



इंडिया पोस्ट
पेमेन्ट्स बैंक

India Post
Payments Bank

(A Government of India Undertaking)

Corporate Office, Speed Post Centre Building, Bhai Veer Sing Marg, New Delhi -110001

**RECRUITMENT OF VACANCIES (INCLUDING BACKLOG) IN SCALE II, III, IV, V, VI & VII ON
REGULAR/DEPUTATION BASIS**

Advertisement No. : IPPB/HR/CO/REC/2021-22/01

India Post Payments Bank Limited (IPPB) has been setup under the Department of Post, Ministry of Communications with 100% equity owned by Government of India having 650 branches all over India which aims to utilize all of India's 1,55,015 post offices as access points and 3~Lakh Postmen and Gramin Dak Sewaks (GDS) to provide doorstep banking services. IPPB is leading the next revolution of banking and financial literacy and this new model will pave the way for India's largest banking network to reach each and every corner of the nation.

In order to support our future growth and transformation challenges, we invite applications from qualified, energetic and dynamic candidates who will be appointed in Scale II, III, IV, V, VI & VII on Regular/ Deputation basis through online application mode in different disciplines as per details given below. Interested candidates who fulfil the eligibility criteria may apply online from **09.10.2021 to 23.10.2021** by visiting our website **www.ippbonline.com**. No other mode of application will be accepted.

1. IMPORTANT DATES:

(i)	Opening date for On-line Registration of Applications	09.10.2021 : 10.00 AM
(ii)	Last date of On-line Submission of Applications with Fee	23.10.2021 : 11.59 PM

NOTE:

- (i) Detailed instructions may be referred at the time of applying online application.
(ii) Candidates in their own interest are advised, not to wait till the last date & time for applying online. IPPB shall not be responsible, if candidates are not able to submit their applications due to last time rush.

Abbreviations used: **MMGS:** Middle Management Grade/ Scale, **SMGS:** Senior Management Grade/ Scale, **TEGS:** Top Executive Grade/ Scale, **UR:** Un-reserved, **OBC (NCL):** Other Backward Classes (Non Creamy Layer), **EWS:** Economically Weaker Section, **SC:** Scheduled Caste, **ST:** Scheduled Tribe, **PWD:** Persons with Disability, **OC:** Orthopedically Challenged, **VI:** Visual Impairment, **HI:** Hearing Impairment, **PSB:** Public Sector Bank, **PSU:** Public Sector Undertaking.

2. Eligibility Criteria: The Age and Post Qualification Experience as on 01.09.2021 for the posts specified at table 3 are prescribed as under:

Scale	Designation/ Post	Age (as on 01-09-2021)	Post Qualification Work Experience in Officer Cadre
MMGS-II	Manager	23 to 35 years	3 Years
MMGS-III	Senior Manager	26 to 35 Years	6 Years
SMGS-IV	Chief Manager	29 to 45 Years	9 Years
SMGS-V	Assistant General Manager	32 to 45 Years	12 Years
TEGS-VI	Deputy General Manager	35 to 55 Years	15 Years
TEGS-VII	General Manager	38 to 55 Years	18 Years

3. Details of number of vacancies (tentative) including Backlog reserved vacancies:

Department	Scale	Post/Designation	Type of Employment	No. of Vacancies	Vacancy reserved for				
					UR	EWS	OBC	SC	ST
Technology	V	AGM (Enterprise/ Integration Architect)	Regular	1			1		
	IV	Chief Manager (Digital Technology)	Regular	1	1				
	IV	Chief Manager (IT Project Management)	Regular	1	1				
	IV	Chief Manager (Banking & Payment Solution Architect)	Regular	1	1				
	III	Senior Manager (Network/ Infrastructure Administration)	Regular	1	1				
	III	Senior Manager (System/ Database Administration)	Regular	1			1		
	II	Manager (Digital Technology)	Regular	1	1				
Information Security	IV	Chief Manager (Security Architect)	Regular	1			1		
	III	Senior Manager (Security Administration)	Regular	2	1		1		
Product	V	AGM - BSG (Business Solutions Group)	Regular	1	1				
	IV	Chief Manager (Retail Products)	Regular	1	1				
	IV	Chief Manager (PG Acquiring)	Regular	1				1	
Operations	VII	GM (Operations)	Deputation	1	-	-	-	-	-
	V	AGM (Operations)	Regular	1				1	
	IV	Chief Manager (Operations)	Regular	1	1				
	III	Senior Manager (Operations)	Regular	1			1		
	II	Manager (Operations)	Regular	1			1		
Risk Management	VI	DGM (Risk)/Chief Risk Officer	Regular	1	1				
	IV	Chief Manager (Fraud Monitoring)	Regular	1			1		
Finance	VI	DGM (Finance & Accounts)	Deputation	1	-	-	-	-	-
	V	AGM (Financial Planning, Budgeting and Analysis)	Regular	1					1
CEO Office	III	Company Secretary	Regular	1	1				

Category wise Vacancies in Regular Cadre:

Grade	Scale	Category wise Vacancies						
		UR	EWS	OBC	SC	ST	PWD	Total
TEGS -VI	VI	1						1
SMGS-V	V	1		1	1	1		4
SMGS-IV	IV	5		2	1		1	8
MMGS-III	III	3		3			1	6
MMGS-II	II	1		1				2

Reservation is applicable for Persons with Disability (minimum 40% Disability) as per Government of India norms.

Note: Number of vacancies is tentative and may increase or decrease as per requirement of the Bank.

