



Advertisement No. 3 / 2016-17

**Recruitment of Specialist Officers in Deputy General Manager (DGM) - Grade 'D',
Assistant General Manager (AGM) – Grade 'C' & Manager – Grade 'B' (2016-17)**

(Please read this advertisement carefully and ensure fulfillment of the stipulated eligibility criteria before paying fees / submitting online application)

IDBI Bank Ltd., (IDBI Bank) a company within the meaning of the Companies Act, 2013, having majority shareholding by Government of India, is a leading provider of complete range of retail and corporate banking services to its clients. Recruitments in IDBI Bank are strictly on all India basis by open competition and the Bank has not hired or authorized any agency or organization or any individual to recommend or recruit any personnel on its behalf or collect any money or commission or charges for recruitment or training or coaching, etc.

IDBI Bank invites applications from eligible and suitable candidates for the following posts. Interested candidates who fulfill the eligibility criteria may apply online by visiting IDBI Bank's website www.idbi.com.

Activity	Date
Cut-off date for eligibility criteria	October 01, 2016
Start Date of Online Registration & Payment of Application Fee/ Intimation Charges -Online	February 01, 2017
Last Date of Online Registration & Payment of Application Fee/ Intimation Charges –Online	February 20, 2017
Date of Online Test at all centers*	March 24, 2017

** Online Test is not applicable for Grade 'D' recruitment*

Position - Grade	Functional Area	Post Code	No. of Posts	Maximum Age (as on October 01, 2016)	
DGM – ‘D’	Taxation	TAX-DGM	1	45 years	
	Agri. (Faculty)	AF-DGM	1		
	Legal (Faculty)	LF –DGM	1		
	Finance & Account	Finance & Account	FAD- DGM	1	40 years
		Risk	RK-DGM	2	
			RK-DGM-1	1	
		Digital Banking & Emerging Payment	DB-DGM	2	
		Treasury	TRS-DGM-1	1	
			TRS-DGM-2	1	
			TRS-DGM-3	1	
Economist	ECO-DGM-1	1			
AGM – ‘C’	Risk	RK-AGM	1	36 years	
	Treasury	TRS-AGM-1	1		
		TRS-AGM-2	1		
		TRS-AGM-3	1		
		TRS-AGM-4	1		
	Economist	ECO- AGM-1	1		
		ECO-AGM	3		
	IT & MIS	IT-AGM	5		
Compliance	COM-AGM	3			
Manager- ‘B’	Finance & Account	FAD- MGR	15	32 years	
	Risk	RK-MGR-1	2		
	Treasury	TRS-MGR-1	2		
		TRS-MGR-2	3		
		TRS-MGR-3	3		
		TRS-MGR-4	2		
	Economist	ECO-MGR-1	2		
		ECO-MGR	5		
	IT & MIS	IT-MGR	7		
	Facility & Infrastructure Management	FIMD-MGR	15		
	Legal	LG-MGR	15		
Rajbhasha	RJ-MGR	10			

2. Reservation in Posts:-

Grade	No of Vacancies	General	Reserved for			
			SC	ST	OBC	PWD
						VH/OH
DGM (Grade D)	13	7	2	1	3	1
AGM (Grade C)	17	9	3	1	4	1
Manager (Grade B)	81	41	12	6	22	2

Note:

- SC/ST/OBC/Person with disabilities (PWD)/Ex-Servicemen would be eligible for age relaxation as per Government of India guidelines.
- The numbers of posts are provisional and may vary depending upon the future requirements. The Bank reserves the right to draw a waitlist and consider waitlisted candidate(s) for future requirements. Offers could be issued in phases, as per the Bank's requirement.
- Candidate can apply for only one post under this recruitment process.
- IDBI Bank reserves the right to make an offer for a post, one grade lower, even though the candidate applies and fulfills the eligibility criteria for the higher grade post.
- IDBI Bank reserves the right to place the selected candidates in any of the functional areas of the Bank other than those advertised, if found suitable for the same.
- IDBI Bank reserves the right not to hold Online Written test if adequate number of candidates are not available.

3. Eligibility criteria**3.01 Nationality/Citizenship:**

Candidates must be either (a) a citizen of India, or (b) a subject of Nepal, or (c) a subject of Bhutan, or (d) a Tibetan refugee (who came over to India before 1st January 1962) with the intention of permanently settling in India or (e) a person of Indian origin, who have migrated from Pakistan, Myanmar (formally Burma), Sri Lanka, East African Countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India, provided that a candidate belonging to categories (b), (c), (d) or (e) above shall be a person in whose favour a certificate of eligibility has been issued by Government of India. The candidate, in whose case a certificate of eligibility is necessary, may be admitted to the selection process conducted by the Bank, but on final selection, the offer of appointment may be given only after the necessary eligibility certificate have been issued to him/ her by the Government of India.

3.02 Educational qualification, work experience and job description :

Sr No	Post Code (Functional Area)	Educational qualification	Minimum Experience (as on Oct 01, 2016)	Job Description \$
1	TAX-DGM (Taxation)	<p>Graduation with first class in any stream from a recognized University.</p> <p>[Post-Graduation in Commerce / Accountancy, MBA / CA / ICWA will be preferred].</p>	<p>Minimum 12 years experience as an officer in areas of taxation and related issues in Income Tax Department of Central Board of Direct Taxes (CBDT), out of which at least 10 years should have been preferably in Income Tax Department of CBDT as an Income Tax Officer or Assistant Commissioner of Income Tax (ACIT).</p> <p>OR</p> <p>Minimum 12 years of experience as an officer handling taxation matters in a large corporate i.e. with an annual turnover of ₹1000 crore or above (as per the latest audited balance sheet). OR</p> <p>In case of candidates having experience in both Income Tax and large corporate, the overall experience inclusive of that in Income Tax Department of CBDT as an Income Tax Officer or ACIT and as an officer handling taxation matters in large corporate i.e. with an annual turnover of ₹1000 crore or above should not be less than 12 years.</p>	<p>1) Handling all matters related to Income Tax, Service Tax and other Direct/Indirect Taxes.</p> <p>2) Analysing changes in tax laws, guiding the process of computation of all taxes and preparation of all returns, verifying the correctness thereof and ensuring filing of the same before due date.</p> <p>3) Handling all matters related to correspondence, proceedings, appeals, representing the Bank, liaisoning, overall supervision and compliance, etc.</p>

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2	AF-DGM (Faculty-Agri)	Graduation in B.Sc Agri or Veterinary Science or in any allied courses in Agri from a recognized University. OR Graduation in any discipline from a recognized University with Post Graduate qualification as M. Tech. Agri or MBA-Agri or M.Sc Agri or Veterinary Science or in any allied courses in Agri from a recognized University.	Experience in public Sector Banks in Scale III or above and having minimum of 10 years experience as an Agriculture Field Officer / Agriculture Officer / Rural Development Officer or similar such post. OR Experience in dealing with all types of Agriculture Lending [Direct as well as in-direct lending covering processing, disbursement, follow-up / monitoring etc.] Minimum 2 years of teaching experience in the training institute of Public Sector Banks (PSB) would be preferred.	1) Design, organize and conduct training programs in the areas of Agri. business for the Bank employees / outside participants of other banks/ FIs/ Institutions. 2) Undertake teaching in the training programmes, consultancy and research assignments. 3) Prepare and guide in preparation of reading material for use in the Bank's training programmes. 4) Organize seminars and workshops on topics of banking relevance in the areas of Agri / Legal aspects. 5) Co-ordinate with the Bank Training Centers located across the Zones for training activities and any other training requirement at Zonal / Regional offices. 6) Refine the training methodology and contents with new improvement in products / processes / Regulatory guidelines (GoI, RBI, Nabard etc) in the areas of Agri. Business. 7) To make the training more relevant to day-to-day operations and to provide clarity on the matters relating to Legal aspects.
3	LF -DGM (Faculty-Legal)	Graduation in Law from any recognized University/Institution. Master's degree in Law would be preferred.	Experience in Public Sector Banks in Scale III or above and/or having minimum of 10 years as advocate Or in responsible position in the Legal Department of a large Banking/Financial Institution Or combined experience in the above positions. Preference will be given to those who have knowledge of Banking, Company and Industrial Law. Candidate should have good experience in drafting, conveyancing, litigation work,	

