



(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 **ON-LINE** applications from Indian Citizens for the post of **SPECIALIST OFFICERS**.

For details of "How to Apply", Candidates are advised to visit 'Careers' Page of our Bank Website www.indianbank.in.

IMPORTANT DATES

Opening date for on line Registration	16.07.2014
Closing date for on line Registration (Including those from far flung areas)	30.07.2014
Last Date for Edit of Application Forms	30.07.2014
Opening Date of Payment of Application Fees	16.07.2014
Last Date of Payment of Application Fees	30.07.2014

1. DETAILS OF VACANCIES:

S.No	Name of the Post	Scale	Vacancies
1	Assistant Manager (Industry)	I	67
2	Manager (Specialized Verticals - Credit, Risk, HR and Marketing)	II	90
3	Manager (Treasury / Financial Products / Financial Services)	II	40
4	Manager (Planning & Economist)	II	18
5	Manager (Security)	II	11
6	Manager (Cost Accountant)	II	02
7	Manager (Corporate Communications)	II	02
8	Senior Manager (Treasury)	III	04
9	Senior Manager (Risk Management)	III	03
10	Chief Manager (Credit)	IV	10
11	Chief Manager (Economist)	IV	02
12	Chief Manager (Chartered Accountant)	IV	01
13	Chief Manager (Risk Management)	IV	01
Total			251

Candidates can apply for only one post. Applications for more than one post will be rejected.

Reservation:

Cadre / Scale	No. of vacancies	ST	SC	OBC	Unreserved	HI	VI	OC
Scale I	67	5	10	18	34	1		1
Scale II	163	12	24	44	83	1	1	2
Scale III	7	0	1	1	5			
Scale IV	14	1	3 *	3	7			

(* 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

OC - Orthopaedically Challenged

HI - Hearing Impaired

VI - Visually Impaired

Details of Reservation:

- Reservations will be provided as per Government of India's guidelines issued from time to time.
- 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.
- 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 I	14500-600/7 – 18700-700/2 – 20100-800/7 – 25700
Scale II	19400-700/1 – 20100- 800/10 – 28100
Scale III	25700-800/5 – 29700-900/2 – 31500
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 01.01.2014):

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	Persons who have ordinarily been domiciled in Kashmir Division of J & K State during 01.01.1980 to 31.12.1989	5 years

vi	Ex-Servicemen	
	For selection through written test & interview Ex-service Commissioned Officers, including ECOs / SSCOs, who have rendered at least 05 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 for receipt of applications) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disability attributable to military service or on invalidment.	5 years
	For selection through interview	3 years plus period of service in Armed Forces
For Manager (Security), the age including all relaxations of age, must not exceed 40 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**.
- Candidates must possess the prescribed qualifications/ experience as on the **last date for online registration of application**.
- 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:

<u>S.No.</u>	<u>Post</u>	<u>No. of Vacancies</u>	<u>Age as on 01.01.2014 (Age relaxation for SC / ST / OBC / EXS / PWD candidates provided as per government norms)</u>	<u>Educational Qualification (as on the last date for online registration of application)</u>	<u>Post Qualification Minimum Work Experience (as on the last date for online registration of application)</u>
1	Assistant Manager (Industry) (Scale I)	67	Min-21 Years and Max-30 Years	B.E / B.Tech Degree in Electrical and Electronics /Textile /Chemical/ Mechanical Engineering /Production Engineering degree (Graduation) with First Class or equivalent CGPA from a University recognized by Govt. of India.	Preference will be given to candidates with experience in the relevant field.
2	Manager (Specialised Verticals- Credit, Risk, HR and Marketing) (Scale II)	90	Min-21 Years and Max-35 Years	Two years Full Time Regular Post Graduate Diploma/Degree in Management from reputed institutions like IIMs or XLRI etc. or Certified Financial Analyst
3	Manager (Treasury/Financial Products/Financial Services) (Scale II)	40	Min-21 Years and Max-35 Years	Two years Full Time Regular Post Graduate qualification in Management (Banking & Financial Services/Banking Management/Banking Technology) from reputed institutions. or Certified Financial Analyst
4	Manager (Planning and Economist) (Scale II)	18	Min-21 Years and Max-35 Years	Two years Full Time Regular Post Graduation in Economics (Mathematics and Statistics) or Econometrics or M.Sc. (Statistics).	Minimum 2 years experience in relevant field.