4. Job description and Minimum Eligibility Criteria:

Department	Position	Job Description	Minimum Eligibility Criteria
Information Technology	AGM (Enterprise/ Integration Architect)	<ol style="list-style-type: none"> 1. Ensure alignment of IT Strategy and planning with company's business goals. 2. Optimize information management through an understanding of evolving business needs and technology capabilities. 3. Design and drive the strategy for the company's IT systems. 4. Work with the program management team to understand the integration aspects as proposed by the vendor. 5. Validate & oversee the system integration plan created together with the Solution Architect, head Program Manager and Product teams. 6. Manage the execution of technical integration points between various parties including the group entities and third parties. 	<p>Minimum Educational Qualification:</p> <p>Bachelor of Engineering/ Bachelor of Technology in Information Technology or Computer Science.</p> <p>Candidate with MBA/ Post Graduate Degree in Information Technology or Computer Science will be given preference. The Open Group Architecture Framework (TOGAF) Certification is mandatory</p> <p>Post Qualification Experience:</p> <p>Minimum 12 years of experience in Officer cadre in IT as a Technology Architect.</p> <p>(of which)</p> <p>at least experience of 3 years in banking and electronic payment services industry is mandatory.</p>
Information Technology	Chief Manager (Digital Technology)	<ol style="list-style-type: none"> 1. Responsible for delivering high class and cost effective digital channel technology platform with high class digital customer experience for Key consumer, small business, and middle market banking clients across the Payment Bank. 2. Build meaningful and sustainable relationships with business teams to optimize Web and Mobile Channels. 3. Coordinate with banking regulators like NPCI, IDBFT,UIDAI for POC and production readiness of new age digital products 4. Responsible for Digital, Mobile, Social & New Media IT Strategy and Business Innovations. 5. Define the Digital technology strategy to support the business, informed by the business strategy, market trends, and the competitive landscape. 6. Lead the execution and delivery of new digital initiatives as well as providing operational support for solutions. 7.Coordination with internal stakeholders for preparation of Scope of work for new digital products/technology 	<p>Minimum Educational Qualification:</p> <p>Bachelor of Engineering/ Bachelor of Technology in Information Technology or Computer Science. Candidate with MBA/Post Graduate Degree in Information Technology or Computer Science will be given preference.</p> <p>Post Qualification Experience:</p> <p>Minimum 9 years of experience in Officer cadre in IT in banking and electronic payment services industry is mandatory.</p>
Information Technology	Chief Manager (IT Project Management)	<ol style="list-style-type: none"> 1. Develop a detailed project plan to monitor and track progress. 2. Manage changes to the project scope, project schedule, and project costs using appropriate verification techniques. 3. Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility. 4. Ensure that all projects are delivered on-time, within scope and within budget. 5. Establish and maintain relationships with third parties/vendors. 6. Manage a team of IT managers. 	<p>Minimum Educational Qualification:</p> <p>Bachelor of Engineering/ Bachelor of Technology in Information Technology or Computer Science. Candidate with MBA/Post Graduate Degree in Information Technology or Computer Science will be given preference.</p>

			<p>Note: Project Management Professional (PMP) Certification is Mandatory</p> <p>Post Qualification Experience: Minimum 9 years of experience in Officer Cadre in IT (Of which) Minimum 5 years of experience in the Banking or Financial Services or Insurance industry is mandatory.</p>
Information Technology	Chief Manager (Banking & Payment Solution Architect)	<ol style="list-style-type: none"> 1. Translate business requirements into technical solution designs, which may include contextual, conceptual, and logical and physical views of the architecture. 2. Pro-actively provide design leadership and guidance to projects, 3rd party partners and infrastructure domains in their planning and project development lifecycle. 3. Liaise with the relevant business and external suppliers to assist the project manager in the delivery and integration of the components (application, infrastructure, data and security). 4. Provide initial costs, resource estimates, timelines, plans and assumptions, using standard project processes and contribute to feasibility studies, concepts and business cases. 5. Provide expert solution advice, and where appropriate, contribute to the shaping of commercial / contractual arrangements. 	<p>Minimum Educational Qualification:</p> <p>Bachelor of Engineering/ Bachelor of Technology in Information Technology or Computer Science.</p> <p>Candidate with MBA/Post Graduate Degree in Information Technology or Computer Science will be given preference.</p> <p>Post Qualification Experience: Minimum 9 years of experience in Officer cadre in IT in Banking or Electronic Payment Services industry is mandatory.</p>
Information Technology	Senior Manager - Network/ Infrastructure Administration	<ol style="list-style-type: none"> 1. Ensure technology, once implemented, has the right technical support to function smoothly to meet the business requirements. 2. Ensures all platforms integrate with each other for optimum performance. 3. Evaluate all updates, enhancements and new products related to the platforms and make recommendations regarding these updates, enhancements and new products. 4. Install and support LANs, WANs, network segments, Internet, and intranet systems. 5. Install and maintain network hardware and software. 6. Monitor networks to ensure security and availability to specific users. 7. Maintain network facilities in individual machines, such as drivers and settings of personal computers as well as printers. 8. Liaison with various in-house and/or third-party teams and ensure achieving the committed service level objectives. 	<p>Minimum Educational Qualification:</p> <p>Bachelor of Engineering/ Bachelor of Technology in Information Technology or Computer Science.</p> <p>Candidate with MBA/Post Graduate Degree in Information Technology or Computer Science will be given preference.</p> <p>Post Qualification Experience: Minimum 6 years of experience in Officer Cadre in IT (of which) Minimum 3 years of experience in network infrastructure/ administration in banking or financial services or insurance industry is mandatory.</p>
Information Technology	Senior Manager (System/ Database Administration)	<ol style="list-style-type: none"> 1. Manage systems and provide necessary deployment, support, or maintenance activities. 2. Responsible for design of logical and physical database models. 3. Support the development efforts for one or multiple diverse types of large database systems. 4. Perform requirements analysis, data modelling and database architecture functions for relational database system(s). 5. Identify and resolve hardware and software technical problems/malfunions. Create a practice around operational big data, apply data science to create real time deviation detection mechanisms and use that to 	<p>Minimum Educational Qualification:</p> <p>Bachelor of Engineering/ Bachelor of Technology in Information Technology or Computer Science. Candidate with MBA/Post Graduate Degree in Information Technology or Computer Science will be given preference</p>

