



(A Govt. of India Undertaking)
Corporate Office, 254-260, Avvai Shanmugam Salai
Royapettah, Chennai 600014

INDIAN BANK, a leading Public Sector Bank, with headquarters in Chennai having geographical presence all over India and abroad invites applications from Indian Citizens for the post of **SPECIALIST OFFICERS** in Senior Management Grade:

Please read this advertisement carefully and ensure your eligibility before applying. Fee once paid is not refundable. The prescribed Application format is made available on the Bank's website www.indianbank.in.

Payment of Application fees (Demand Draft)	15.11.2012 – 30.11.2012
Last Date for receipt of scanned copy of the filled in application by e-mail	30.11.2012

Eligible candidates are advised to take printout of the application from our website and send us the duly filled up application with copies of certificates and Demand Draft to our office by Registered Post. In addition, candidates are advised to send the scanned copy of the filled in application by e-mail to hohrm@indianbank.co.in without fail before 30.11.2012.

1. DETAILS OF VACANCIES:

Name of the Post	Scale	No. of vacancies	Maximum Age as on 01.07.2012
Asst. General Manager (Treasury)	V	2	45
Asst. General Manager (Accounts)	V	1	45
Asst. General Manager (Taxation)	V	1	45
Asst. General Manager (Human Resources)	V	1	45
Chief Manager (Credit)	IV	10	40
Chief Manager (Planning)	IV	1	40
Chief Manager (Budget)	IV	1	40
Chief Manager(Risk Management)	IV	1	40
Chief Manager (Chartered Accountant)	IV	1	40
Total		19	

Candidates who wish to apply for more than one post are required to pay separate application fee for each post they apply for, should apply separately for each post and send a separate application with the attested copies of requisite enclosures separately for each post.

Reservation:

Cadre / Scale	No. of vacancies	SC	ST	OBC	PWD
V	5	-	1	2	-
IV	14	3	1	3	1

(inclusive of one SC backlog vacancy in Scale IV)

Abbreviations stand for :

SC - Scheduled Caste	ST- Scheduled Tribe
OBC - Other Backward Classes	GEN - General / UnReserved Category
OH - Orthopaedically Handicapped	HI - Hearing Impaired
VI - Visually Impaired	PWD – Persons with Disability

Details of Reservation:

1. Reservations will be provided as per Government of India guidelines issued from time to time.
2. The number of vacancies for each post as also the number of reserved vacancies is provisional and may vary according to the actual requirements of the Bank and it will be at the sole discretion of the Bank.
3. Candidates belonging to Reserved Category, including Persons with Disabilities, for which no reservation has been announced, are free to apply for vacancies announced for General Category, provided they fulfill all the eligibility criteria prescribed for General category candidates.

2. PAY SCALE AND EMOLUMENTS:

SCALE	PAY SCALE (Rs.)
Scale V	36200 -1000/2 – 38200 - 1100/2- 40400
Scale IV	30600- 900/4 – 34200 – 1000/2 – 36200

Note: DA, CCA, HRA / Leased accommodation, Leave Fare Concession, Medical Aid, Hospitalization benefits, Retirement benefits and other perquisites will be admissible as per the rules of the Bank.

3. RELAXATION IN UPPER AGE LIMIT (as on 01.07.2012) :

I	Scheduled Caste / Scheduled Tribe candidates	5 years
ii	Other Backward Classes candidates	3 years
iii	Persons with Disability (PWD)	10 years
iv	The children / Family members of those who died in the 1984 riots	5 years

v	Ex-serviceman / Commissioned Officers including ECOs/ SSCOs who have rendered at least 5 years military service and have been released		5 years
	a	on completion of assignment (including those whose assignment is due to be completed within 12 months from the last date prescribed for receipt of application) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency.	
	b	on account of physical disability attributable to military service or on invalidment	
vi	Officers of the Regional Rural Banks who have put in minimum 5 years service	By the number of years of service put in as officer in RRB subject to a maximum of 5 years	
vii	Persons who have ordinarily been domiciled in Kashmir Division of J & K State during 01.01.1980 to 31.12.1989	5 years	

Note:

- The relaxation in upper age limit is cumulative.
- An ex-serviceman who has once joined the Government job on the Civil side after availing the benefits given to him as an ex-serviceman for his re-employment, his ex-serviceman status for the purpose of re-employment in Government ceases and thus will not be eligible to seek relaxation in upper age limit as detailed above.