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			dealing with court cases, negotiations, conducting legal searches, title investigation, advisory work involving interpretation of contracts and statutes, recovery litigation etc. Minimum 2 years of teaching experience in the training institute of Public Sector Banks (PSB) would be preferred	
4	FAD- DGM (Finance & Accounts)	Graduation from a recognized University with first class in Commerce with Accountancy as a subject. [Post-Graduation in Commerce / Accountancy, MBA(Finance)/CA/ICWA is preferable]	Minimum 10 years' experience as an Officer in Commercial Banks/FI(s) with an annual turnover of Rs 1000 crore or above [as per the latest audited balance sheet] and experience in preparing financial statements, supervision and control of accounts, financial accounting closing, etc.	1) Analyzing financial statements; keeping abreast of changes in tax laws/regulatory requirements, overall supervision and control on accounts, housekeeping, RBI returns; monitoring of financial accounting closing process, verification of capital computation and development of Internal team. 2) Studying and analysing IND AS requirements, guiding the conversion exercise and providing necessary MIS. 3) Impact analysis of GST and Income Computation and Disclosure Standards. 4) Coordinating for ALCO meetings, ensuring accuracy and monitoring budget process, monitoring timely payment of tax and submission of tax returns.
5	RK-DGM (Risk)	Graduation with first class in any discipline from a recognized University. Candidates possessing additional qualification of MBA (Finance)/CA/ ICWA /CFA/MA (Economics with	Minimum 10 years' experience as an officer in Commercial bank(s)/FI(s) with an annual turnover of Rs. 1000 crores or above (as per the latest audited balance sheet) out of which operational experience of minimum 5 years in Credit Rating Model/ Score Card Development / Credit	1) Risk assessment of loan proposals and building & sustaining a high quality credit portfolio, well diversified in terms of clients, markets & products, with an acceptable risk-adjusted yield. 2) Identification of Key Risk Indicators (KRI), Conducting Risk and Control Self Assessment (RCSA) exercise, Implementation and mapping of Basel-III compliance, review of risk systems and procedures. 3) Asset liability management, Measurement of Interest Rate Risk and Liquidity Risk, Periodic monitoring and

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		<p>statistics)/CAIIB/Financial Risk Manager (GARP)/ Professional Risk Manager (PRIMA) or other equivalent specialized risk management certification would be preferred.</p>	<p>Risk Management/Credit Management/Market Risk/Treasury Operations /Model Validation/ Operational Risk</p>	<p>preparation of discussion and policy papers for ALCO. 4) Credit / Operational Risk modelling & Risk Policy Formulation. 5) Centralised monitoring of irregularities/ breaches/ inconsistencies pertaining to Credit / Operational Risk 6) Preparation of Risk related reports for submission to RMC/ Board / RBI 7) Validation of Risk Assessment process and various Risk models 8) Initiation of projects for improvement in Risk Management.</p>
6	RK-DGM-1 (Mid Office – Market Risk)	<p>Graduation with first class in any discipline from a recognized University. Candidates possessing additional qualification of MBA (Finance)/CA/ ICWA /CFA/MA (Economics with statistics)/CAIIB/Financial Risk Manager (GARP)/ Professional Risk Manager (PRIMA) or other equivalent specialized risk management certification would be preferred</p>	<p>Minimum 10 years' experience as an officer in Commercial bank(s)/FI(s) with an annual turnover of Rs. 1000 crores or above (as per the latest audited balance sheet) out of which operational experience of minimum 5 years in treasury mid office, monitoring and reporting of country, counterparty exposure and counterparty limits, etc.</p>	<p>1) Monitoring & Reporting Country, Counterparty Bank and Corporate Counterparty Exposure; 2) Monitoring & reporting Counter Party Limit/Sub-limit 3) Annual Policy/Manual Review 4) Various Reporting & Compliance to Regulatory authorities 5) Discussion paper & Submissions to Risk Management Committee (RMC)/ Asset Liability Committee (ALCO) 6) Computation of Capital Charge & Loan Equivalent Exposure (LER)</p>

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7	DB-DGM (Digital Banking and Emerging Payments)	Graduation with first class from a recognized University. MBA/M.E./M.Tech (regular/fulltime) is preferable.	Minimum 10 years' experience as an officer in Commercial Bank(s)/FI(s) out of which operational experience of Minimum 5 years' experience in handling digital banking products, internet and mobile banking solutions, payment solutions, pre-paid cards, e-commerce, POS, etc. Note : 5 years' Experience as an officer in Bank is mandatory.	<p><u>Profile DGM-1</u></p> <p>1) Understanding Techno-functional aspects of various Digital Banking Products & supporting IT applications in the internet and mobile banking applications.</p> <p>2) Managing digital banking solutions implementations, upgradations and delivering Digital Innovative solutions i.e. Internet Banking, Mobile Banking.</p> <p>3) Provide Innovative solution like digital signature/biometric authentication or other innovative authentication methodology to secure online channels.</p> <p>4) Benchmarking the existing product suite (Internet Banking/ Mobile Banking/Social Media/ electronic remittance Products) against industry and drive product enhancements and innovations.</p> <p>5) Co-ordinate with all support functions (Technology, Operations, Marketing, Finance, Compliance and Risk) to implement the business strategy.</p> <p><u>Profile DGM-2</u></p> <p>1) Managing Payment solutions like prepaid instruments/cards, e-commerce using debit cards on merchant site infrastructure and also on payment gateways and their integration, deployment.</p> <p>2) Ensuring regulatory framework on Mobile/e-wallets and integration with merchants.</p> <p>3) Provide Innovative solutions for card security, NFC/Bluetooth/Rfid/biometric technology in payment space.</p> <p>4) Payment business product conceptualization and implementation.</p> <p>5) Liaisoning /interacting with various agencies like VISA/MASTER/NPCI etc in rolling out new variants of CARDS/Pre paid instruments.</p> <p>6) Liasoning with various vendors for the</p>

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				<p>production/designing of Cards, POS machines, Payment Gateways, Merchant/biller aggregator and also for settlement of transactions with various merchants.</p> <p>7) Regulatory framework on pre-paid instruments, acquiring business, card issuance etc.</p> <p>8) Compliances to Information system Audits / Information Security Group.</p>
8	TRS-DGM-1 (Treasury- Institutional Sales)	Graduation with first class in any discipline from a recognized University. CA/ CFA/ CS / ICWA/ MBA/M.E./M.Tech (regular/ fulltime) is preferable.)	Minimum 10 years' experience as an officer in Commercial bank(s) out of which operational experience of Minimum 5 years in handling various treasury products such as SLR/Non-SLR securities, money market instruments, forex derivative, daily trading, implementation of hedging strategies and compliance with statutory bodies, etc.	<p>Institutional-Sales</p> <p>1) Developing and maintaining relationships with all existing and potential institutional clients including Indian and foreign banks, cooperative banks, other financial intermediaries, large corporates, long-term investors, etc.</p> <p>2) Keeping track of market developments/conditions and ascertaining need/appetite of institutional clients for various treasury products offered by the Bank.</p> <p>3) Selling various treasury products including SLR securities, non-SLR securities, Money Market instruments, Forex, Derivative, and other products to institutional clients.</p> <p>4) Assisting dealers in increasing their business and Debt Capital Market desk in its activities.</p> <p>5) Regular interaction with Regulators/other stakeholders and ensuring compliance with all regulatory and internal guidelines.</p>
9	TRS -DGM-2 (Treasury - SLR/PD dealers)	Graduation with first class in any discipline from a recognized University. CA/ CFA/ CS / ICWA/ MBA/M.E./M.Tech (regular/ fulltime) is preferable.)	Minimum 10 years' experience as an officer in Commercial bank(s) out of which operational experience of Minimum 5 years in handling various treasury products such as SLR/Non-SLR securities, money market instruments, forex derivative, daily trading,	<p><u>SLR/PD-Dealers</u></p> <p>1) Taking long-term and daily trading positions in various securities within set limits to earn trading profits within approved parameters; this would involve achieving all profit targets.</p> <p>2) Developing specific trading strategies to maximize risk adjusted return for the Bank.</p> <p>3) Managing volatility of Interest Rates by adjusting the duration within acceptable risk parameters.</p>

