

ENGAGEMENT OF SPECIALISTS ON CONTRACTUAL BASIS – 2024

INDIAN BANK, a leading Public Sector Bank, with headquarters in Chennai invites Applications for the following posts on Contractual Basis:

ACTIVITY	DATES
On-line registration including Edit/Modification of Application by candidates& Payment of Application Fees/Intimation Charges (Online)	29/06/2024 to 14/07/2024

Post Code	Post Name	Vacancy	SC	ST	OBC	EWS	UR	VI	HI	OC	ID
1	Deputy Vice President - Credit	10	2	1	2	1	4	0	0	0	0
2	Assistant Vice President - Credit	13	3	1	2	1	6	0	1	0	0
3	Deputy Vice President - Software Testing	1	0	0	1	0	0	0	0	0	0
4	Deputy Vice President - Vendor Management	1	0	0	0	0	1	0	0	0	0
5	Deputy Vice President- Project Management	1	0	0	0	0	1	0	0	0	0
6	Deputy Vice President – DC / DR Operations	1	0	0	0	0	1	0	0	0	0
7	Deputy Vice President - Asset & Patch Management	1	0	0	0	0	1	0	0	0	0
8	Assistant Vice President - Data Centre Operations	2	0	0	1	0	1	0	0	0	0
9	Assistant Vice President - API Operations	2	1	0	0	0	1	0	0	0	0
10	Assistant Vice President - Network Operations	2	0	0	1	0	1	0	0	0	0
11	Assistant Vice President - DBA	2	1	0	0	0	1	0	0	0	0
12	Assistant Vice President - Information Security Operations	2	0	0	1	0	1	0	0	0	0
13	Associate Manager-Senior Officer- Data Centre Operations	2	0	0	1	0	1	0	0	0	0
14	Associate Manager-Senior Officer- Network Operations	2	1	0	0	0	1	0	0	0	0
15	Associate Manager-Senior Officer - API operations	1	0	0	1	0	0	0	0	0	0
16	Deputy Vice President - MSME Relationship	10	1	1	2	2	4	0	0	1	0
17	Assistant Vice President - MSME Relationship	10*	1*	1	2	2	4	0	0	0	0
18	Associate Manager- Senior Officer - MSME Relationship	10	1	1	2	1	5	1	0	0	0
19	Deputy Vice President - Climate Risk	1	0	0	0	0	1	0	0	0	0
20	Assistant Vice President - Climate Risk	1	0	0	1	0	0	0	0	0	0
21	Deputy Vice President - Model Validator	1	0	0	1	0	0	0	0	0	0
22	Assistant Vice President - Model Developer Risk modelling	1	0	0	1	0	0	0	0	0	0
23	Assistant Vice President - Sector / Industry Analyst -NBFC	1	1	0	0	0	0	0	0	0	0
24	Assistant Vice President - Sector / Industry Analyst -Infra	1	0	0	1	0	0	0	0	0	0

Post Code	Post Name	Vacancy	SC	ST	OBC	EWS	UR	VI	HI	OC	ID
25	Assistant Vice President - Sector / Industry Analyst -EPC	1	0	0	0	0	1	0	0	0	0
26	Deputy Vice President - Portfolio Management	1	0	0	1	0	0	0	0	0	0
27	Deputy Vice President - Data Analytics	1	1	0	0	0	0	0	0	0	0
28	Deputy Vice President - IT Risk	1	0	0	1	0	0	0	0	0	0
29	Assistant Vice President - Digital Marketing	5	0	1	1	1	2	0	0	0	0
30	Associate Manager-Senior Officer - Digital Marketing	14*	2	2*	3	1	6	0	0	0	0

**Inclusive of Backlog/Shortfall vacancies*

A candidate can apply for only one post and not more than one application should be submitted by any candidate. In case of multiple Applications only the latest valid (completed) application will be retained and the application fee/ intimation charges paid for the other multiple registration(s) will stand forfeited.

Note: The number of vacancies and also the number of reserved vacancies are provisional and may vary according to actual requirement of the Bank. The reservation for PWBD is on horizontal basis and the selected candidates will be placed in the appropriate category (viz. SC/ST/OBC/Unreserved) to which they belong to.

Abbreviations stand for: -

SC - Scheduled Castes, ST - Scheduled Tribes, OBC - Other Backward Classes, EWS – Economically Weaker Section, UR- Unreserved, PWBD- Persons with Benchmark Disabilities, OC – Orthopedically Challenged, VI – Visually Impaired, HI – Hearing Impaired, ID-Intellectual Disability

ELIGIBILITY CRITERIA

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, 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 (ii), (iii), (iv) & (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

AGE, EDUCATIONAL QUALIFICATION AND WORK EXPERIENCE

The date for fulfillment of eligibility for Age, Educational Qualification/ Certifications and Work Experience is 01/06/2024. All the educational qualifications should be from a University/ Institution/ Board recognized by Govt. Of India/ approved by Govt. Regulatory Bodies.

Specialists for Credit

Post Code	Post Name	Age	Educational Qualification	Certifications	Experience
1	Deputy Vice President - Credit	Min- 27 years Max-40 years	CA OR 2 years MBA (or equivalent PG Degree / Diploma) in Finance	Any residential programmes conducted by NIBM or similar institutions in credit / risk is desirable.	Minimum 7 years of Post Qualification work experience
2	Assistant Vice President - Credit	Min- 25 years Max-38 years	CA/ ICWA Or 2 years MBA (or equivalent PG Degree / Diploma) in Finance		Minimum 5 years of Post Qualification work experience

Specialists for Information Technology

Basic Educational Qualification for Post Code 3 to 15

(a) 4-year Engineering/Technology Degree in Computer Science / Computer Applications/ Information Technology / Electronics / Electronics & Telecommunications / Electronics & Communication/ Electronics & Instrumentation

OR

(b) Post Graduate Degree in Electronics/ Electronics & Tele Communication / Electronics & Communication / Electronics & Instrumentation / Computer Science / Information Technology / Computer Applications

OR

c) Graduate having passed DOEACC 'B' level

Post Code	Post Name	Age	Certification	Experience
3	Deputy Vice President - Software Testing	Min-27 years Max-40 years	Mandatory Certification: ISTQB Advanced Level	Minimum 7 years work experience in IT of which at least 5 years' experience in Software testing, desirably in BFSI. Should have experience of functional & non-functional testing in manual and Automation mode. Should have knowledge of Testing tools like Test Complete, Selenium, J Meter, Load Runner etc.
4	Deputy Vice President -Vendor Management	Min-27 years Max-40 years	Certification in Vendor management is desirable	Minimum 7 years work experience in IT of which at least 5 years' experience in managing IT projects and operations in BFSI sector, desirably a bank. Proficiency in vendor management and vendor resource management.
5	Deputy Vice President -Project Management	Min-27 years Max-40 years	Mandatory Certification: Project Management certification PMP or PRINCE2	7 years' work experience in IT of which at least 5 years' experience in Managing IT projects desirably in BFSI sector. Experience with project management tools is desired.
6	Deputy Vice President -DC / DR Operations	Min-27 years Max-40 years	Mandatory Certification: Professional level certification in system administration in AIX or RHEL or Oracle Linux.	7 years' work experience in IT of which at least 5 years' experience in managing datacenter operations. Experience in managing AIX, RHEL, Oracle Linux, IBM Servers, IBM Storage is desired.
7	Deputy Vice President - Asset & Patch Management	Min-27 years Max-40 years	Mandatory Certification: Any one certification out of CompTIA Security+, SANS GIAC Certified Windows Security Administrator (GCWN) and Microsoft Certified: Azure Administrator Associate.	7 years' work experience in IT of which at least 5 years' experience with managing renowned IT Asset and Patch management solution. Experience in managing Windows, AIX, RHEL, Oracle Linux, IBM Servers, IBM Storage is desired.

