वैंक ऑफ महाराष्ट्र
Bank of Maharashtra
भारत सरकार का उद्यम
एक परिवार एक बैंक

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भारत INDIA
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AX1/ ST/RP/Specialist Officers II, III/Notification/2022-23   Date: - 23rd January 2023

Recruitment Notification

Recruitment of Specialist Officers in Scale II & III - Project 2023-24

Date for submission of online application starts between 23.01.2023 and 06.02.2023

BANK OF MAHARASHTRA, leading listed Public Sector Bank with Head Office in Pune and more than 2128 network of branches invites online application from candidates for recruitment of **Specialist Officers in Scale II & III** to be posted at various verticals at Head Office, Pune or any other office, branch as per Bank's requirement.

01. Details of number of Posts, Reservation & Age:

Post	Scale	Age	No. of vacancies						PwBD			
			SC	ST	OBC	EWS	UR	Total	OC	VI	HI	ID
1. Economist	III	25-38	0	0	0	0	2	2	0	0	0	0
2. Security Officer	III	25-38	1	0	2	1	6	10	0	0	0	0
3. Civil Engineer	III	25-38	0	0	0	0	1	1	0	0	0	0
4. Law Officer	III	25-38	0	0	0	0	3	3	0	0	0	0
5. Business Development Officer	II	25-35	7	3	13	5	22	50	1	1	0	0
6. Civil Engineer	II	25-35	0	0	0	0	2	2	0	0	0	0
7. Electrical Engineer	II	25-35	0	0	0	0	2	2	0	0	0	0
8. Law Officer	II	25-35	1	0	1	0	5	7	0	0	0	0
9. Rajbhasha Officer	II	25-35	2	1	4	1	7	15	0	0	0	0
10. HR / Personnel Officer	II	25-35	1	0	2	1	6	10	0	0	0	0
IT Specialist Officers in Scale II & III												
Post	Scale	Age	SC	ST	OBC	EWS	UR	Total	OC	VI	HI	ID
11. API Management Administrator	III	25-38	0	0	0	0	3	3	0	0	0	0
12. Digital Banking, Senior Manager	III	25-38	0	0	1	0	3	4	0	0	0	0
13. Data Analytics	II	25-35	0	0	1	0	4	5	0	0	0	0
14. API Management Administrator	II	25-35	0	0	0	0	3	3	0	0	0	0
15. Digital Banking, Manager	II	25-35	1	0	2	0	5	8	0	0	0	0
16. IT Security	II	25-35	0	0	1	0	4	5	0	0	0	0
17. Mobile App Developer	II	25-35	1	0	2	1	6	10	0	0	0	0
18. Dot Net Developer	II	25-35	1	0	2	1	6	10	0	0	0	0
19. Java Developer	II	25-35	1	0	2	1	6	10	0	0	0	0
20. Quality Assurance Engineer	II	25-35	1	0	2	1	6	10	0	0	0	0

Post	Scale	Age	No. of vacancies						PwBD			
			SC	ST	OBC	EWS	UR	Total	OC	VI	HI	ID
21. Database Administrator	II	25-35	0	0	1	0	4	5	0	0	0	0
22. Unix / Linux Administrator	II	25-35	0	0	1	0	4	5	0	0	0	0
23. Network & Security Administrator	II	25-35	3	1	5	2	9	20	0	0	0	0
24. Windows Administrator	II	25-35	0	0	1	0	5	6	0	0	0	0
25. VMWARE/ Virtualization Administrator	II	25-35	0	0	1	0	3	4	0	0	0	0
26. Mail Administrator	II	25-35	0	0	0	0	1	1	0	0	0	0
27. Production Support Administrators for EFT Switch	II	25-35	0	0	0	0	2	2	0	0	0	0
28. Production Support Administrators for UPI Switch	II	25-35	0	0	1	0	3	4	0	0	0	0
29. Windows Desktop Administrator	II	25-35	1	0	2	0	5	8	0	0	0	0
Total	-	-	21	5	47	14	138	225	1	1	0	0

*Age Relaxation to reserved category is applicable as per Government guidelines. Abbreviations: SC: Scheduled Caste, ST: Scheduled Tribe, OBC: Other Backward Classes, EWS: Economically Weaker Section, UR: Unreserved, PwBD: Persons with Benchmark Disabilities, OC: Orthopedically Challenged, VI: Visual Impairment, HI: Hearing Impairment, ID: Intellectual / Multiple Disabilities.

02. Eligibility Criteria:

1. Recruitment of Economist in Scale III:

1	Post	Economist
2	No. of Posts	2 (Two Only)
3	Qualification	The candidate must be holding a **Master Degree in Economics** with minimum 60% marks in aggregate of all semesters / years from a University / Institute recognized by Government of India or its Regulatory Bodies.
4	Age	Minimum 25 and Maximum 38 years.
5	Experience	**Essential:** 5 years post qualification work experience in Banks / Financial Institutions as **Economist**. It would be desirable that the candidate whose articles are published in 'Peer reviewed or referred' Journals / Newspapers of national and international repute. **Desirable:** Experience in forecasting / analysing business indicators / environmental scanning / building up of data bank / econometric models and industrial profiles.
6	Minimum Bond Period	Two years from the date of Joining the Bank
7	Probation Period	Six Months from the date of joining.
8	Job Profile	**In addition to the normal functions of officer cadre employee, the officer will be responsible for** 1. Providing strategic inputs on national and global economic developments and happenings. 2. Assisting in formulation of policies and Providing statistical inputs for the same. 3. Compilation and interpretation of data on various financial matters. 4. Compliance of various statutory requirements Periodic analysis and

presentation of business profile to all concerned.

5. Interpretation, Analysis and undertaking impact study of various Economic Policies announced by the Government, RBI and other regulatory authorities.
6. Profitability analysis and study on various aspects of the banking related Topics such as study on cost, income, NIM, products and etc.
7. Be a part of Strategy and policy formulation of the Bank in various areas so as to improve competitive strength of the Bank.
8. Analyzing various business sectors and drafting comprehensive report as per the requirement of the Bank.
9. Analysis and Presentation on Bank's Business/policy to various stake holders.
10. Any other work allotted by the Higher authority.