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			implementation of hedging strategies and compliance with statutory bodies, etc.	<p>4) Keeping track of market conditions to forecast movement of interest rates and other parameters affecting valuations of Bonds/NCD/CP positions and active management of the desks handling the same.</p> <p>5) Implementing hedging strategies to manage interest rate risks as may be required from time to time.</p> <p>6) Regular interaction with Regulators/other stakeholders and ensuring compliance with all regulatory and internal guidelines.</p>
10	TRS -DGM-3 (Treasury - FX Interbank Dealers)	Graduation with first class in any discipline from a recognized University. CA/ CFA/ CS / ICWA/ MBA/M.E./M.Tech (regular/ fulltime) is preferable.)	Minimum 10 years' experience as an officer in Commercial bank(s) out of which operational experience of Minimum 5 years in handling various treasury products such as SLR/Non-SLR securities, money market instruments, forex derivative, daily trading, implementation of hedging strategies and compliance with statutory bodies, etc.	<p><u>Forex/Interbank-dealers</u></p> <p>1) Taking long-term and daily trading positions in various securities within set limits to earn trading profits with approved parameters; this would involve achieving all profit targets.</p> <p>2) Developing specific trading strategies in Government securities, SDLs, and T-Bills to maximize risk adjusted return for the Bank.</p> <p>3) Managing volatility of Interest Rates by adjusting the duration within acceptable risk parameters.</p> <p>4) Keeping track of market conditions to forecast movement of interest rates and other parameters affecting valuations of SLR positions, maintaining statutory/regulatory ratios like SLR, SLGR, and LCR as per approved limits and active management of the desks handling the same.</p> <p>5) Implementing hedging strategies to manage interest rate risks as may be required from time to time.</p> <p>6) Regular interaction with RBI, FIMMDA, SEBI, Exchanges, performing all functions of PD as stipulated by RBI from time to time & ensuring compliance with all regulatory & internal guidelines.</p>

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11	ECO-DGM -1 Economist (Chief Economist/ Research)	Economics Graduate with first class from a recognized University & Post Graduation in Economics/ MBA (Finance).	Minimum 10 years' experience as an officer in Commercial bank(s) out of which operational experience of Minimum 5 years in developing, forecasting models for key indicators such as inflation, GDP, interest rates, liquidity position, FX rates, commodity prices, preparing research reports for bank and clients, etc.	<p>1) Keeping track of all important domestic/ international developments, key events like budget, RBI monetary policy, US Fed policy, etc. to assess their probable impacts on Indian economy, banking sector, financial markets, as well as investments and other portfolios of the bank.</p> <p>2) Developing models for forecasting key indicators including inflation rate, GDP growth rate, trade flows, interest rates, liquidity position, FX rates, equity prices, commodity prices, etc. Using these models to predict market movements and developing house view on key market factors.</p> <p>3) Preparing and submitting internal reports containing summary of important developments, forecasts, and their possible impact on the Bank to top management of the Bank at regular intervals.</p> <p>4) Preparing brief research reports for circulation to important clients of the Bank on daily basis and carrying out research on specific topics e.g. sectoral analysis, etc. from time to time.</p> <p>5) Have regular interaction with treasury dealers and provide them inputs about important market developments and in-house forecasts to enable them to take positions in various asset classes.</p> <p>6) Assist dealers in carrying out detailed analysis of various trading strategies for different desks and in implementing these strategies.</p>

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12	RK-AGM-1 (Mid Office – Market Risk)	Same as indicated in Sr. No. 6 (i.e. for post code RK-DGM-1)	Minimum 8 years experience as an officer in Commercial bank(s) out of which operational experience of minimum 3 years in treasury mid office, monitoring and reporting of country, counterparty exposure and counterparty limits, etc.	Same as indicated in Sr. No. 6 (i.e. for post code RK-DGM-1)
13	TRS -AGM-1 (Treasury - Institutional Sales)	Graduation with first class in any discipline from a recognized University. CA/ CFA/ CS / ICWA/ MBA/M.E./M.Tech (regular/ fulltime) are preferable.	Minimum 8 years' experience as an officer in Commercial Bank(s) out of which operational experience of minimum 3 years in handling the various treasury products such as SLR/Non-SLR securities, money market instruments, forex derivative, daily trading, implementation of hedging strategies and compliance with statutory bodies, etc..	Same as indicated in Sr. No. 8 (i.e. for post code TRS-DGM-1)
14	TRS -AGM-2 (Treasury - SLR/PD dealers)			Same as indicated in Sr. No. 9 (i.e. for post code TRS-DGM-2)
15	TRS -AGM-3 (Treasury - FX Interbank Dealers)			Same as indicated in Sr. No. 10 (i.e. for post code TRS-DGM-3)

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16	TRS -AGM-4 (Treasury - Corporate Bond dealer)	Graduation with first class in any discipline from a recognized University. CA/ CFA/ CS / ICWA/ MBA/M.E./M.Tech (regular/ fulltime) are preferable.	Minimum 8 years' experience as an officer in Commercial Bank(s) out of which operational experience of minimum 3 years in handling the various treasury products such as SLR/Non-SLR securities, money market instruments, forex derivative, daily trading, implementation of hedging strategies and compliance with statutory bodies, etc..	<p><u>Corporate-Bond-Dealers</u></p> <p>1) Taking long-term and daily trading positions in various securities within set limits to earn trading profits within approved parameters; this would involve achieving all profit targets.</p> <p>2) Developing specific trading strategies to maximize risk adjusted return for the Bank.</p> <p>3) Managing volatility of Interest Rates by adjusting the duration within acceptable risk parameters.</p> <p>4) Keeping track of market conditions to forecast movement of interest rates and other parameters affecting valuations of Bonds/NCD/CP positions and active management of the desks handling the same.</p> <p>5) Implementing hedging strategies to manage interest rate risks as may be required from time to time.</p> <p>6) Regular interaction with Regulators/other stakeholders and ensuring compliance with all regulatory and internal guidelines.</p>
17	ECO- AGM-1 Economist (Chief Economist/ Research)	Economics Graduate with first class from a recognized University & Post Graduation in Economics/ MBA (Finance).	Minimum 8 years' experience as an officer in Commercial Bank(s) out of which operational experience of minimum 3 years in developing, forecasting models for key indicators such as inflation, GDP, interest rates, liquidity position, FX rates, commodity prices, preparing research reports for bank & clients, etc.	Same as indicated in Sr. No. 11 (i.e. for post code ECO-DGM-1 (Chief Economist/ Research))

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18	ECO-AGM (Economist)	Economics Graduate with first class from a recognized University & Post Graduation in Economics/ MBA (Finance).	Minimum 8 years' experience as an Economist or Analyst with Financial Institutions/ Commercial Banks/ Rating Agencies/ Analytics Firm/ Reputed Brokerage Agencies as an officer. OR Minimum 8 years' experience as Economic Researcher in any University or Economic Research Division of a Commercial Bank/Financial Institution/ Corporate Organizations like CRISIL, CIBIL, ICRA, etc. as an officer.	<ol style="list-style-type: none"> 1) Statistical analysis and evaluation of economic and financial indicators at domestic and global level as well as forecasting movement in business/economic indicators. 2) Map the business of the Bank with that of peer banks (India and globally) and industry-wide trend and provide relevant inputs. 3) Spearheading studies to suggest right mix of business in order to maximize risk-adjusted return in synchronization with industry-based projections and future trends. 4) Conducting impact studies on various topical issues that have the potential to affect banks. 5) Strategic business planning process for the Bank that will include undertaking studies such as exploring new business avenues, analysing existing products/processes to provide suggestions for improvement and analysing the Bank's database for consumer behaviour, product development, marketing and other Business Intelligence uses. 6) Articles, analysis, presentations, etc. for the top management
19	IT-AGM (IT&MIS)	B.Tech/B.E in Computer Science/I.T./Electronic s & Communications with first class from a recognized University/ Institute. Oracle Certified Professional (OCP) and Master's degree in the above would be preferred.	Minimum 8 years' experience as an officer in Commercial Bank(s)/FI(s) for DBA profile handling and maintaining database as well as application servers, Oracle RAC and production issues analysis and trouble shooting experience in storage and backup technologies, etc.	<ol style="list-style-type: none"> 1) Maintaining a robust MIS platform for the Bank, understanding all the system databases with its data fields relating to all the activities carried out by the Bank and suggesting new data fields to fill up the gaps, so as to ensure end to end activities are captured in the database. 2) Coordinating with the System Integrator for implementation of Enterprise Data Warehouse solutions and any other data / MIS related projects, proposed by the Bank for automating the process of Data Management / CRM. 3) Attending to any new requirements for data / MIS from the various Business Groups in the Bank, including automating the process for such requirement.