Post Code	Post Name	Age	Certification	Experience
8	Assistant Vice President - Data Centre Operations	Min-25 years Max-38 years	Mandatory Certification: Associate level certification in system administration in AIX, RHEL, Oracle Linux.	5 years' work experience in IT of which at least 3 years' experience in managing datacenter operations. Experience in managing AIX, RHEL, Oracle Linux, IBM Servers, IBM Storage is desired.
9	Assistant Vice President - API Operations	Min-25 years Max-38 years	Mandatory Certification: IBM Certified CP4I Administrator or Red-hat Open shift Administrator	5 years' work experience in IT of which at least 2 years' experience in API operations & support (SOAP APIs, REST APIs, Composite APIs), desirably for a BFSI institution. Experience with IBM CP4I, DataPower, API & APP Connect Direct is desired.

Post Code	Post Name	Age	Certification	Experience
10	Assistant Vice President - Network Operations	Min-25 years Max-38 years	Mandatory Certification: CCNP Enterprise / CCNP Security	Minimum 5 years of IT experience of which at least 3 years in network engineering and architecture on Enterprise Networks, routing, switching and load balancing experience, desirably in a Data Center Networking environment. Experience in Banking, financial services, and insurance (BFSI)/ Non-Banking Financial Company (NBFC)/ Financial technology (FinTech)/ MNCs is desired.

Post Code	Post Name	Age	Certification	Experience
11	Assistant Vice President-DBA	Min-25 years Max-38 years	Mandatory Certification: Oracle Certified Associate (OCA)	5 years of work experience in IT of which at least 3 years' experience in maintenance and administration of databases like Oracle/DB2 /MySql/ SQL Server in Linux, AIX environment with 24x7 Production Support of database.

Post Code	Post Name	Age	Certification	Experience
12	Assistant Vice President - Information Security Operations	Min-25 years Max-38 years	Mandatory Certification: At least one certification out of (a)Certified Information Systems Security Professional (CISSP) (b)Certified Information System Auditor (CISA) (c)Certified Information Security Manager (CISM) (d)CompTIA Security+	5 years' work experience in IT of which at least 3 years' experience in managing information security. Experience in managing EDR, Proxy, DLP, DAM, PAM, CLMS, HIPS, Patch Management etc is desired.

Post Code	Post Name	Age	Certification	Experience
13	Associate Manager-Senior Officer-Data Centre Operations	Min-23 years Max-35 years	Mandatory Certification: Associate level certification in system administration in AIX, RHEL, Oracle Linux.	3 years' work experience in IT of which at least 2 years' experience in managing data center operations. Experience in managing AIX, RHEL, Oracle Linux, IBM Servers, IBM Storage is desired..
14	Associate Manager - Senior Officer- Network Operations	Min-23 years Max-35 years	Mandatory Certification: CCNA Routing & Switching / CCNA Security / CCNA Enterprise	Minimum 3 years of experience in network engineering and architecture on Enterprise Networks, routing, switching and load balancing experience, desirably in a Data Center Networking environment. Experience in Banking, financial services, and insurance (BFSI)/ Non-Banking Financial Company (NBFC)/ Financial technology (FinTech)/ MNCs is desired..
15	Associate Manager-Senior Officer - API operations	Min-23 years Max-35 years	Mandatory Certification: IBM Certified CP4I Administrator or Red-hat Open shift Administrator	3 years' work experience in IT of which at least 1 year experience in API operations & support (SOAP APIs, REST APIs, Composite APIs), desirably for a BFSI institution. Experience with IBM CP4I, Data Power, API & APP Connect Direct, Redhat Openshift is desired.

Specialists for MSME

Post Code	Post Name	Age	Educational Qualification	Experience
16	Deputy Vice President – MSME Relationship	Min-28 years Max-40 years	<p>Graduate in any discipline.</p> <p>Professional qualifications viz. CAIIB / Certification in Credit from reputed institutions is desirable.</p>	<p>Minimum 8 years of post-qualification experience as an Officer with any Bank / NBFC / Financial Institutions (any of the aforementioned entities should have a minimum balance sheet size of Rs. 2 lac crores or above as on 31.03.2023). Last assignment should not be below the rank of MMG Scale III or equivalent</p> <p>Applicant should have worked in Specialized MSME branch / MSME Processing Centre/ Credit vertical of Bank/ NBFC / Financial Institutions for minimum period of 3 years and should have expertise in marketing and appraisal of MSME credit proposals.</p> <p>Applicant should have good marketing and communication skill.</p>
			OR	<p>2 years MBA (or equivalent PG Degree / Diploma) in Marketing / Finance</p> <p>OR</p> <p>CA / CWA / ICWA Professional qualifications viz. CAIIB / Certification in Credit from reputed institutions is desirable.</p>

Post Code	Post Name	Age	Educational Qualification	Experience
17	Assistant Vice President – MSME Relationship	Min-26 years Max-38 years	<p>Graduate in any discipline.</p> <p>Additional qualifications like JAIIB/CAIIB/ Certification in credit from reputed institutions would be desirable.</p>	<p>Minimum 6 years post-qualification experience as an Officer with any Bank / NBFC / Financial Institutions. (any of the aforementioned entities should have a minimum balance sheet size of Rs.2 lac crores or above as on 31.03.2023).</p> <p>Last assignment should not be below the rank of MMG Scale II or equivalent</p> <p>Applicant should have minimum 2 years of experience in sourcing and appraisal / assessment of MSME credit proposals.</p>
			OR	

Post Code	Post Name	Age	Educational Qualification	Experience
18	Associate Manager-Senior Officer – MSME Relationship	Min-23 years Max-35 years	Graduate in any discipline.	Minimum 3 years' post-qualification experience as an officer with any Bank / NBFC / Financial Institutions (any of the aforementioned entities should have a minimum balance sheet size of Rs.2 lac crores or above as on 31.03.2023). Applicant should have experience in sourcing and appraisal of MSME credit proposals.
			OR	
			2 years MBA (or equivalent PG Degree / Diploma) in Marketing / Finance OR CA / CWA / ICWA.	Minimum 2 years post-qualification experience as an Officer in Banking with any Bank/ NBFC/ Financial Institutions (any of the aforementioned entities should have a minimum balance sheet size of Rs.2 lac crores or above as on 31.03.2023). Applicant should have experience in sourcing and appraisal of MSME credit proposals.