2. Recruitment of Security Officer in Scale III:

1	Post	**Security Officer**
2	No. of Post	10 (Ten only)
3	Qualification	Bachelor's Degree in any discipline from University / Institute recognized by Government of India or its Regulatory Bodies
4	Essential Experience	**Essential:** - Minimum 10 years' experience as an officer in Indian Army not below the rank of Major / Lieutenant Colonel and its equivalent rank in Indian Navy, Indian Air Force with minimum 10 years of Commissioned services **Or** Minimum 10 years' experience as an officer of equivalent rank and service in Police and Central Para Military forces / Central Police Organizations. * JCO / NCO (Junior Commissioned Officer/ Non- Commissioned Officer) are not eligible for this post.
5	Age	Minimum 25 years and maximum 38 years.
6	Minimum Bond Period	Two years from the date of Joining the Bank.
7	Probation Period	Six Months from the date of joining
8	Job Profile	1. Monitoring physical security and Fire Safety of the Bank. 2. The Security Officer is responsible for the physical security arrangements at the Branches, Currency chests and Administrative Offices. 3. The primary duty of the Security Officer will be to implement all guidelines and directives of H.O. For security functions, Liaison with police and other agencies, Arranging security meetings as a member secretary, Security hardware maintenance, Branch security arrangements. 4. Training of staff in security & physical risk management, implementation of security guidelines, directives and instructions, follow up of police complaints in cases of breaches of security, maintenance of security records and data. 5. The Security Officer will render necessary advice to the Zonal Head & Branch Managers on matters pertaining to security and will render necessary assistance in implementation. The man management of the security staff in the branches, conduction of events of national importance like Independence day etc., Flag hoisting formalities. 6. Periodical Inspection of Branches and Currency Chests as per Bank's policy. Any other work allotted by the Higher authority. Performing periodical security & fire safety drills in the Zonal offices

3. Recruitment of Civil Engineer in Scale III:

1	Post	**Civil Engineer**
2	No. of Post	01 (Only One)
3	Qualification	Fulltime 4 years **Civil Engineering Degree** with minimum 60 % aggregate in all years / semesters from a University / Institute recognized by Government of India or its Regulatory bodies
4	Age	Minimum 25 and Maximum 38 years.
5	Experience	**Essential:** Minimum **5 years** of post-qualification work experience as **Civil Engineer** in any PSU or Reputed Private Limited Companies / Listed companies in building Construction. **Desirable:** Experience in Construction of Residential & Commercial buildings, maintenance of buildings, Interior furnishing work, preparing tender documents, purchase of properties etc.
6	Minimum Bond Period	Two years from the date of Joining the Bank.
7	Probation Period	Six Months from the date of joining
8	Job Profile	1. Maintenance of proper record of Bank's own properties including land & building. All aspects related to immovable properties of the Bank E.g. Paying visits, obtaining valuation, search and related reports etc. 2. Maintenance of lease hold / rental premises records and its renewal. Taking up Revaluation of Bank's properties from time to time 3. Follow up, Compliance & documentation in respect of bank's owned properties. 4. Sale of Bank's immovable properties, Preparing notes / policy for the same 5. Cases of PPE / Legal Matters, Eviction of unauthorized tenants 6. Matters related to purchase/construction/renovation of owned properties including Currency Chests. Preparation of RFPs, Agreements. 7. Preparation of policies i.e. Procurement Policy, Revaluation Policy 8. Bank's Décor Policy, Eviction Policy & Preparation of Capital Budget etc. 9. Technical vetting & audit of works. 10. Repairs/renovation are to be taken up as and when required to maintain these properties in proper presentable condition. 11. Taking up redevelopment of Bank's properties & execution of projects in line with CVC guidelines. 12. Preparation of RFP/Tender documents for Repairs/renovation and redevelopment of the properties. 13. To carry out the technical vetting & sanction process for all the repair/renovation works which are received from Zones. 14. To monitor & supervise various ongoing Bank's construction projects 15. To scrutinize estimated cost and specification of items & approval for repairs / renovation work of all the zones 16. To carry out Sale process of bank's establishments and units. 17. Assessing structural stability of branch/Office /Currency Chest/Strong room etc.

4. Recruitment of Law Officer in Scale III:

1	Post	**Law Officer**
2	No. of Posts	3 (Three Only)
3	Qualification	**Essential:** Bachelor's Degree in Law from a University/ Institute with a minimum 60% marks aggregate in all years / semesters recognized by Government of India or its Regulatory bodies and enrolled as an advocate with the Bar Council of India.

		Desirable: The candidates who possesses Master Degree in Law will be preferred.
4	Experience	**Essential:** Minimum experience of **7 years** of practicing as an Advocate independently or with any Law Firm of good repute before a District Court or High Court or DRT out of which at least **1-year experience** of working as a Law Officer in a Bank / Financial Institution.
5	Age	Minimum 25 years and maximum 38 years.
6	Minimum Bond Period	Two years from the date of Joining the Bank
7	Probation Period	Six Months from the date of joining
8	Job Profile	The broad functions of law officers posted at Zonal Offices are as under, which are indicative and may be expanded depending upon the peculiarities and specific requirements of the Zone - 1. Drafting, vetting and verification of documents for various credit facilities including consortium facilities and vetting and approval of formats of bank guarantees. 2. Drafting, vetting and counter vetting of documents/ notices etc. sent by various panel advocates for approval. Vetting and approval of lease deed of premises and various other property documents. Project approval, opinion on project approval for financing of individual flat buyers. 3. Giving opinion and guidance to branches in matters involving complex legal issues and complications. Advising estate officers in various cases of Public Premises Act. 4. Guidance to branches in all legal matters which involves various facets of Banking. Attending to all legal cases before various courts like DRT, District courts, High court, Supreme Court, various Tribunals etc., 5. Issuing legal notices on behalf of bank and replying legal notices received by the branches and Zonal Office. Assisting the Authorized officer while taking action under SARFAESI Act i.e. drafting and issuing of SARFAESI notices, reply to objection / representation made by the borrower / guarantor, taking possession, filing of application U/s 14 of SARFAESI Act and its follow-up and put the property on sale / e-auction. Assisting authorized officer in taking action under SARFAESI Act i.e. SARFAESI notices, possession notices, sale notices drafted and issued. Uploading the sale notices on various website. 6. Assisting Central Public Information Officer and Appellate Authority in dealing with applications and appeals received under Right to Information Act, 2005. Advising branches and Zonal office on premises matters such as drafting lease deeds, renewal of lease deeds and to defend eviction cases filed against Bank. Advising branches and Zonal office in defending cases against Bank under Consumer Protection Act. 7. Entrusting the cases to advocates in respect of suit filed by bank or defended by Bank, as per the guidelines issued by Head Office from time to time and brief the case. Reviewing the performance of Advocates and submit the review report to H.O. as advised from time to time. 8. Act as designated Nodal Officer for DRT, and undertake visit to DRT for monitoring the suit filed cases, Securitization Application (SA) and keeping liaison with Recovery Officer (RO) & Presiding officer (PO) for expediting the cases, more particularly suit filed cases of Rs. 1.00 Core and above are to be attended by the Law officer.

