India Post Payments Bank Limited

(A Government of India Undertaking)
Post Box No: 760, Speed Post Centre, Market Road, Bhai Veer Singh Marg,
New Delhi – 110001

Direct Recruitment of Officers in Scale II, III, IV & V

India Post Payments Bank (IPPB) has been setup under the Department of Post, Ministry of Communication with 100% equity owned by Government of India. India Post Payments Bank is leading the next revolution of banking and financial literacy. This new model will pave the way for India's largest banking network to reach each and every corner of the nation. Our motto stands true - "**No customer is too small, no transaction too insignificant, and no deposit too little." IPPB is leveraging frugal innovation and top of the line technology infrastructure with the payment and settlement eco-system to bring simple and affordable solutions to the masses – delivered at the last mile.** IPPB will leverage the Department of Posts' (DOP's) unparalleled reach across India, through its 155,000 post offices and the trust that it enjoys among the common man. IPPB's vision is to be the most accessible, affordable and trusted bank for the common man.

India Post Payment Bank Limited (IPPB) invites online applications from qualified candidates who will be appointed at IPPB in Scale II, III, IV & V. Interested candidates who fulfill the eligibility criteria may apply online from 01.08.2018 to 15.08.2018 by visiting our website **www.ippbonline.com**.No other mode of application will be accepted.

The important dates are as follows

Activities	Dates
Payment of Application Fee	01.08.2018 to 15.08.2018
Opening date of Online Registration	01.08.2018
Closing date of Online Registration	15.08.2018

Before applying, the candidates are advised to ensure that they fulfill the stipulated eligibility criteria.

This advertisement contains the following details:

Section	Section Title	Details in Section
A	Posts	Names and grades of posts for which recruitment is proposed, along with category-wise vacancy
B	Job Profiles	Details of Job profiles of posts for which recruitment is proposed.
C	Eligibility Criteria	Details on the eligibility criteria such as age, educational qualification and experience have been provided. Relaxation for reservations have also been provided.
D	Emoluments (as on 01.08.2018) and Relevant Policies	Details of the pay-scale, emoluments and relevant service rules have been provided.
E	Selection Procedure	Brief on Selection Procedure that shall be followed for recruitment of the posts listed in Section A
F	Application Guidelines	Guidelines on procedure to be followed for submitting online application, for remitting application fees and other general instructions.

A. POST

Sr	Function	Post	Grade	Position Type	Scale	Vacancies
1	Finance	Manager (Taxation) MMGS-II	MMGS-II	Regular	II	1
2	Finance	Senior Manager (Financial Planning and Budgeting) MMGS-III	MMGS-III	Regular	III	1
3	HR	Manager (Administration) MMGS-II	MMGS-II	Regular	II	1
4	HR	Manager (HR) MMGS-II	MMGS-II	Regular	II	1
5	HR	Senior Manager (HR) MMGS-III	MMGS-III	Regular	III	1
6	HR	AGM(Human Resource Management) SMGS – V	SMGS-V	Regular	V	1
7	Internal Audit	Manager (Risk Based Audit) MMGS-II	MMGS-II	Regular	II	1
8	Internal Audit	Manager(Concurrent Audit) MMGS-II	MMGS-II	Regular	II	1
9	Internal Audit	Senior Manager (Internal Audit) MMGS-III	MMGS-III	Regular	III	1
10	Operations	Manager (Vendor Performance Management)MMGS-II	MMGS-II	Regular	II	2
11	Operations	Senior Manager (Reconciliation) MMGS-III	MMGS-III	Regular	III	10
12	Operations	Senior Manager (Branch Operations) MMGS-III	MMGS-III	Regular	III	1
13	Operations	Chief Manager (Treasury Settlements and Reconciliation) SMGS – IV	SMGS-IV	Regular	IV	1
14	Product, Sales and Marketing	Manager (User Experience) MMGS-II	MMGS-II	Regular	II	1
15	Product, Sales and Marketing	Manager (Product Research) MMGS-II	MMGS-II	Regular	II	1
16	Product, Sales and Marketing	Manager (Analytics)	MMGS-II	Regular	II	1
17	Product, Sales and Marketing	Senior Manager (Retail Products) MMGS-III	MMGS-III	Regular	III	3
18	Product, Sales and Marketing	Senior Manager (Digital Marketing) MMGS-III	MMGS-III	Regular	III	1
19	Product, Sales and Marketing	Senior Manager (3rd Party Products)	MMGS-III	Regular	III	1
20	Product, Sales and Marketing	Senior Manager (Merchant Product - Online) MMGS-III	MMGS-III	Regular	III	1
21	Risk and Compliance	Manager (Compliance Support & Reporting) MMGS-II	MMGS-II	Regular	II	1
22	Risk and Compliance	Manager (Operational Risk) MMGS-II	MMGS-II	Regular	II	1
23	Risk and Compliance	Senior Manager (Fraud Control Operations) MMGS-III	MMGS-III	Regular	III	1

Sr	Function	Post	Grade	Position Type	Scale	Vacancies
24	Risk and Compliance	Chief Manager (Fraud Monitoring)	SMGS-IV	Contract	IV	2
25	Risk and Compliance	AGM (Fraud Control Operations) SMGS – V	SMGS-V	Regular	V	1
26	Technology	Manager (Digital Technology Innovation) MMGS-II	MMGS-II	Regular	II	1
27	Technology	Manager (Vendor Management - Hardware/Software/Services) MMGS-II	MMGS-II	Regular	II	2
28	Technology	Senior Manager (System/ Database Administration) MMGS-III	MMGS-III	Regular	III	3
29	Technology	Senior Manager (Security Administration) MMGS-III	MMGS-III	Regular	III	2
30	Technology	Senior Manager (Network/ Infrastructure Administration) MMGS-III	MMGS-III	Regular	III	5
31	Technology	Senior Manager (IT Project Management) MMGS-III	MMGS-III	Regular	III	1
32	Technology	Chief Manager (Banking & Payment Solution Architect)	SMGS-IV	Contract	IV	1
33	Technology	Chief Manager (IT Project Management)	SMGS-IV	Contract	IV	1
34	Technology	Chief Manager (Digital Technology Innovation)	SMGS-IV	Contract	IV	1
35	Technology	Chief Manager (Security Architect)	SMGS-IV	Contract	IV	1
36	Technology	AGM (IT Operations)	SMGS-V	Regular	V	1
37	Technology	AGM (Enterprise/ Integration Architect)	SMGS-V	Contract	V	1

**Total vacancies mentioned above are indicative. Actual vacancies may vary according to the business requirement of IPPB.

Grade	Scale	Category Wise Vacancy					OC/HI/VI
		GEN	OBC	SC	ST	Total	
SMGS-V	V	2	1	1	0	4	
SMGS-IV	IV	5	1	1	0	7	0
MMGS-III	III	15	8	6	3	32	
MMGS-II	II	8	4	2	1	15	

B. JOB PROFILES AND COMPETENCY/SKILL REQUIREMENT

Job Profile and the required competency and skills are as follows

Sr	Function	Post	Grade	Scale	Job Description
1	Finance	Manager (Taxation) MMGS-II	MMGS-II	II	1. Handling direct and indirect Corporate tax compliances. 2. Tax planning for the bank, estimate advance income taxes, finalize tax return, assist in tax audit and tax assessment. 3. Checking input data for GST filing, preparation, checking and filing of periodical GST returns. 4. Analyze the tax impact on various assets, liabilities, income and expenditures of the Bank. 5. Handling of withholding tax, tax on capital gains, and transactions taxes. 6. Computation of Deferred Tax Assets and Deferred Tax liability for the Bank. 7. Ensuring that TDS certificates for the bank are obtained and appropriately reflected in the Income Tax returns. 8. Compliance with the Indian GAAP , Income Tax Act, Accounting Standard on Income Computation and Disclosure Requirements etc.
2	Finance	Senior Manager (Financial Planning and Budgeting) MMGS-III	MMGS-III	III	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.
3	HR	Manager (Administration) MMGS-II	MMGS-II	II	1. Assist in making administrative systems and processes highly reliable, finely tuned and well delivered with an aim towards pro-action rather than reaction. 2. Assist the Lead administration in negotiating related contracts, managing relevant vendor relationships and ensuring smooth branch operations. 3. Support in general management and day to day functioning of IPPB branches.
4	HR	Manager (HR) MMGS-II	MMGS-II	II	1. Develop a good understanding of business objectives to effectively shape and plan recruitment requirements. 2. Carry out activities as part of the end to end recruitment process. 3. Forecast business needs to deliver a long term view of demand and supply, and create appropriate talent pools. 4. Develop and implement performance management and rewards system of the bank. 5. Implement a rewards system in the bank and ensure they align with the guidelines and the HR policies.

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5	HR	Senior Manager (HR) MMGS-III	MMGS-III	III	1. Develop a good understanding of business objectives to effectively shape and plan recruitment requirements. 2. Build, manage and lead an effective Recruitment Team to support the full end to end recruitment process. 3. Forecast business needs to deliver a long term view of demand and supply, and create appropriate talent pools. 4. Provide advice and guidance on development, implementation, and review in the areas of performance management and rewards 5. Oversee the implementation of Rewards and ensuring they align with the guidelines and the HR policies.
6	HR	AGM (Human Resource Management) SMGS – V	SMGS-V	V	1. Oversee all establishment and policy related matters for employees at the corporate and branch offices. 2. Oversee recruitment and other HR activities at the corporate office and branch offices. 3. Ensure performance and rewards exercise is conducted as per schedule in all branches and corporate office. 4. Oversee training programs and implementation of other HR initiatives across the bank.
7	Internal Audit	Manager (Risk Based Audit) MMGS-II	MMGS-II	II	1. Participate in development and/or maintenance of customized risk assessment, audit planning, and audit testing methodologies, including development and maintenance of audit programs and tools, and audit reporting and follow-up methodologies. 2. Liaise with audit teams at various zones and branches for executing risk based audits. 3. Prepare audit reports based on reviews conducted and submit the same to the head internal audit and the board audit committee. 4. Facilitate the financial and operational reviews of internal control processes and computer systems across the organization. 5. Conduct inspection of physical existence of security over Company assets; verify accuracy of accounting records and reports; review the adequacy of manual and automated systems of internal control. 6. Undertake transaction audits of high risk and fraud - prone areas such as cash, deposits, sundry and suspense accounts, internet banking. 7. Devise audit checklists and test products along with processes/ procedures to foresee pitfalls and bottlenecks and ensure these are resolved. 8. Ensure concurrent audit program is in line with guidelines issued by RBI and IBA.