Specialists for Risk Management

Post Code	Post Name	Age	Educational Qualification	Certification	Experience
19	Deputy Vice President - Climate Risk	Min-29 years Max-40 years	Engineering graduate or Master's degree in Mathematics, Statistics, Finance, <i>Environmenta / Science / Geography</i> And / Or MBA (or equivalent PG Degree / Diploma)	<p>Mandatory Certificate:</p> <p>(any one of IBA approved Risk Management Certification course viz.)</p> <ul style="list-style-type: none"> - Certificate course in Risk Management (NIBM) - Certificate in Risk in Financial Services – Level2(IIBF) - Financial Risk & Regulation (GARP) <p>Desired Certification:</p> <ul style="list-style-type: none"> - FRM from GARP/ PRM from PRMIA/ CFA from CFA Institute - Sustainability and Climate Risk Certification from GARP/ any other institute of repute is desired. <p>Other desired skill sets:</p> <ul style="list-style-type: none"> - Skill in preparing clear and concise reports, presentations, and documentation to communicate climate risk findings and recommendations to top management - Excellent analytical skills and comfortable working with large datasets; expertise in econometrics and other quantitative methods is highly desirable 	<p>Minimum 8 years in Bank / PSU /FIs out of which, 6 years in the field of Risk Management / Climate risk management, Environmental risk management or related field</p> <p>Experience in developing climate risk management / ESG policies, frameworks, and procedures is desirable.</p>

Post Code	Post Name	Age	Educational Qualification	Certification	Experience
20	Assistant Vice President - Climate Risk	Min-27 years Max-40 years	Engineering graduate or Master's degree in Mathematics, Statistics, Finance, <i>Environmenta / Science/ Geography</i> And/ Or MBA (or equivalent PG Degree / Diploma)	<p>Mandatory Certificate:</p> <p>(any one of IBA approved Risk Management Certification course viz.)</p> <ul style="list-style-type: none"> - Certificate course in Risk Management (NIBM) - Certificate in Risk in Financial Services – Level2(IIBF) - Financial Risk & Regulation (GARP) <p>Desired Certification:</p> <ul style="list-style-type: none"> - FRM from GARP/ PRM from PRMIA/ CFA from CFA Institute - Sustainability and Climate Risk Certification from GARP/ any other institute of repute is desired. <p>Other desired skill sets:</p> <ul style="list-style-type: none"> - Strong technical knowledge of climate science, climate modelling, and climate risk assessment methodologies - Integrating climate risk considerations into decision-making processes across the Bank 	Minimum 5 years in Bank / PSU / FIs out of which 3 years in the field of Risk Management / Climate risk management, Environmental risk management or related field

Post Code	Post Name	Age	Educational Qualification	Certification	Experience
21	Deputy Vice President-Model Validator	Min-29 years Max-40 years	Engineering graduate or Master's degree in Mathematics/ Statistics And / Or Post graduate Degree / Diploma in Business Management / Banking / Finance	<p>Mandatory Certificate:</p> <p>(any one of IBA approved Risk Management Certification course viz.)</p> <ul style="list-style-type: none"> - Certificate course in Risk Management (NIBM) - Certificate in Risk in Financial Services – Level2 (IIBF) - Financial Risk & Regulation (GARP) <p>Desired Certification:</p> <ul style="list-style-type: none"> - FRM from GARP/ PRM from PRMIA/ CFA from CFA Institute <p>Other desired skill sets:</p> <ul style="list-style-type: none"> - Strong mathematical and statistical skills to develop and implement risk models effectively - Proficiency in programming languages such as Python, R, or SAS for model development and implementation - Familiarity with various modelling techniques, including regression analysis, time series analysis, machine learning algorithms, and simulation methods 	<p>Minimum 8 years of experience in the financial services industry out of which 5 years in Risk Modelling /validation/ Risk Analytics or related roles</p> <p>Experience in development / validation of Expected Credit Loss Models is desired.</p>

Post Code	Post Name	Age	Educational Qualification	Certification	Experience
22	Assistant Vice President - Model Developer Risk modelling	Min-27 years Max-40 years	Engineering graduate or Master's degree in Mathematics/ Statistics And / Or Post graduate Degree / Diploma in Business Management / Banking / Finance	<p>Mandatory Certificate:</p> <p>(any one of IBA approved Risk Management Certification course viz.)</p> <ul style="list-style-type: none"> - Certificate course in Risk Management (NIBM) - Certificate in Risk in Financial Services – Level2(IIBF) - Financial Risk & Regulation (GARP) <p>Desired Certification:</p> <ul style="list-style-type: none"> - FRM from GARP/ PRM from PRMIA/ CFA from CFA Institute <p>Other desired skill sets:</p> <ul style="list-style-type: none"> - Experience in design of Statistical models using regression (linear/ logistic/ Machine learning/ Decision Trees), optimization, time series, survival modelling techniques. - Strong understanding of application scorecards / Behavioral Scorecard / Collection scorecards and credit risk models. - Proficiency in programming languages such as Python, R, or SAS for model development and implementation 	<p>Minimum 5 years of experience in the financial services industry, out of which 3 years in Risk Modelling/ Risk Analytics or related roles</p> <p>Experience in development of Expected Credit Loss Models is desired.</p>

Post Code	Post Name	Age	Educational Qualification	Certification	Experience
23	Assistant Vice President - Sector / Industry Analyst-NBFC	Min-27 years Max-40 years	Chartered Accountant (CA) Or MBA (or equivalent PG Degree / Diploma)	<p>Mandatory Certificate:</p> <p>(any one of IBA approved Risk Management Certification course viz.)</p> <ul style="list-style-type: none"> - Certificate course in Risk Management (NIBM) - Certificate in Risk in Financial Services – Level2(IIBF) - Financial Risk & Regulation (GARP) <p>Desired Certification:</p> <ul style="list-style-type: none"> - FRM from GARP/ PRM from PRMIA/ CFA from CFA Institute or any Credit / Risk Related Course from reputed Institute. <p>Other desired Skill sets:</p> <ul style="list-style-type: none"> - Strong analytical skills and the ability to use data for business guidance/ decisions. - Excellent communication and presentation skills, with the ability to effectively communicate complex ideas to both technical and non-technical audiences. - Deep knowledge of the designated industry/sector and the ability to stay up-to-date with the latest trends and developments. - Proficient in using market research and analysis tools, including statistical software etc. 	Minimum 5 Years' experience in BFSI Sector with at least 3 years domain experience in market research, analysis, or consulting, with a focus on a specific industry or sector
24	Assistant Vice President - Sector / Industry Analyst-Infra				
25	Assistant Vice President - Sector / Industry Analyst-EPC				