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				<p>4) Documenting of the various processes involved in the preparation of various External and Internal data viz. Standard Operating Processes and facilitating their automation in the Bank and Facilitate cleansing of the data in the Core Banking / other systems to ensure proper and reliable Database for the Bank.</p> <p>5) Ensure preparation and timely / accurate submission of prescribed Regulatory Returns for the Bank to various external Regulators, as per the required periodicity.</p> <p>6) Ensure that the various Business Reports / data for Dash Boards etc., as desired by the Bank's Business Groups, are provided / enabled, for submission to Top Management.</p>
20	COM-AGM (Compliance)	Graduate with first class in any discipline from a recognized University. MBA is preferable.	Minimum 8 years' experience as an officer in Commercial Bank(s) of which Minimum 4 years of experience in handling in Risk & Compliance function of a Bank.	<p>1) Having expertise in performing banking compliance functions/compliance audit and be responsible to contribute in achieving the Compliance Function targets of the Bank and to contribute in setting up compliance protocol & processes / methodology of compliance assessment, reviews.</p> <p>2) Develop appropriate technical requirements for implementation of compliance plans and contribute in making, updating and implementation of compliance policy of the bank. Checklists for compliance requirements of regulatory laws, regulatory strategies & interpret data, perform fair and responsible banking analysis and validate results.</p> <p>3) Assess compliance risk reviews and provide guidance for risk assessment in various business areas and evaluate effectiveness of internal control system.</p> <p>4) Provide guidance and assist with the oversight in maintenance of responsible banking compliance – policies, procedures, processes, checklists, controls and inputs for training programmes. This would include review of new /</p>

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				<p>modifications of products and processes.</p> <p>5) Contribute in disseminating regulatory guidelines from various Regulatory Authorities like RBI, SEBI, Ministry of Finance and followup for implementation of the same in the bank/ overseas branches/subsidiary companies.</p> <p>6) Provide guidance for testing/monitoring/auditing/ investigations related to banking compliance; assist in implementation of Automated Compliance Management Solution and train personnel to ensure that they understand their responsibilities in complying with regulations.</p> <p>7) Liaison with Regulator and assist in responding to inquiries/investigation by Regulatory agencies in general and with specific reference to – Regulatory risk assessments</p>
21	FAD- MGR (Finance & Accounts)	<p>Graduation with first class in Commerce stream from a recognized University with Accountancy as a subject.</p> <p>Post-Graduation in Commerce / Accountancy, MBA(Finance)/CA/IC WA will be preferred.</p>	<p>Minimum 4 years' experience as an officer in Commercial Bank(s)/ FI(s) and experience in preparing financial statements, supervision and control of accounts, financial accounting closing, etc.</p>	<p>1) Accounts Profile: Preparation of monthly/consolidated financials, Risk based supervision data, RBI Returns and assisting in INDAS conversion exercise. Monitoring freeze /unfreeze activities, asset shortage, tracking NPA and controls on Office accounts. Co-ordination with statutory Auditors, RBI inspectors & concurrent auditors.</p> <p>2) Balance sheet Management Profile: Preparation of ALM statements, quarterly segment report, RBS data, branch/product profitability reports, calculation of Base Rate /MCLR/benchmark rates, ratio analysis, maintenance of FTP system, filing statutory returns and dealing with various audits.</p> <p>3) Taxation Profile: Preparation of income tax returns, service tax returns & filing, compilation of tax audit information, verification & payment of service tax/VAT liability, calculation of provision for tax including deferred tax, assisting in GST implementation, compliance with income computation and disclosure standards, guidance to branches on tax matters and assist in preparation of information called by tax authorities.</p>

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				4) Budget & Planning Profile: Preparing detailed medium-term budget based on inputs from verticals, zones and financial information available, allocation of budget to verticals/Zones /Branches, review of budget every six months and variance analysis, handling correspondence with Ministry of Finance, dealing with RBS data points and planning for raising of capital and related activities.
22	RK-MGR-1 (Mid Office – Market Risk)	Same as indicated in Sr. No. 6 (i.e. for post code RK-DGM-1)	Minimum 4 years experience as an officer in Commercial bank(s) in treasury mid office, monitoring and reporting of country, counterparty exposure and counterparty limits, etc.	Same as indicated in Sr. No. 6 (i.e. for post code RK-DGM-1)
23	TRS-MGR-1 (Treasury - Institutional Sales)	Graduation with first class in any discipline from a recognized University.	Minimum 4 years' experience as an officer in Commercial Bank(s) in handling the various treasury products such as SLR/Non-SLR securities, money market instruments, forex derivative, daily trading, implementation of hedging strategies and compliance with statutory bodies, etc..	Same as indicated in Sr. No. 8 (i.e. for post code TRS-DGM-1)
24	TRS-MGR-2 (Treasury - SLR/PD dealers)	CA/ CFA/ CS / ICWA/ MBA/M.E./M.Tech (regular/ fulltime) are preferable.		Same as indicated in Sr. No. 9 (i.e. for post code TRS-DGM-2)
25	TRS-MGR-3 (Treasury -FX Interbank Dealers)			Same as indicated in Sr. No. 10 (i.e. for post code TRS-DGM-3)
26	TRS-MGR-4 (Treasury - Corporate Bond dealers)			Same as indicated in Sr. No. 16 (i.e. for post code TRS-AGM-4)

Sr No	Post Code (Functional Area)	Educational qualification	Minimum Experience (as on Oct 01, 2016)	Job Description \$
27	ECO-MGR-1 Economist (Chief Economist/ Research)	Economics Graduate with first class from a recognized University & Post Graduation in Economics/ MBA (Finance) from a recognized university.	Minimum 4 years' experience as an officer in Commercial bank(s) in developing, forecasting models for key indicators such as inflation, GDP, interest rates, liquidity position, FX rates, commodity prices, preparing research reports for bank and clients, etc.	Same as indicated in Sr. No. 11 (i.e. for post code ECO-DGM-1)
28	ECO-MGR (Economist)		Minimum 4 years' experience as an Economist or Analyst with Commercial Bank(s)/FI(s) Rating Agencies/ Analytics Firm/ Reputed Brokerage Agencies as an officer. OR Minimum 4 years' experience as Economic Researcher in any University or Economic Research Division of a Commercial Bank(s)/FI(s)/ Corporate Organizations like CRISIL, CIBIL, ICRA, etc as an officer.	Same as indicated in Sr. No. 18 (i.e. for post code ECO-AGM)
29	IT-MGR (IT&MIS)	First class graduate in B.Tech/B.E in Computer Science/I.T./Electronics & Communications from a recognized University/ Institute. Oracle Certified Professional (OCP)	Minimum 4 years' experience as an officer in Commercial Bank(s)/FI(s) for DBA profile handling and maintaining database as well as application servers, Oracle RAC and production issues analysis and trouble shooting experience in storage and backup technologies.	Same as indicated in Sr. No. 19 (i.e. for post code IT-AGM)