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					9. Ensure completion of assigned audits and documentation of work papers on time.
					10. Assist in keeping audit procedure manual and checklists current and updated.
8	Internal Audit	Manager (Concurrent Audit) MMGS-II	MMGS-II	II	1. Participate in development and/or maintenance of customized risk assessment, audit planning, and audit testing methodologies, including development and maintenance of audit programs and tools, and audit reporting and follow-up methodologies.
					2. Liaise with audit teams at various zones and branches for executing risk based audits.
					3. Prepare audit reports based on reviews conducted and submit the same to the head internal audit and the board audit committee.
					4. Facilitate the financial and operational reviews of internal control processes and computer systems across the organization.
					5. Conduct inspection of physical existence of security over Company assets; verify accuracy of accounting records and reports; review the adequacy of manual and automated systems of internal control.
					6. Undertake transaction audits of high risk and fraud - prone areas such as cash, deposits, sundry and suspense accounts, internet banking.
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					10. Assist in keeping audit procedure manual and checklists current and updated.
9	Internal Audit	Senior Manager (Internal Audit) MMGS-III	MMGS-III	III	1. Participate in development and/or maintenance of customized risk assessment, audit planning, and audit testing methodologies, including development and maintenance of audit programs and tools, and audit reporting and follow-up methodologies.
					2. Liaise with audit teams at various zones and branches for executing risk based audits.
					3. Prepare audit reports based on reviews conducted and submit the same to the head internal audit and the board audit committee.
					4. Facilitate the financial and operational reviews of internal control processes and computer systems across the organization.
					5. Conduct inspection of physical existence of security over Company assets; verify accuracy of accounting records and reports;

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					review the adequacy of manual and automated systems of internal control. 6. Undertake transaction audits of high risk and fraud - prone areas such as cash, deposits, sundry and suspense accounts, internet banking. 7. Devise audit checklists and test products along with processes/ procedures to foresee pitfalls and bottlenecks and ensure these are resolved. 8. Ensure concurrent audit program is in line with guidelines issued by RBI and IBA. 9. Ensure completion of assigned audits and documentation of work papers on time. 10. Assist in keeping audit procedure manual and checklists current and updated.
10	Operations	Manager (Vendor Performance Management)MMGS-II	MMGS-II	II	1. Responsible for monitoring vendor performance in line with the agreed SLAs. 2. Identify performance gaps and highlight to appropriate authorities for mitigation. 3. Manage a set of vendors and initiate process of empanelment of vendor including technical evaluation. 4. Scrutiny and approval of CPC vendor invoices. 5. Ensure all laid down procedures, guidelines are followed when selecting the vendor.
11	Operations	Senior Manager (Reconciliation) MMGS-III	MMGS-III	III	1. Manage the day to day operations of NEFT, RTGS, NPCI, VISA and Mastercard/ATM Reconciliation & Intra Bank Reconciliations. 2. Compile data from multiple sources and ensure it reconciles. 3. Correspond with users and providers of data and where appropriate investigate differences and ensure data provided is up to date, accurate and complete and provided in a timely manner. 4. Balancing the NEFT, RTGS, VISA, MasterCard Statements on and reporting. 5. Receive and tally daily schedules. 6. Ensure that that there is proper maker and checker process handled. 7. Improve TAT and work towards process improvements.
12	Operations	Senior Manager (Branch Operations) MMGS-III	MMGS-III	III	1. Assist 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.

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13	Operations	Chief Manager (Treasury Settlements and Reconciliation) SMGS – IV	SMGS-IV	IV	1. Settlement of all Treasury Deals and Reconciliation of SGL,Dmat, RBI account etc. 2. Responsible for Treasury accounting valuation/revaluation processes of all treasury instruments i.e. mark-to-market valuations of all financial instruments. 3. Nostro accounts management i.e. TMS (Treasury Management System) database vs Bank Statement reconciliations. 4. Manage the TMS interfaces with the Bank's internal and external systems and reconciliation of all treasury data to these systems. 5. Communicate with counterparties and other functions within the Bank in-order to confirm and verify treasury transactions. 6. Confirm transactions undertaken by the front office, i.e. verifying with the counterparty's back office that the terms of the transaction are as the front office stated. 7. Perform daily system monitoring, verifying the integrity and availability of Treasury Systems. 8. Perform regular security monitoring to identify any possible frauds or security breach. 9. Compliance and submission of Treasury regulatory returns. 4. Manage Internal, External, Concurrent and statutory audits.
14	Product, Sales and Marketing	Manager (User Experience) MMGS-II	MMGS-II	II	1. Understand the vision for developing, communicating, and implementing the user experience and associated UI framework and assets on a range of products; follow through with the processes and tactics to implement the vision. 2. Bring user-centered design methods to digital applications from concept to launch. 3. Partner with the Technology team to leverage the scale offered by the product platforms without compromising on core experiential principles. 4. Initiate and manage user experience research and testing processes. 5. Drive the development and communication of design guidelines, patterns, and libraries 6. Perform metrics analysis to inform design and user experience optimization efforts 7. Coordinate with the product management team to develop a shared vision of a product and then lead a process to define the experience and design to deliver on the product objectives

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15	Product, Sales and Marketing	Manager (Product Research) MMGS-II	MMGS-II	II	1. Create models and procedures from marketing and consumer research that can contribute to successful product development. 2. Respond to inquiries and provide information in an accurate and timely manner. 3. Understand objectives and desired outcomes for assigned areas of responsibility and set goals for self accordingly. 4. Communicate ideas and concepts through graphic depiction. 5. Execute analytical/modelling scenarios using appropriate tools and with reasonable assumptions (e.g., business cases, synergy estimations, workforce planning). 6. Understand the benefit of using standard methods and tools and their application on a particular engagement contributes to continuous development of methods and tools. 7. Gain the trust and confidence of others through his/her actions over time. 8. Identifies and solves problems using analysis, experience, and judgment.
16	Product, Sales and Marketing	Manager (Analytics)	MMGS-II	II	1. Conduct product performance analysis, market evaluations, customer feedback assimilation, industry trends analysis to identify opportunities for evolving and refining the products. 2. Analysis of flow based data of consumers to offer a broad spectrum of financial products (loans, insurance etc.)
17	Product, Sales and Marketing	Senior Manager (Retail Products) MMGS-III	MMGS-III	III	1. Responsible for designing and developing the IPPB retail products (Saving accounts, bill payments and remittances products). 2. Work closely with the sales team to identify any products updates. 3. Support research, market evaluations, customer feedback assimilation, industry trends to continuously identify opportunities for evolving and refining the product. 4. Manage the product development lifecycle by working closely with other product teams. 5. Continuously evaluate and update the existing processes with the view of delivering operational excellence. 6. Comprehend the customer insights as provided by the sales function to make informed decisions about the existing product portfolio and as an input into the new product development.

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18	Product, Sales and Marketing	Senior Manager (Digital Marketing) MMGS-III	MMGS-III	III	1. Translate business objectives into digital marketing strategies. 2. Create, manage, coordinate and execute all digital marketing strategies and implement tactical plans that meet and exceed expectations. 3. Plan and execute all web, (Search Engine Optimization) SEO/ (Search Engine Marketing) SEM, marketing database, email, social media and display advertising campaigns. 4. Measure and report performance of all digital marketing campaigns, and assess against goals (ROI and KPIs). 5. Identify trends and insights, and optimize spend and performance based on the insights. 6. Brainstorm new and creative growth strategies. 7. Plan, execute, and measure experiments and conversion tests.
19	Product, Sales and Marketing	Senior Manager (3rd Party Products)	MMGS-III	III	1. Responsible for defining end to end business process for delivery of products of 3rd party partners. 2. Tie up with strategic partners. 3. Responsible for business development, lead generation and relationship management with the third party agencies.
20	Product, Sales and Marketing	Senior Manager (Merchant Product - Online) MMGS-III	MMGS-III	III	1. Develop the online marketing and sales tools. 2. Have a proficiency and deep understanding of the online sales platforms. 3. Methods to maximise the search hits. 4. Increase positive feedback online and review for the products. 5. Manage the website for the unassisted direct hits and maximise usage.
21	Risk and Compliance	Manager (Compliance Support & Reporting) MMGS-II	MMGS-II	II	1. Development, maintenance and revision of compliance related policies and procedures. 2. Assist in carrying out compliance controls and operations across all the bank's activities. 3. Support in developing and implementing of the corrective action plans for resolution of Compliance issues. 4. Assist DGM (Regulatory Compliance) in ensuring that the regulatory guidelines are disseminated throughout the organization. 5. Coordinate regulatory inspection in IPPB. 6. Undergo regulatory compliance training and impart these trainings in the organization and also ensuring that everybody is trained and aware.

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22	Risk and Compliance	Manager (Operational Risk) MMGS-II	MMGS-II	II	1. Assist in aggregating and analyzing risk events reported by the business units. 2. Assist in development, maintenance of risk governance framework on an annual basis. 3. Support in development of required risk infrastructure and process to enable internal and regulatory risk reporting. Develop detailed reports and dashboards of operational risk. 4. Co-ordinate with functions to make sure the risks in those respective functions are within acceptable limits. 5. Co-ordinate in risk assessment activity and execution of action plans. 6. Co-ordinate the risk review of the proposed new products and processes of technology. 7. Identify and report on areas of emerging risks. 8. Hands on experience on guidelines of the Reserve Bank of India on Operational risk related areas. 9. Undertaking various analyses pertaining to Operational risk as per requirements and preparation of notes/policies for Top management, Committees, Board and regulators. 10. Knowledge of qualitative and quantitative requirements of Basel III guidelines on operational risk. 11. To undertake and analyze Bank Wide Risk Control and Self-Assessment, Key Risk Indicator and Loss data framework. 12. Understanding of statistical tool for analyzing operational risk loss data. 13. Must have exposure to the operational Risk Measurement Methodologies e.g. Basic Indicator Approach (BIA), Standardized Approach (TSA), Advance Measurement Approach (AMA).

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23	Risk and Compliance	Senior Manager (Fraud Control) Operations MMGS-III	MMGS-III	III	1. Analyze impact of legislations (from a risk perspective) for the Bank. 2. Analyze the risk impact of changing regulatory and legislative requirements. 3. Initiate legal action by filing FIR and preparing reports with RBI. 4. Perform all operational fraud activities. 5. Responsible for recovery of losses from fraudulent activities. 6. Drive concerned authorities to investigate & resolve fraud. 7. To create awareness and educate all the internal and external stakeholders of IPPB on the reporting, mitigation and implications of frauds/misconduct. 8. Coordinating with various associates to carry out the field investigations. 9. Making and maintenance of fraud cases repository for regular reporting to management and to regulator. 10. Provide a fraud analysis of the process and propose solutions to mitigate the fraud risk. 11. Preparation of the FMR and detailed investigation report. 12. Conducting periodic Data Analytics to assess the validity/ applicability of scenarios/ thresholds and suggesting suitable modifications wherever required. 13. Create innovative fraud mitigation strategies that can strengthen detection and prevention. 14. Third Party Product Analytics to ensure that the process of sale and product sold are right and suit the customer's profile 15. To conduct a review on the Customer identification process followed by respective Units / Associates. 16. Hands on experience of applications like Hunter, SAS FMS etc. 17. Knowledge of Reserve Bank of India guidelines w.r.t Fraud Management. 18. Expert in data mining ,data filtering, Forensic Investigation and deriving conclusion from Data by applying Pareto Principal.