Post Code	Post Name	Age	Educational Qualification	Certification	Experience
26	Deputy Vice President - Portfolio Management	Min - 29 years Max- 40 years	Engineering graduate /Chartered Accountant (CA)/ MBA (or equivalent PG Degree / Diploma)	<p>Mandatory Certificate:</p> <p>(any one of IBA approved Risk Management Certification course viz.)</p> <ul style="list-style-type: none"> - Certificate course in Risk Management (NIBM) - Certificate in Risk in Financial Services – Level2(IIBF) - Financial Risk & Regulation (GARP) <p>Desired Certification:</p> <ul style="list-style-type: none"> - FRM from GARP/ PRM from PRMIA/ CFA from CFA Institute or any Credit / Risk Related Course from reputed Institute <p>Other desired Skill sets:</p> <ul style="list-style-type: none"> - Thorough understanding of the operations/ processes of a large commercial bank. - Knowledge of the relevant industry and product range. - Understanding of the IT infrastructure in the BFSI sector for suitable digital risk analysis as well as leveraging technology for risk assessment. - Well-developed analytical skills with the ability to identify root causes and trends and anticipate futuristic issues. - Knowledge of relevant and business-level policies/procedures and the ability to apply this knowledge to specific situations - Form independent opinion on business practices and recognize emerging risks. 	Minimum 8 Years' experience in BFSI Sector with at least 5 years domain experience in market research, analysis, or consulting, with a focus on a specific industry or sector

Post Code	Post Name	Age	Educational Qualification	Certification	Experience
27	Deputy Vice President – Data Analytics	Min - 29 years Max- 40 years	B.E./ B.Tech. in Computer Science/ Information Technology/ Electronics/ Electronics & Communication/MCA /M.Sc. in Statistics/ MS in Data Science	<p>Mandatory Certificate:</p> <p>(any one of IBA approved Risk Management Certification course viz.)</p> <ul style="list-style-type: none"> - Certificate course in Risk Management (NIBM) - Certificate in Risk in Financial Services – Level2(IIBF) - Financial Risk & Regulation (GARP) <p>Desired Certification:</p> <ul style="list-style-type: none"> - FRM from GARP/ PRM from PRMIA/ CFA from CFA Institute - Certification in Data Science is desirable if the primary qualification is not in Data Science. - Certifications from SAS, Python <p>Other desired skill sets:</p> <ul style="list-style-type: none"> - Strong proficiency in handling and analyzing large datasets - Solid understanding of statistical concepts and techniques relevant to credit risk analytics, such as regression analysis, probability distributions, and hypothesis testing. - Proficiency in programming languages commonly used in data analysis, such as Python, R, or SQL, to manipulate data, perform statistical analysis, and develop analytical models 	Minimum 8 years of experience in data analysis of which desirably 5 years in Risk Management function of bank or a related field in in the financial services industry.

Post Code	Post Name	Age	Educational Qualification	Certification	Experience
28	Deputy Vice President -IT Risk	Min - 29 years Max- 40 years	B.E./ B.Tech. in Computer Science/ Information Technology/ Electronics/ Electronics & Communication / MCA / MS in Data Science	CRISC from ISACA or equivalent qualification in Risk and information systems from reputed institutions.	<p>Minimum 8 years of total experience in Bank/ PSU/ NBFC/Corporate of which minimum of 4 years in IT Compliance, Information Security, Internal Audit or similar role supporting IT compliance.</p> <p>Experience in management of IT Vulnerability risks.</p> <p>Strong working knowledge of IT processes, risks, and controls in the computer operations, system development, change control, and security functions.</p> <p><u>Desired Skills:</u></p> <p>CISA, CISM, CISSP or other relevant security certification(s) is desirable Ability to clearly interpret and communicate the IT threats, risks and impacts to all levels of the organization to support business continuity planning and vulnerability management</p>

Specialist for Digital Marketing

Post Code	Post name	Age	Educational Qualification	Certifications	Experience
29	Assistant Vice President –Digital Marketing	Min-27 years Max-38 years	MBA (or equivalent PG Degree / Diploma) in Marketing	(i) Certification in Digital Marketing is desired. (ii) Post Graduate diploma in IT or Computer Application is desired.	Minimum 5 years in BFSI industry
30	Associate Manager – Senior Officer – Digital Marketing	Min-30 years Max-35 years	MBA (or equivalent PG Degree / Diploma) in Marketing	Post Graduate diploma in IT or Computer Application is desired.	Minimum 3 years in BFSI industry.

RELAXATION IN UPPER AGE LIMIT

S. No.	Category	Age Relaxation
A	Scheduled Caste/ Scheduled Tribe candidates	5 Years
B	Other Backward Classes (Non-Creamy Layer) candidates	3 Years
C	Persons with Benchmark Disabilities as defined under “The Rights of Persons with Disabilities Act, 2016”	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 affected by 1984 riots	5 Years

Note:

- (i) The maximum age specified is applicable to General Category candidates and Economically Weaker Section (EWS) Category Candidates
- (ii) 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 in Point No. C to E.
- (iii) 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 engagement process.

Caste / Category Certificate issued by competent authority in the prescribed format as stipulated by Government of India in case of SC / ST / OBC/ PWBD category candidates.

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. Candidates belonging to OBC category but coming under creamy layer are not entitled to OBC reservation. They should indicate their category as General in the online application form. The candidate should possess a valid OBC certificate with a Non-creamy layer clause as per the Government of India guidelines, from time to time.

- (iv) If an ex-serviceman applies for various vacancies before joining any civil employment, he/she can avail of the benefit of reservation as ex-serviceman for any subsequent employment. However, to avail of this benefit, an ex-serviceman as soon as he/she joins any civil employment, should give self-declaration/ undertaking to the concerned employer about date-wise details of application for various vacancies for which he/she had applied for before joining the initial civil employment. Further, this benefit would be available only in respect of vacancies which are filled on engagement and wherever reservation is applicable to the ex-serviceman.

There is no reservation for Ex-servicemen in Officers' Cadre.

Reservation for Persons with Benchmark Disabilities

Under section 34 of "The Rights of Persons with Disabilities Act, 2016", persons with benchmark disabilities are eligible for Reservation. The post is identified suitable for the Persons under categories of disabilities as defined in the Schedule of RPWD Act 2016 and notified by the Department of Empowerment of Persons with Disabilities (Divyangjan) from time to time.

A. "OC" category:

A person's inability to execute distinctive activities associated with movement of self and objects resulting from affliction of musculoskeletal or nervous system or both, including Cerebral Palsy, Leprosy Cured, Dwarfism, Muscular Dystrophy and Acid Attack Victims. Orthopedically challenged persons are covered under locomotor disability with following bench mark:

a. "Leprosy cured person" means a person who has been cured of leprosy but is suffering from:

- i. Loss of sensation in hands or feet as well as loss of sensation and paresis in the eye and eye-lid but with no manifest deformity;
- ii. Manifest deformity and paresis but having sufficient mobility in their hands and feet to enable them to engage in normal economic activity;
- iii. Extreme physical deformity as well as advanced age which prevents him/her from undertaking any gainful occupation, and the expression "leprosy cured" shall be construed accordingly;

b. "Cerebral palsy" means a Group of non-progressive neurological conditions affecting body movements and muscle coordination, caused by damage to one or more specific areas of the brain, usually occurring before, during or shortly after birth;

c. "Dwarfism" means a medical or genetic condition resulting in an adult height of 4 feet 10 inches (147 centimeters) or less;

d. "Muscular dystrophy" means a group of hereditary genetic muscle disease that weakens the muscles that move the human body and persons with multiple dystrophy have incorrect and missing information in their genes, which prevents them from making the proteins they need for healthy muscles. It is characterized by progressive skeletal muscle weakness, defects in muscle proteins, and the death of muscle cells and tissue;

e. "Acid attack victims" means a person disfigured due to violent assaults by throwing of acid or similar corrosive substance.