		9. Following up of all suit filed and decreed accounts and assisting Recovery Officer at DRT for early recovery. Execution of decrees and liaison with Court Receiver /OL etc. Giving legal opinion to the branches /Zonal Offices in day to day banking and operational problems. Assisting branches and Zonal Offices in approving the draft of FIR / Criminal Complaint before Local Police / CBI etc. and advising in fraud cases.
		10. Assisting in conducting Lok Adalats. Submitting the SARFAESI monthly & quarterly report, DRT monthly & quarterly report and RTI Quarterly Report to head office in time. Submitting monthly SARFAESI & DRT account wise details to HO. Punching data and updating of data in CR is Mac Legal Software. Maintaining data, updating and submission to HO account wise details of matters referred under IBC, 2016 to NCLT. Assisting Zonal Managers in empanelment of advocates and review of performance of advocate and submission of report to H O. Monitoring of suit filed and decreed accounts for effective recovery, briefing of cases to advocates, Giving approval of panel valuers for SARFAESI action. Advising branches and Zonal Offices in defending cases against Bank under Consumer Protection Act.

5. Recruitment of Business Development Officer in Scale II:

1	Post	**Business Development Officer**
2	No. of Posts	50 (Fifty Only)
3	Qualification	**Essential:** Candidate must be Graduate from a University / Institute recognized by Government of India or its Regulatory bodies **and** should have Full time two years MBA Marketing / Full time two years PGDBA (Post Gradate Diploma in Business Administration) with Marketing Specialization) / PGDBM (Post Graduate Diploma in Business Management) Specialization in Marketing with minimum **aggregate 60% (55% for SC/ST/OBC/PwBD) marks** in all semesters / years from a University / Institute recognized by Government of India or its Regulatory bodies. In case of dual specialization, one of the field of specialization should be in Marketing stream. In case of major / minor specialization, major specialization should be in marketing stream. **Candidates having PG Degree (MMS or MBA)/PG Diploma with more than two specialisations or completed through distance/ online mode are not eligible.**
4	Age	Minimum 25 and Maximum 35 years.
5	Minimum Bond Period	Two years from the date of Joining the Bank.
6	Probation Period	Six Months from the date of joining
7	Experience	**Essential:** Minimum three years' post-qualification work experience as Marketing Officer / Relationship Manager / Customer Service Manager / Liaison Officers (Customer Service) in Scheduled Commercial Banks/ Financial Institutions/ Central or State Govt. Departments / Reputed Private Organizations. **Desirable:** Persons having experience in business development / new business sourcing / Liaison with Government departments / Ministries / PSUs etc.
8	Job Profile	1. Scouting of New Proposals/ Deposits/Accounts from the market/cluster allotted/Zone.

2. Increase in the Retail and MSME Credit flow.
3. Acquisition of new HNI, Government Departments/ Institutional Accounts.
4. Contacting and generating business through the TASC (Trust, Association, Society and Club) account.
5. Contacting the Institutions/ Govt. Organizations like agencies implementing various Government Sponsored Social Schemes, PSUs, Municipalities, Panchayats/ Schools/ Hospitals/ Builders etc. in the command area for business generation.
6. Contacting and generating business through the Industrial development corporations, Industrial belts and all the Business clusters / Business Associations etc.,
7. Exploring new bankable proposal in the MSME segment by identifying and contacting Local trader's associations/ Business associate/ Exporter association/ Manufacturing associations/ Contractors, Hotel associations etc.
8. Marketing of latest technological Products of Banks and providing facility of QR Code and Payment Gateway to existing and proposed customers like schools, colleges, hospitals, municipal corporations etc.
9. Analysing product/service portfolio of other Banks in the command area and preparing marketing material in local language.

6. Recruitment of Civil Engineer in Scale II:

1	Post	**Civil Engineer**
2	No. of Post	02 (Two Only)
3	Qualification	Fulltime 4 years **Civil Engineering Degree** with minimum 60 % aggregate in all years / semesters from a University / Institute recognized by Government of India or its Regulatory bodies
4	Age	Minimum 25 and Maximum 35 years.
5	Experience	**Essential:** Minimum 3 years of post-qualification work experience as **Civil Engineer** in any PSU /Reputed Private Limited Companies/Listed companies in the field of construction. **Desirable** : Experience in Construction of Residential & Commercial buildings, maintenance of buildings, Interior furnishing work, preparing tender documents, purchase of properties etc. is desirable
6	Minimum Bond Period	Two years from the date of Joining the Bank.
7	Probation Period	Six Months from the date of joining
8	Job Profile	1. Maintenance of proper record of Bank's own properties including land & building. All aspects related to immovable properties of the Bank E.g. Paying visits, obtaining valuation, search and related reports etc. 2. Maintenance of lease hold/ rental premises records and its renewal. Taking up Revaluation of Bank's properties from time to time. Follow up, Compliance & documentation in respect of bank's owned properties. 3. Sale of Bank's immovable properties. Preparing notes / policy for the same. Cases of PPE / Legal Matters, Eviction of unauthorized tenants. 4. Matters related to purchase/construction/renovation of owned properties including Currency Chests. Preparation of RFPs, Agreements. 5. Preparation of policies i.e. Procurement Policy, Revaluation Policy 6. Bank's Décor Policy, Eviction Policy & Preparation of Capital Budget

etc. Technical vetting & audit of works.

7. Repairs/renovation are to be taken up as and when required to maintain these properties in proper presentable condition.
8. Taking up redevelopment of Bank's properties & execution of projects in line with CVC guidelines.
9. Preparation of RFP/Tender documents for Repairs/renovation and redevelopment of the properties.
10. To carry out the technical vetting & sanction process for all the repair/renovation works which are received from Zones.
11. To monitor & supervise various ongoing Bank's construction projects
12. To scrutinize estimated cost and specification of items & approval for repairs / renovation work of all the zones.
13. To carry out Sale process of bank's establishments and units.
14. Assessing structural stability of branch/Office /Currency Chest/Strong room etc.

7. Recruitment of Electrical Engineer in Scale II:

1	Post	**Electrical Engineer**
2	No. of Post	02 (Two Only)
3	Qualification	Fulltime 4 years Engineering Degree in **Electrical Discipline** with minimum 60 % aggregate marks in all years / semesters from a University / Institute recognized by Government of India or its Regulatory bodies
4	Age	Minimum 25 and Maximum 35 years.
5	Experience	**Essential:** Minimum 3 years of post-qualification work experience as **Electrical Engineer** in any PSU or Reputed Private Limited Companies/Listed companies in Electrical Installations. **Desirable** : It is desirable to have experience in Procurement & Installation Electrical panel Boards, Generator sets, UPS Units, Solar Panels , Electrical wiring in Residential & Commercial buildings, electrical maintenance of buildings, preparing tender documents etc.
6	Minimum Bond Period	Two years from the date of Joining the Bank.
7	Probation Period	Six Months from the date of joining
8	Job Profile	1. Empanelment of Electrical vendors/ floating of tenders for purchase of electrical goods, all types of office machinery & services etc. 2. Undertaking visits for electrical related works and Maintenance of owned office premises & residential flats in Pune. 3. Electrical Repairs & Maintenance of Bank's buildings & Offices. Electrical & Energy Audit of all establishment/ units of Bank. 4. Analysis of Renovation proposals received from ZOs for Electrical work. 5. Preparation of RFPs, Agreements with vendors. 6. AMC of Electric Panel, Generator, Transformer, Lifts, UPS Units, Air-Conditioning units etc. Compliance of all Power Supply norms as per Regulatory authority. Purchase of electrical items such as DG set, Transformer, RMC Panels, pumps, HVAC, UPS, LIFT, SOLAR PANEL & other electronic items.