Sr No	Post Code (Functional Area)	Educational qualification	Minimum Experience (as on Oct 01, 2016)	Job Description \$
		and Master's degree in the above would be preferred.		
30	FIMD-MGR (Facility and Infrastructure Management)	First class graduate in B.Tech/B.E in Civil/ Electrical Engineering from a recognized University/ Institute. Preferable: Master's degree in Civil/ Electrical Engineering	Minimum 4 years of experience as an officer handling Civil/Electrical/ Engineering activities; tendering process, maintenance of office building/ staff quarters & work related to setting up of new branches.	1) Handling matters pertaining to identifying, developing, furnishing, shifting of suitable premises for banks new/existing branch offices & residential premises, maintenance of office and residential premises of the Bank. 2) Preparation of layout, detailed working drawings, specification and estimation of bill of quantities. Processing of contractor bills. 3) Preparation of tender, inviting offers, technical and financial scrutiny and evaluation of offers and award of work, technical evaluation and scrutiny of proposals received, co-ordination with contractors, providing necessary clarifications, liaisoning with the Govt. Agencies, Architects, Consultants, Societies, etc. and overall supervision of work ensuring quality and workmanship. 4) Payment of property tax, other statutory dues, insurance, electricity/ telephone charges; correspondence with various offices; providing guidance to maintenance related works and handling administrative related work Infrastructure Management Department
31	LG-MGR (Legal)	First Class Graduation in Law from any recognized University/ Institution. Preferable: Master's degree in Law	Minimum 4 years' experience standing as advocate or in a responsible position as officer in the Legal Department of a Commercial Bank(s)/FI(s) or combined experience in the above positions. The candidate should have knowledge of Banking, Company, Industrial, Labour Laws, etc	Examining legal issues referred by various departments of the Bank and opining thereon, drafting and vetting of loan & security documents & debt restructuring documents, investigation of title in respect of immovable properties mortgaged to the Bank, examining title reports prepared by the advocates and commenting on acceptability of title, handling issues pertaining to employee relations / industrial relations, handling cases before courts / tribunals / forums filed by or against the Bank including briefing advocate / senior advocate, attending court hearing, drafting & settling

Sr No	Post Code (Functional Area)	Educational qualification	Minimum Experience (as on Oct 01, 2016)	Job Description \$
				pleadings, and generally to advise the Bank on all corporate and banking issues.
32	RJ-MGR (Rajbhasha)	First Class Graduation in Hindi from a recognized University with English as a subject. Preferable: Post-graduation degree in Hindi with English as a subject.	Minimum 4 years' experience as an officer of a Commercial bank(s)/FI(s) in handling and promoting official language policy of bank, correspondence with ministries and committees, etc.	1) Assisting in implementation of Official Language Policy in the Bank. 2) Handling correspondence with Ministries, Committees etc. 3) Handling matters relating to translation of reports, circulars, letters, documents, training material etc. 4) Arranging Hindi Workshops and training the employees on Unicode . 5) Publication of Bank's In-house Journal

\$ The Bank may also assign such other related jobs/assignments as may be decided from time to time.

Notes:

- (i) Proficiency in computers is essential.
- (ii) The candidate should possess excellent inter-personal and liaisoning skills, excellent and unblemished track record and good legal understanding & drafting skills.
- (iii) The Bank reserves the right to raise or modify the eligibility criteria pertaining to educational qualification and/or work experience. Depending upon the requirement, Bank reserves the right to cancel or restrict or curtail or enlarge any or all of the provisions of the recruitment process, if need so arises, without any further notice and without assigning any reason there for.
- (iv) Degrees obtained from the recognized Universities or Institutes recognized by the Government of India only will be considered.
- (v) **Experience through an outsourcing vendor, service provider, KPO/BPO or IT support services provider for any of the entities listed for the posts of Deputy General Manager, Assistant General Manager and Manager will not be considered.**

3.03 **Age (as on October 01, 2016):**

(i) The minimum and maximum age is as under:

Grade	Age as on October 01, 2016	
	Minimum	Maximum *
DGM, Grade D	35 years	40 years
AGM, Grade C	30 years	36 years
Manager, Grade B	28 years	32 years

* Maximum age limit for DGM-Taxation, DGM-Agri & DGM-Legal Faculty is 45 years

(ii) Relaxation in Upper age limit

S.N	Category	Age Relaxation
a	Scheduled Caste/Scheduled Tribe	5 years
b	Other Backward Classes (Non-Creamy Layer)	3 years
c	Persons With Disabilities	10 years
d	Ex-Servicemen, Commissioned Officers including Emergency Commissioned Officers (ECOs)/ Short Service Commissioned Officers (SSCOs) who have rendered at least 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within one year 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
e	Persons ordinarily domiciled in the State of Jammu & Kashmir during the period 01.01.1980 to 31.12.1989	5 years
f	Persons affected by 1984 riots	5 years

Note:

- The relaxation in upper age limit to SC/ST/OBC candidates is allowed on cumulative basis with only one of the remaining categories for which age relaxation is permitted as mentioned above in Point No. 3.03(ii) c to f.
- The maximum age limit specified is applicable to General Category candidates
- Candidates seeking age relaxation will be required to submit necessary certificate(s) in original / copies at the time of Interview and at any subsequent stage of the recruitment process.

- d) In case of an Ex-serviceman who has once joined in a Government job on the civil side after availing the benefits given to him as an Ex-servicemen for his re-employment, his Ex-serviceman status for the purpose of reemployment in Government ceases.

4. **Reservations:**

- 4.01 Reservations for SC/ST/OBC candidates would be extended as per rules / guidelines of Government of India. Applicable reservation percentage is 15%, 7.5% & 27% for SC, ST & OBC respectively.
- 4.02 Reservation for Physically Handicapped (PH) or Person with disabilities (PWD) @ 3% of the identified posts would also be extended. The PWD candidates should possess a latest certificate to the effect with Sub-category of disability i.e. Visually Handicapped & Orthopaedically Handicapped issued by the Medical Board/countersigned by the Medical Superintendent / Chief Medical Officer / Head of Hospital of Government appointed by Central/State Government. Reservations for PWD (horizontal reservations) will be adjusted against the number of incumbent in the relevant reservation roster.
- 4.03 Relaxations/Concessions would be extended to SC/ST/OBC/PWD candidates as per the Government of India guidelines.
- 4.04 Competent Authority for the issue of the certificate to SC/ ST/ OBC/ Persons With Disabilities (PWD) is as under (as notified by Government of India from time to time):
- i) For Scheduled Castes/ Scheduled Tribes/ Other Backward Classes: (i) District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ First Class Stipendiary Magistrate/ City Magistrate/ Sub-Divisional Magistrate (not below the rank of First Class Stipendiary Magistrate)/ Taluk Magistrate/ Executive Magistrate/ Extra Assistant Commissioner (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate (iii) Revenue Officer not below the rank of Tehsildar (iv) Sub-divisional officer of the Area where the candidate and or his family normally resides.
 - ii) For Persons with Disabilities: Authorized certifying authority will be the Medical Board at the District level consisting of Chief Medical Officer, Sub-Divisional Medical Officer in the District and an Orthopaedic/ Ophthalmic/ ENT Surgeon.
 - iii) 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 prior to the date of interview if called for). Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification. Candidates belonging to OBC category but coming under creamy layer and/ or if their caste does not find place in the Central List are not entitled to OBC reservation. They should indicate their category as General in the online application form.