B. Visual Impairment ("VI" Category):

Only those Visually Impaired (VI) persons who suffer from any one of the following conditions, after best correction, are eligible to apply.

a. Blindness:

- i. Total absence of sight;
OR
- ii. Visual acuity less than 3/60 or less than 10/200 (Snellen) in the better eye with best possible correction;
OR
- iii. Limitation of the field of vision subtending an angle of less than 10 degree.

b. Low Vision:

- i. Visual acuity not exceeding 6/18 or less than 20/60 upto 3/60 or upto 10/200 (Snellen) in the better eye with best possible corrections;
OR
- ii. Limitation of the field of vision subtending an angle of less than 40 degree up to 10 degree.

C. Hearing Impaired (“HI” Category):

a. Deaf: means person having 70 DB hearing loss in speech frequencies in both ears.

b. Hard of Hearing: means person having 60 DB to 70 DB hearing loss in speech frequencies in both ears.

D. “ID” Category:

Only those persons, who suffer from any one of the following types of disabilities, are eligible to apply under this category:

Intellectual disability.

a. Autism Spectrum disorder (ASD) means a neuro-developmental condition typically appearing in the first three years of life that significantly affects a person's ability to communicate, understand relationships and relate to others, and is frequently associated with unusual or stereotypical rituals or behaviours.

b. “Specific Learning Disability” (SLD) means a heterogeneous group of conditions wherein there is a deficit in processing language, spoken or written, that may manifest itself as a difficulty to comprehend, speak, read, write, spell, or to do mathematical calculations and includes such conditions as perceptual disabilities, dyslexia, dysgraphia, dyscalculia, dyspraxia and developmental aphasia.

c. “Mental Illness” (MI) means a substantial disorder of thinking, mood, perception, orientation or memory that grossly impairs judgment, behaviour, capacity to recognise reality or ability to meet the ordinary demands of life, but does not include retardation which is a condition of arrested or incomplete development of mind of a person, specially characterised by sub normality of intelligence.

“Multiple Disabilities” means multiple disabilities amongst clause “A”; “B”; “C”;”D”.

Note: Only those persons with benchmark disabilities would be eligible for reservation. “Benchmark disability” means a person with not less than 40% of a specified disability where specified disability has not been defined in measurable terms and includes the persons with disability, where disability has been defined in a measurable terms, as certified by the certifying authority.

A person who wants to avail benefit of reservation will have to submit a disability certificate issued by a Competent Authority as per Government of India guidelines. Such certificate will be subject to verification/ re-verification as may be decided by the competent authority.

Guidelines for Persons With Benchmark Disabilities using the services of a Scribe

The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason 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 fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfil any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result.
- 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 scribe arranged by the candidate should not be a candidate for the online examination under this contractual engagement project. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favourably entertained.
- Only candidates registered for compensatory time (at the time of online registration) will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.
- During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions. In such cases, the Candidate and scribe may also be debarred from all examinations of the Bank for two years.

Guidelines for candidates with locomotor disability and cerebral palsy

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

Guidelines for Visually Impaired (VI) 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 for every hour or otherwise advised of examination.
- The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the examination.

Guidelines for Candidates with Intellectual Disability (ID)

A Compensatory time of twenty minutes per hour of examination, either availing the services of a scribe or not, shall be permitted to the candidates with more than 40% Intellectual Disability (autism, intellectual disability, specific learning disability and mental illness).

NOTE: These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

Guidelines for persons with specified disabilities having less than 40% disability and having difficulty in writing:

A compensatory time of not less than 20 minutes per hour of the examination shall be allowed for persons who are eligible for getting scribe. In case the duration of the examination is less than an hour, then the duration of the compensatory time shall be allowed on pro-rata basis.

NOTE: (i) These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

(ii) Bank reserves the right to conduct re-exam if there is doubt about the genuineness/ validity of candidate's score/ performance.

EWS (Economically Weaker Section)

1. Persons who are not covered under the existing scheme of reservations to the Scheduled Castes, the Schedule Tribes and the Other Backward Classes and whose family has gross annual income below Rs.8.00 lakh (Rupees eight lakh only) are to be identified as EWS for benefit of reservation. The income shall include income from all sources i.e. salary, agriculture, business, profession etc. and it will be income for the financial year prior to the year of application. Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of the family income

- i) 5 acres of Agricultural Land and above;
- ii) Residential flat of 1000 sq. ft. and above;
- iii) Residential plot of 100 sq. yards and above in notified municipalities;
- iv) Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. The property held by a "Family" in different locations or different places / cities would be clubbed while applying the land or property holding test to determine EWS status.

3. The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued by any one of the Authorities as notified by the Government of India in the prescribed format shall only be accepted as proof of candidate's claim as belonging to EWS. The candidates shortlisted for document verification/interview shall be required to bring the requisite certificate as specified by the Government of India at the time of appearing for the process of document verification/interview.

4. The term "Family" for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

5. The instructions issued by the Government of India in this regard from time to time shall be adhered to.

Disclaimer: EWS Vacancies are tentative and subject to further directives of Government of India and outcome of any litigation.

These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

SELECTION PROCEDURE

Depending upon the number of applications received, Bank at its discretion will decide on the mode of selection viz.

1. Shortlisting of applications followed by interview or
2. Written / Online Test followed by Interview

Wherever test is held, the test structure will be as follows	Subject	Questions	Marks	Duration
	Professional Knowledge (Respective Domain)	60	60	60 min
	English Language	20	20	30 min
	General Awareness with Special Reference to Banking Industry	20	20	15 min
Penalty for wrong answers in test	1/4th of the mark allotted to the respective question for which a wrong answer is given. There shall be no penalty for an unattended question.			
Cut off score in Test	Number of candidates to be called for interview based on the performance in the written/online test is 3 times of vacancy for unreserved category and 5 times of vacancy for reserved category. In case need is felt to call more or less number of candidates the same shall be decided at the stage of interview. Depending upon the number of vacancies, cut-offs on total mark will be decided and candidates will be shortlisted for interview.			
Interview	Total marks in the interview will be 100.			
Minimum Qualifying marks in Test and Interview	The minimum qualifying mark in Test and or Interview is 40 % for candidates belonging to unreserved category / EWS and 35 % for candidates belonging to SC/ST/OBC/PWBD categories. In case sufficient number of candidates are not available as per the qualifying criteria then Bank reserves the right to lower the qualifying marks / cut-off as per its sole discretion. Candidates shall be required to qualify separately and individually both in Written / Online test and Interview to qualify in merit list.			
Weightage of Test and Interview	Weightage for Test and Interview will be 80:20.			
Merit Order in Test, Interview and Final Merit List	In the event of two or more candidates having obtained the same score in Test / Interview, merit order shall be decided as per date of birth (the candidate senior in age is placed before / above the candidate junior in age).			