		<p>optimize time to detect, time to recover and therefore availability through alerts and visualizations.</p> <p>6. Define standards related to data management. Implementing and Ensuring data privacy guidelines set by regulator and as per Best practice.</p> <p>7. Explore basic automation opportunities for repeatable tasks and recommend/ implement the solutions in collaboration with the appropriate teams.</p> <p>8. Liaison with various in-house and/or third party teams and ensure achieving the committed service level objectives.</p>	<p>Post Qualification Experience:</p> <p>Minimum 6 years of experience in Officer Cadre in IT is mandatory. (of which) Minimum of 3 years of experience in system/ database administration in banking or financial services or insurance industry is mandatory.</p>
Information Technology	Manager (Digital Technology)	<p>1. Support in delivering high class and cost effective digital channel technology platform with high class digital customer experience for Key consumer, small business, and middle market banking clients across the Payment Bank.</p> <p>2. Build meaningful and sustainable relationships with business teams to optimize Web and Mobile Channels.</p> <p>3. Assist in developing Digital, Mobile, Social & New Media IT Strategy and Business Innovations.</p> <p>4. Assist in defining the Digital technology strategy to support the business, informed by the business strategy, market trends, and the competitive landscape.</p> <p>5. Assist in the execution and delivery of new digital initiatives as well as providing operational support for solutions.</p>	<p>Minimum Educational Qualification:</p> <p>Bachelor of Engineering/ Bachelor of Technology in Information Technology or Computer Science.</p> <p>Candidate with MBA/Post Graduate Degree in Information Technology or Computer Science will be given preference</p> <p>Post Qualification Experience: Minimum 3 years of experience in Officer Cadre in Information Technology function is mandatory.</p>
Information Security	Chief Manager (Security Architect)	<p>1. Determine security requirements by evaluating business strategies and requirements.</p> <p>2. Create new Information security requirements for applications that have insufficiently mitigated threats and guide application teams and other Technology teams in the implementation of new security requirements</p> <p>3. Provide cyber security leadership and expertise to ensure the ongoing Confidentiality, Integrity, and Availability of systems and information.</p> <p>4. Design, build and implement enterprise-class security systems for a production environment Align standards, frameworks and security with overall business and technology strategy</p> <p>5. Conduct and review system security and vulnerability analysis reports for applications/apks and risk assessments; studying architecture/platform.</p> <p>6. Engage and collaborate with application teams to derive an accurate description of their application architectures and apply the threat modeling methodology to identify and prioritize threats to those applications and to apply mitigating controls</p> <p>7. Plan and evaluate the organization internal network and security technologies and develop requirements for local area networks (LANs), wide area networks (WANs), virtual private networks (VPNs), routers, firewalls, and related security and network devices;</p> <p>8. Understand various industry wide encryption technologies and basis requirement, design the public key infrastructures (PKIs), Certification authorities (CAs) and digital signatures using both hardware and software</p> <p>9. Identifying integration issues and Prepare cost estimates.</p>	<p>Minimum Educational Qualification:</p> <p>Bachelor of Engineering/ Bachelor of Technology in Information Technology or Computer Science. Candidate with MBA/Post Graduate Degree in Information Technology or Computer Science will be given preference.</p> <p>(And)</p> <p>Certified Information Systems Security Professional (CISSP) Certification is mandatory.</p> <p>Post Qualification Experience: Minimum 9 years of experience in Officer cadre in IT in banking or Electronic Payment Services industry is mandatory.</p>

		<ol style="list-style-type: none"> 10. Implement security systems by specifying intrusion detection methodologies and equipment directing equipment and software installation and calibration preparing, preventive and reactive measures, creating, transmitting, and maintaining keys, providing technical support, completing documentation. 11. Develop and design test scripts to validate and security controls deployed and identify gaps before production deployment 12. Designing security rules for various systems, implementation of monitoring framework as per best practice to comply with regulatory guidelines.. 13. Engage and guide the internal technology team in upgrading the security systems by monitoring the internal security environment, identifying security gaps, evaluating and implementing enhancements 14. Remain abreast of emerging technologies, industry developments and cloud security. 	
Information Security	Senior Manager (Security Administration)	<ol style="list-style-type: none"> 1. Manage system security against unauthorized access, modification and/or destruction. 2. Manage timely configuration and support of security tools such as anti-virus software, and patch management systems. 3. Create & Manage implementation of application security, technology infrastructure security, access control and corporate data safeguards policies. 4. Perform User access and Role access review for applications and operating systems 5. Identify gaps in employee's security awareness and procedures and raise a training need if any. 6. Develop, update and periodically manage testing of business continuity and disaster recovery protocols. 7. Conduct security audits and make policy recommendations. 8. Triage malware incidents, their priority and the need for escalation. 9. Liaison with various in-house and/or third-party teams and ensure achieving the committed service level objectives. 10. Track and monitor the Security Incidents through the Security and Event monitoring (SIEM) Incident reports to ensure the all the critical incidents are addressed. 11. Monitoring of the activity performed using Privilege id through PIM activity by engaging with System Integrator 12. Review and ensure all the critical devices are communicating with the SIEM tools for capturing the logs by checking the reports. Identify and implement new use cases in SIEM based on various security threats 13. Review challenge and approve the access for Privilege id access for the users and other third party team's/ admin teams. 14. Review and monitor the vulnerability reports for proactive closure of the identified vulnerabilities with in the stipulated time. 15. Work closely with the internal teams for completing the tasks pertaining to regulatory requirements. 	<p>Minimum Educational Qualification:</p> <p>Bachelor of Engineering/ Bachelor of Technology in Information Technology or Computer Science.</p> <p>Candidate with MBA/Post Graduate Degree in Information Technology or Computer Science will be given preference.</p> <p>Post Qualification Experience:</p> <p>Minimum 6 years of experience in IT in Officer Cadre</p> <p>(of which)</p> <p>3 years of experience in Security Administration function in banking or financial services or insurance industry is mandatory.</p>