4. NATIONALITY / CITIZENSHIP:

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

5. MINIMUM EDUCATIONAL QUALIFICATIONS AND EXPERIENCE:

- All Educational qualifications, Graduation / Post Graduation etc. shall be from a University recognized by Government of India. Technical qualification (B.E, B.Tech, MBA etc.) shall be from an institution accredited by AICTE / recognized by UGC wherever applicable.
- Any Degree / Engineering Degree viz. B.E., B.Tech. etc. wherever mentioned shall be **FULL TIME** course only.
- The experience in years should be **post qualification** experience on **FULL TIME BASIS**.

- d. Candidates must possess the prescribed qualifications/ experience as on 01.07.2012.
- e. Experience relevant to the post for which the application has been made will only be counted for reckoning the attribute of experience.
- f. The candidates applying for all posts / scales should have proficiency in appropriate computer skills / working knowledge of application packages used in office automation / computer environment.

6. POSTWISE VACANCIES / EDUCATIONAL QUALIFICATION / EXPERIENCE:

Asst. General Manager (Treasury) (SCALE V)	
VACANCIES	2
Educational Qualifications	Graduation. Preference will be given to candidates with professional qualification.
Experience	<p>Minimum Ten years experience in Treasury operations of Public Sector / Private / Foreign Banks / Financial Institutions of which minimum five years experience shall be as Dealer / Chief Dealer in Domestic / Forex Treasury dealings.</p> <p>Knowledge and experience in Trading in all major Treasury products and options, MM, CDs and Commercial Papers, Interest Rate Derivatives, Currency Derivatives.</p> <p>Candidates preferably serving in the rank of Chief Manager in PSBs or equivalent rank / grade in any PSUs will be preferred.</p>
Asst. General Manager (Accounts) (SCALE V)	
VACANCY	1
Educational Qualifications	Chartered Accountant
Experience	<p>Minimum ten years experience in Accounting / Taxation in Public Sector / Private / Foreign Banks.</p> <p>Candidates preferably serving in the rank of Chief Manager in PSBs or equivalent rank / grade in any PSUs will be preferred.</p>

Asst. General Manager (Taxation) (SCALE V)	
VACANCY	1
Educational Qualifications	Chartered Accountant
Experience	<p>Minimum ten years experience in Accounting / Taxation in Public Sector / Private / Foreign Banks.</p> <p>Candidates preferably serving in the rank of Chief Manager in PSBs or equivalent rank / grade in any PSUs will be preferred.</p>
Asst. General Manager (Human Resources) (SCALE V)	
VACANCY	1
Educational Qualifications	PG Degree / PG Diploma in Personnel Management / Industrial Relation / HRD / Social Work / Labour Law / MBA with HRM as specialization. A degree in Law will be an added qualification desirable.
Experience	Minimum ten years experience in Human Resource Management in Public Sector Undertakings/ Banks/ Financial Institutions preferably working in the rank of Chief Manager or equivalent rank/grade in any PSUs.
Chief Manager (Credit)	
VACANCIES	10
Educational Qualifications	CA / CFA / PG Degree or PG Diploma in Management subjects.
Experience	Minimum eight years experience as Credit Officer / Administration of Corporate Credit / Project Finance in PSBs / Financial Institutions. In depth knowledge of Credit appraisal is a prerequisite. Middle Management level experience in independent handling of Credit Desk in PSBs / Private Sector Banks / Foreign Banks is essential.

Chief Manager (Planning)	
VACANCIES	1
Educational Qualifications	Post Graduate in Economics / Econometrics preferably MBA with specialization in finance
Experience	Minimum eight years experience in respect of Corporate Planning / Development in Public Sector Banks especially in forecasting / interpreting market trends and in formulation of policies.
Chief Manager (Budget)	
VACANCIES	1
Educational Qualifications	Post Graduate in Economics / Econometrics preferably MBA with specialization in finance
Experience	Minimum eight years experience in analyzing / identifying information by categorizing, estimating, recognizing the economic data in respect of Budgeting / Monitoring the Deposits and Advances in Public Sector Banks. Experience in Public Sector Undertaking / Bank in monitoring / assessing the performance to make improvements or take corrective action will be an added advantage.
Chief Manager (Risk Management)	
VACANCIES	1
Educational Qualifications	MBA (Finance) with Risk Management as a subject
Experience	Minimum eight years experience in Risk Management in Public Sector / Private Sector Banks
Chief Manager (Chartered Accountant)	
VACANCIES	1
Educational Qualifications	Graduate with a pass in the final examination of the Institute of Chartered Accountant of India
Experience	5 years in Banking / Financial Institutions with exposure to Accounting, Taxation, Auditing and Secretarial matters. Working knowledge in Computer Accounting packages is necessary.