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24	Risk and Compliance	Chief Manager (Fraud Monitoring)	SMGS-IV	IV	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.
25	Risk and Compliance	AGM (Fraud Control Operations) SMGS – V	SMGS-V	V	1. Lead Fraud and payments function from an operational, strategic and technical perspective. 2. Analyze the risk impact of changing regulatory and legislative requirements. 3. Manage relationships with third party providers of risk and fraud services including: banks, verification providers, acquirers, and fraud systems. 4. Ensure all departmental objectives, KPI's and SLA's are met and exceeded. 5. Engage product teams to ensure the development of robust products that are not susceptible to fraud. 6. Ensure fraud possibilities are forecast and monitored and that portfolio actions are taken to appropriately manage provision within agreed budget in line with regulatory, economic and market changes. 7. Manage partners and operational teams to ensure that fraud is minimized to maximum efficiency which improves year on year. 8. To comply with legislative requirements governing the conduct of investigations as per the relevant policies and procedures as prescribed by law. 9. To reduce fraud and corruption losses by efficiently and effectively investigating, preventing, detecting, analyzing, reporting and recovering losses. 10. To assist in the identification of control weaknesses and implementing solutions and controls for future improvements. 11. To assist in the development and delivery and to participate in education, training and awareness activities as part of the fraud prevention program. 12. Initiate and maintain liaison and work with police and other law enforcement agencies,

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					other external agencies, legal departments and prosecuting Counsel where appropriate.
					13. To maintain an up-to-date working knowledge of laws, codes and procedures and to assist in the development and implementation of change in procedures.
					14. To assist and attend court hearings, give evidence, attend disciplinary boards, review boards or appeal tribunals, all as appropriate and necessary.
					15. To maintain accurate statistical and other records as required, including evidence relating to an investigation in accordance with current legislation.
					16. To deal promptly with mail, telephone calls, complaints and other notifications relating to investigations.
					17. Expert in data mining, data filtering, Forensic Investigation and deriving conclusion from Data by applying Pareto Principal.
26	Technology	Manager (Digital Technology Innovation) MMGS-II	MMGS-II	II	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.
					2. Build meaningful and sustainable relationships with business teams to optimize Web and Mobile Channels.
					3. Assist in developing Digital, Mobile, Social & New Media IT Strategy and Business Innovations.
					4. Assist in defining the Digital technology strategy to support the business, informed by the business strategy, market trends, and the competitive landscape.
					5. Assist in the execution and delivery of new digital initiatives as well as providing operational support for solutions.

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27	Technology	Manager (Vendor Management - Hardware/Software/Services) MMGS-II	MMGS-II	II	1. Participate in vendor-sponsored events which focus primarily on future products and services, industry trends, vendor strategic direction and similar topics. 2. Manage the review and negotiation of all IT vendor agreements. 3. Serve as liaison between IT and the Business Services Unit (i.e. contracting, procurement, accounting, and budget). 4. Coordinate gathering of IT-related materials to support litigation if required. 5. Participate in vendor-sponsored events which focus primarily on future products and services, industry trends, vendor strategic direction and similar topics. 6. Drive ongoing process improvement to deliver increasing operational efficiency in all business partner processes. 7. Maintain agreement repository/history and apply record retention rules in accordance with company policy. 8. Liaison with various in-house and/or third-party teams and ensure meeting the techno commercial contractual objectives.
28	Technology	Senior Manager (System/ Database Administration) MMGS-III	MMGS-III	III	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/malfunctions. Create a practice around operational big data, apply data science to create real time deviation detection mechanisms and use that to optimize time to detect, time to recover and therefore availability through alerts and visualizations. 6. Define standards related to data management. 7. Explore basic automation opportunities for repeatable tasks and recommend/ implement the solutions in collaboration with the appropriate teams. 8. Liaison with various in-house and/or third-party teams and ensure achieving the committed service level objectives.

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29	Technology	Senior Manager (Security Administration) MMGS-III	MMGS-III	III	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. Identify gaps in employee's security awareness and procedures and raise a training need if any. 5. Develop, update and periodically manage testing of business continuity and disaster recovery protocols. 6. Conduct security audits and make policy recommendations. 7. Triage malware incidents, their priority and the need for escalation. 8. Liaison with various in-house and/or third-party teams and ensure achieving the committed service level objectives.
30	Technology	Senior Manager (Network/ Infrastructure Administration) MMGS-III	MMGS-III	III	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. Develop and maintain processes for supporting users of the merchant and consumer specific technical platforms. 4. Evaluate all updates, enhancements and new products related to the platforms and make recommendations regarding these updates, enhancements and new products. 5. Install and support LANs, WANs, network segments, Internet, and intranet systems. 6. Install and maintain network hardware and software. 7. Monitor networks to ensure security and availability to specific users. 8. Maintain network facilities in individual machines, such as drivers and settings of personal computers as well as printers. 9. Liaison with various in-house and/or third-party teams and ensure achieving the committed service level objectives.
31	Technology	Senior Manager (IT Project Management) MMGS-III	MMGS-III	III	1. Assist in developing a detailed IT 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. Establish and maintain relationships with third parties/vendors.

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32	Technology	Chief Manager (Banking & Payment Solution Architect)	SMGS-IV	IV	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.
33	Technology	Chief Manager (IT Project Management)	SMGS-IV	IV	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 project managers.
34	Technology	Chief Manager (Digital Technology Innovation)	SMGS-IV	IV	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. Responsible for Digital, Mobile, Social & New Media IT Strategy and Business Innovations. 4. Define the Digital technology strategy to support the business, informed by the business strategy, market trends, and the competitive landscape. 5. Lead the execution and delivery of new digital initiatives as well as providing operational support for solutions.

Sr	Function	Post	Grade	Scale	Job Description
35	Technology	Chief Manager (Security Architect)	SMGS-IV	IV	1. Determine security requirements by evaluating business strategies and requirements; researching information security standards; conducting system security and vulnerability analyses and risk assessments; studying architecture/platform; identifying integration issues; preparing cost estimates. 2. Plan security systems by evaluating network and security technologies; developing requirements for local area networks (LANs), wide area networks (WANs), virtual private networks (VPNs), routers, firewalls, and related security and network devices; designs public key infrastructures (PKIs), including use of certification authorities (CAs) and digital signatures as well as hardware and software; adhering to industry standards. 3. 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. 4. Verify security systems by developing and implementing test scripts. 5. Upgrade security systems by monitoring security environment; identifying security gaps; evaluating and implementing enhancements.
36	Technology	AGM (IT Operations)	SMGS-V	V	1. Develop and enforce information security policies and procedures to protect the bank and its customers. 2. Ensure compliance with all applicable regulations including reporting. 3. Provide oversight to day-to-day operations of technology function including directing staff (both in house and third party), who support administrative computing, networking, user services, application development and programming, telecommunications, and other information technology functions. 4. Manage the day-to-day IT infrastructure and operations. 5. Ensure required mechanisms are at place to have robust technology platforms that can block any cyber threats. 6. Assist CGM (Technology)/ Chief Technology Officer in managing technology capex and opex budget.

Sr	Function	Post	Grade	Scale	Job Description
37	Technology	AGM (Enterprise/ Integration Architect)	SMGS -V	V	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.

C. ELIGIBILITY CRITERIA

1. 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) and (v) above shall be a person in whose favor a certificate of eligibility has been issued by the Government of India.

A candidate in whose case a certificate of eligibility is necessary may be admitted to the Online Test/ interview conducted by IPPB, may be provisionally selected, but on final selection, the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government of India.

Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. Candidates must necessarily produce the relevant documents pertaining to category, nationality, age, educational qualifications etc. in original along with a photocopy thereof in support of their identity and eligibility as indicated in the online application form. Please note that no change of category will be permitted at any stage after registration of the online application and the result will be processed considering the category which has been indicated in the online application, subject to guidelines of the Government of India in this regard.

Merely applying for / being shortlisted / appearing for the interview and/or subsequent processes do not imply that a candidate will necessarily be offered employment in IPPB. No request for considering the candidature under any category other than in which applied will be entertained.

2. **JOB SPECIFICATIONSS**

The Age, Qualification and Experience as on **01.08.2018** for the posts specified in Section A are prescribed as under:

Sr	Function	Post	Grade	Scale	Job Specifications
1	Finance	Manager (Taxation) MMGS-II	MMGS-II	II	Age Limit: 23 years to 35 years. Minimum Educational Qualification: Chartered Accountant from ICAI. (Or) Post Graduate in Finance from a University/ Institution/ Board recognized by the Government of India/ International University of repute (or) approved by a Government Regulatory Body. Post Qualification Work Experience: Minimum 3 years in experience in banking/financial services industry out of which 2 years of experience in officer grade in taxation department of a Bank or Financial Institution is mandatory.
2	Finance	Senior Manager (Financial Planning and Budgeting) MMGS-III	MMGS-III	III	Age Limit: 26 years to 35 years. Minimum Educational Qualification: Chartered Accountant (Intermediate) from ICAI. (Or) Post Graduate in Finance from a University/ Institution/ Board recognized by the Government of India/ International University of repute(or) approved by a Government Regulatory Body. Post Qualification Work Experience: Minimum 6 years of experience in Officer grade is mandatory. (of which) Minimum 3 years of relevant experience in a finance department of a Bank (or) Financial Institution is mandatory. Candidate with exposure in business analysis and financial planning will be preferred.
3	HR	Manager (Administration) MMGS-II	MMGS-II	II	Age Limit: 23 to 35 years Minimum Educational Qualification: Graduate from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body. Post Qualification Experience: Minimum 3 years of experience in Officer grade in public-sector organization/banks out of which 1 year should be in administration function in BFSI sector.

Sr	Function	Post	Grade	Scale	Job Specifications
4	HR	Manager (HR) MMGS-II	MMGS-II	II	Age Limit: 23 to 35 years Minimum Educational Qualification: Graduate (With specialization in HR) from University/ Institution/ Board recognized by the Government of India/ International University of repute (or) approved by a Government Regulatory Body. Note: Post graduate (With Specialization in HR) University/ Institution/ Board recognized by the Government of India/ International University of repute (or) approved by a Government Regulatory Body is preferred. Post Qualification Experience: Minimum 3 years of experience in Officer grade in HR function in Banking and financial Sector is mandatory. Candidate with at least 2 years of experience in performance management system and KRA setting will be preferred.
5	HR	Senior Manager (HR) MMGS-III	MMGS-III	III	Age Limit: 26 to 35 years Minimum Educational Qualification: Graduate from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body. Note: Post graduate (With Specialization in HR) from University/ Institution/ Board recognized by the Government of India/ International University of repute (or) approved by a Government Regulatory Body is preferred. Post Qualification Experience: Minimum 6 years of experience in Officer grade in HR function in Banking or financial Sector is mandatory. Note: Experience in public sector is preferred especially experience in core compliances issues like Reservation roster etc.
6	HR	AGM (Human Resource Management) SMGS – V	SMGS-V	V	Age Limit: 32 to 50 years Minimum Educational Qualification: Graduate from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body.