8. Recruitment of Law Officer in Scale II:

1	Post	Law Officer
2	No. of Posts	7 (Seven Only)
3	Qualification	**Essential:** Bachelor's Degree in Law with a minimum of **60% (55% for SCs/OBCs)** marks aggregate of all semesters / years from a University / Institute recognized by Govt. of India or its Regulatory bodies and enrolled as an advocate with the Bar Council of India.

		Desirable: The candidates who possesses Master Degree in Law will be preferred.
4	Experience	**Essential:** Minimum **5 years** of post-qualification work experience as an Advocate independently or with any Law Firm of good repute before a District Court or High Court or DRT. **Desirable:** Preference shall be given to the candidates having experience as a Law Officer in the Legal Department of a Nationalized Bank/ Financial Institution. Experience of cases under (I) Banking Laws, Company Laws, Labor Laws, Family Laws, Constitutional Law, Property and Revenue matters etc. Experience in drafting and vetting of pleadings and documents;
5	Age	Minimum 25 years and maximum 35 years.
6	Minimum Bond Period	Two years from the date of Joining the Bank.
7	Probation Period	Six Months from the date of joining
8	Job Profile	The broad functions of law officers posted at Zonal Offices are as under, which are indicative and may be expanded depending upon the peculiarities and specific requirements of the Zone 1. Drafting, vetting and verification of documents for various credit facilities including consortium facilities and vetting and approval of formats of bank guarantees. 2. Drafting, vetting and counter vetting of documents/ notices etc. sent by various panel advocates for approval. Vetting and approval of lease deed of premises and various other property documents. Project approval, opinion on project approval for financing of individual flat buyers. Giving opinion and guidance to branches in matters involving complex legal issues and complications. 3. Advising estate officers in various cases of Public Premises Act. Guidance to branches in all legal matters which involves various facets of Banking. Attending to all legal cases before various courts like DRT, District courts, High court, Supreme Court, various Tribunals etc., 4. Issuing legal notices on behalf of bank and replying legal notices received by the branches and Zonal Office. Assisting the Authorized officer while taking action under SARFAESI Act i.e. drafting and issuing of SARFAESI notices, reply to objection / representation made by the borrower / guarantor, taking possession, filing of application U/s 14 of SARFAESI Act and its follow-up and put the property on sale / e-auction. Assisting authorized officer in taking action under SARFAESI Act i.e. SARFAESI notices, possession notices, sale notices drafted and issued. Uploading the sale notices on various website. 5. Assisting Central Public Information Officer and Appellate Authority in dealing with applications and appeals received under Right to Information Act, 2005. Advising branches and Zonal office on premises matters such as drafting lease deeds, renewal of lease deeds and to defend eviction cases filed against Bank. Advising branches and Zonal office in defending cases against Bank under Consumer Protection Act. 6. Entrusting the cases to advocates in respect of suit filed by bank or defended by Bank, as per the guidelines issued by Head Office from time to time and brief the case. Reviewing the performance of Advocates and submit the review report to H.O. as advised from time to time. 7. Act as designated Nodal Officer for DRT, and undertake visit to DRT for monitoring the suit filed cases, Securitization Application (SA) and keeping liaison with Recovery Officer (RO) & Presiding officer (PO) for expediting the cases, more particularly suit filed cases of Rs. 1.00 Core and above are to be attended by the Law officer.

		8. Following up of all suit filed and decreed accounts and assisting Recovery Officer at DRT for early recovery. Execution of decrees and liaison with Court Receiver /OL etc. Giving legal opinion to the branches /Zonal Offices in day to day banking and operational problems. Assisting branches and Zonal Offices in approving the draft of FIR / Criminal Complaint before Local Police / CBI etc. and advising in fraud cases.
		9. Assisting in conducting Lok Adalats. Submitting the SARFAESI monthly & quarterly report, DRT monthly & quarterly report and RTI Quarterly Report to head office in time. Submitting monthly SARFAESI & DRT account wise details to HO. Punching data and updating of data in CR is Mac Legal Software. Maintaining data, updating and submission to HO account wise details of matters referred under IBC, 2016 to NCLT. Assisting Zonal Managers in empanelment of advocates and review of performance of advocate and submission of report to H O. Monitoring of suit filed and decreed accounts for effective recovery, briefing of cases to advocates. Giving approval of panel valuer for SARFAESI action. Advising branches and Zonal Offices in defending cases against Bank under Consumer Protection Act

9. Recruitment of Rajbhasha Officer in Scale II:

1	Post	**Rajbhasha Officer**
2	No. of Post	15 (Fifteen only)
3	Qualification	**Essential**: Post Graduate Degree in Hindi with English as a subject at the degree (graduation) level with a minimum of 60% (55% for SCs/STs/OBCs) marks or equivalent in the aggregate of all semesters / years in post-graduation from a University / Institute recognized by Govt. of India or its Regulatory bodies **OR** Post Graduate Degree in Sanskrit with English and Hindi as subjects at the degree (graduation) level with a minimum of 60% (55% for SCs/STs/OBCs) marks or equivalent in the aggregate of all semesters / years in post-graduation from a University / Institute recognized by Govt. of India or its Regulatory bodies **Desirable** :Diploma in translation.
4	Experience	**Essential** : Minimum 3 years of post-qualification work experience in Hindi Department in any Public Sector Undertakings/ Banks/ Financial Institutions/ Central Government/ State Government/ Defence.
5	Age	Minimum 25 years and maximum 35 years.
6	Minimum Bond Period	2 years from the date of joining.
7	Probation Period	Six Months from the date of joining.
8	Job Profile	1. A Rajbhasha Adhikari or an Official Language Officer in a bank shall be responsible to implement official language policy of the Govt. of India. The officer is responsible for use of the Hindi language in the day to day operations in bank. 2. Translate the official documents of the bank into Hindi. The circulars, notices and Govt. communications are to be translated in Hindi. 3. To conduct regular workshops for the officials of the bank, so that they are also used to the official language and use it as much as possible in the daily operations of the bank. 4. Inspection of Branches and Offices of the bank in pursuance of use of official language and arranging capsule programmes. Use of Hindi in banks product, publicity material and IT related software.