Other terms and conditions are as follows:

Parameters	Criteria
Cut-off date for age, qualification and experience	As on 01/06/2024
Remuneration	Negotiable and will not be limiting factor for suitable candidates.
Period of engagement	The Contractual engagement is for a specific period of three (03) years initially, renewable yearly subject to satisfactory performance and extendable at the discretion of the Bank, and as such should not be construed as an offer of employment or a regular employment in the Bank.
Termination of contract	Unless the Bank extends the contract for further period, on completion of the contractual period of 03 years, the contractual engagement shall automatically come to an end. There will not be a need for issuance of communication by the Bank for termination of the contract after the above said period The contract can be terminated before completion of the contractual period by giving Three months' notice or payment of three month's compensation in lieu thereof by either of the parties.
Place of work	As may be decided by the Bank.
Leave	30 Days in a year (Pro-rata basis). Unavailed leave shall not be carried forward or encashed.
Application fee / Intimation Charges	Application Fees/ Intimation charges shall be as follows: - Rs. 175/- (inclusive of GST) for SC/ST/PwBD candidates. - Rs. 1000 /- (inclusive of GST) for all others. Bank Transaction charges for Online Payment of application fees/ intimation charges will have to be borne by the candidate.
Accountability	Selected candidates shall be subject to the applicable laws and guidelines issued by regulatory/ government authorities/ CVC etc. as applicable to regular employees of the Bank and shall also be subject to the code of conduct and disciplinary rules as applicable to the regular employees, for the contractual period they are engaged with the Bank.

GUIDELINES FOR PERSONS WITH BENCHMARK DISABILITIES USING THE SERVICES OF A SCRIBE WHEREVER ONLINE TEST IS CONDUCTED.

The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the Test. In all such cases where the services of 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 fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfil any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the test.
- Those candidates who will use the services of a scribe shall be eligible for compensatory time of 20 minutes or otherwise advised for every hour of the examination.
- The scribe arranged by the candidate should not be a candidate for the posts mentioned in this advertisement. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should indicate the same in the online application form. Any subsequent request will not be entertained.
- Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.

GUIDELINES FOR CANDIDATES WITH LOCOMOTOR DISABILITY AND CEREBRAL PALSY

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

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 for every hour or otherwise advised for every hour of examination.
- The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the examination.

These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time

HOW TO APPLY

Detailed guidelines/procedures for:

- A. Application Registration
- B. Payment of Fees
- C. Photograph, Signature, Left Thumb Impression & Hand-Written Declaration Scan and Upload (Details provided in Annexure-II)

Candidates can apply from 29/06/2024 to 14/07/2024. No other mode of application will be accepted.

Important points to be noted before registration

Before applying online, candidates should:

- a. Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given in Annexure II to this advertisement.

- b. **left thumb impression (If a candidate is not having left thumb, he/she may use his/ her right thumb. If both thumbs are missing, the impression of one of the fingers of the left hand starting from the forefinger should be taken. If there are no fingers on the left hand, the impression of one of the fingers of the right hand starting from the forefinger should be taken. If no fingers are available, the impression of left toe may be taken. In all such cases where left thumb impression is not uploaded, the candidate should specify in the uploaded document the name of finger and the specification of left/right hand or toe).**
- c. **Hand written declaration (text given below). (In the case of candidates who cannot write, may get the text of declaration typed and put their left hand thumb impression (if not able to sign also) below the typed declaration and upload the document as per specifications.)**
- d. **Signature in CAPITAL LETTERS will NOT be accepted.**
- e. **The text for the hand written declaration is as follows – “I, _____ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required.”**
- f. **The above mentioned hand written declaration has to be in the candidate’s hand writing and in English only and should NOT BE IN CAPITAL LETTERS. If it is written by anybody else or in any other language, the application will be considered as invalid.**
- g. **Have a valid personal email ID and mobile no., which should be kept active till the completion of this Engagement Process. Bank may send call letters for the Examination, if any, and Interview and / or Group Discussion etc. through the registered e-mail ID. Candidates are advised to keep their e-mail ID alive for receiving advices, viz. call letters/interview date advices etc. If the communication sent to registered e-Mail ID, happens to return for any reason Bank will not take any responsibility.**

Application Procedure

- a) Candidates to visit the Bank’s website www.indianbank.in and click on the careers page and then click on Engagement of Specialists on Contractual Basis - 2024.
- b) To register applications choose the tab “**Click here for New Registration**” enter Name, contact details and e-mail-ID. 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 e-mail & SMS indicating the Provisional Registration number and Password will also be sent.
- c) In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing “SAVE AND NEXT” tab. 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. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
- d) Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the FINAL SUBMIT BUTTON.
- e) The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets. Any change/alteration found may disqualify the candidature.
- f) Validate your details and Save your application by clicking the ‘Validate your details’ and ‘Save & Next’ button.
- g) Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature - (Annexure II).
- h) Candidates can proceed to fill other details of the Application Form.
- i) Click on the Preview Tab to preview and verify the entire application form before COMPLETE REGISTRATION.

- j) Modify details, if required, and click on 'COMPLETE REGISTRATION' only after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
- k) Click on 'Payment' Tab and proceed for online payment.

Payment of Fees (Online Mode Only)

- a) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
 - b) The payment can be made by using Debit or Credit cards or Internet Banking by providing information as asked on the screen. Transaction charges for online payment, if any, will be borne by the candidates.
 - c) 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 CHARGE
 - d) On successful completion of the transaction, an e-Receipt will be generated.
 - e) Non-generation of "e-Receipt" indicates PAYMENT FAILURE. On failure of payment, candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
 - f) Candidates are required to take a printout of the e-Receipt and online Application Form. Please note that if the same cannot be generated online transaction may not have been successful.
 - g) 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.
 - h) To ensure the security of your data, please close the browser window once your transaction is completed.
- After completing the procedure of applying on-line including payment of fees, the candidate should take a printout of the system generated on-line application and should ensure the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. They should not send this printout to the Bank.

An online application which is incomplete in any respect such as without proper visible passport size photograph and signature uploaded in the online application form/ unsuccessful fee payment will not be considered as valid and stands rejected.

Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee / intimation charges to avoid the possibility of disconnection/ inability/ failure to log on to the website on account of heavy load on internet/website jam.

Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.

Any information submitted by an applicant 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.

CALL LETTERS

Call letters for the Test/ Interview will be issued to the candidates through email or through Bank website only. Candidates are advised to download their call letter from the bank's website by entering his/ her details i.e. Registration / Roll Number and Password/Date of Birth. No hard copy of the call letter/ Information Handout etc. will be sent by post/ courier.

Also, Intimations will be sent by email and SMS to the email ID and mobile number registered in the online application form for the Examination respectively. Bank will not take responsibility for late receipt / non-receipt of any communication sent via e-mail/SMS to the candidate due to change in the mobile number, email address, technical fault or otherwise beyond the control of Bank. Hence Candidates are advised to regularly keep watching the Bank's website for details, updates and any information which

may be posted for further guidance as well as to check their registered e-mail account from time to time during the engagement process.