Sr	Function	Post	Grade	Scale	Job Specifications
					Note: Post graduation (With Specialization in HR) from University/ Institution/ Board recognized by the Government of India/ International University of repute (or) approved by a Government Regulatory Body is preferred. Post Qualification Experience: Minimum 12 years of experience in officer grade in HR function in Banking or Financial Services or Insurance Sector is mandatory. Note: Experience from public sector undertaking is preferred especially experience in core compliances issues like Reservation roster etc.
7	Internal Audit	Manager (Risk Based Audit) MMGS-II	MMGS-II	II	Age Limit: 23 years to 35 years. Minimum Educational Qualification: Chartered Accountant from ICAI Post Qualification Work Experience: Minimum 3 years of experience in Officer grade in risk based internal audit is mandatory.
8	Internal Audit	Manager (Concurrent Audit) MMGS-II	MMGS-II	II	Age Limit: 23 years to 35 years. Minimum Educational Qualification: Chartered Accountant from ICAI Post Qualification Work Experience: Minimum 3 years of experience in Officer grade in concurrent internal audit is mandatory.
9	Internal Audit	Senior Manager (Internal Audit) MMGS-III	MMGS-III	III	Age Limit: 26 years to 35 years. Minimum Educational Qualification: Chartered Accountant from ICAI. Post Qualification Work Experience: Minimum 6 years of experience in Officer grade in internal audit is mandatory. (of which) Minimum 3 years of experience in the internal audit function in banking or financial services or insurance industry is mandatory.

Sr	Function	Post	Grade	Scale	Job Specifications
10	Operations	Manager (Vendor Performance Management) MMGS-II	MMGS-II	II	**Age Limit:** 23 years to 35 years. **Minimum Educational Qualification:** Graduate from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body. **Note:** Post Graduate or equivalent from University/ Institution/ Board recognized by the Government of India/ International University of repute (or) approved by a Government Regulatory Body is preferable. CAIIB certification is preferred. **Post Qualification Work Experience:** Minimum 3 years' experience in in officer grade in banking/ financial services industry is mandatory. (of which) Minimum 1-year experience in vendor management or equivalent is required.
11	Operations	Senior Manager (Reconciliation) MMGS-III	MMGS-III	III	**Age Limit:** 26 years to 35 years. **Minimum Educational Qualification:** Graduate from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body. **Note:** Post Graduate or equivalent from University/ Institution/ Board recognized by the Government of India/ International University of repute(or) approved by a Government Regulatory Body is preferable. CAIIB certification is preferred. **Post Qualification Work Experience:** Minimum 6 years of experience in officer grade in Banking/Financial Services industry is mandatory. Minimum 3 years of experience in areas like reconciliation & settlement/ATM cash reconciliation in Operations Dept./Central Processing Centre is mandatory.

Sr	Function	Post	Grade	Scale	Job Specifications
12	Operations	Senior Manager (Branch Operations) MMGS-III	MMGS-III	III	Age Limit: 26 years to 35 years. Minimum Educational Qualification: Graduate from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body. Note: CAIIB Certification is preferred. Post Qualification Work Experience: Minimum 6 years of experience in Officer grade in banking or financial Services industry is mandatory. (of which) Minimum 3 years of experience in managing computerized branch operations is mandatory.
13	Operations	Chief Manager (Treasury Settlements and Reconciliation) SMGS – IV	SMGS-IV	IV	Age Limit: 29 years to 50 years. Minimum Educational Qualification: Chartered Accountant from ICAI. (Or) Post Graduate (Finance) from a University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body. Note: CAIIB Certification is preferred. Post Qualification Work Experience: Minimum 9 years of experience in officer grade in bank/financial institutions is mandatory. (of which) Minimum 5 years of experience in treasury of a Bank (or) Financial Institution (or) Primary dealer is mandatory.
14	Product, Sales and Marketing	Manager (User Experience) MMGS-II	MMGS-II	II	Age Limit: 23 years to 35 years. Minimum Educational Qualification: Graduate from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body. Post Qualification Work Experience: Minimum 3 years of experience in User Experience is mandatory (And) The candidate should at least be working in Scale I of a PSB or equivalent scale in a

Sr	Function	Post	Grade	Scale	Job Specifications
					Private Bank or similar level in any other organization.
15	Product, Sales and Marketing	Manager (Product Research) MMGS-II	MMGS-II	II	Age limit: 23 years to 35 years. Minimum Educational Qualification: Graduate from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body. Note: Post Graduate (Marketing)from University/ Institution/ Board recognized by the Government of India /International University of repute (or) approved by a Government Regulatory Body, is preferred. Post Qualification Work Experience: Minimum 3 years of relevant experience in Officer grade in product research and information analytics is mandatory. (Of which) 1 year of experience in financial/banking sector is preferred.
16	Product, Sales and Marketing	Manager (Analytics)	MMGS-II	II	Age Limit: 23 years to 35 years. Minimum Educational Qualification: Graduate from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body. Note: Post graduation in Statistics from University/ Institution/ Board recognized by the Government of India/ International University of repute (or) approved by a Government Regulatory Body, is preferred. Post Qualification Work Experience: Minimum 3 years of experience in Officer grade is mandatory. (of which) Minimum 2 years of experience in data analytics is mandatory. Note: Experience in BFSI/FMCG sector is preferred.

Sr	Function	Post	Grade	Scale	Job Specifications
17	Product, Sales and Marketing	Senior Manager (Retail Products) MMGS-III	MMGS-III	III	**Age Limit:** 26 years to 35 years. **Minimum Educational Qualification:** Graduate from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body. **Note:** Post Graduate (Marketing) from University/ Institution/ Board recognized by the Government of India/ International University of repute (or) approved by a Government Regulatory Body, is preferred. **Post Qualification Work Experience:** Minimum 6 years of experience in Officer grade in product development for retail banking products is mandatory. (Of which) Exposure of at least 2 years in alternate digital delivery channels (mobile banking, cards, internet banking) is required. **Note:** Exposure to rural banking products/ financial inclusion in financial services industry is preferred.
18	Product, Sales and Marketing	Senior Manager (Digital Marketing) MMGS-III	MMGS-III	III	**Age Limit:** 26 years to 35 years. **Minimum Educational Qualification:** Graduate from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body. **Note:** Post Graduate (Marketing) from University/ Institution/ Board recognized by the Government of India/ International University of repute (or) approved by a Government Regulatory Body, is preferred. **Post Qualification Work Experience:** Minimum 6 years of experience in Officer grade is mandatory. (of which) Minimum 3 years of experience in digital marketing is mandatory. **Note:** Experience in financial services sector is preferred.

Sr	Function	Post	Grade	Scale	Job Specifications
19	Product, Sales and Marketing	Senior Manager (3rd Party Products)	MMGS-III	III	Age Limit: 26 years to 35 years. Minimum Educational Qualification: Graduate from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body. Note: Post graduate (Marketing) from University/ Institution/ Board recognized by the Government of India/ International University of repute (or) approved by a Government Regulatory Body, is preferred. Post Qualification Work Experience: Minimum 6 years of experience in Officer grade is mandatory. (of which) Minimum 3 years of experience in 3rd party product development team of a bank/ financial institution is mandatory.
20	Product, Sales and Marketing	Senior Manager (Merchant Product - Online) MMGS-III	MMGS-III	III	Age Limit: 26 years to 35 years. Minimum Educational Qualification: Graduate from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body. Note: Post Graduate (Marketing) from University/ Institution/ Board recognized by the Government of India/ International University of repute (or) approved by a Government Regulatory Body, is preferred. Post Qualification Work Experience: Minimum 6 years of experience in Officer grade is mandatory. (of which) Minimum 3 years of experience in developing and building online merchant ecosystems is mandatory. Note: Experience in financial services sector is preferred.

Sr	Function	Post	Grade	Scale	Job Specifications
21	Risk and Compliance	Manager (Compliance Support & Reporting) MMGS-II	MMGS-II	II	**Age Limit:** 23 years to 35 years. **Minimum Educational Qualification:** Graduate from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body. Note: Post Graduate from University/ Institution/ Board recognized by the Government of India/ International University of repute (or) approved by a Government Regulatory Body is preferred. Certification in Financial Risk Management is desirable. **Post Qualification Experience:** Minimum 3 years of relevant experience in Officer grade is mandatory. Note: Experience in Financial Risk Management is preferred.
22	Risk and Compliance	Manager (Operational Risk) MMGS-II	MMGS-II	II	**Age Limit:** 23 years to 35 years. **Minimum Educational Qualification:** Graduate from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body. Note: Post Graduate from University/ Institution/ Board recognized by the Government of India/ International University of repute (or) approved by a Government Regulatory Body is preferred. Certification in Financial Risk Management is desirable. **Post Qualification Experience:** Minimum 3 years of experience in Officer grade is mandatory. (of which) Minimum 1-year experience in any bank related to risk management is mandatory.

Sr	Function	Post	Grade	Scale	Job Specifications
23	Risk and Compliance	Senior Manager (Fraud Control) Operations MMGS-III	MMGS-III	III	**Age Limit:** 26 years to 35 years. **Minimum Educational Qualification:** Graduate from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body. **Note:** CAIIB Certification is preferred. Post graduate from University/ Institution/ Board recognized by the Government of India/ International University of repute(or) approved by a Government Regulatory Body, is preferred. **Post Qualification Work Experience:** Minimum 6 years of experience in Officer grade in banking operations in a Core Banking System environment is mandatory. (of which) Minimum 3 years of experience in fraud control operations of a bank is mandatory. **Note:** Experience in forensic audit or risk management is preferred.
24	Risk and Compliance	Chief Manager (Fraud Monitoring)	SMGS-IV	IV	**Age Limit:** 29 to 50 years **Minimum Educational Qualification:** Graduate from University/ Institution/ Board recognized by the Government of India/ International University of repute (or) approved by a Government Regulatory Body. Candidate with post-graduation in Risk Management is preferred. **Post Qualification Experience:** Minimum 9 years of experience in Officer grade in bank or in financial services sector with at least 5 years of experience in fraud monitoring is mandatory. **Note:** Forensic audit experience/ CISA qualified auditor is preferred.