5. Editing of Hindi house magzines/ Hindi Section of the magzines and use of Hindi in other publication work.
6. Submission of periodical statements to Govt. offices and arrangement of statutory meetings of Hindi.
7. To act as Member Secretory of Town Official Language Implementation Committee of the bank.
8. Overall implementation of official language Hindi in the bank. Use of Hindi in Business Development, Recovery, etc.,

10. Recruitment of HR / Personnel Officer in Scale II:

1	Post	HR / Personnel
2	No. of Post	10 (Ten only)
3	Qualification	**Essential:** - Candidate must be Graduate from a University / Institute recognized by Government of India or its Regulatory bodies **and** Two Years Full Time Post Graduate Degree (Not through Distance/ Online Mode of Education) in Personnel Management / Industrial Relations/ HR / HRD/ Social Work / Labour Law (Not through Distance Online Mode of Education) with a minimum mark of 60% (55% for SCs/OBCs) marks in aggregate of all semesters / years **or** Two Years Full Time Post Graduate Diploma in Personnel Management / Industrial Relations/ HR / HRD/ Social Work / Labour Law (Not through Distance Online Mode of Education) with a minimum mark of 60% (55% for SCs/OBCs) marks in aggregate of all semesters / years in PG courses.
4	Experience	**Essential:** Minimum three years of post-qualification work experience as HR Manager / Officer in Scheduled Commercial Banks/PSUs/ Central or State Govt. Departments/Reputed Private Limited Companies. **Desirable:** Candidates having exposure to Labor law, Labor court and Conciliation proceedings, IR and training related activities may be given preference.
5	Age	Minimum 25 years and maximum 35 years.
6	Minimum Bond Period	Two years from the date of Joining the Bank.
7	Probation Period	Six Months from the date of Joining the Bank.
8	Job Profile	1. Coordinating recruitment/employee engagement activities of the bank. Payroll management: Salary, Annual Increments, Professional Tax, Income Tax, Payment of Bonus, Other Compliances. Reimbursement of various perks & benefits: Processing of various claims i.e. T.A. Bills, Medical Bills, conveyance, etc. 2. To assist in framing HRM policy, handling/ maintain and developing the in house Human Resource Management Software. 3. Maintaining / Processing Performance Appraisal of all employees. Labour Law Compliance: I.D. Act, Gratuity Act, Minimum Wages Act, Equal Remuneration Act, Employment exchange Act, Bonus Act, etc. 4. Issuance of show cause/calling of say, charge sheet, assisting the Disciplinary Authority with Disciplinary action process, Domestic Enquiry etc. Labour Court Matters: Attending Labour Court / Conciliating meetings etc. Industrial Relations: Keeping good Employee Relation. Posting/transfer of employees: Assisting Zonal Manager / Dy. Zonal Manager in proper deployment of staff at Zonal Level / Relieving arrangements. 5. Coordinating with Training College to ensure nomination for training & participation. Promotion Process: Assisting for smooth implementation of

promotion process. Staff welfare: Hearing employees' grievance and providing guidance as per rules / guidelines of the bank. Terminal benefits: Processing of terminal benefits i.e. Provident Fund, Gratuity on superannuation/VRS & resignation etc. Handling staff grievances and providing resolutions.

b. To supervise the quality of work done by the staff members in a year in order to understand the best way it can utilize a staff. Based on this performance, sometimes a staff is required to be awarded or punished. For a sound and effective implementation of Human Resource Policy of the bank so that the human resources available in the bank can be efficiently and effectively utilized. Strong technical & analytical skills. Strong written and verbal communication skills, Strong Excel Modelling skills.

11. Recruitment of API Management Administrator in Scale III:

1	Post	**API Management Administrator**
2	No of Posts	3 (Three Only)
3	Qualification	B. Tech / B.E from a University / Institute recognized by Government of India or its Regulatory bodies in Information Technology/Computer Science/ Electronics and Communications/ Electronics and Tele Communications/ Electronics/ MCA/ MSc Computer Science with minimum 55% marks in the aggregate of all semesters / years.
4	Experience	**Essential:** Minimum 5 years of post-qualification work experience in API Management in PSUs / Banks / Financial Institutions / Listed IT Companies / Private Limited Companies out of which minimum 4 years should be in project management and technical architecture experience. **Desirable:** Candidates having work experience in Digital Products (Banking) will be given preference.
5	Skill Set	a. Knowledge in API design and implementation and system integration using APIs b. Experience in working on the cloud (iPaas / Saas). c. Working knowledge in implementing REST API, SOAP APIs, Plans, and Security Policy. d. Protocols such as Open ID, TLS, OAuth, SAML, SSO, PKI (encryption and key management), REST
6	Age	Minimum 25 years and maximum 38 years.
7	Minimum Bond Period	Two years from the date of Joining the Bank.
8	Probation Period	Six Months from the date of Joining the Bank.
9	Job Profile	1. Setting up API Gateway for the Bank. Creating API marketplace for the bank and jointly architect the strategy with technology stakeholders. 2. Managing the complete API Lifecycle – Define APIs, generate API documentation, Govern API usage, test and debug execution of APIs, deploy APIs into production, staging and quality assurance. 3. Utilizing the APIs of Fin-techs and other market players for integrating with Bank's products and processes for creating amazing user experiences and compelling value proposition for the bank. Monitoring API usage and load. Collecting and analyzing usage statistics and reporting on the performance. Identify market opportunities and define product vision and strategy jointly with other teams. 4. Responsible for forging partnerships with other product and tech companies to encourage new product creation by using APIs of the bank. Monetizing APIs - Revenue generation through API based products.

12. Recruitment of Senior Manager - Digital Banking in Scale III:

1	Post	**Senior Manager - Digital Banking**
2	No of Posts	4 (Four Only)
3	Qualification	B. Tech / B.E. from a University / Institute recognized by Government of India or its Regulatory bodies in Information Technology / Computer Science / Electronics and Communications / Electronics and Tele Communications/ Electronics / MCA/ MSc Computer Science with minimum 55% (50% for OBCs) marks in the aggregate of all semesters / years.
4	Experience	**Essential:** Minimum 5 years of post-qualification work experience in Digital Banking Scenario / Digital Strategy / CBS Management / Digital Journey, IB & MB / Fintech collaborations, Integration in Digital Journeys in PSU/ Bank/ Financial Institutions / Listed IT Companies / Private Limited Companies. **Desirable:** Candidates having work experience in Digital Products (Banking) will be given preference.
5	Skill Set	1. Relevant experience in Delivery Management of Business Applications. 2. Project Management & Program management in banking industry. 3. Previous experience in leading and managing large teams as a project leader. 4. Solution oriented, analytical, pro-active and pragmatic with a focus on delivering high quality output.
6	Age	Minimum 25 years and maximum 38 years.
7	Minimum Bond Period	Two years from the date of Joining the Bank.
8	Probation Period	Six Months from the date of Joining the Bank.
9	Job Profile	1. Developing and manage implementation of the digital product suite for new and existing customers across businesses. Assist clients on various platforms offered by the Bank, including, online and mobile banking, Bill Pay, mobile deposit, wire transfers, Credit cards and debit cards. Assist in preparation and research pertaining to auditing, examinations, and monitoring requests. 2. Works across multiple lines of business to deliver value added enhancement to the customer engagement platforms. Enhance customer experience across online and offline through testing, personalization and automation of customer journeys. 3. Performs project management on small to medium scale projects from inception through to delivery. Supports the product and partner teams in the development of digital tools and implementing the best practice and upcoming market trends. Brings innovations in tools to improve responses and design. Meet Key Performance Indicators; meet Customer Satisfaction. 4. Track and manage production issues and work with relevant technology to expedite solutions. Seek customer feedback on bank products and services. Help in the selling of online banking products and services 5. Ensure delivery of products and services is completed within agreed upon timeframes.