4.05 Definitions of Categories of disabilities:

- i) **Visually Impaired (VI)** : Blindness refers to condition where a person suffers from any of the following conditions namely (1) Total absence of sight, (2) Visual acuity not exceeding 6/60 or 20/200 (snellen) in the better eye with correcting lenses. (3) Limitation of the field of vision subtending in angle of 20 degrees or worse. Low vision means a person with impairment of visual functioning even after treatment or standard refractive correction but who uses or is potentially capable of using vision for the planning of execution of a task with appropriate assistive device.
- ii) **Orthopaedically Challenged (OC)** : Only those Orthopaedically Challenged candidates who have locomotor disability or cerebral palsy with locomotor impairment of minimum of 40% and only those who fall in the following categories are eligible to apply:
- BL - Both legs affected but not arms 9
 - OA - One arm affected (R or L)
 - (a) Impaired reach; (b) weakness of grip; (c) ataxia
 - OL - One leg affected (R or L)
 - MW - Muscular weakness and limited physical endurance

iii) **Guidelines for Persons with Disabilities using a Scribe:**

The visually impaired candidates and candidates whose writing speed is affected by cerebral palsy can use their own scribe at their cost during the online examination. In all such cases where a scribe is used, the following rules will apply:

- The candidate will have to arrange his/her own scribe at his/her own cost.
- The scribe should be from an academic stream different from that stipulated for the post.
- Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfills all the stipulated eligibility criteria for a scribe mentioned above. Further, in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts, the candidature of the candidate will stand cancelled, irrespective of the result of the written examination.
- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes or otherwise advised for every hour of the examination.
- The same scribe cannot be used by more than one candidate. If violation of the above is detected at any stage of the process, candidature of both the candidates will be cancelled.

iv) **Guidelines for candidates with locomotors disability and cerebral palsy:** Compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotors disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).

v) **Guidelines for Visually Impaired candidates:** Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes or

otherwise advised for every hour of examination.

Guidelines are subject to change in terms of Government of India guidelines/ clarifications, if any, from time to time. Please note the candidates not opting for scribe in the application form will not be allowed to use the facility of scribe.

5. **Emoluments (as on October 01, 2016)**

Pay and allowances:

Post	Consolidated Remuneration / Scale
Manager - Grade 'B'	In the scale of Rs 19000-1000(17)-36000-1250(6)-43500 (24 years)
Assistant General Manager, Grade 'C'	In the scale of Rs 25700-1000(1)-26700-1100(12)-39900-1250(6)-47400 (20 years)
Deputy General Manager-Grade 'D'	In the scale of Rs 33600-1100(9)-43500-1300(8)-53900 (18 years)

In addition to the pay, the selected candidate will be eligible for allowances, perquisites and benefits as applicable to the Grade as per the Bank's rules, prevalent at the time of joining. Further, fitment of pay for new recruits in the cadre will be governed by relevant government guidelines and extant the Bank's policies.

5.01 **Terms of Appointment & Posting :**

- i) Initial appointment for all posts will be on probation for a period of 1 year from the date of joining (which can be extended at the discretion of the Bank). Candidate will be posted at the Bank's discretion, to any offices of the Bank or the departments/ offices/ business units / the Bank's associate institutions. The candidate will also be liable to be transferred to any place in/outside India, as the Bank may decide from time to time in terms of the Bank's prevailing rules.
- ii) The position of Faculty in Grade D has been identified for Jawaharlal Nehru Institute of Banking and Finance (JNIBF), Hyderabad. However, the Bank reserves the right to post the candidate at any of its centers/ offices depending upon its requirement.
- iii) Officers in Grade D so recruited would be given an opportunity for career growth in the Bank by exercising an option to switchover in the existing grade to General Stream after completion of 5 years.

6. **Selection Procedure :**

The selection process will comprise of online written test, for the post of Assistant General Manager – Grade 'C' and Manager – Grade 'B' followed by Personnel Interview (PI) of the qualified candidates. For the post of Deputy General Manager – Grade 'D' candidates will be shortlisted based on the eligibility criteria and will then be called for Group Discussion (GD) & Personnel Interview (PI).

6.01 **Online Written Examination (only for Grade ‘C’ and Grade ‘B’)**: The structure of the online written examination will be as follows:

Sr. No.	Name of Tests	No. of Qs	Maximum Marks	Duration
1	Reasoning	25	25	Composite time of 2 hours
2	English Language	25	25	
3	Quantitative Aptitude	25	25	
4	Banking, Present Economic Scenario & General Awareness	50	50	
5	Stream/category Specific Questions	50	75	
Total		175	200	

The above tests except the Test of English Language will be available bilingually, i.e. English and Hindi. IDBI Bank reserves the right to modify the structure of the examination which will be intimated through its website.

6.01.1 **Penalty for Wrong Answers**

There will be penalty for wrong answers marked in the Objective Tests. For each question for which a wrong answer has been given by the candidate, one fourth or 0.25 of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If for any question a candidate gives more than one answer, it will be treated as wrong, even if one of the given answers happens to be right, and there will be the same penalty of 0.25 of the marks assigned to that question deducted as penalty. If a question is left blank, i.e. no answer is given by the candidate; there will be no penalty for that question.

Important:

Please take a note that in case a candidate is found adopting/ abetting use of unfair means, either during the written test or at any time before or after the same, then the candidate shall be debarred from the recruitment process.

6.01.2 The candidates for Grade ‘C’ and Grade ‘B’ shall be called for PI on the basis of their performance in the online written test. Candidates are required to obtain a minimum score in each test and also a minimum total score in the online test to be shortlisted for PI. Candidates will be shortlisted for PI depending on the number of vacancies, cut-off in each test and total marks secured in the online test as decided by the Bank. Prior to the completion of the interview process, scores obtained in the online written examination will not be shared with the candidates shortlisted for interview.

6.01.3 In case more than one candidate scores the cut off marks (common mark at cut off point), such candidates will be ranked according to their age in descending order.

- 6.01.4 Candidates not clearing the PI will not be considered for final selection. The combined final scores of candidates shall be arrived at on the basis of scores obtained by the candidates in written test / GD and PI.
- 6.01.5 A candidate should qualify in all the processes of selection, i.e. Online Written Examination / GD and PI (as the case may be) and sufficiently high in the merit to be shortlisted for subsequent selection process.
- 6.01.6 Subject to the vacancies available under the respective category, only those candidates who pass the online written test/GD and PI will be shortlisted for further pre-recruitment selection.

Important:

Bank would be analyzing the responses (answers) of individual candidates with other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by Bank in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, Bank reserves the right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.

While appearing for GD and PI, the candidate should produce valid prescribed documents given below. In the absence of documents candidature of the candidates shall be cancelled. Bank takes no responsibility to receive/ collect any certificate/remittance/ document sent separately.

7. List of Documents to be produced at the time of GD/ PI (as applicable):

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

- i) Print out of the valid Interview Call Letter.
- ii) Valid system-generated printout of the online application form.
- iii) Proof of Date of Birth (Birth Certificate or SSLC/Std.X Certificate with DOB).
- iv) Photo Identify Proof as indicated in Point 11 below.
- v) Marksheets & provisional / degree certificates for educational qualifications.
- vi) Work Experience: For the Past employer - Relieving Letters and Experience Certificate from the past employer and for the present employer - Experience certificate, Offer Letters, Pay or Salary Slips clearly indicating the date of joining and date of relieving for each of the past or previous employer(s) mentioning the functional area of experience. The experience certificate or testimonials produced by the candidates should indicate the date of joining and relieving, designation at the time of joining, date of promotion with designation, if any. In case the same is not mentioned in either the experience certificate or Relieving letter, a bonafide

experience certificate is required mentioning the experience of the candidate in desired functional area along with the duration. Any adverse remark from the previous employer(s) or any act of misconduct/ wrong committed by the candidate would be a disqualification to apply and render the candidature for cancellation.

- vii) Caste Certificate: If declared, Copy of Caste or Tribe or Class Certificate for SC, ST and OBC category candidates issued by the Competent Authority (as notified by Government of India from time to time)..
- viii) PWD Certificate: If declared, Medical Certificate issued by the Competent Authority in case of PWD candidates.
- ix) An Ex-serviceman candidate has to produce a copy of the discharge Certificate/pension payment order and documentary proof of rank last/ presently held (substantive as well as acting) at the time of interview.
- x) Candidates serving in Government/quasi govt offices/ Public Sector Undertakings (including Nationalized Banks and Financial Institutions) are required to produce a “No Objection Certificate” from their employer at the time of interview, in the absence of which their candidature will not be considered and travelling expenses, if any, otherwise admissible, will not be paid.
- xi) Persons eligible for age relaxation under “Persons ordinarily domiciled in the State of Jammu & Kashmir during the period 1-1-80 to 31-12-89” must produce the domicile certificate at the time of interview/ at any stage of the subsequent process from the District Jurisdiction where he/she had ordinarily resided or any other authority designated in this regard by the Government of Jammu & Kashmir to the effect that the candidate had ordinarily domiciled in the State of J&K during the period from 01.01.1980 to 31.12.1989.
- xii) Persons eligible for age relaxation under “Persons affected by 1984 riots” 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.
- xiii) Any other relevant documents in support of eligibility.
- xiv) Candidates will not be allowed to appear for the interview if he/ she fails to produce the relevant eligibility documents as mentioned above.