Sr	Function	Post	Grade	Scale	Job Specifications
25	Risk and Compliance	AGM (Fraud Control Operations) SMGS – V	SMGS-V	V	**Age Limit:** 32 to 50 years **Minimum Educational Qualification:** Graduate with from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body. Note: 1. CAIIB Certification is preferred. 2. Graduate (With Specialization in Law) from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body is preferred. **Post Qualification Work Experience:** Minimum 12 years of experience in Officer Grade in banking operations in a Core Banking System environment is mandatory. (of which) Minimum 6 years of experience in fraud control operations/Risk Management/Forensic Audit in a bank is mandatory. Note: Experience in forensic audit is preferred.
26	Technology	Manager (Digital Technology Innovation) MMGS-II	MMGS-II	II	**Age Limit:** 23 to 35 years **Minimum Educational Qualification:** B. Tech. or equivalent from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body is mandatory. Note: B. Tech. (With Specialization in IT/Computer Science) from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body is preferred. **Post Qualification Experience:** Minimum 3 years of experience in Officer grade in IT is mandatory.

Sr	Function	Post	Grade	Scale	Job Specifications
27	Technology	Manager (Vendor Management - Hardware/Software/Services) MMGS-II	MMGS-II	II	**Age Limit:** 23 to 35 years **Minimum Educational Qualification:** B. Tech. or equivalent from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body is mandatory. Note: B. Tech. (With Specialization in Information Systems/Computer Science) from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body is preferred. **Post Qualification Experience:** Minimum 3 years of relevant experience in Officer grade in vendor management in Information Technology function is mandatory.
28	Technology	Senior Manager (System/ Database Administration) MMGS-III	MMGS-III	III	**Age Limit:** 26 to 35 years **Minimum Educational Qualification:** B. Tech. or equivalent from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body is mandatory. Note: B. Tech. (With Specialization in Information Systems/IT/ Computer Science) or equivalent from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body is preferred. **Post Qualification Experience:** Minimum 6 years of experience in Officer grade 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.

Sr	Function	Post	Grade	Scale	Job Specifications
29	Technology	Senior Manager (Security Administration) MMGS-III	MMGS-III	III	**Age Limit:** 26 to 35 years **Minimum Educational Qualification:** B. Tech. or equivalent from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body is mandatory. Note: B. Tech. (With Specialization in Information Systems/Computer Science) from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body is preferred. **Post Qualification Experience:** Minimum 6 years of IT experience in Officer grade is mandatory. (of which) Minimum 3 years of experience in security administration function in banking or financial services or insurance industry is mandatory.
30	Technology	Senior Manager (Network/ Infrastructure Administration) MMGS-III	MMGS-III	III	**Age Limit:** 26 to 35 years **Minimum Educational Qualification:** B. Tech. or equivalent from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body is mandatory. Note: B. Tech.(With Specialization in Information Systems/IT/Computer Science) from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body is preferred. **Post Qualification Experience:** Minimum 6 years of experience in Officer grade in IT is mandatory. (of which) Minimum 3 years of experience in network infrastructure/ administration in banking or financial services or insurance industry is mandatory.

Sr	Function	Post	Grade	Scale	Job Specifications
31	Technology	Senior Manager (IT Project Management) MMGS-III	MMGS-III	III	Age Limit: 26 to 35 years Minimum Educational Qualification: B.Tech. or equivalent from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body is mandatory. Note: B.Tech. (With Specialization in Information Systems/Computer Science) from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body is preferred. Post Qualification Experience: Minimum 6 years of experience of IT project management in the banking or financial services or insurance industry is mandatory. (And) The candidate should at least be working in Scale II of a PSB or equivalent scale in a Private Bank or similar level in any other organization.
32	Technology	Chief Manager (Banking & Payment Solution Architect)	SMGS-IV	IV	Age Limit: 29 to 50 years Minimum Educational Qualification: B. Tech or equivalent from University/ Institution/ Board recognized by the Government of India/ International University of repute (or) approved by a Government Regulatory Body. Note: B. Tech (With Specialization in IT/Computer Science) University/ Institution/ Board recognized by the Government of India/ International University of repute (or) approved by a Government Regulatory Body is preferred. Post Qualification Experience: Minimum 9 years of experience in Officer grade in IT is mandatory (Of which) Minimum 5 years of relevant experience in the Banking or Electronic Payment Services industry is mandatory.

Sr	Function	Post	Grade	Scale	Job Specifications
33	Technology	Chief Manager (IT Project Management)	SMGS-IV	IV	Age Limit: 29 to 50 years Minimum Educational Qualification: B. Tech or equivalent from University/ Institution/ Board recognized by the Government of India/ International University of repute (or) approved by a Government Regulatory Body is mandatory. Note: PMP Certification is desirable. Post Qualification Experience: Minimum 9 years of experience in Officer grade in IT is mandatory. (Of which) Minimum 5 years of relevant experience in the Banking or Financial Services or Insurance industry is mandatory.
34	Technology	Chief Manager (Digital Technology Innovation)	SMGS-IV	IV	Age Limit: 29 to 50 years Minimum Educational Qualification: B. Tech or equivalent from University/ Institution/ Board recognized by the Government of India/ International University of repute (or) approved by a Government Regulatory Body. Note: B. Tech (With Specialization in IT/Computer Science) from University/ Institution/ Board recognized by the Government of India/ International University of repute (or) approved by a Government Regulatory Body is preferred. Post Qualification Experience: Minimum 9 years of experience in Officer grade in IT is mandatory (Of which) Minimum 5 years of relevant experience in banking and electronic payment services industry is mandatory.

Sr	Function	Post	Grade	Scale	Job Specifications
35	Technology	Chief Manager (Security Architect)	SMGS-IV	IV	Age Limit: 29 to 50 years Minimum Educational Qualification: B. Tech or equivalent from University/ Institution/ Board recognized by the Government of India/ International University of repute (or) approved by a Government Regulatory Body is mandatory. (And) CISSP Certification is mandatory. Post Qualification Experience: Minimum 9 years of experience in Officer grade in IT is mandatory. (Of which) Minimum 5 years of relevant experience in the banking or Electronic Payment Services industry is mandatory.
36	Technology	AGM (IT Operations)	SMGS-V	V	Age Limit: 32 to 50 years Minimum Educational Qualification: B.E./B. Tech or equivalent from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body. Note: B. Tech (With Specialization in IT/Computer Science or equivalent) from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body is preferred. Post Qualification Experience: Minimum 12 years of experience in Officer grade is mandatory. (of which) Minimum of 6 years of relevant experience in IT operations in banking (or) electronic payment services is mandatory.
37	Technology	AGM (Enterprise/ Integration Architect)	SMGS-V	V	Age Limit: 32 to 50 years Minimum Educational Qualification: B. Tech or equivalent from University/ Institution/ Board recognized by the Government of India/ International University of repute (or) approved by a Government Regulatory Body. (And) CISSP Certification (And) TOGAF Certification

Sr	Function	Post	Grade	Scale	Job Specifications
					Note: B. Tech (With Specialization in IT/Computer Science) from University/ Institution/ Board recognized by the Government of India/ International University of repute (or) approved by a Government Regulatory Body is preferred. Post Qualification Experience: Minimum 12 years of experience in Officer grade in IT is mandatory (Of which) Minimum of 6 years of experience as a technology architect and at least 3 years in banking and electronic payment services industry is mandatory.

** IPPB reserves the right to enhance/relax the eligibility criteria without giving any advance notice.

Notes:

2. **Age Criteria and Age Relaxation:**

    i. The candidates must meet the requisite age criteria as on **01.08.2018**

    ii. Maximum age indicated is for General category candidates. The PWD and Ex-Servicemen applicants and those applying under Reservation category would be eligible for age relaxation as per the Government of India guidelines, as under:

Category	Age Relaxation
Scheduled Caste and Scheduled Tribe	5 years
Other Backward Class	3 years
Person With Disability	10 years
Ex-servicemen	Ex-service Commissioned Officers, including ECOs/ 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 for receipt of applications) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disability attributable to military service or on invalidment - 5 years.
Persons ordinarily domiciled in the State of Jammu & Kashmir during the period 1-1-80 to 31-12-89	5 years
Persons affected by 1984 riots	5 years

    iii. In case of a candidate who is eligible for relaxation under more than one of the above age relaxation categories, the age relaxation will be available on cumulative

basis with only one of the remaining categories for which relaxation is permitted as mentioned above. This cumulative age relaxation is available to SC/ST/OBC candidates.

iv. Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) at the time of Interview and at any subsequent stage of the recruitment process as required by IPPB.

v. An Ex-servicemen who has once joined a Government job on civil side after availing of the benefits given to him/her as an Ex-servicemen for his/her re-employment, his/her Ex-Servicemen status for the purpose of re-employment in Government jobs ceases.

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

3. EDUCATIONAL QUALIFICATIONS:

i. The candidate must possess the requisite educational qualification as on 01.08.2018

ii. Degree obtained from the recognized Universities or Institutes recognized by the Govt. of India only will be considered.

iii. Candidates, who are awaiting their results of the qualifying examination OR who have not passed the qualifying examination on or before 01.08.2018 are not eligible

iv. Candidate should indicate the percentage obtained in Graduation calculated to the nearest two decimals in the online application. Where CGPA / OGPA is awarded, the same should be converted into percentage and indicate the same in online application.

v. **Calculation of Percentage:** The percentage marks shall be arrived at by dividing the marks obtained by the candidate in all the subjects in all semester(s)/year(s) by aggregate maximum marks in all the subjects irrespective of honours / optional / additional optional subject, if any. This will be applicable for those Universities also where Class / Grade is decided on basis of Honours marks only.

vi. The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60% and 54.99% will be treated as less than 55%.

vii. In case the result of a particular examination is posted on the website of the University / Institute and web based certificate is issued then proper document / certificate in original issued and signed by the appropriate authority of the University / Institute indication the date of passing properly mentioned thereon will be reckoned for verification and further process.

4. INDEMNITY BOND

I. Candidates selected in scale II and III are required to execute and submit Indemnity bond of value INR 200,000 for a period of three years. Detailed proforma is given on bank's website under 'Download' section.

II. All pages of the bond must be notarized.

III. The Indemnity Bond must be properly and adequately stamped.

IV. Each page of the Indemnity Bond must be signed by the indemnifier and the surety.

V. The execution of the indemnity bond and the signatures of the Indemnifier & surety shall be duly witnessed by witnesses.

VI. Any cutting/alterations should be:
   a) Authenticated by the indemnifier and surety;
   b) Notarized by the notary; and
   c) Duly witnessed by independent witnesses.

VII. The Indemnity bond shall be executed on or after the date of stamping and that of Notarization of the same.

VIII. The indemnity bond executed shall match word by word to the format /proforma available at the Bank's website.

IX. Ensure submission of copies of Photo ID (containing signature of surety) and address proof of surety executing indemnity Bond, duly signed by surety. In case photo ID of surety does not contains his/her signature, the signature must be got attested by the Gazetted Officer.