13. Recruitment of Data Analytics in Scale II:

1	Post	**Data Analytics**
2	No of Posts	5 (Five Only)
3	Qualification	B. Tech / B.E. from a University / Institute recognized by Government of India or its Regulatory bodies in Information Technology / Computer Science / Electronics and Communications / Electronics and Tele Communications/ Electronics / MCA/ MSc Computer Science with minimum 55% (50% for OBCs) marks in the aggregate of all semesters / years.
4	Experience	**Essential:** Minimum 3 years of post-qualification work experience in the Data Analytics field in PSUs / Banks / Financial Institutions / Listed IT Companies/

		Private Limited Companies.
		Desirable: Data Analytics Certificate from recognized Institute.
5	Age	Minimum 25 years and maximum 35 years.
6	Minimum Bond Period	Two years from the date of Joining the Bank.
7	Probation Period	Six Months from the date of Joining the Bank.
8	Job Profile	1. Utilize technical tools to ensure data is accurate and high-quality. Analyse, designed and present data in a way that assists individuals, businesses, and organizations make better decisions. 2. Driving and owning the end to end model lifecycle from concept to delivery for core AI/ML and analytics products/platforms. 3. Analyze & interpret data and communicate results to stakeholders, often with the aid of mathematical/statistical techniques and software. 4. Drive simultaneous large, complex, and business critical analyses/abstract problems that serve major parts of the business. 5. Using automated tools to extract data from primary and secondary sources 6. Removing corrupted data and fixing coding errors and related problems 7. Develop and maintain database, data systems – reorganizing data in a readable format 8. Performing analysis to assess quality and meaning of data 9. Filter Data by reviewing reports and performance indicators to identify and correct code problems 10. Using statistical tools to identify, analyze, and interpret patterns and trends in complex data sets that could be helpful for the diagnosis and prediction 11. Assigning numerical value to essential business functions so that business performance can be assessed and compared over periods of time. 12. Preparing reports for the management stating trends, patterns, and predictions using relevant data 13. Working in tandem with programmers, engineers, and management heads to identify process improvement opportunities, propose system modifications. 14. Preparing final analysis reports for the stakeholders to understand the data-analysis steps, enabling them to take important decisions based on various facts and trends. 15. Be a key influencer in strategy and contribute significantly to overall planning. Establish a robust quality assurance process for new analytical systems and Overseeing implementation of data governance and privacy policies.

14. Recruitment of API Management Administrator in Scale II:

1	Post	**API Management Administrator**
2	No of Posts	3 (Three Only)
3	Qualification	B. Tech / B.E. from a University / Institute recognized by Government of India or its Regulatory bodies in Information Technology/ Computer Science / Electronics and Communications / Electronics and Tele Communications / Electronics/ MCA/ MSc Computer Science with minimum 55% marks in the aggregate of all semesters / years.

4	Experience	**Essential:** Minimum 3 years of post-qualification work experience in API Management in PSUs/Banks/ Financial Institutions/Listed IT Companies/ Private Limited Companies.
5	Skill Set	a. Knowledge in API design and implementation and system integration using APIs b. Experience in working on the cloud (iPaas / Saas) c. Working knowledge in implementing REST API, SOAP APIs, Plans, and Security Policy. d. Protocols such as Open ID, TLS, OAuth, SAML, SSO, PKI (encryption and key management), REST.
6	Age	Minimum 25 years and maximum 35 years.
7	Minimum Bond Period	Two years from the date of Joining the Bank.
8	Probation Period	Six Months from the date of Joining the Bank.
9	Job Profile	1. Setting up API Gateway for the Bank. 2. Creating API marketplace for the bank and jointly architect the strategy with technology stakeholders. 3. Managing the complete API Lifecycle – Define APIs, generate API documentation, Govern API usage, test and debug execution of APIs, deploy APIs into production, staging and quality assurance. 4. Utilizing the APIs of Fin-techs and other market players for integrating with Bank's products and processes for creating amazing user experiences and compelling value proposition for the bank. 5. Monitoring API usage and load. Collecting and analyzing usage statistics and reporting on the performance. 6. Identify market opportunities and define product vision and strategy jointly with other teams. 7. Responsible for forging partnerships with other product and tech companies to encourage new product creation by using APIs of the bank. Monetizing APIs - Revenue generation through API based products.

15. Recruitment Manager - Digital Banking in Scale II:

1	Post	**Manager - Digital Banking**
2	No of Posts	8 (Eight only)
3	Qualification	B. Tech / B.E. from a University / Institute recognized by Government of India or its Regulatory bodies in Information Technology/ Computer Science / Electronics and Communications / Electronics and Tele Communications / Electronics/ MCA/ MSc Computer Science with minimum 55% (50% FOR SCs/ OBCs) marks in the aggregate of all semesters / years.
4	Experience	**Essential:** Minimum 3 years of post-qualification work experience in Digital Banking Scenario / Digital Strategy / CBS Management / Digital Journey, IB & MB / Fintech collaborations, Integration in Digital Journeys in PSU/ Bank/ Financial Institutions / Listed IT Companies / Private Limited Companies. **Desirable:** - Candidates having work experience in Digital Products (Banking) will be given preference.
5	Skill Set	1. Relevant experience in Delivery Management of Business Applications. 2. Project Management & Program management in banking industry. 3. Previous experience in leading and managing large teams as a project leader. 4. Solution oriented, analytical, pro-active and pragmatic with a focus on delivering high quality output.
6	Age	Minimum 25 years and maximum 35 years.
7	Minimum Bond Period	Two years from the date of Joining the Bank.
8	Probation Period	Six Months from the date of Joining the Bank.