5	Manager (Security) (Scale II)	11	Min-25 Years and Max-40 Years	Graduation from any recognized University.	5 years commissioned service in Army, Navy, Air force or Police Officer not below the Rank of Assistant Superintendent of Police/ Deputy Superintendent of Police with 5 years of service or An officer of identical rank in paramilitary forces with 5 years of service.
6	Manager (Cost Accountant) (Scale II)	2	Min-21 Years and Max-35 Years	Qualified Cost Accountant from the Institute of Cost Accountants of India.
7	Manager (Corporate Communications) (Scale II)	2	Min-21 Years and Max-35 Years	Two years Full Time Regular Master degree in Journalism/Mass communication with First Class or equivalent CGPA from a University recognized by Govt. of India .	Minimum 2 years experience in relevant field.
8	Senior Manager (Treasury) (Scale III)	4	Min-21 Years and Max-40 Years	Post Graduation or MBA from reputed institutions or Chartered Accountant or Cost Accountant or Certified Financial Analyst	Experience of at least 3 years in Rupee Treasury/ Forex dealing / Domestic Trading as Dealer in Treasury in Public sector banks / Scheduled commercial Banks/Financial Institutions
9	Senior Manager (Risk Management) (Scale III)	3	Min-21 Years and Max-40 Years	Chartered Accountant or Certified Financial Analyst or MBA Degree (Finance) with Risk Management as a subject from a recognized University. Preference will be given to FRM / PRM.	Experience of at least 3 years in relevant areas (Market Risk/Operational Risk) preferably in scheduled commercial banks.
10	Chief Manager (Credit) (Scale IV)	10	Min-21 Years and Max-40 Years	Bachelor's Degree in the relevant discipline from a recognized University and Qualified Chartered Accountant / MBA Finance/PGDBM/PGDBA. or Certified Financial Analyst	Minimum 5 years of work experience in Project appraisal and Corporate Credit in Banking / Financial Institutions, and Good working knowledge of Computer Accounting Packages.
11	Chief Manager (Economist) (Scale IV)	2	Min-21 Years and Max-40 Years	Master's Degree in Economics / Econometrics. Preference will be given to candidates with M.Phil / Ph.D.	Minimum 5 years of work experience in analyzing Macro Economic Trends/ identifying sunrise sectors/segment analyzing economic data forecasting / interpreting market trends and formulation of policies.

12	Chief Manager (Chartered Accountant) (Scale IV)	1	Min-21 Years and Max-40 Years	Bachelor's Degree in the relevant discipline from a recognized University and Qualified Chartered Accountant from the Institute of Chartered Accountants of India.	Minimum 5 years of work experience in Banking / Financial Institutions, with experience in handling Income Tax matters and Good working knowledge of Computer Accounting Packages.
13	Chief Manager (Risk Management) (Scale IV)	1	Min-21 Years and Max-40 Years	Chartered Accountant or Certified Financial Analyst or MBA Degree (Finance) with Risk Management as a subject from a recognized University. Preference will be given to FRM / PRM.	Minimum 5 years of work experience in Risk Management (Market Risk/Operational Risk), in any Public Sector / Private Sector Banks.

7. SELECTION PROCEDURE:

a. The selection of the candidates will be on the basis of either

i. Examination (test) followed by interview.

OR

ii. Short listing and Interview.

b. Test whenever held will be held on-line. Where ever there is no test, short listing and interviews will be held

c. Where the number of applications is less, Bank reserves the right to consider selection of candidate(s) through short listing and interview, instead of test & interview

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

	Application Fees for each post	Postal charges for each post	Total (for each post)
For SC/ST/PWD	Nil	Rs.50/-	Rs.50/-
For all others (including OBC)	Rs.500/-	Rs.50/-	Rs.550/-

9. APPOINTMENT, PROBATION 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 in JMG scale I, Assistant Manager will be on probation for a period of 2

years from the date of joining and from Scale II and above, the officer 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 provision 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 leave the Bank before completion of two years period he/she will have to pay liquidated damages of Rupees One Lakh and the salary for the un-served notice period (if any) as per Service Regulations.

10. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT

Candidates are warned that they should not furnish any particulars that are false, tampered, 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 of 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 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.

11. GENERAL INSTRUCTIONS

- a. Before applying for the post, candidate should verify and satisfy himself/herself 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 qualifications, experience and other eligibility norms.
- b. In case it is detected at any stage of recruitment that a candidate does not fulfill any of 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 concession in Age must enclose a certified copy of the certificate enabling the concession along with the system generated application print out. The certificates in original in support of his/her claim will have to be produced at the time of interview.
- d. OBC Certificates in the format as prescribed by the Govt. of India and issued by the Competent Authority on or after 01.04.2014 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 has to be produced at the time of interview. Copy of the same has to be submitted along with the application print out.
- e. Candidates belonging to OBCs but coming in the "CREAMY LAYER" are not entitled to OBC reservation. Such candidates should indicate their category as "General/Unreserved"
- f. The Bank reserves the right to alter, modify or change the eligibility criteria and / or any other terms and conditions spelt out in this advertisement, including criteria for passing/method & procedure for selection.
- g. Only those candidates who have met with the eligibility criteria for appearing in the Personal Interview will be intimated by email (online) to the email address, furnished by them. Applicants are requested to keep track of the same by visiting Bank's website from time to time. Similarly final selection result will be available on the Bank's website for candidates selected for appointment.
- h. The admission to personal interviews will be purely provisional without verification of age, qualification

- etc. of the candidates with reference to documents.
- i. Appointment of selected candidates is subject to his/her being declared medically fit and verification of character and antecedents as per the requirement of the Bank. Such appointment will also be subject to the Service & Conduct Rules of the Bank.
 - j. Candidates will have to produce original caste and other relevant certificates like educational qualifications, experience, age, 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.
 - k. 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.
 - l. Only candidates willing to serve anywhere in India should apply.
 - m. 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, 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.
 - n. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated in Chennai.
 - o. In case, any dispute arises on account of interpretation in version other than English, English version will prevail.
 - p. Bank does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of loss in transit or for any other reason beyond the control of the Bank.

CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION

Chennai

DEPUTY GENERAL MANGER (HRM)