5. RESERVATIONS:

I. Candidates belonging to OBC category but coming in the 'creamy layer' are not entitled to OBC reservation and age relaxation. They should indicate their category as 'GENERAL' or GENERAL (OC/HI/VI), as applicable.

II. Caste certificate issued by Competent Authority on format prescribed by the Government of India will have to be submitted by the SC/ST candidates, if called for interview.

III. Vacancies are reserved for Disabled (Physically challenged) Persons under Section 33 of the persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996) as per government guidelines. Candidates with the following disabilities are eligible to apply as per the definitions given in the above act: a) Orthopedically challenged, b) Visually Impaired, c) Hearing Impaired

IV. A person (OC/VI/HI) who suffer from not less than 40% of relevant disability and wants to avail the benefit of reservation will have to submit a Disability Certificate issued by the medical board duly constituted by central or state government. The certificate should be dated on or before last date of registration of the application.

V. The number of vacancies including reserved vacancies mentioned above are provisional and may vary according to the actual requirement of IPPB.

VI. Candidates applying for a particular post may be considered for any other post mentioned in the advertisement, at the discretion of IPPB.

The following definitions are for the purpose of age and fee relaxation only:

a. Orthopedically Challenged (OC)

Orthopedically Challenged (OC) person is one having a minimum of 40% physical defect or deformity which causes interference with the normal functioning of the bones, muscles and joints and is so certified by a Medical Board appointed by the State Government. Only those who fall in the following categories are eligible to apply: BL - Both Legs Affected but not Arms; OA - One Arm Affected (Right or Left) - (a) Impaired Reach; (b) Weakness of Grip; (c) Ataxia; OL - One Leg Affected (Right or Left); MW - Muscular Weakness & Limited Physical Endurance.

b. Visually Impaired (VI)

Persons who suffer from either of the following conditions:

— Total absence of sight,

— Visual Acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses, or

— Limitation of the field of vision subtending an angle of 20 degrees or worse and so certified by a Medical Board appointed by the State Government.

A person with Low Vision means one with impairment of visual functioning even after treatment of standard refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device.

c. **Deaf & Hearing Impaired (HI)**

Deaf are those persons in whom the sense of hearing is non-functional for ordinary purposes of life, i.e. with total loss of hearing in both ears. They do not hear and understand sounds at all - even with amplified speech.

Hearing impairment means loss of more than 60 decibels in the better ear in the conversational range of frequencies.

d. **Competent Authority for the issue of the certificate to SC / ST / OBC / PERSONS WITH DISABILITIES is as under (as notified by GOI from time to time):**

For Scheduled Castes / Scheduled Tribes / Other Backward Classes: (i) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / First Class Stipendiary Magistrate / City Magistrate / Sub-Divisional Magistrate (not below the rank of First Class Stipendiary Magistrate) / Taluk Magistrate / Executive Magistrate / Extra Assistant Commissioner (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate (iii) Revenue Officer not below the rank of Tehsildar (iv) Sub-divisional officer of the Area where the candidate and or his family normally resides.

For Persons with Disabilities: Authorised certifying authority will be the Medical Board at the District level consisting of Chief Medical Officer, Sub-Divisional Medical Officer in the District and an Orthopedic / Ophthalmic / ENT Surgeon. Candidates belonging to SC, ST, OBC, PWD categories have to submit certificates in support of it at the time of interview.

D. EMOLUMENTS (AS ON 01.08.2018) AND RELEVANT POLICIES

6. PAY-SCALE, ALLOWANCES AND PERQUISITES

Pay Scale, Allowances and Perquisites as applicable (INR)		
Scale	**Pay Scale**	**Approximate Total Monthly CTC#**
TEGS-VI	68,680 - 76,520	218,294.00
SMGS – V	59,170 - 66,070	176,664.00
SMGS – IV	50,030 - 59,170	144,250.00
MMGS – III	42,020-51,490	106,000.00
MMGS – II	31,705-45,950	83,000.00

Note:

(#) – Approximate monthly CTC Calculated at the start of the scale inclusive of Dearness Allowance, City Compensatory Allowance & other allowances at Metropolitan Centre (Delhi)

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

The Officers are also entitled to retirement and terminal benefits as per the policy defined by IPPB.

7. PROBATION PERIOD

8. The selected candidates will be on probation for a period of 1 year from the date of Joining. Their confirmation in IPPB's service will be decided in terms of the provision of the IPPB(Officers) Service rule.

9. POSTING, TRANSFER AND JOB ROTATION

The selected candidates will be posted/ transferred/ moved to other roles at discretion of IPPB to various offices of IPPB from time to time and on such terms and conditions as may be decided by IPPB.

10. LEAVE, TRAVEL ALLOWANCE

The leave and travel allowance will be as per Service Rules of IPPB applicable at the time of appointment.

E. SELECTION PROCEDURE

Selection will be made on the basis of an 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.

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.

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.

F. APPLICATION GUIDELINES

The candidates can apply only for one post. Candidates can apply online only from 01.08.2018 to 15.08.2018 and no other mode of application will be accepted.

11. PRE-REQUISITES FOR APPLYING ONLINE

Before applying online, candidates should:

i. Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as mentioned in this advertisement at Annexure-I.

ii. Keep the necessary details/documents for Online Payment of the requisite application fee/ intimation charges ready.

iii. Have a valid personal email ID which should be kept active till the completion of this recruitment process. Bank may send call letters for the Interview etc. through the registered e-mail ID. Under no circumstances, a candidate should share with/mention e-mail ID to / of any other person. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying on-line and must maintain that email account.

iv. Bank Transaction charges for Online Payment of application fees/ intimation charges will have to be borne by the candidate.

12. PROCEDURE FOR APPLYING ONLINE

i. Candidates are first required to go to the IPPB authorized website www.ippbonline.com and click the option "CLICK HERE TO APPLY FOR Direct Recruitment in Scale II, III, IV & V" to open the online Application Form.

ii. To register their application candidates will be entering their basic information in the online application form. After that a provisional registration number and password will be generated by the system and displayed on the screen. Candidate should note down the provisional registration number and password. An Email & SMS indicating the Provisional Registration Number and Password will also be sent.

iii. Candidates are required to upload their photograph and signature as per the specifications given in the Annexure I of this form.

iv. Candidates are advised to carefully fill the online application themselves as no change in any of the data filled in the online application will be possible / entertained.

v. Prior to submission of the online application, candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same, if required. No change is permitted after clicking on FINAL SUBMIT button. Visually Impaired candidates are responsible for carefully verifying the details filled in the online application form and ensuring that the same are correct prior to submission, as no change is possible after submission.

vi. **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)

vii. **Candidates should ensure their eligibility before paying the fees/applying online**.

viii.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.

13. MODE OF PAYMENT

i. Candidates have to make the payment of requisite fees / intimation charges through ONLINE mode only.

ii. Candidates should carefully fill the details in the Online Application at the appropriate places very carefully and click on the "FINAL SUBMIT" button at the end of the Online Application format. Before pressing the "FINAL SUBMIT" button, candidates are advised to verify every field filled in the application. The name of the candidate and 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.

iii. In case the candidate is unable to fill the application form in one go, he/ she can save the data already entered.

iv. Once the application is filled in completely, candidate should submit the final data.

v. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.

— The payment can be made by using Debit Cards (RuPay/ Visa/ MasterCard/ Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets by providing information as asked on the screen.

— After Final Submission, an additional page of the application form is displayed wherein candidates may follow the instructions and fill the requisite details.

— If the online transaction has not been successfully completed, then candidates are advised to login again with their provisional registration number and password and pay the Application Fees/ Intimation Charges online.

— On successful completion of the transaction, an e-receipt will be generated.

- Candidates are required to take a printout of the e-receipt and online application form containing fee details. Please note that if the same cannot be generated online transaction may not have been successful.

- 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.

- There is a facility to print the application form containing fee details post payment of fees.

vi. 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.

vii. 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.

viii. To ensure the security of your data, please close the browser window once your transaction is completed.

ix. 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 form, 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 IPPB.

x. Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Post Applied for, Address, Mobile Number, Email ID, Centre of Examination (for future use) etc. will be considered as final and no change/modifications will be allowed after submission of the online application form.

xi. Candidates are hence requested to fill 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 application or omission to provide the required details in the application form.

xii. An email / SMS intimation with the Registration Number and Password generated on successful registration of the application will be sent to the candidate's email ID / Mobile Number specified in the online application form as a system generated acknowledgement. If candidates do not receive the email and SMS intimations at the email ID / Mobile number specified by them, they may consider that their online application has not been successfully registered.

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

xiv. 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 to avoid the possibility of disconnection / inability / failure to log onto the website on account of heavy load on internet / website jam.

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

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.

14. USE OF SCRIBE & COMPENSATORY TIME:

In the event of the conduct of examination as part of the selection process, the facility of scribe would be allowed to a person who has disability of 40% or more if so desired by the person and is meant for only those persons with disability who have physical limitation to write including that of speed. In all such cases where a scribe is used, the following rules will apply:

i. Candidates eligible for and who wish to use the services of scribe in the examination should carefully indicate the same in the online application form.

ii. The candidate will have to give a suitable undertaking, in the prescribed format at the time of online examination

iii. Such candidates who are eligible for use of a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination whether availing the facility of scribe or not.

iv. The candidate will have to arrange his/her own scribe at his/her own cost.

v. The scribe will be allowed to be used as per the guidelines issued vide Office Memorandum F.No.16-110/2003-DDIII dated February 26, 2013 of Government of India, Ministry of Social Justice and Empowerment, Department of Disability Affairs, New Delhi and clarification issued by Government of India, Ministry of Financial, Dept. of Financial Services vide letter No. F.No.3/2/2013-Welfare dated 26.04.2013.

vi. Same scribe should not be used by more than one candidate.

vii. For generalists examinations the scribe may be from any academic stream. However for Specialist Officers' posts the scribe should be from an academic stream different from that prescribed for the post.

15. GUIDELINES FOR APPLICANTS WITH LOCOMOTOR DISABILITY AND CEREBRAL PALSY:

If any applicant has locomotor disability and cerebral palsy, where dominant (Writing) extremity is effected to the extent of slowing the performance of function (Minimum of 40% impairment), he / she may be given compensatory time of 20 minutes for every hour of examination. However, no scribe shall be permitted to such applicants.

16. GUIDELINES FOR VISUALLY IMPAIRED APPLICANTS:

Visually Impaired applicants (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font. This facility will not be available to visually impaired applicants, who use the services of a scribe for the examination. Compensatory time of 20 minutes for every one hour of the examination will be available to visually impaired using magnified font.