9	Job Profile	1. Developing and manage implementation of the digital product suite for new and existing customers across businesses.
		2. Assist clients on various platforms offered by the Bank, including, online and mobile banking, Bill Pay, mobile deposit, wire transfers, Credit cards and debit cards.
		3. Assist in preparation and research pertaining to auditing, examinations, and monitoring requests.
		4. Works across multiple lines of business to deliver value added enhancement to the customer engagement platforms.
		5. Enhance customer experience across online and offline through testing, personalization and automation of customer journeys
		6. Performs project management on small to medium scale projects from inception through to delivery
		7. Supports the product and partner teams in the development of digital tools and implementing the best practice and upcoming market trends.
		8. Brings innovations in tools to improve responses and design. Meet Key Performance Indicators; meet Customer Satisfaction.
		9. Track and manage production issues and work with relevant technology to expedite solutions.
		10. Seek customer feedback on bank products and services. Help in the selling of online banking products and services
		11. Ensure delivery of products and services is completed within agreed upon timeframes.

16. Recruitment of IT Security Officer in Scale II:

1	Post	IT Security Officer
2	No of Posts	5 (Five Only)
3	Qualification	B. Tech / B.E. from a University / Institute recognized by Government of India or its Regulatory bodies in Information Technology/ Computer Science / Electronics and Communications / Electronics and Tele Communications / Electronics/ MCA/ MSc Computer Science with minimum 55% (50% for OBCs) in the aggregate of all semesters / years. **Desirable:** CISA/ CISSP/ CISM/ DISA/Certified Cyber Forensic Professional(CCFP), Computer Hacking Forensic, Investigator(CHFS), Certified Ethical Hacking(CEH) certification.
4	Experience	**Essential:** Minimum 3 years of post-qualification work experience in PSU / Bank / Financial Institutions / Listed IT Companies/ Private Limited Companies in the field of IT / Information Security of that organization. **Desirable:** Candidates having hand's on experience on the Security Tools such as SIEM, PAM, DAM, EDR, Firewall etc. will be given preference.
5	Skill Set	1. Experience in implementing security improvements by assessing current situation; evaluating trends; anticipating requirements and making changes to keep the organization secure.
		2. Experience in Managing Cyber Security Operation Centre (SIEM tools) and hands on experience on network security implementation and management, VAPT, and incident handling
		3. Experience in BFSI sector in handling various information security related roles like Firewall Management, IPS Management, SIEM administration, Antivirus Management and experience in following.
		4. Experience in BFSI sector or IT information security or Cyber Security industry in handling various information security roles including Cyber Security identifying security risks, Development plan, Firewall and IPS management.
		5. Work experience in Cyber-Security Operation Center (CSOC)

		6. Hands on experience on SIEM tools
		7. Must have knowledge of nest practices of Identity and Access management
6	Age	Minimum 25 years and maximum 35 years.
7	Minimum Bond Period	Two years from the date of Joining the Bank.
8	Probation Period	Six Months from the date of Joining the Bank.
9	Job Profile	1. Implementing security improvements by assessing current situation; evaluating trends; anticipating requirements and making changes to keep the organization secure. 2. Managing Cyber Security Operation Centre, Security Analytics and incident handling. 3. Managing Information Security Audit of the Bank's Infrastructure. 4. IT security managers ensure that business processes remain secure without disruptions or compromising bank's policy. 5. Collaborate with internal operations and third-party vendors to ensure that any new hardware or software installation on the organization's network meets business and security standards. 6. Lead collaboratively, working with their teams to develop strong security systems. 7. To Review reports on security breaches and such incident and investigate, resolve the issues. Moreover, create reports for management on security status.

17. Recruitment of Mobile App Developer in Scale II:

1	Post	**Mobile App. Developer**
2	No of Posts	10 (Ten Only)
3	Qualification	B. Tech / B.E. from a University / Institute recognized by Government of India or its Regulatory bodies in Information Technology/ Computer Science / Electronics and Communications / Electronics and Tele Communications / Electronics/ MCA/ MSc Computer Science with minimum 55% (50% for SCs / OBCs) in the aggregate of all semesters / years.
4	Experience	**Essential:** Minimum 3 years of post-qualification work experience in Mobile Application Development in PSUs / Banks / Financial Institutions / Listed IT Companies / Private Limited Companies.
	Skill Set	1. Proven software development experience and Android/iOS skills development. Proven working experience in Android/iOS app development and have published at least -05- original Android/iOS app 2. Experience with third-party libraries and APIs. 3. Experience in Mobile Application design, development & deployment. Should have hands-on experience in all stages of Mobile app life cycle - concept, design, build, deploy, test, release to app stores and support 4. Experience in implementing Web Applications and Web Services in .NET/Java technologies will be an advantage. Experience on web service integration (SOAP, REST, JSON, XML). Experience with at least one of the latest JavaScript frameworks like Xamarin, Angular JS, React JS, Ionic 2/3 and Cordova will be an advantage
6	Age	Minimum 25 years and maximum 35 years.
7	Minimum Bond Period	Two years from the date of Joining the Bank.
8	Probation Period	Six Months from the date of Joining the Bank.
9	Job Profile	1. Design and build advanced applications for the Android/ iOS platform. 2. Support the entire application lifecycle (concept, design, test, release and support). Ensure the performance, quality, and responsiveness of applications.

3. Work with outside data sources and APIs. Troubleshoot and debug to optimize performance. Liaise with Product development team to plan new features
4. Unit-test code for robustness, including edge cases, usability, and general reliability.
5. Work on bug fixing and improving application performance
6. Continuously discover, evaluate, and implement new technologies to maximize development efficiency
7. Coordinate with various teams to ensure all development tasks meet quality criteria.
8. Research and suggest new mobile products, applications and protocols
9. Keep raising the bar and standards of all the quality processes with every project.

18. **Recruitment of Dot Net Developer in Scale II:**

1	Post	**Dot Net Developer**
2	No of Posts	10 (Ten Only)
3	Qualification	B. Tech / B.E. from a University / Institute recognized by Government of India or its Regulatory bodies in Information Technology/ Computer Science / Electronics and Communications / Electronics and Tele Communications / Electronics/ MCA/ MSc Computer Science with minimum 55% (50% for SCs / OBCs) in the aggregate of all semesters / years.
4	Experience	**Essential:** Minimum 3 years of post-qualification wok experience as Dot Net Developer in PSUs /Banks / Financial Institutions / Listed IT Companies / Private Limited Companies.
5	Skill Set	1. Complete knowledge of both, front end and backend required to build the fully functional Dot Net application. 2. Should be capable to build an entire application and must know different factors that are important for building a successful .net application 3. Excellent knowledge of Relational Databases, Oracle SQL, PL/SQL (i.e. Function/Procedure/Triggers) and ORM Technologies (JPA2, Hibernate). 4. Good understanding of Cryptography fundamentals. 5. Other skills include JSON, SOAP, WSDL, XML, XSLT, XPATH. 6. Microsoft Application Servers experience (IIS) 7. Experience in developing web applications using popular web application frameworks
6	Age	Minimum 25 years and maximum 35 years.
7	Minimum Bond Period	Two years from the date of Joining the Bank.
8	Probation Period	Six Months from the date of Joining the Bank.
9	Job Profile	1. Design and build Banking/Financial applications using Dot Net technology 2. Work with outside data sources and APIs 3. Unit-test code for robustness, including edge cases, usability, and general reliability 4. Develop the front end architecture & Design UI layout 5. Develop back end framework 6. Continuously discover, evaluate, and implement new technologies to maximize development efficiency. 7. Work on bug fixing and improving application performance. 8. To build feature-rich software products and look after performance, security, testing, and scalability. 9. To use the .NET platform to build web applications, desktop applications, and mobile applications 10. Design, create and maintain applications using the .NET platform and environment

| | | 11. Understand requirements and transform them into functional applications in line with business objectives |
| | | 12. Collaborate with peers to design the best solution possible using the .Net framework and Microsoft tech stack. |