Products	AGM – BSG (Business Solution Group)	<ol style="list-style-type: none"> 1. Responsible for end-to-end project management and work towards delivering simplified solutions and providing round the clock support to all users/functional units across the Bank 2. Providing technical leadership and specialist skills during implementation jointly with Product & Technology team 3. Job Role will include coordination with various departments/Users, Product team, Ops, IT, System Integrators, Vendors etc. to execute projects as per requirement. 4. Understanding business requirement and converting into detailed system requirements (FSD) for Development, Testing, Implementation. 5. Relationship management & engagement with appropriate industry organizations such as NPCI, IDRBT, RBI, UIDAI and other such bodies for product development, integrations and testing related activities 6. The role will also include customer facing activities and technical ownership of major client specific customization projects. 7. Act as Gatekeeper for all system builds, change requests and overall project management. 8. Continuously evaluate and update the existing processes with the view of delivering operational excellence. 9. Prepare user guides and train users on newly developed systems 10. Lead a team of team of highly dedicated professionals working as Analysts/SMEs who will work towards delivering simplified solutions. The position will report in to the Head of Products for the Bank. 	<p>Minimum Educational Qualification:</p> <p>MBA in Sales/ Marketing.</p> <p>Post Qualification Work Experience:</p> <p>Minimum 12 years of experience in officer cadre in bank/financial institutions in direct Product Development / Product Technology / Business Solutions / Project Management & Implementation role related to Core Banking Systems and Payments systems covering Card Issuance, Acquiring and/or relevant products like UPI, AEPS, BBPS, Remittances, Cards Issuance.</p> <p>Preference will be given to candidates having direct exposure/work experience in in Banks/Payments network such as NPCI, MasterCard, Visa, Fintechs managing the abovementioned products.</p>
Products	Chief Manager - Retail Products	<ol style="list-style-type: none"> 1. Define and implement the Bank's vision for customer engagement through the development of relevant and innovative product 2. Responsible for designing and developing the IPPB retail product offering covering various Products such as IMPS, UPI, AEPS, BBPS, Prepaid Cards, Remittances (Domestic & International), Bharat QR 3. Manage the product development lifecycle by working closely with other members in the product & sales teams and ongoing upgrades and improvisations. 4. Direct responsibility to manage the Product P&L for the Bank for portfolio of existing & future products assigned. 5. Relationship management and engagement with payment networks/industry bodies/regulators such as NPCI, MasterCard, Visa, RBI amongst others. 6. Support research, market evaluations, customer feedback assimilation, industry trends to continuously identify opportunities for evolving and refining the product. 7. Continuously evaluate and update the existing processes with the view of delivering operational excellence. 8. Comprehend the customer insights to make informed decisions about the existing product portfolio and as an input into the new product development. Execute analytical/modelling scenarios using appropriate tools and with reasonable assumptions (e.g., business cases, synergy estimations, workforce planning) 9. Develop product offerings and engagement model that transcend the full range of customers from urban to rural 	<p>Minimum Educational Qualification:</p> <p>Bachelor of Engineering/ Bachelor of Technology with specialization in Information Technology (IT). Candidates with MBA (Sales/ Marketing) will be preferred.</p> <p>Post Qualification Work Experience:</p> <p>Minimum 9 years of experience in Officer Cadre in a Bank/ Financial Institutions in direct Product Management/Development role related to Card Issuance, Acquiring and/or relevant products like UPI, AEPS, Remittances. Preference will be given to candidates having direct exposure/work experience in in Banks/Payments network such as NPCI, MasterCard, Visa managing the abovementioned products.</p>