17. LIST OF DOCUMENTS TO BE PRODUCED AT THE TIME OF INTERVIEW (AS APPLICABLE)

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

i. Printout of the valid Interview Call Letter

ii. Valid system generated printout of the online application form registered

iii. Proof of Date of Birth (Birth Certificate or SSLC/ Std. X Certificate with DOB)

iv. Photo Identify Proof such as Passport/ Aadhaar/ e-Aadhaar Card/ PAN Card/ Driving License/ Voter's Card

v. Mark sheets & certificates for educational qualifications. Proper document from Board / University for having declared the result on or before 01.08.2018 has to be submitted.

vi. Work Experience: If declared in the resume, documentary proofs such as Experience Certificates from past and current employers, Appointment letters, Relieving Letters, Pay or Salary Slips should be produced by the candidates in order to verify the date of joining and relieving, designation at the time of joining, date of promotion with designation, if any. Any adverse remark from the previous employer(s) or any act of misconduct/ wrong committed by the candidate would be a disqualification to apply and render the candidature liable for cancellation.

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

viii.In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil post & services under Government of India. OBC caste certificate containing the Non-creamy layer clause should be valid as on the date of interview if called for (issued within one year prior to the date of interview if called for).Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification.

ix. Candidates belonging to OBC category but coming under creamy layer and/ or if their caste does not find place in the Central List are not entitled to OBC reservation. They should indicate their category as General in the online application form.

x. Disability certificate in prescribed format issued by the District Medical Board in case of Persons with Disability category. If the candidate has used the services of a Scribe at the time of the examination, the duly filled in details of the scribe in the prescribed format

xi. An Ex-serviceman candidate has to produce a copy of the discharge Certificate / pension payment order and documentary proof of rank last / presently held (substantive as well as acting) at the time of interview. Those who are still in defence service should submit a certificate from a competent authority that they will be relieved from defence services, on or before 31.7.2018.

xii. Candidates serving in Government / quasi govt offices/ Public Sector Undertakings (including Nationalised Banks and Financial Institutions) are required to produce a "No Objection Certificate" from their employer at the time of interview, in the absence of which their candidature will not be considered and travelling expenses, if any, otherwise admissible, will not be paid.

xiii.Persons eligible for age relaxation under "Persons ordinarily domiciled in the State of Jammu & Kashmir during the period 1-1-80 to 31-12-89" must produce the domicile certificate at the time of interview/ at any stage of the subsequent process from the District Jurisdiction where he / she had ordinarily resided or any other authority designated in this regard by the Government of Jammu & Kashmir to the effect that the candidate had ordinarily domiciled in the State of J&K during the period from 01.01.1980 to 31.12.1989.

xiv.Persons eligible for age relaxation under "Persons affected by 1984 riots" must produce a certificate from the District Magistrate to the effect that they are eligible for relief in terms of the Rehabilitation Package for 1984 Riot Affected Persons sanctioned by the Government and communicated vide Ministry of Finance, Dept. of Financial Services communication No.F.No.9/21/2006-IR dated 27.07.2007.

xv. Any other relevant documents in support of eligibility

xvi.Candidates will not be allowed to appear for the interview if he/ she fails to produce the relevant eligibility documents as mentioned above.

18. PROOF OF IDENTITY TO BE SUBMITTED AT THE TIME OF EXAMINATION

In the event of conduct of an examination, the candidates must bring one photo identity proof such as Passport/ Aadhaar/ e-Aadhaar Card/ PAN Card/ Driving License/ Voter's Card/ Bank Passbook with duly attested Photograph/Identity Card issued by School or College/ Gazetted Officer in the official letterhead in original as well as a self-attested photocopy thereof. The photocopy of identity proof should be submitted along with call letter to the invigilators in the examination hall, failing which or if identity of candidates is in doubt, the candidate will not be permitted to appear for the test.

Ration Card will not be accepted as a valid id proof for this process

19. BIOMETRIC VERIFICATION

IPPB, at various stages, may capture thumb impression of the candidates in digital format for biometric verification of genuineness of the candidates. Candidate will ensure that this correct thumb impression is captured at various stages and any inconsistency will lead to rejection of the candidature. In case of any candidate found to be not genuine, apart from taking legal actions against him/her, his/her candidature will be cancelled. As such, they are advised not to apply any external matter like mehandi, ink, chemical etc. on their hands.

20. 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 he / she 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:

i. Using unfair means during the selection process, or

ii. Impersonating or procuring impersonation by any person, or

iii. Misbehaving in the Personal Interview/ Group Discussion, or

iv. 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 a 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.

21. GENERAL ELIGIBILITY

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

22. GENERAL INSTRUCTIONS

i. Candidates are advised to take a printout of their system generated online application form after submitting the application.

ii.   Candidates should satisfy themselves about their eligibility for the post applied for. IPPB would admit to test all the candidates applying for the posts with the requisite fee on the basis of the information furnished in the online application and shall determine their eligibility only at the time of interview.

iii.   Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date to avoid the possibility of disconnection / inability / failure to log on to the website on account of heavy load on internet or website jam.

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

v.   Not more than one application should be submitted by a candidate. In case of multiple applications, only the last valid (completed) application will be retained and the application fee / intimation charges paid for the other registrations will stand forfeited. Multiple attendance/ appearance by a candidate in examination and / or interview will be summarily rejected/ candidature cancelled.

vi.   The possibility for occurrence of some problems 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 problems, which may include the conduct of another examination if, considered necessary.

vii.   Candidates serving in Govt./Quasi Govt. offices, Public Sector undertakings including Nationalised Banks and Financial Institutions are advised to submit 'No Objection Certificate' from their employer at the time of interview, failing which their candidature may not be considered and travelling expenses, if any, otherwise admissible, will not be paid.

viii. In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment.

ix.   Caste certificate issued by Competent Authority on format prescribed by the Government of India will have to be submitted by the SC/ST candidates, if called for interview.

x.   In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil post & services under Government of India. OBC caste certificate containing the Non-creamy layer clause should be valid as on the date of interview if called for (issued within one year prior to the date of interview if called for). Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification.

xi.   Candidates are advised to keep their e-mail ID alive for receiving advices, viz. call letters/ interview advices etc.

xii.   Appointment of selected candidates is subject to his /her being declared medically fit as per the requirement of IPPB.

xiii. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or an application in response thereto can be instituted only in New Delhi and courts/tribunals/forums at New Delhi only shall have sole and exclusive jurisdiction to try any cause/dispute.

23. ANNOUNCEMENTS

All further announcements/ details pertaining to this process will only be published/ provided on IPPB authorized website www.ippbonline.com from time to time.

24.DISCLAIMER

In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and / or that he / she has furnished any incorrect / false information or has suppressed any material fact(s), his /her candidature will stand cancelled. If any of these shortcomings is / are detected even after appointment, his /her services are liable to be terminated. Decisions of IPPB in all matters regarding eligibility, conduct of written examination, other tests and selection would be final and binding on all candidates. No representation or correspondence will be entertained by IPPB in this regard.

Sd/-
CHRO
Speed Post Centre, Market Road
Bhai Veer Singh Marg,

New Delhi – 110 001

ANNEXURE I: GUIDELINES FOR SCANNING AND UPLOAD OF PHOTOGRAPH (4.5 CM X 3.5 CM) & 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:

i.   Photograph must be a recent passport style colour picture.

ii. Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.

iii. Look straight at the camera with a relaxed face.

iv. 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.

v.   If you have to use flash, ensure there's no "red-eye".

vi. If you wear glasses, make sure that there are no reflections and your eyes can be clearly seen.

vii. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.

viii. Dimensions 200 x 230 pixels (preferred).

ix. Size of file should be between 20kb–50kb.

x.   Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc. during the process of scanning.

Signature Image:

xi. The applicant has to sign on white paper with Black Ink pen.

xii. The signature must be signed only by the applicant and not by any other person.

xiii. The signature will be used to put on the Call Letter and wherever necessary.

xiv. If the Applicant's signature on the answer script at the time of the Online Test does not match the signature on the Call Letter, the applicant will be disqualified.

xv. Dimensions 140 x 60 pixels (preferred).

xvi. Size of file should be between 10kb – 20kb.

xvii. Ensure that the size of the scanned image is not more than 20kb.

xviii. Signature in CAPITAL LETTERS shall NOT be accepted.

Scanning the photograph & signature:

xix. Set the scanner resolution to a minimum of 200 dpi (dots per inch).

xx. Set Color to True Color.

xxi. File Size as specified above.

xxii. 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).

xxiii. 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.

xxiv. Candidates using MS Windows/MSOffice can easily obtain photo and signature in

xxv. .jpeg format not exceeding 50kb & 20kb respectively by using MSPaint or MSOffice Picture Manager. Scanned photograph and signature in any format can be saved in

.jpg format by using 'Save As' option in the File menu and size can be reduced below 50kb (photograph) & 20 kb (signature) by using crop and then resize option (please see above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.

xxvi.If the file size and format are not as prescribed, an error message will be displayed.

xxvii.While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph and signature.

Procedure for Uploading the Photograph and Signature:

xxviii.There will be two separate links for uploading Photograph and Signature.

xxix.Click on the respective link "Upload Photograph / Signature".

xxx.Browse and Select the location where the Scanned Photograph / Signature file has been saved.

xxxi.Select the file by clicking on it.

xxxii.Click the 'Open/Upload' button.

xxxiii.Your Online Application will not be registered unless you upload your photograph and signature as specified.

Notes:

xxxiv.In case the face in the photograph or signature is unclear, the candidate's application may be rejected. After uploading the photograph / signature in the online application form, candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may edit his/her application and re-upload his/her photograph or signature, prior to submitting the form.

xxxv.After registering online, the candidate is advised to take a printout of their system generated online application form.

ANNEXURE II: SCRIBE DECLARATION FORM

GUIDELINES REGARDING PERSONS WITH DISABILITIES

I. Those candidates who are visually impaired or affected by cerebral palsy with loco-motor impairment and whose writing speed is affected can use own scribe at own cost during the online examination. In all such cases where a scribe is used, the following rules will apply:

   a. Please ensure you are eligible to use a scribe as per the Government of India rules governing the recruitment of Persons with Disabilities.

   b. The candidate will have to arrange his own scribe at his own cost

   c. The scribe can be from any academic discipline.

   d. Both, the candidate as well as the scribe, will have to give a suitable undertaking, in the prescribed format with passport size photograph of the scribe, confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe as mentioned above. Further, in case it later transpires that s/he did not fulfill any of the laid-down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the examination.

II. Such candidate who uses a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination (Visually impaired candidates who do not use scribe will also be eligible).

25.

III. Visually Impaired candidates under Blind/Low Vision, who use scribe, may skip the non-verbal questions, if any, in Test of Reasoning and questions on Table/Graph, if any, in Test of Quantitative Aptitude. The candidates will be awarded marks for such Section based on the overall average in other Sections of the respective test.