Note: Inability to produce any of the above mentioned documents (both original and attested copy) at the time of interview will render the candidates ineligible for the selection. **No documents shall be directly sent to the Bank by candidates before or after the interview.**

8. Examination Centres for Online Written Test:

- (i) IDBI Bank will be holding online written test at Ahmedabad, Amritsar, Bhopal, Bengaluru, Belgaum, Bhubaneswar, Coimbatore, Chennai, Chandigarh, Guwahati, Gwalior, Hyderabad, Jaipur, Kanpur, Kolkata, Kochi, Lucknow, Madurai, Mangalore, Mumbai, Nagpur, New Delhi, Patna, Pune, Raipur, Rajkot, Ranchi, Thiruvananthapuram, Vijayawada and Vishakhapatnam.
- (ii) Candidates are advised to give their preference of written test centre. The address for the written test and timing will be advised in the online call letters available at Bank’s website.
- (iii) Candidates may select any one centre from the above-mentioned centres and indicate the same in his or her application. Request for

change of Centre will not be entertained.

- (iv) The Bank, however, reserves the right to add or change or cancel any of the Centres for online test depending on the response or number of applications for a particular centre. Bank also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
- (v) The GD and PI for Grade D will be held at the Bank's Corporate Office in Mumbai.
- (vi) Candidate will appear for the examination/interview at the respective centres at his/her own risk and expenses and the Bank will not be responsible for any injury or losses etc. of any nature caused to the candidate.
- (vii) Any unruly behavior/misbehavior in the examination hall may result in cancellation of candidature

9. Application Fee/ Intimation Charges (non-refundable):

Transaction charges for Online Payment of application fees/ intimation charges will have to be borne by the candidate. Candidates should ensure their eligibility before paying the fees/ applying online.

Category of Applicant	Application Fee
SC/ST/PWD	Rs. 150 (Intimation charges only)
For all others	Rs. 700 (Application fee + Intimation charges)

Application once made will not be allowed to be withdrawn and fee once paid will NOT be refunded under any circumstances nor can it be held in reserve for any other future Selection process.

9.01 Mode of Payment:

- i) Candidates have to make the payment of requisite fee/intimation charges through ONLINE mode only.
- ii) Candidates have the option of remitting fees via ONLINE MODE only, where the application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- iii) The payment can be made using only Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets by providing information as asked on the screen.
- iv) On successful completion of the transaction, an e-receipt would be generated.
- v) Candidates are required to take a print of the e-receipt and online application. Online payment receipt will have to be produced, at the time of online written test or interview, as the case may be.
- vi) If the online transaction has not been successfully completed then the following message is displayed 'Your online transaction was unsuccessful.
- vii) Please register again.' Candidates may then revisit the 'Apply Online' link and fill in their application details again.

- viii) Without call letter and online payment receipt, the candidates will not be allowed to appear for online Written Test/Interview.
- ix) Candidates are, therefore, advised to keep 3 photocopies of the online payment receipt for future use.

Note:

- After submitting your payment information in the online application form, please wait for the intimation from the server, DO NOT press Back or Refresh button in order to avoid double charges.
- For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
- To ensure the security of your data, please close the browser window once your transaction is completed.
- Application once made will not be allowed to be withdrawn and fees once paid will NOT be refunded on any account nor can it be held in reserve for **any other recruitment or selection process**.

10. How to apply:

1. **Candidates are required to apply Online through website www.idbi.com. (Careers/Current Openings). No other means/ mode of application will be accepted.**
2. **Candidates are required to have a valid personal email ID and Contact No.** It should be kept active till completion of this recruitment process. Bank may send call letters for written test, GD, interview etc. through the registered email ID. In case, a candidate does not have a valid personal email ID, he/she should create his/ her new email ID before applying Online.
3. Use of special characters while filling the form will not be allowed. **In case the candidate is unable to fill in the application form in one go, he/ she can save the data already entered.** When the data is saved, a provisional registration number and password will be generated by the system and displayed on the screen. Candidate should note down the Provisional registration number and password. An Email & SMS indicating the Provisional Registration number and Password will also be sent. They can reopen the saved data using Provisional registration number and password and edit the particulars, if needed. This facility will be **available for three times only**. Once the application is filled in completely, candidate should submit the data.
4. Candidates are advised to carefully fill in the online application themselves as no change in any of the data filled in the online application will be possible/ entertained. Prior to submission of the online application candidates are advised to use the 'SAVE AND NEXT' facility to verify the details in the online application form and modify the same if required. No change is permitted after clicking on FINAL SUBMIT button. Visually Impaired candidates will be responsible for carefully verifying/ getting the details filled in, in the online application form properly verified and ensuring that the same are correct prior to submission as no change is possible after submission.

5. There is a provision to modify the online application **prior to submission** only. Candidates are requested to make use of this facility to correct the details in online application, if any
6. All the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Post Applied for, Address, Mobile Number, Email ID, Centre of Examination (for future use) etc. will be considered as final and no change/ modifications will be allowed after submission of the online application form.
7. An email/ SMS intimation with the Registration Number and Password generated on successful registration of the application will be sent to the candidate's email ID/ Mobile Number specified in the online application form as a system generated acknowledgement. **If candidates do not receive the email and SMS intimations at the email ID/ Mobile number specified by them, they may consider that their online application has not been successfully registered.**
8. An online application which is incomplete in any respect such as without photograph and signature uploaded in the online application form/ unsuccessful fee payment will not be considered as valid
9. Any information submitted by a candidate in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at a later stage.

11. Identity Verification

In the examination hall as well as at the time of interview, the call letter along with a photocopy of the candidate's photo identity (bearing the same name as it appears on the call letter) such as PAN Card/Passport/ Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer/ People's Representative along with a photograph / Identity Card issued by a recognized college/ university/ Aadhar card with a photograph/ Employee ID should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. **If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination/ interview. Ration Card will not be accepted as valid id proof for this recruitment project/process.**

In case of candidates who have changed their name, they will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original, mentioning the changed name.

Note: Candidates have to produce, in original, the same photo identity proof bearing the name as it appears on the online application form/ call letter and submit photocopy of the same.

12. Pre-Examination Training (PET) For SC/ST/OBC Candidates:

- i) In compliance with Government Guidelines, Bank would arrange free non-residential PET for interested eligible SC / ST /OBC candidates applied for the posts of Assistant General Manager – Grade C and Manager – Grade 'B' **only** for 6 consecutive days from 14.03.2017 to 19.03.2017 (including Sunday) prior to the online test. The PET will be organized at Ahmedabad, Bhopal, Bengaluru, Bhubaneswar,

Coimbatore, Chennai, Chandigarh, Guwahati, Hubli, Hyderabad, Jaipur, Kanpur, Kolhapur, Kolkata, Kochi, Madurai, Mangalore, Mumbai, Nagpur, New Delhi, Patna, Raipur, Rajkot, Ranchi, Vijaywada and Vishakhapatnam. The Bank has discretion to add or delete the centres in respect of PET. Candidates who desire to avail of such training may indicate the same at the appropriate place in the application format. The candidates will have to make their own arrangements for travel and stay and meet all expenses. The PET will not confer on the candidates any right of recruitment in the Bank.

- ii) Details regarding the time, date and address of the venue of the PET for the interested eligible candidates would be put on the Bank's website. Provision will be made to issue Call Letter online for the PET. Candidates would have to visit the Bank's website to download the online call letter by entering their registration number and password. Other instructions, if any, in this regard would also be displayed on the website. Candidates are, therefore, advised to visit the Bank's website at regular intervals for updates.
- iii) Candidates will not be called for the PET if they do not opt for the same in the application form.