Products	Chief Manager - PG Acquiring	<ol style="list-style-type: none"> 1. Define and implement the Bank's vision for customer engagement through the development of relevant and innovative payments and merchant acquiring products 2. Responsible for designing and developing the IPPB Merchant Acquiring product offering covering various Products such as Payment Gateway, POS/m-POS, Aadhaar Pay, Bharat QR & UPI with P&L responsibility 3. Manage the product development lifecycle by working closely with other members in the product and sales teams from creation of design concept to the final launch as well as post-launch monitoring and analysis 4. Support research, market evaluations, customer feedback assimilation, industry trends to continuously identify opportunities for evolving and refining the product. 5. Comprehend the customer insights to make informed decisions about existing product portfolio and as an input into the new product development. 6. Develop product offerings and engagement model that transcend the full range of customers from urban to rural 7. Gain a deep understanding of user motivations, business objectives, market opportunities and competition 8. Responsibility to manage the P&L for existing and future products assigned within the Bank's portfolio. 9. Skills & Competencies Requirements: <ol style="list-style-type: none"> a) Experience of product architecture attributes, customer / merchant requirements and associated technologies; b) Knowledge of digital ecosystems and digital customer experience best practices; c) Project management skills, sound planning, execution and aligning resources to achieve desired results; d) Strong stakeholder relationship management skills – able to influence and manage expectations. Ability to multitask and make decisions under pressure. e) Strong networking skills with the ability to build and maintain a network of external market and internal business relationships. 	<p>Minimum Educational Qualification:</p> <p>Graduate from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body.</p> <p>Bachelor's Degree in Information Technology will be preferred</p> <p>Post Qualification Work Experience:</p> <p>Minimum 9 years of experience in bank/financial institutions is mandatory</p> <p>(of which)</p> <p>Minimum 5 years must be in Cards & Acquiring Product Management role.</p> <p>Preference will be given to candidates having direct exposure in Payment Gateway, POS Acquiring, UPI, Bharat QR product offering.</p> <p>Direct experience of managing Merchant Acquiring & Cards Product is a must have. Preference will be given to candidates with work experience in Banks/Payments network such as NPCI, MasterCard, Visa managing the abovementioned products.</p>
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Operations	GM (Operations)	<ol style="list-style-type: none"> 1. Build robust branch operations for IPPB in line with the overall operational, financial, technological and organizational aims of the organization. 2. Devise and implement branch operations governance framework, policies and processes to support business goals. 3. Ensure alignment of branch operations with overall organization banking operations. 4. Oversee the branch activities of all branches relating to internal services and operational issues. 5. Coordinate with Circles to ensure standardization and application of uniform policies, procedures and security controls. 6. Coordinate the budgetary activities of the branches. 	<p>Minimum Educational Qualification:</p> <p>Graduate from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body.</p> <p>Note: CAIIB Certification is preferred.</p> <p>Post Qualification Work Experience Minimum 18 years of experience in banking/ financial Services industry is mandatory.</p> <p>(of Which)</p> <p>Minimum 3 years of experience in heading or one level below the head of operations of a bank, operating in a technology environment, is mandatory.</p> <p>(And)</p> <p>The candidate should be working in a PSB in at least Scale VI.</p>
Operations	AGM (Operations)	<ol style="list-style-type: none"> 1. Resolve Escalated Customer complaints and design & implementation of systems for improving customer experience. 2. Handle escalated customer grievance issue. 3. Interact with Central Processing Centre to understand issues. 4. Consolidate customer feedback/ issues/ suggestions and forward to the concerned department. 5. Resolve customer complaints that have exceeded expected Turn Around Time. 6. Monitor and Review quality of resolution of customer grievances. 7. Manage grievances and redress across all channels including Social Media. 	<p>Minimum Educational Qualification:</p> <p>Graduate in any discipline. Candidate with Post Graduate Degree in Finance/ Commerce will be preferred.</p> <p>Note:</p> <ol style="list-style-type: none"> 1. CAIIB Certification is preferred. 2. MBA from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body, is preferred. <p>Post Qualification Work Experience: Minimum 12 years of experience in Officer Cadre in banking/ financial Services industry is mandatory.</p> <p>(of which) Minimum of 6 years of experience must be in heading customer services.</p>

Operations	Chief Manager (Operations)	<ol style="list-style-type: none"> 1. Responsible for all purchase and procurement work (non-IT related) for the bank. 2. Develops, manages, and implements comprehensive strategies that are in alignment with the business objectives to deliver or exceed on agreed savings targets . 3. Forges strategic relationships with critical suppliers and utilizes opportunities in the interest of the company and the supplier. 4. Prepares, presents and regularly reviews financial budgets and plans of procurement. 5. Interacts with various department heads to understand technical requirements and specifications in detail for all contracts. 6. Regularly connects with the final buyers of the contract to discuss performance of the vendors against defined SLAs. 7. Assists the Head Procurement in planning and budgeting for procurement department. 8. Maintains contact with vendors; updates list of vendors for bidding purposes; attends product demonstrations, obtains samples and literature regarding potential products and vendor capabilities and confers with end users. 9. Ensures timely availability of assets and / or services to meet business requirements while ensuring optimum levels of inventory. Minimizes stock outs occurring on account of delays in the procurement process. 10. Update and make changes to the Procurement Policy periodically. 11. Analyze and calculate costs of procurement and suggest methods to decrease expenditure. 12. Review Request for Proposal documents for procurement of items and service contracts. 13. Ensure policies and procurement processes are in line with CVC guidelines. 	<p>Minimum Educational Qualification:</p> <p>Graduate in any discipline. Candidate with Post Graduate Degree in Finance/ Commerce will be preferred.</p> <p>Post Qualification Work Experience:</p> <p>Minimum 09 years of experience in Officer Cadre is mandatory.</p> <p>(of which)</p> <p>Minimum 3 years of experience must be in handling Procurement of Goods Services in a Government Organization/ Public Sector Bank/ Public Sector Undertaking.</p>
Operations	Senior Manager (Operations)	<ol style="list-style-type: none"> 1. Assist in GM (Branch Operations) in monitoring the branch operations 2. Prepare reports and analysis and provide support to GM (Branch Operations) in reviewing performance of branches 3. Oversee sales activities undertaken by the field team. 4. Manage Account Opening Processes with strong understanding of Risk and Compliance Process as outlined by Regulators 5. Settlement and Reconciliation of all Payment Systems 6. Able to lead teams across multiple product and processes in back office. 	<p>Minimum Educational Qualification:</p> <p>Graduate in any discipline. Candidate with Post Graduate Degree in Finance/ Commerce will be preferred.</p> <p>Note: CAIIB Certification is preferred.</p> <p>Post Qualification Work Experience:</p> <p>Minimum 6 years of experience in banking or financial Services industry is mandatory.</p> <p>(of which)</p> <p>Minimum 3 years of experience in managing branch operations in a Bank operating in a technology environment is mandatory.</p>

