than what has been mentioned above, shall be payable.</p>

Note:

- The appointment on contract is for a specified period as stated above, and as such should not be construed as an offer of employment or a regular employment in the Bank.
- Apart from the Contract Amount & other details mentioned above, the appointed candidate is not entitled to any other Perquisites / Facilities etc.

2. SELECTION METHODOLOGY:

After scrutiny of the online applications received, only eligible candidates will be called for Personal Interview. The short-listing and call for interview will be on the basis of the details provided by the candidates (regarding educational qualification and work experience) in the online application. The Bank would be free to reject the

candidature of any candidate at any stage of the 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.

Bank reserves the right to shortlist requisite number of candidates based on the academic track record of the candidate, experience and suitability of the candidates, as decided by the Bank and only those shortlisted candidates will be called for Interview or for any other process as decided by the Bank.

The interview venue, time & date for Interview will be informed to the shortlisted candidates in the Interview call letter and candidates have to attend the same at their own cost. The call letter will be sent **by email only**. The details of shortlisted candidates for Interview or any other process will be hosted in our website or intimated by other means. Request for change of Centre will not be entertained. However, the Bank reserves its right to change / add / cancel the selection process & schedule at its discretion, under unforeseen circumstances, if any. Changes if any, will be announced in our Bank's website or by email. Bank will not be responsible for late receipt / non receipt of any communication from the Bank. Hence, candidates are requested to check their email and Bank's website regularly, to keep track of the process.

The Interview process will carry an aggregate of **100 Marks** and will be on aspects like

1) Subject Knowledge, 2) Communication Skills & 3) Presentation & Attitude. Final selection will be made on the basis of marks obtained by the candidates in the Interview process and will be according to the merit ranking.

3. HOW TO APPLY

3.1. Pre-Requisites for applying Online

Before applying online, candidates should:

- a) Go through the detailed advertisement by clicking the **Advertisement (English)** available under the title "**Recruitment of Advisor (Risk)**" in our website "www.job.in" under "Careers" page and ensure candidate's eligibility before applying for the said post.
- b) Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given in **Annexure I** to this advertisement.
- c) Have a valid personal email ID, which should be kept active throughout the entire recruitment process. Bank may send call letters for the Interview/Final Selection etc. through the registered e-mail ID. Under no circumstances, a candidate should share with/mention e-mail ID to / of any other person. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying Online and must maintain that email account.

3.2 Intimation Charges : No charges

3.3. Online registration of application: The registrations will be open from 30.10.2018 to 15.11.2018 (5.00 PM) inclusive of both dates.

3.4. Procedure for applying online

- a) Candidates are first required to go to the Bank's website "www.job.in" and click on the "**Careers**" Page to open the link "**Recruitment of Advisor (Risk) on contract basis**" and then click on the respective **post link** to open the Online Application Form.
- b) Candidates will have to enter all the required details in the online application form.
- c) Candidates are required to upload their photograph and signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature (**Annexure I**).
- d) Candidates should fill in the details in the Online Application at appropriate places very carefully and click on the "**SUBMIT**" button at the end of the Online Application format. Before pressing the "SUBMIT" button, candidates are advised to verify that every field is filled in the application using the "**RECHECK**" button. The name of the candidate or his /her father/husband etc. should be spelt correctly in the application as it appears in the certificates/mark sheets. Any change/alteration found may disqualify the candidature.
- e) On successful submission of the Online Application form, an acknowledgement with Registration Number will be generated. **Candidates should note this Unique Registration Number for future reference failing which they will not be able to proceed further.**
- f) Candidates should take a printout of the system generated submitted Online application form by clicking the "**Print your Application**" link & save the printed application form for future reference.

4. SUBMISSION OF REQUISITE DOCUMENTS DURING PERSONAL INTERVIEW

The candidates will have to produce the following documents in original as well as attested photocopies during the time of **Personal Interview** failing which their candidature will be cancelled:

- Document evidencing date of birth such as Birth Certificate or School leaving Certificate/ SSC/HSC Certificate.
- Final Degree Certificate &/Consolidated mark sheet in respect of passing graduation, post-graduation degree & Professional Course.
- Work Experience Certificates from their employers clearly stating the period and nature of Employment/ duties.
- No objection certificate from their employer, in case of candidates serving in Government /Quasi Government Offices/Public Sector Undertakings including Nationalised Bank, Financial Institutions

5. GENERAL INSTRUCTIONS:

1. Candidates are required to apply 'ONLINE' only. Any other form of application shall be rejected.
2. Incomplete applications will be rejected outright.
3. All candidates will have to produce, if called for interview, originals as well as attested photocopies of documents in support of their eligibility such as age, educational qualification, experience or any other required certificate,

failing which their candidature will be cancelled.

4. Candidates who do not satisfy the eligibility criteria and who do not produce (for any reason) the originals as well as attested photocopies of all documents required to be submitted as advised in this notification and Interview call letter, whomsoever, shall not be permitted to attend the Interview, even though they might have obtained the desired level of qualification, experience etc., and have been called for Interview.
5. Candidates serving in Government /Quasi Government Offices/Public Sector Undertakings including Nationalized Bank, Financial Institutions will be required to submit "No Objection Certificate" from the employer at the time of interview failing which the candidature may not be considered.
6. Decision of the Bank in all matters regarding eligibility , selection etc.of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of interview, selection and any other matter relating to recruitment will be final and binding on the candidate. Further, the Bank reserves right to cancel the recruitment partially / fully at any stage during the recruitment process at its discretion, which will be final and binding on the candidate.
7. No correspondence or personal enquires shall be entertained by the Bank.
8. In case of any dispute on account of interpretation in any version other than English, the English version shall prevail.
9. Any dispute arising out of this advertisement shall be subject to the sole jurisdiction of courts situated at Chennai.
10. The Bank, may at its discretion, add/change the selection methodology.
11. Candidates uploading more than one application will be treated as ineligible.
12. Canvassing in any form will be treated as disqualification.

Candidates in their own interest are advised to submit their applications well in time before the last date for submission. The Bank does not assume any responsibility for late receipt of applications submitted by the candidates.

Note: The version of the detailed advertisement given in the Bank's website shall be treated as final and shall supersede any other versions for all purposes. Accordingly, the candidates are advised to visit Bank's website "www.job.in" for detailed advertisement.

Decision of the Bank in respect of all matters pertaining to this recruitment would be final and binding on all candidates.

Place: Chennai

GENERAL MANAGER (HR)

Guidelines for scanning and Upload of Photograph & Signature

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

Photograph Image:

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Ensure that the size of the scanned image is not more than 50KB. If the size of the file is more than 50 KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

Signature Image:

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- Dimensions 140 x 60 pixels (preferred)
- Ensure that the size of the scanned image is not more than 20KB

Scanning the photograph & signature:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Color to True Color
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is : image01 .jpg or image01 .jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Similar options are available in other photo editor also.
- If the file size and format are not as prescribed, an error message will be displayed.
- While filling in the Online Application Form the candidate will be provided with a link to upload his photograph and signature.

Procedure for Uploading the Photograph and Signature

- Browse and Select the location where the Scanned Photograph / Signature file has been saved.
- Select the file and click on it
- Photo and signature will be uploaded automatically once you submit the online application.

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

Note:

- (1) In case the face in the photograph or signature is unclear the candidate's application may be rejected.
- (2) After registering online candidates are advised to take a printout of their system generated online application forms.