EXAMINATION CENTRES FOR TEST AND INTERVIEW

The Test will be conducted in venues across various centres in India. The tentative list of Centres for Test is available in Annexure-I. Interviews will be conducted at Chennai or any other centre and the mode of interview may be online or physical as decided by the bank.

The Bank reserves the right to allot the candidate to any centre other than the one he/she has opted for.

No request for change of centre for Test/Interview shall be entertained.

Candidate will appear for the Test/Interview at a Centre at his/her own risk and expenses and Bank will not be responsible for any injury or losses etc. of any nature.

Bank reserves the right to cancel any of the Test/Interview Centres and/ or add some other Centres and/or make alternate arrangements

GENERAL INSTRUCTIONS

- Mark sheets or certificates for educational qualifications. Proper document from Board / University for having declared the result on or before 01/06/2024 has to be submitted.
- The candidates shall produce the original experience certificate at the time of Interview for at least the minimum number of years as required from one or more number of employers where they have gained the experience. The certificate produced by them shall state the period for which they had worked in the Department or Domain concerned. Final decision taken by the Bank with regard to acceptability of the experience certificate submitted by the candidate rests with the Bank and is binding on the candidates.
- Candidates will have to invariably produce and submit the requisite documents such as valid call letter, a photocopy of photo-identity proof bearing the same name as it appears on the application form etc. at the time of Test / Interview respectively.
- Before applying for the mentioned specialist posts, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Candidates are therefore advised to carefully read this advertisement and follow all the instructions given for submitting application
- Candidate's admission to the Test/ shortlisting for interview/ and subsequent processes is strictly provisional. The mere fact that the call letter(s) has been issued to the candidate does not imply that his/ her candidature has been finally cleared by the Bank. Bank would be free to reject any application, at any stage of the process, cancel the candidature of the candidate in case it is detected at any stage 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). If candidature of any candidate is rejected for any reason according to the terms and conditions of this advertisement, no further representation in this regard will be entertained. Such decisions shall be final and binding on the candidate. If any of these shortcomings is/are detected after appointment in Bank, his/her services are liable to be summarily terminated.

- Decision of Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced for the purpose of the Test /Interview, verification etc. and any other matter relating to this engagement will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by Bank in this behalf.
- The scribe arranged by the candidate should not be a candidate for this engagement process. If violation of the above is detected at any stage of the process, candidature for the extant engagement process of both the candidate and the scribe will be cancelled.
- A candidate can apply for only one post and not more than one application should be submitted by any candidate. In case of multiple Applications only the latest valid (completed) application will be retained and the application fee/ intimation charges paid for the other multiple registration(s) will stand forfeited.
- Any unruly behavior/misbehavior in the Test/Interview would result in cancellation of candidature/ disqualification from future exams conducted by the Bank.
- Multiple attendance/ appearances in the Test / interview will be summarily rejected/ candidature cancelled.
- Online applications once registered will not be allowed to be withdrawn and/or the application fee/ intimation charges once paid will not be refunded nor be held in reserve for any other examination.
- Any canvassing or creating influence for undue advantage shall lead to disqualification from the process.
- Any request for change of address, details mentioned in the online application form will not be entertained.
- Any request for change of date, time and venue for Test/ Interview will not be entertained.
- In case any dispute arises on account of interpretation of clauses in any version of this advertisement other than English, the English version available on Bank website shall prevail.
- A candidate should ensure that the signatures appended by him/her in all the places viz. in his/her call letter, attendance sheet etc. and in all correspondence with the Bank in future should be identical and there should be no variation of any kind. Signature in CAPITAL LETTERS will not be acceptable.
- A recent, recognizable photograph (4.5cm × 3.5cm) should be uploaded by the candidate in the online application form and the candidate should ensure that copies of the same are retained for use at various stages of the process. Candidates are also advised not to change their appearance till the process is completed. Failure to produce the same photograph at various stages of the process or doubt about identity at any stage could lead to disqualification.
- The possibility of occurrence of a 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 movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of Bank. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.

- Candidates will have to appear for the interview at their own expense. However, eligible outstation SC/ST/Persons with Benchmark Disabilities category candidates, called for interview will be paid II class to & fro railway/ bus fare or actual expenses incurred, whichever is less, by shortest route on production of proof of travel (rail/ bus ticket etc.). The above concession will not be admissible to SC/ST/Persons with Benchmark Disabilities category candidates, who are already in service in Central / State Government, Corporations, Public Undertakings / Local Government, Institutions and Panchayats etc.
- Bank shall not be responsible for any application made/ wrong information provided by an unauthorized person / institution. Candidates are advised not to share/ mention their application details with/to anyone.
- Bank reserves the right to change (cancel/ modify/ add) any of the criteria, structure of examination, method of selection etc.
- Intimations will be sent by email and/ or SMS only to the email ID and mobile number registered in the online application form. Claim of non receipt of SMS / email will not be entertained and as such Candidates are advised to visit the career page of Bank website www.indianbank.in regularly for information related to this engagement project.
- Bank shall not be responsible if the information/ intimations do not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of Bank and candidates are advised to keep a close watch on the career page of Bank website www.indianbank.in regularly for information related to this engagement project.
- Any resulting dispute arising out of this advertisement including the engagement process shall be subject to the sole jurisdiction of the Courts situated at Chennai.
- Please note that all the particulars mentioned in the online application form including Name of the Candidate, Category, Date of Birth, Post Applied for, Address, Mobile Number, Email ID, Centre of Examination, etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence requested to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. Bank will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the online application form or omission to provide the required details in the online application form.

BIOMETRIC/ IRIS SCAN DATA – Capturing and Verification :

It has been decided to capture and verify the biometric data (right thumb impression or otherwise) /IRIS Scan and the photograph of the candidates on the day of the Online Examination / Interview as applicable.

Please note: The biometric data / IRIS scan and photograph will be captured / verified on the following occasions

- a) Before the start of the online examination / interview it will be captured
- b) At the end of online examination before leaving the exam / interview hall
- c) At the time of joining the Bank for selected candidates

Decision of the Biometric data / IRIS scan data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates.

Refusal to participate in the process of biometric / IRIS Scan data capturing / verification on any of the above mentioned occasions may lead to cancellation of candidature.

Candidates are requested to take care of the following points in order to ensure a smooth process

- a) If fingers are coated (stamped ink/mehndi/coloured etc), ensure to thoroughly wash them so that coating is completely removed before the exam / interview / joining day.
- b) If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
- c) Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
- d) If the primary finger (right thumb) to be captured is injured / damaged, immediately notify the concerned authority in the test centre. In such cases impression of other fingers, toes etc. may be captured.

IDENTITY VERIFICATION:

a. Documents to be Produced:

In the examination hall, the call letter along with a photocopy of the candidate's photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Permanent Driving License/ 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/ E-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 Test.

b. Ration Card and Learners Driving License will not be accepted as valid id proof for this project.

c. 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.