Operations	Manager (Operations)	<ol style="list-style-type: none"> 1. Manage Account Opening Processes with strong understanding of Risk and Compliance Process as outlined by Regulators 2 Settlement and Reconciliation of all Payment Systems 3. Able to work with cross functional teams across multiple product and processes in back office. 	<p>Minimum Educational Qualification: Graduate in any discipline. Candidate with Post Graduate Degree in Finance/ Commerce will be preferred.</p> <p>Post Qualification Work Experience: Minimum 03 years of experience in Officer Cadre is mandatory</p> <p>(of which) minimum 02 years of experience in handling Procurement of Goods Services in a Government Organization/ Public Sector Bank/ Public Sector Undertaking is mandatory.</p>
Risk Management	DGM (Risk)/ Chief Risk Officer	<ol style="list-style-type: none"> 1. Build Risk Management Strategy for effective Risk Identification, Assessment, Mitigation, Monitoring and Reporting 2. Develop risk policies and execute effective risk management frameworks, processes & tools to identify, assess, measure and mitigate risks in compliance with RBI / Basel norms. 3. Ensure areas under Operational / Market / ALM / IT Security / Fraud / Outsourcing risks are properly managed, gaps are identified, suitable controls are suggested and implemented 4. Establish an early warning or trigger system for breaches of Bank's risk appetite or limits; influence and when necessary, challenge material risk decisions 5. Responsible for leading Market Risk Management team / AML team by monitoring Mid office functions and managing Interest Rate Risk, Liquidity Risk, Risk Capital Analysis, counterparty bank limits, stress testing, etc. 6. Responsible for leading Operational Risk Management Team by establishing and implementing suitable frameworks for Risk & Control Self-Assessment, Key Risk Indicators, Loss Data Management and Scenario Analysis. 7. Oversee and constantly review the Business Continuity Management System as also the Disaster Management Plans for the Bank, in line with the best practices 8. Develop, manage and refine qualitative and quantitative risk reporting which meets needs of Executive Level Risk Management Committee, Asset Liability Committee, Risk Management Committee, Senior Management and the Board to support effective decision making 9. Embed a culture of informed risk-taking through training, communication and promotion of the agreed risk framework within the Bank. 10. Develop and nurture a highly motivated and result oriented team. 	<p>Minimum Educational Qualification: Graduate in any discipline.</p> <p>Note: Financial Risk Manager by Global Association of Risk Professionals (GARP) or Professional Risk Management Certification from PRMIA is mandatory.</p> <p>Certificate in Cyber Security & Fraud Management / Information Security by IIBF is preferred</p> <p>Candidate with CA/ MBA Finance/ M.Com degree will be preferred.</p> <p>Post Qualification Work Experience: Minimum 15 years of experience in Banking/ Financial Sector in officer cadre is mandatory</p> <p>(of which) minimum 3 years of experience in Risk Management Department is compulsory dealing with areas under Operational Risk, Market Risk and Fraud Management.</p>

Risk Management	Chief Manager (Fraud Monitoring)	<ol style="list-style-type: none"> 1. Support in development of required fraud infrastructure and process to enable internal and regulatory fraud reporting. 2. Develop detailed reports and dashboards of fraud monitoring. 3. Co-ordinate with functions to make sure the fraud control measures are in place. 4. Develop key performance indicators for various functions. 5. Assist in monitoring of fraud risks related incidents. 6. Report Fraud management system alerts. 7. Coordinate with the cross functional teams for closure of fraud alerts generated within the defined SLA's. 8. Keep abreast with tools and technology for management of operational risk and fraud risk. 	<p>Minimum Educational Qualification:</p> <p>Graduate in any discipline. Candidate with Post Graduate degree in Risk Management is preferred.</p> <p>Post Qualification Experience: Minimum 9 years of experience in Officer grade in Banking/ Financial Sector.</p> <p>(of which)</p> <p>with at least 5 years of experience in fraud monitoring is mandatory.</p> <p>Note: Forensic audit experience/ Certified Information Systems Auditor (CISA) qualified auditor is preferred.</p>
Finance	DGM (Finance & Accounts)	<ol style="list-style-type: none"> 1. Develop the Financial Strategy for the Bank, and ensure compliance to Financial Standards. 2. Ensure all government regulations and requirements are disseminated to appropriate personnel and monitor overall financial and reporting compliance for the Bank. 3. Assess organizational financial performance against both the annual budget and the organization's long-term strategy. 4. Develop tools and systems to provide critical information to the CEO to help make recommendations on both strategy and operations. 5. Ensure adherence to appropriate Accounting Policy, processes and procedures within the Bank for ensuring integrity of the financial statements and compliance with local (Indian GAAP/RBI) financial accounting & reporting policies/ standards. 	<p>Minimum Educational Qualification:</p> <p>Chartered Accountant (CA) from ICAI or equivalent.</p> <p>Note:</p> <ol style="list-style-type: none"> 1. CAIIB Certification is preferred. 2. MBA (Finance) from University/ Institution/ Board recognized by the Government of India/ International University of repute (or) approved by a Government Regulatory Body, is preferred. 3. CFA Certification from the CFA Institute is preferred. <p>Post Qualification Work Experience:</p> <p>Minimum 15 years of experience in Finance and Accounting department of a bank is mandatory.</p> <p>(of which)</p> <p>05 years should be at senior management level.</p> <p>(And)</p> <p>The candidate should be working in a PSB in at least Scale V.</p> <p>Note: Experience in treasury operations is desirable.</p>