7. SELECTION PROCEDURE:

Depending upon the number of candidates applied for the posts, Bank may opt for:

- i. Interview
- ii. Group Discussion and Interview

The final selection would be on the basis of the aggregate marks obtained by the candidates in the Interview and/or Group Discussion and strictly in the order of Merit.

8. APPLICATION FEE INCLUDING POSTAGE / INTIMATION CHARGES (NON-REFUNDABLE)

**Application Fee to be paid by way of Demand Draft drawn on Chennai in favour of
" Indian Bank – Recruitment of Specialist Officers - Nov 2012"**

	Application Fees for each post	Postal charges for each post	Total (for each post)
For SC/ST/PWD	Nil	₹.50/-	₹.50/-
For all others (including OBC)	₹. 350/-	₹.50/-	₹.400/-

Note: An application without payment of fees will not be entertained.

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 future examination or selection.

Mere fulfillment of eligibility criteria shall not vest any right in a candidate for being called for the Group Discussion / Interview / selection.

9. How to Apply: -

The prescribed application is made available on the Bank's website www.indianbank.in for downloading.

The candidates are advised to fill up the application and send it along with the required attested copies of certificates/credentials and Demand Draft by registered post to the following address.

Scanned Copy of the filled in application should be sent by EMail to hohrm@indianbank.co.in to reach us on or before 30.11.2012.

Candidates are advised to submit separate applications for each post applied for, duly completed in all respects along with the Demand Draft and attested copies of the certificates / documents for proof of date of birth, educational qualification, work experience, community certificate, age relaxation and other related documents and send it by REGISTERED POST to the following address in a cover superscribed

“ Application for the post of _____ in Indian Bank”

**Asst. General Manager (HRM)
Indian Bank
Corporate Office
254 – 260, Avvai Shanmugam Salai,
Royapettah, Chennai 600 014**

Bank does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons, loss in transit or for any other reason beyond the control of the Bank.

Candidates shall ensure that the signatures affixed by them in all the required places viz. in their call letters, attendance sheets etc. and in all correspondences with the Bank in future are identical and there is no variation of any kind.

Call letter for the Group Discussion and/or Interview:

Call letter for the Group Discussion and/or Interview will be sent to the shortlisted / eligible candidates. Bank takes no responsibility for non-receipt of Intimation. Candidates are advised to keep visiting Bank’s website for updates on the recruitment process. Phone calls are not solicited from candidates in matters related to the same.

Candidates have to bring their call letter along with their photo identity proof in original as well as a photocopy while attending the Group Discussion and/or Interview and will have to submit photocopy of the photo identity proof along with Call Letter.

Group Discussion and/or Interview Centres:

The Group Discussion and/or Interview will be held at various centres and the address of the venue will be advised in the call letters. The address of the venues will also be displayed in the Bank’s website 10 days before the date for commencement of Group Discussion and/or Interview.

10. APPOINTMENT, PROBATION AND TRAINING etc.

The candidates selected will be subject to such terms and conditions as existing in the Bank at the time of appointment.

Probation: The selected candidates will be on probation for a period of 1 year from the date of joining. Their confirmation in the Bank’s service will be decided in terms of the provisions of the Indian Bank (officers) Service Regulations.

Service Bond: The selected candidates will have to execute a service bond undertaking to serve the Bank for a minimum period of 2 years from the date of joining. If he/she leaves the Bank before completion of two years period he/she will have to pay liquidated damages of ₹.One lakh and salary for the unserved notice period (if any) as per Service Regulations.

11. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:

Candidates are warned that they should not furnish any particulars that are false, fabricated or suppress any material information while filling up the application form. At the time of interview, if a candidate is (or has been) found guilty of 1. Impersonating or procuring impersonation by any person or 2. Resorting to any other irregular or improper means in connection with his/her candidature for the selection or 3. Obtaining support for his/her candidature by any means, such candidate may, in addition to, rendering himself/herself liable to criminal prosecution will be liable (a) to be disqualified from the interview for which he/she is the candidate (b) to be debarred either permanently or for a specific period from any examination or selection held by the Bank. Last but not the least, please note importantly that a candidate who has been declared successful but subsequently found ineligible will not be allowed to take part in the process / join the Bank and the inconvenience caused thereby will be at his/her cost and consequences.

12. GENERAL INSTRUCTIONS

- a. Before applying for any post, the candidate should ensure that he/she fulfills the eligibility and other norms mentioned in this advertisement. Bank would be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post for which he/she has applied. The decision of the Bank shall be final in deciding about qualification, experience and other eligibility norms.
- b. In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s), his/her candidature will be cancelled. If any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated.
- c. Candidates seeking relaxation in Fee/Age must submit a certified copy of the certificate along with the application. These certificates in original in support of his/her claim will have to be produced at the time of interview.
- d. Candidates belonging to OBCs but coming in the "CREAMY LAYER" as on 31.03.2012 are not entitled to OBC reservation. Such candidates should indicate their category as "General/Unreserved" only. OBC Certificates in the format as prescribed by the Govt. of India and issued by the Competent Authority inter alia, specifically stating that the candidate does not belong to the Socially Advanced Sections excluded from the benefits of reservations for OBC in Civil Posts and Services under Govt. of India i.e. carrying "CREAMY LAYER" clause based on income for the financial year 2011-2012 issued on or after 01.04.2012 should be submitted along with the application print out.

- e. The Bank reserves the right to alter, modify or change the eligibility criteria and / or any of the other terms and conditions spelt out in this advertisement, including criteria for passing/method and procedure for selection. The Bank also reserves the right to select the candidate (without Group Discussion having been conducted) on the basis of Personal Interview only for all the posts advertised.
- f. Only those candidates who fulfill / meet the eligibility criteria will be intimated for the Group Discussion and/or Interview. The names of candidates who are selected for Group Discussion and /or Interview will also be available on the Bank's Website www.indianbank.in . Applicants are requested to keep track of the same by visiting Bank's website from time to time. Similarly final selection result will be made available on the Bank's website for candidates selected for appointment.
- g. The call for Group Discussion and/or personal interviews will be purely provisional without verification of age, qualification, category (SC/ST/OBC) etc. of the candidates.
- h. Appointment of selected candidates as per the requirement of the Bank is subject to his/her being declared medically fit and verification of character, antecedents, conviction in any criminal case or filing of any FIR or pendency of any criminal case. Such appointments will also be subject to the Service & Conduct Rules of the Bank.
- i. Candidates will have to produce original caste and other relevant certificates like educational qualifications, experience, age, disability etc. at the time of interview, in support of his /her eligibility, as per the details furnished in the application, failing which his / her candidature will be cancelled.
- j. In case of more than one application from the same candidate for same post, application submitted last will be taken as authentic / conclusive.
- k. Only unemployed SC/ST candidates called for interview will be paid actual second class to-and fro rail/bus fare by the shortest route on production of evidence of travel, i.e. railway/bus receipt/ticket subject to rules in this regard. The fare for journey of first 30 kms each shall be borne by the candidate.
- l. Candidates serving in Government/Public Sector Undertakings (including Banks) should produce "No Objection Certificate" from their employer at the time of interview, in the absence of which their candidature cannot be considered.
- m. Only candidates willing to serve anywhere in India need apply.
- n. Decision of the Bank in all matters regarding eligibility 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 examination, interview, selection and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Bank in this regard.

- o. Any request for change of address will not be entertained.
- p. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated in Chennai.
- q. In case, any dispute arises on account of interpretation in version other than English, English version will prevail.
- r. The candidates shall appear for Group Discussion and/or Interview at the allotted centres at their expenses and risks and the Bank will not be responsible for any injury/losses etc. of any nature.

CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION

**Indian Bank
Corporate Office
Chennai**

GENERAL MANAGER(HRM)