13. General Eligibility

Medical Fitness, Character and caste (wherever applicable) verification of selected candidates: The appointment of selected candidates will be subject to their being declared medically fit as per medical fitness standards followed by the Bank and upon satisfactory verification of their character, antecedents and caste certificates (wherever applicable). Till such time, the appointment of the selected candidates in the Bank will be provisional.

14. General Instructions

- (i) Cut-off date: October 01, 2016.
- (ii) Before submitting the online application form, the candidates must ensure that they fulfill all the eligibility criteria with respect to age, educational qualifications, etc. as stated in this advertisement. If the candidates are not eligible, their candidature will be cancelled at any stage of the recruitment. If the candidate qualifies in the selection process and subsequently it is found that he or she does not fulfil the eligibility criteria, his or her candidature will be cancelled and if appointed, services would be terminated without any notice or compensation.
- (iii) Applications should be submitted only through the on-line mode through IDBI Bank's website, after carefully going through all the instructions contained in General Instructions given in the advertisement and in the Online Application Form. No other means or mode of application form would be accepted.

- (iv) Candidates are advised in their own interest to apply online much before the closing date to avoid the possibility of disconnection / inability / failure to log on to the website on account of heavy load on internet or website jam. The Bank does not assume any responsibility for the candidates not being able to submit their application within the last date on account of the above reasons or any other reason beyond the control of the Bank.
- (v) **Not more than one application should be submitted by any candidate. In case of multiple applications only the latest valid (complete) application will be retained and the application fee / intimation charges paid for the other multiple registration(s) will stand forfeited. Multiple attendance / appearances in the online examination and / interview will be summarily rejected / candidature cancelled.**
- (vi) Request for change of centre for online written examination or interviews will not be considered. However, IDBI Bank reserves the right to cancel or add any centre depending upon the response in that centre.
- (vii) IDBI Bank reserves the right to modify or amend or reverse or cancel any or all of the provisions of the recruitment process including eligibility criteria.
- (viii) IDBI Bank may at its discretion, hold re-written test and/or re-interview, wherever necessary in respect of a center or venue or specific candidates(s) and/or all centers or all candidates.
- (ix) Candidates would not be allowed for online test and personal interview without the online call letter. No duplicate call letter would be issued to the Candidates.
- (x) All candidates belonging to the ST, the SC, OBC, Ex-Serviceman and PWD category should produce at the time of interview, attested copy of the relevant certificate in the prescribed form from the Competent Authority empowered to issue such certificate. The name of the caste should be listed in central list of SC/ST/OBC and the caste certificates should be in central government format. OBC certificate should be of a recent date with suitable mention about creamy layer. (Candidates with "Non-Creamy Layer Clause" certificate would be eligible for reservation as per Government of India guidelines). The PWD candidates shall possess a certificate of disability issued by the competent authority as per the Government of India guidelines.

- (xi) The candidate's appointment will remain provisional subject to caste or tribe certificates being verified through proper channel and verification of other testimonials. The candidate's services will be liable to be terminated forthwith without assigning any reason in case the verification reveals that his or her claim for belonging to SC, ST, OBC, PWD and Ex-Serviceman category and other testimonials is false. IDBI Bank also reserves its right to take such further action against the candidates, as it may deem proper, for production of such false caste certificate/ testimonials.
- (xii) SC/ST candidates eligible for the selection process will be reimbursed, on production of tickets, the to and fro actual single return Second Class railway fare by the shortest route from the place of their residence to the place of interview. **This concession will not be admissible to SC/ST candidates who are already in service in Central or State Government or Corporations or Public Undertakings or Local Government or Institutes and Panchayats.**
- (xiii) Candidates already in service of Government or Quasi Government Organizations and Public Sector Banks or Undertakings will have to produce a 'No Objection Certificate' from their employer, at the time of interview. Before appointment in the Bank, a proper discharge certificate or Release Order from the employer will have to be produced. If the Application is required to be routed through the employer and in the process it reaches after the due date, it will not be considered even though submitted to the employer before the due date.
- (xiv) IDBI Bank shall not furnish the mark-sheet of selection process to Candidates.
- (xv) IDBI Bank shall not entertain requests from candidates seeking advice about their eligibility to apply nor from any eligible and not selected Candidates.
- (xvi) Canvassing in any form will be a disqualification.
- (xvii) In all matters regarding eligibility, the selection process, the stages at which scrutiny of the documents regarding eligibility is to be undertaken, documents to be produced for the selection process, assessment, prescribing minimum qualifying standards in the selection process, number of vacancies and communication of result, etc., IDBI Bank's decision shall be final and binding on the Candidates and no correspondence shall be entertained in this regard.

- (xviii) Candidates with suppression or concealment of any information and containing incorrect or misleading information will lead to the Candidates being disqualified, as and when detected, irrespective of the stage of selection process and will also lead to dismissal from employment on its detection anytime after appointment.
- (xix) The appointment of the Candidates is liable to be terminated forthwith without any notice or compensation in lieu of notice, if any declaration or statement or information furnished by them is found to be false or untrue or if any material information is found to be suppressed, or concealed by them.
- (xx) Candidates are advised not to change their signature at any point of time during and after the recruitment process. Candidates are advised to keep their email ID and mobile number live for receiving advices like call letters, interview advices, etc.
- (xxi) The possibility of occurrences of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and / or result from being generated. In that event every effort will be made to rectify such problem which may include the conduct of another examination, if considered necessary.
- (xxii) Any resultant dispute arising out of this advertisement and the selection process shall be subject to the sole jurisdiction of the Courts situated in Mumbai only.

Disclaimer: - Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection, process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any of the recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect. Clarifications/Decisions of the Bank in respect of all matters pertaining to this recruitment would be final and binding on all candidates. Merely satisfying the eligibility criteria norms do not entitle the candidate to be called for written test/ GD/ interview. The Bank reserves the right to call only the requisite number of candidates for written test/GD/ interview after preliminary screening/ short-listing with reference to the candidate's age, qualification, essential requirements, suitability etc.

The Bank reserves the right to reject any application/candidature at any stage or cancel the conduct of written test /GD/ interview without assigning any reason

Annexure – I**GUIDELINES FOR SCANNING THE 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.

(i) PHOTOGRAPH IMAGE:

- Photograph must be a recent passport style colour picture.
- The picture should be in colour, against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there is no “red-eye”
- 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)
- Size of file should be between 20kb–50 kb
- 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.

(ii) SIGNATURE IMAGE:

- The candidate has to sign on white paper with Black Ink pen.
- The signature must be signed only by the candidate and not by any other person.
- The signature will be used to put on the Hall Ticket and wherever necessary.
- If the Candidate’s signature on the answer script, at the time of the examination, does not match the signature on the Hall Ticket, the candidate will be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb – 20kb
- Ensure that the size of the scanned image is not more than 20KB

(iii) SCANNING THE PHOTOGRAPH & SIGNATURE:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Color to True Color

- File Size as specified above
- 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.
- Candidates using MS Windows/MsOffice can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MsOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50KB(photograph) & 20KB(signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.

(iv) **If the file size and format are not as prescribed, an error message will be displayed.**

(v) While filling in the Online Application Form the candidate should fill in all his details on Page 1. After verifying that the details he has filled in are correct and clicking on the 'Submit/ Next' button a link will be provided on Page 2 of the online application form to upload his photograph and signature.

(vi) **Procedure for Uploading the Photograph and Signature**

- There will be two separate links for uploading Photograph and Signature
- Click on the respective link "Upload Photograph / Signature"
- Browse & Select the location where the Scanned Photo / Signature file has been saved.
- Select the file by clicking on it
- Click the 'Upload' button

(vii) **Your Online Application will not be registered unless you upload your photo and signature as specified.**

Note:

(a) In case the face in the photograph or signature is unclear the candidate's application may be rejected.

Candidates are advised to take a printout of their system generated online application forms after registering.

(b) In case the photograph or signature is unclear, the candidate may edit his application and re-upload his photograph or signature.