Finance	AGM (Financial Planning, Budgeting and Analysis)	<ol style="list-style-type: none"> 1. Create the financial reports that will assist in the budgeting exercise. 2. Periodically monitor the budget and any deviations. 3. Responsible for Cost Control and Annual Forecast. 	<p>Minimum Educational Qualification:</p> <p>Chartered Accountant from ICAI or Post Graduate in Finance/ Commerce.</p> <p>Post Qualification Work Experience:</p> <p>Minimum 12 years of experience in officer cadre in Finance/ Accounts department is mandatory.</p> <p>Candidate with exposure in Business Analysis and Financial Planning will be preferred.</p>
CEO Secretariat	Company Secretary	<ol style="list-style-type: none"> 1. Responsible for providing to the directors of the company, collectively and individually, such guidance as they may require, with regard to their duties, responsibilities and powers 2. Facilitate the convening of meetings and attend Board, committee and general meetings and maintain the minutes of these meetings 3. Assist and advise the Board in ensuring good corporate governance and in complying with the corporate governance requirements and best practices 4. Responsible for ensuring compliance to provisions of Companies Act. 	<p>Minimum Educational Qualification:</p> <p>Must be associate Member of the Institute of Company Secretaries of India.</p> <p>Candidates with Additional qualification of Chartered Accountant from ICAI and LLB will be preferred.</p> <p>Knowledge of Banking Regulation Act, 1949 and RBI guidelines/ knowledge/ circulars is preferred.</p> <p>Post Qualification work experience:</p> <p>Minimum 6 years of experience as Company Secretary</p> <p>(of which)</p> <p>minimum 3 years of experience in Financial Institutions is mandatory. Experience in Payments Banks is Preferable.</p>

5. General instructions for candidates applying for the above mentioned positions:

- a) The candidate working in Central/State Government/PSBs/PSUs/Autonomous Bodies must be working in the immediate lower scale or equivalent for a minimum period of one year.
- b) For candidates working in Private Sector, the CTC applicable in the immediate lower scale in IPPB (refer point 09-Compensation/Pay of this advertisement), must be drawn by the candidate for at least a period of one year.
- c) The Degree/ PG Diploma/ PG Degree must be from the recognized University/Institute, recognized AICTE/UGC/Central or Deemed University **and should be regular/full time course**. In case of any dispute arising about admissibility of any particular qualification, the decision of India Post Payments Bank Limited (IPPB) shall be final and binding.
- d) For all the minimum qualifications, the minimum qualifying marks shall be **60%** except the qualifications like CS/CA/ICWA.
- e) Wherever percentage (%) of marks is not awarded by the Board/ University/ Institute and only grades (e.g. GPA /CGPA/CQPI) are awarded, the same should be converted to the exact equivalent percentage (%) of marks as per the following formula:
 - For the purpose of calculating final marks, the aggregate marks of all semesters/ years would be taken. Rounding of percentage will not be acceptable under any circumstances, hence 60% of marks and above will **only** be considered. **On a 10-point scale CGPA/GPA of 6.0 will be considered as 60 %**. The fraction of percentage so arrived will be ignored i.e. **59.9 % will be treated as less than 60%**.
- f) In case the result of a particular examination is posted on the website of the University / Institute and web based certificate is issued, then the date of passing will be reckoned from the original document / certificate issued and signed by the appropriate authority.
- g) Candidates of SC/ST/OBC-NCL category can also apply for Unreserved Post/ vacancy but they cannot claim any relaxation otherwise applicable for reserved categories.

6. **Selection Process:**

- a) Selection will be made on the basis of Interview. However, Bank reserves the right to conduct assessment, Group Discussion or Online Test in addition to interview. Merely satisfying the eligibility norms do not entitle a candidate to be called for Interview/Group Discussion or Online Test.
- b) IPPB reserves the right to call only the requisite number of candidates for the Assessment/ Interview/ Group Discussion or Online Test after preliminary screening/ short listing with reference to candidates' qualification, experience, profile vis-a-vis job requirements, etc.
- c) Results of the candidates who have qualified for various stages of the recruitment process and the list of candidates finally selected will be made available on the website. Final select list will be published on the website.

7. **Application Fee / Intimation Charges (Non-Refundable)**

Category of Applicant	Application Fee
SC/ST/PWD (Only Intimation charges)	INR 150.00 (Rupees One Hundred and Fifty Only)
For all others	INR 750.00 (Rupees Seven Hundred fifty Only)

- i. Candidates should ensure their eligibility before paying the fees/applying online.
- ii. 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.

8. **Reservations & Relaxations:**

- (a) Reservations and relaxations for SC/ ST/ OBC (Non-Creamy Layer) / PWD (**Degree of Disability 40% or above**) candidates will be provided as per guidelines of Govt. of India for the purpose.
- (b) Age relaxation for Ex-Servicemen category candidates is applicable as per Government of India guidelines.
- (c) The upper age limit is relaxed by 5 years for SC/ST, 3 Years for OBC (Non-Creamy Layer) and 10 years for PWD-UR, 13 years for PWD-OBC (Non-Creamy layer) and 15 years for PWD-SC/ST candidates.
- (d) The age of candidates claiming relaxation under point 8 should not exceed 56 years as on 1-Sept-2021.
- (e) The OBC candidates who belong to 'Creamy Layer' are not entitled for concession admissible to OBC Category and such candidates have to indicate their category as General.