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 photo identity proof along with call letter while attending the Test, without which they will not be allowed to take up the Test.

ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application.

At the time of test, interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of

- using unfair means or
- impersonating or procuring impersonation by any person or
- misbehaving in the examination/ interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
- resorting to any irregular or improper means in connection with his/ her candidature or
- obtaining support for his/ her candidature by unfair means, or
- carrying mobile phones or similar electronic devices of communication in the Test / Interview hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable :
 - to be disqualified from the examination for which he/ she is a candidate
 - to be debarred either permanently or for a specified period from any examination conducted by Bank
 - for termination of service, if he/ she has already joined the Bank.
 - Bank may 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 right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.

ANNOUNCEMENTS

All further announcements/ details pertaining to this process will only be published/ provided on career page of Bank website www.indianbank.in from time to time.

Only those candidates who agree to the terms and conditions stipulated by the Bank and fulfil the eligibility criteria need apply.

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 engagement undertaken by Bank in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect. Clarifications / decisions given / to be given by the General Manager (HRD / HR Strategy), Indian Bank, regarding this process for engagement of Specialists on Contractual Basis shall be final and binding.

Chennai

Dated: 29/06/2024

General Manager (HRM / HRD / HR Strategy)

Examination Centers for Test

State / UT / NCR	Test Centre
Andaman & Nicobar	Port Blair
Andhra Pradesh	Vijaywada/Guntur, Vishakhapatnam
Arunachal Pradesh	Itanagar/ Naharlagun
Assam	Guwahati, Dibrugarh, Jorhat
Bihar	Patna, Purnea
Chandigarh	Chandigarh/Mohali
Chhattisgarh	Raipur, Bilaspur
Dadra & Nagar Haveli	Surat
Daman & Diu	
Delhi/NCR	Delhi/NCR, Faridabad, Ghaziabad, Greater-Noida
Goa	Panji & Madgaon
Gujarat	Ahmedabad/Gandhinagar
Haryana	Ambala, Hisar & Kurukshetra
Himachal Pradesh	Hamirpur, Mandi, Kangra
Jammu & Kashmir	Jammu, Srinagar
Jharkhand	Ranchi, Dhanbad
Karnataka	Bengaluru, Hubli/Dharwad
Kerala	Kochi, Thiruvananthapuram
Lakshadweep	Kavaratti
Madhya Pradesh	Bhopal, Ujjain
Maharashtra	Chatrapati Sambhaji Nagar, Mumbai / Navi Mumbai / Thane / MMR Region, Nagpur, Pune, Nasik, Jalgaon
Manipur	Imphal
Meghalaya	Shillong
Mizoram	Aizawl
Nagaland	Kohima, Dimapur
Odisha	Bhubaneshwar, Sambalpur
Puducherry	Puducherry
Punjab	Amritsar, Mohali, Patiala
Rajasthan	Jaipur, Udaipur
Sikkim	Gangtok
Tamil Nadu	Chennai, Madurai, Tirunelveli
Telangana	Hyderabad/Secundarabad
Tripura	Agartala
Uttar Pradesh	Prayagraj, Lucknow, Meerut, Kanpur, Noida
Uttarakhand	Dehradun, Roorkee
West Bengal	Kolkata/Greater Kolkata, Siliguri, Asansol, Kalyani

**List is only indicative and is subject to change.*

Guidelines for scanning and Upload of Photograph (4.5cm × 3.5cm) & Signature

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

Photograph Image:

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- 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's 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.

Signature Image:

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Attendance sheet and wherever necessary.
- The applicant's signature obtained on the call letter and attendance sheet at the time of the examination should match the uploaded signature. In case of mismatch, the applicant may 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
- Signature in CAPITAL LETTERS shall NOT be accepted.

Left Thumb Impression Image:

- The applicant has to put his/her left thumb impression on a white paper with black or blue ink.
- The type of file should be jpg/jpeg
- Dimension: 240x240 pixels in 200 DPI (Preferred for required quality) i.e. 3 cm *3cm (Width *Height)
- File Size: 20 KB – 50 KB

Hand-written declaration Image:

- The hand-written declaration has to be in the candidate's hand writing and in English only. If it is written by anybody else and uploaded or in any other language, the application will be considered as invalid. (In the case of candidates who cannot write, may get the text of declaration typed and put

their left-hand thumb impression (if not able to sign also) below the typed declaration and upload the document as per specifications.)

- File type: jpg / jpeg
- Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e. 10 cm * 5 cm (Width * Height) - File Size: 50 KB – 100 KB

The text for the hand-written declaration is as follows:

“I, _____ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required.”

Scanning the photograph, signature Left Thumb Impression & Hand-written Declaration:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour
- 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 50 kb (photograph) & 20 kb(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 another photo editor also.
- If the file size and format are not as prescribed, an error message will be displayed.
- While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph, signature and Thumb Impression.

Procedure for Uploading the Photograph, Signature, Thumb Impression and Handwritten declaration

- There will be separate links for uploading Photograph, Signature, Thumb Impression & Hand-written declaration
- Click on the respective link
- Browse and Select the location where the Scanned Photograph / Signature/Thumb Impression/Hand-written declaration file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload' button
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear/smudged, the same may be re-uploaded to the expected clarity/quality.

- Your Online Application will not be registered unless you upload your Photograph, Thumb Impression, Signature, Hand-written declaration as specified.

Note:

- 1) In case the face in the photograph or signature or Thumb Impression is unclear the candidate's application may be rejected.
- 2) After uploading the photograph/ signature/thumb impression in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or thumb impression is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or thumb impression prior to submitting the form.
- 3) Candidate should also ensure that photo is uploaded at the place of photo, signature at the place of signature and Left thumb impression at Thumb Impression. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam
- 4) Candidate must ensure that photo to be uploaded is of required size and the face should be clearly visible.
- 5) If the photo is not uploaded at the place of Photo, admission for the Examination will be rejected/denied. Candidate him/herself will be responsible for the same.
- 6) After registering online candidates are advised to take a printout of their system generated online application forms.

Certificate for person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing.

1. This is to certify that, we have examined Mr/Ms/Mrs (name of the candidate), S/o / D/o, a resident of (Vill/PO/PS/District/State), aged yrs, a person with (nature of disability/condition), and to state that he/she has limitation which hampers his/her writing capability owing to his/her above condition, He / She requires support of scribe for writing the examination.
2. The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified) which is / are essential for the candidate to appear at the examination with the assistance of scribe.
3. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto _____ (it is valid for maximum period of six months or less as may be certified by the medical authority).

Signature of Medical Authority

(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)
Orthopedic/ PMR specialist	Clinical Psychologist/ Rehabilitation Psychologist/ Psychiatrist/ Special Educator	Neurologist (if available)	Occupational therapist (if available)	Other Expert, as nominated by the Chairperson (if any)
(Signature & Name)				
Chief Medical Officer / Civil Surgeon / Chief District Medical Officer Chairperson				

Name of Government Hospital / Health Care Centre with Seal

Place :

Date :