IV. Please fill up the DECLARATION and submit along with the call letter.

DECLARATION

We, the undersigned, Shri/Smt/Kum.
_____ eligible candidate for the
_____ examination and
Shri/Smt/Kum._____ eligible writer (scribe) for the
eligible candidate, do hereby declare that:

1. The scribe is identified by the candidate at his/her own cost and as per own choice. The candidate is blind/low vision or affected by cerebral palsy with loco-motor impairment and his/her writing speed is affected and s/he needs a writer (scribe) as permissible under the Government of India rules governing the recruitment of Physically Challenged persons.

2. As per the rules, the candidate availing services of a scribe is eligible for compensatory time of 20 minutes for every hour of the examination.

3. In view of the importance of the time element and the examination being of a competitive nature, the candidate undertakes to fully satisfy the Medical Officer of the Organization that there was necessity for use of a scribe as his/her writing speed is affected by the disabilities mentioned in Paragraph '1' above.

4. In view of the fact that multiple appearance / attendance in the examination are not permitted, the candidate undertakes that he/she has not appeared / attended the examination more than once and that the scribe arranged by him/her is not a candidate for the examination. Also, the same scribe cannot be used by more than one candidate. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled.

5. We hereby declare that all the above statements made by us are true and correct to the best of our knowledge and belief. We also understand that in case it is detected at any stage of recruitment that we do not fulfill the eligibility norms and/or that the information furnished by us is incorrect/false or that we have suppressed any material fact(s), the candidature of the applicant will stand cancelled, irrespective of the result of the examination. If any of these shortcoming(s) is/are detected even after the candidate's appointment, his/her services are liable to be terminated. In such circumstances, both signatories will be liable to criminal prosecution.

Given under our signature:-

_____
Signature of the Scribe

_____
Signature of the Candidate

Registration No. :
Roll No.:
Postal address: Postal address:
STD Code: ……… Phone No…………… STD Code:……… Phone No…………
[Cell No., if any ………………………….] [Cell No., if any ………………………….]
_____
Signature of Invigilator

Photograph of the Scribe

ANNEXURE III - SC/ST Certificate Format

FORM OF CERTIFICATE TO BE PRODUCED BY A CANDIDATE BELONGING TO SCHEDULED CASTE OR SCHEDULED TRIBE IN SUPPORT OF HIS / HER CLAIM

This is to certify that Sri / Smt/ Kum* _____, son / daughter* of _____of village / town*_____ in District / Division*_____of the State / Union Territory*_____belongs to the _____Caste / Tribe* which is recognized as a Scheduled Caste / Scheduled Tribe* as under:

* The Constitution (Scheduled Castes) Order, 1950;

* The Constitution (Scheduled Tribes) Order, 1950;
* The Constitution (Scheduled Castes) (Union Territories) Orders, 1951;
* The Constitution (Scheduled Tribes) (Union Territories) Order, 1951;

* [as amended by the Scheduled Castes and Scheduled Tribes lists Modification Order,1956; the Bombay Reorganisation Act, 1960; the Punjab Reorganisation Act 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganisation) Act, 1971, the Constitution (Scheduled Castes and Scheduled Tribes) Order (Amendment) Act,1976, The State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganization) Act, 1987.],:

* The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956;
* The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976;
* The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962;
* The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962;
* The Constitution (Pondicherry) Scheduled Castes Order 1964;
* The Constitution (Uttar Pradesh) Scheduled Tribes Order,1967;
* The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968;
* The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968;
* The Constitution (Nagaland) Scheduled Tribes Order, 1970;
* The Constitution (Sikkim) Scheduled Castes Order, 1978;
* The Constitution (Sikkim) Scheduled Tribes Order, 1978;
* The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989;
* The Constitution (Scheduled Castes) Orders (Amendment)Act, 1990;
* The Constitution (ST) Orders (Amendment) Ordinance, 1991;
* The Constitution (ST) Orders (Second Amendment) Act,1991;
* The Constitution (ST) Orders (Amendment) Ordinance, 1996;
* The Scheduled Caste and Scheduled Tribes Orders (Amendment) Act 2002;
* The Constitution (Scheduled Castes) Order (Amendment) Act, 2002;
* Order (Amendment) Act, 2002;
* The Constitution (Scheduled Caste) Order (Second Amendment) Act, 2002]

2. Applicable in the case of Scheduled Castes / Scheduled Tribes persons, who have migrated from one State / Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes / Scheduled Tribes* Certificate issued to Shri / Smt / Kumari*

_____Father /Mother* of Sri / Smt / Kumari*_____of village/ town*_____ in District/Division*_____of the State/Union Territory*_____ who belong to the_____ Caste / Tribe* which is recognized as a Scheduled Caste/Scheduled Tribe* in the State/Union Territory* issued by the _____[Name of the authority] vide their order No. _____ dated _____.

3. Shri/Smt/Kumari*_____and/or* his/her* family ordinarily reside(s) in village/town*_____ of _____ District / Division* of the State / Union Territory* of _____.

Signature _____

Designation _____

Place: [With seal of Office]

Date   :   State/Union Territory:

Note: The term "Ordinarily resides" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

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* Please delete the words which are not applicable.

Delete the paragraph which is not applicable.

List of authorities empowered to issue Caste / Tribe Certificates:

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector/I Class Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Asst. Commissioner / Taluka Magistrate / Executive Magistrate.

2. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate / presidency Magistrate.

3. Revenue Officer not below the rank of Tehsildar.

4. Sub-Divisional Officers of the area where the candidate and / or his family normally resides.

Note: The Certificate is subject to amendment/modification of Scheduled Castes and Scheduled Tribes lists from time to time.

ANNEXURE IV: OBC Certificate Format

FORM OF CERTIFICATE TO BE PRODUCED BY
OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT
TO POSTS UNDER THE GOVERNMENT OF INDIA

This is to certify that Sri / Smt/ Kum* _____, son / daughter* of _____of village / town*_____ in District / Division*_____of the State / Union Territory*_____belongs to the _____community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. _____dated _____*.

Shri/Smt./Kumari _____and/or his/her family ordinarily reside(s) in the _____District/Division of the _____State / Union Territory. This is also to certify that he/she does not belong to the persons /sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No.36012/22/93- Estt.[SCT], dated 8-9-1993 **.

Dated :   District Magistrate

                                                Deputy Commissioner etc.

Seal

---

* the authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

** As amended from time to time.

Note: The term "Ordinarily" used here will have the same meaning as in Section 20of the Representation of the People Act, 1950.

The Prescribed proforma shall be subject to amendment from time to time as per Government of India Guidelines.

ANNEXURE V: PWD Certificate Format

FORM-I

Disability Certificate

(In cases of amputation or complete permanent paralysis of limbs and in cases of blindness)

(Prescribed proforma subject to amendment from time to time)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size attested photograph (showing face only) of the person with disability

Certificate No. :   Date:

This is to certify that I have carefully examined Shri/Smt./Kum. _____ son/wife/daughter of Shri _____ Date of Birth (DD / MM / YY) _____ _____ _____ Age _____ years, male/female Registration No. _____ permanent resident of House No._____Ward/Village/Street_____ _____ Post Office _____District _____ State _____, whose photograph is affixed above, and am satisfied that :

(A) he/she is a case of:

- locomotor disability
- blindness

(Please tick as applicable)

(B) The diagnosis in his/her case is _____

(A) He/ She has _____% (in figure) _____ percent (in words) permanent physical impairment/blindness in relation to his/her _____ (part of body) as per guidelines (to be specified)

2. The applicant has submitted the following documents as proof of residence:-

Nature of document	Date of issue	Details of authority issuing certificate

(Signature and Seal of Authorised Signatory of notified Medical Authority)

(Signature / thump impression of the person in whose favour the disability certificate is issued)

FORM - II

Disability Certificate

(In case of multiple disabilities)

(Prescribed proforma subject to amendment from time to time)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

```
┌─────────────────┐
│  Recent PP size │
│attested photograph│
│(showing face only)│
│ of the person with│
│    disability   │
│                 │
└─────────────────┘
```

Certificate No. :   Date :

This is to certify that we have carefully examined

Shri/Smt./Kum._____

son/   wife/   daughter   of   Shri
_____ Date of Birth (DD /

MM / YY) _____Age _____ years, male/female _____ Registration No.

_____   permanent   resident   of   House

No._____

Ward/Village/Street_____ Post Office

_____District _____State_____,

whose photograph is affixed above, and are satisfied that:

(A) He/she is a Case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below, and shown against the relevant disability in the table below :

Sr. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/ mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(A) In the light of the above, his/her over all permanent physical impairment as per guidelines (to be specified), is as follows:

In figures: _____ percent

In   words:
_____
percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :

(i) not necessary,

Or

(ii) is recommended / after _____ years _____ months, and therefore this certificate shall be valid till (DD / MM / YY) _____ _____ _____

@ - e.g. Left/Right/both arms/legs

- e.g. Single eye / both eyes

£ - e.g. Left / Right / both ears

4. The applicant has submitted the following documents as proof of residence:

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and Seal of the Medical Authority

Name and seal of Member	Name and seal of Member	Name and seal of Chairperson

(Signature / thump impression of the person in whose favour the disability certificate is issued)

FORM - III

Disability Certificate

(In cases other than those mentioned in Form I and II)

(Prescribed proforma subject to amendment from time to time)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size attested photograph (showing face only) of the person with disability

Certificate No. :   Date:

This is to certify that we have carefully examined

Shri/Smt./Kum._____

son/ wife/ daughter of Shri _____
Date of Birth (DD /

MM / YY) _____Age _____ years, male/female _____ Registration No.
_____ permanent resident of House
No._____

Ward/Village/Street_____ Post Office
_____District _____State_____,

whose photograph is affixed above, and are satisfied that he/she is a Case of

_____ disability. His/her extent of percentage physical

impairment/ disability has been evaluated as per guidelines (to be specified) and is

shown against the relevant disability in the table below:

Sr. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/ mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(Please strike out the disabilities which are not applicable.)

1. The above condition is progressive/non-progressive/likely to improve/not likely to improve.

2. Reassessment of disability is :

(i) not necessary,

Or

(ii) is recommended / after _____ years _____ months, and therefore this certificate shall be valid till (DD / MM / YY) _____.

@ - e.g. Left/Right/both arms/legs

- e.g. Single eye / both eyes

£ - e.g. Left / Right / both ears

3. The applicant has submitted the following documents as proof of residence :-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)
(Name and Seal)

Countersigned

{Countersignature and seal of the CMO/Medical Superintendent/Head of Government Hospital, in case the certificate is issued by a medical authority who is not a government servant (with seal)}

(Signature / thump impression of the person in whose favour the disability certificate is issued)

Sd/-
CHRO
Speed Post Centre, Market Road
Bhai Veer Singh Marg,

New Delhi – 110 001