9. Pay scale and allowances for Regular position:

S. No	Scale	Basic Pay Scale	Approximate CTC (Per Month)
1	Scale VII	76,520 – 2,120 (4) – 85,000	₹2,92,000/-
2	Scale VI	68,680 – 1,960 (4) – 76,520	₹2,60,000/-
2	Scale V	59,170 – 1,650 (2) – 62,470 – 1,800 (2) – 66,070	₹2,06,000/-
3	Scale IV	50,030 – 1,460 (4) – 55,870 – 1,650 (2) – 59,170	₹1,74,000/-
4	Scale III	42,020 – 1,310 (5) – 48,570 – 1,460 (2) – 51,490	₹1,47,000/-
5	Scale II	31,705 – 1,145 (1) – 32,850 – 1,310 (10) – 45,950	₹1,16,000/-
6	Scale I	23,700 – 980 (7) – 30,560 – 1,145 (2) – 32,850 – 1,310 (7) – 42,020	₹94,000/-

Note: Bank is in the process of implementing 11th Bipartite Settlement/8th Joint Note of IBA.

The Cost to Company (CTC) of officers includes other pay and perks, such as Dearness Allowance, City Compensatory Allowance, Special Allowance, Fixed Personal Pay, Bouquet of Allowance (@50% of basic pay), NPS, Gratuity, HRA/ Leased accommodation & Mediclaim Facility etc. as per service rules in force from time to time.

In addition to the above, the officer would be entitled to Performance Pay as per criteria defined by IPPB from time to time.

10. **Posting:** The selected officers will be posted at Corporate Office, New Delhi. However, officer may be posted anywhere in India. Candidates willing to serve anywhere in India should apply.
11. **Service Agreement Bond (for regular officers):** The selected candidates in scale II & III are required to serve the company for a minimum period of 36 months. Failure on the part of candidate to serve the Company for a minimum period of 36 (Thirty-Six) months would be termed as breach of bond agreement. The candidate will be required to execute a bond of Rs. 2 Lakhs plus applicable GST for the same at the time of joining.
12. **Application Guidelines:** A candidate can apply for **more than one post** by filling separate applications for each post. Candidates can apply online only from 09.10.2021 to 23.10.2021. No other mode of application (other than online) will be accepted. The last date for submission of online application is 23.10.2021 up to 11.59 PM.

13. Action against candidates found guilty of misconduct

Candidates are advised in their own interest that they should not furnish any particulars/details/information or make statements that are false, incorrect, tampered, fabricated and should not conceal or suppress any material information while filling up the application form and submitting the attested copies of testimonials. In case it is detected at any time that the candidate has indulged in any of the above-mentioned activities, he/she will not only be disqualified but will be liable to be dismissed from the services of IPPB at any time, even after being selected and after joining IPPB's service. At the time of Interview, if a candidate is (or has been) found guilty of:

- Using unfair means during the selection process, or
- Impersonating or procuring impersonation by any person, or
- Misbehaving in the Personal Interview/ Group Discussion, or
- Resorting to any irregular or improper means in connection with his/her candidature, including resorting to canvassing for his candidature, or obtaining support for his/her candidature, by any means, such candidate may, in addition to rendering himself/herself liable to criminal prosecution, shall also be liable:
 - To be disqualified from the selection process for which he / she is a candidate;
 - To be debarred, either permanently or for a specified period, from any examination or recruitment conducted by IPPB.

14. Medical Fitness

Medical Fitness and Character (wherever applicable) verification of selected candidates: The appointment of selected candidates will be subject to their being declared medically fit by a Doctor or a panel of Doctors approved by IPPB and upon satisfactory verification of their character, antecedents (wherever applicable). Till such time, their appointment will be provisional.

15. General information:

- i. Only Indian Nationals are eligible to apply.
 - ii. Incomplete on-line application, in any respect shall be rejected and no further correspondence shall be entertained. In addition, no other means/mode of submission of application shall be accepted under any circumstances.
 - iii. No TA/DA will be paid to any candidate for appearing in the Written Exam/ Interview.
 - iv. No modifications are allowed after candidate submits the online application form. If any discrepancies are found between the data filled by the candidate online and the original testimonies, his candidature **is liable to be rejected**.
 - v. If any information provided by the candidate is found to be false or incorrect or not in conformity with the eligibility criteria, then his/ her candidature is liable to be rejected at any stage of the recruitment process or after recruitment or joining.
 - vi. Candidates employed with Central or State Government / PSBs / PSUs / Autonomous Bodies have to produce No Objection Certificate (NOC) at the time of interview. ***If the candidate fails to provide the NOC at the time of Interview he/she will not be allowed to appear for the interview.***
16. The management reserves the right to fill or not to fill or partially fill any of the above positions without assigning any reasons whatsoever. IPPB also reserves the right to cancel / restrict / modify / alter the recruitment process, if required.
17. Any modifications/ amendments /corrigendum in respect of the above advertisement shall be made available only on IPPB's official website. No further press advertisement will be published. Hence prospective applicants are advised to visit IPPB's website regularly for this purpose.
18. All correspondence/announcements with respect to above recruitment process shall be done through e-mail/notices on the company's website. Important information regarding recruitment will be available in IPPB website and as such, candidates are advised to visit the same frequently. It is the responsibility of the candidate to download/print the Admit Card/ Interview Call Letters. Company will not be responsible for any loss of email sent, due to invalid/ wrong Email ID provided by the candidate or due to any other reason. Candidate's E-mail Id and Mobile No. should be valid for at least one year.
19. For any queries related to online application candidates may write on company's email id: careers@ippbonline.in.
20. Terms and Conditions of Deputation enclosed as Annexure – I.
21. Please go through the detailed instructions before filling online application- Annexure – II.
22. Any dispute with regard to recruitment against this advertisement will be settled within the jurisdiction of Delhi only.

Sd/-
Chief HR Officer
Speed Post Centre, Bhai Veer Singh Marg, New Delhi – 110 001