19. Recruitment of Java Developer in Scale II:

1	Post	Java Developer
2	No of Posts	10 [Ten Only]
3	Qualification	B. Tech / B.E. from a University / Institute recognized by Government of India or its Regulatory bodies in IT Information Technology / Computer Science/ Electronics and Communications/ Electronics and Tele Communications/ Electronics/ MCA/ MSc Computer Science with minimum 55% (50% for SC/OBC) marks in the aggregate of all semesters / years.
4	Experience	**Essential:** Minimum 3 years of post-qualification work experience as **Java Developer** in PSU / Bank / Financial Institutions / Listed IT Companies / Private Limited Companies.
5	Skill Set	1. Complete knowledge of both, front end and backend required to build the fully functional Dot Net application. 2. Sound knowledge of Object-Oriented Programming (OOP) Patterns and Concepts. 3. Basic Understanding of the concepts of MVC (Model-View-Controller) Pattern, JDBC (Java Database Connectivity), and RESTful web services 4. Relevant Knowledge of Java GUI frameworks like Swing, SWT, AWT according to project requirements 5. Hands on experience with Windows environments. 6. Good understanding of Cryptography fundamentals. 7. Other skills include JSON, SOAP, WSDL, XML, XSLT, XPATH. 8. Microsoft Application Servers experience (IIS) 9. Proficient understanding of code versioning tools 10. Experience in developing web applications using popular web application frameworks 11. Basic understanding of financial transaction using ISO 8583 standard
6	Age	Minimum 25 years and maximum 35 years.
7	Minimum Bond Period	Two years from the date of Joining the Bank.
8	Probation Period	Six Months from the date of Joining the Bank.
9	Job Profile	1. Design and build Banking/Financial applications using Java technology 2. The Java developer is responsible for several Java-related duties throughout the software development lifecycle, from concept and design to testing. The developer is required to create user information solutions through the development, implementation, and maintenance of Java-based components and interfaces. 3. Work with outside data sources and APIs 4. Unit-test code for robustness, including edge cases, usability, and general reliability 5. Contribute in all phases of the development lifecycle, write well designed, testable, efficient code. 6. Develop the front end architecture 7. Design UI layout 8. Develop back end framework 9. Continuously discover, evaluate, and implement new technologies to maximize development efficiency 10. Work on bug fixing and improving application performance.

20. Recruitment of Quality Assurance Engineer in Scale II:

1	Post	**Quality Assurance Engineer**
2	No of Posts	10 (Ten Only)
3	Qualification	B. Tech / B.E. from a University / Institute recognized by Government of India or its Regulatory bodies in Information Technology / Computer Science / Electronics and Communication / Electronics and Tele Communication / Electronics / MCA/ MSc Computer Science with minimum 55% (50% for SC/OBC) marks in the aggregate of all semesters / years.
4	Experience	**Essential:** Minimum 3 years of post-qualification work experience in quality metrics / quality processes or area related to quality assurance in PSU / Bank / Financial Institutions / Listed IT Companies / Private Limited Companies.

5	Skill Set	1. Experience & Proficiency in Functional testing
		   a. Unit Testing
		   b. Integration Testing
		   c. System Testing
		   d. Acceptance Testing
		
		2. Experience & Proficiency in non-Functional testing
		   a. Performance Testing
		   b. Security Testing
		   c. Usability Testing
		   d. Compatibility Testing
		3. Testing automation & Coding Skills
		4. Proven track record of strategizing and evolving testing strategies.
		5. Must have managed the roadmap for web and mobile products (Android/iOS) in the financial services industry.
		6. Proficiency in one or more general purpose programming languages
		7. Strong Java, J2EE development/Testing experience.
		8. Exposure to UI development/Testing
		9. Basic knowledge of web concepts (HTML, webservers) and relational database management systems
		10. Good knowledge and experience in automation testing and tools like Selenium.
		11. Experience with web service testing (REST and JSON, HTTP)
		12. Strong knowledge of testing tools for API testing, Load testing, distributed testing, functional testing, regression testing and exposure to testing automation is added advantage.
		13. Experience with Version Control Software
		14. Experience in the entire lifecycle of projects – from requirement gathering to UAT sign-off

6	Age	Minimum 25 years and maximum 35 years.
7	Minimum Bond Period	Two years from the date of Joining the Bank.
8	Probation Period	Six Months from the date of Joining the Bank.
9	Job Profile	1. Working with all stake holders to ensure that the quality metrics is reviewed, closed and agreed upon. 2. Create a list of milestones and checkpoints and set measurable criteria to check the quality on timely basis. 3. Defining processes for test plan and several phases of testing cycle. 4. Planning and scheduling several milestones and tasks like alpha and beta testing. 5. Focus on automation along with manual testing.

6. Keep raising the bar and standards of all the quality processes with every project.
7. Set processes for test plan reviews and ensure that that test plans get reviewed by all stakeholders.
8. Review test strategies and see that all the various kinds of testing like unit, functional, performance, stress, acceptance etc. are getting covered.
9. Meeting with Quality standards in various new testing technologies in the industry. This may include finding new strategies for automation testing and day to day work processes like agile and scrum. Collaborate with development team in bugs fixing and build plans. Collaborate with QA Lead in creating test plans. Writing bug reports.

21. Recruitment of Database Administrator in Scale II:

1	Post	**Database Administrator**
2	No of Posts	5 (Five Only)
3	Qualification	B. Tech / B.E. from a University / Institute recognized by Government of India or its Regulatory bodies in Information Technology / Computer Science / Electronics and Communications / Electronics and Tele Communications / Electronics / MCA/ MSc Computer Science with minimum 55% (50% for OBC) marks in the aggregate of all semesters / years.
4	Experience	**Essential:** Minimum 3 years of post-qualification work experience as **Database Administrator** in PSU / Bank / Financial Institutions / Listed IT Companies / Private Limited Companies.
5	Skill Set	1. ERP Oracle Applications, 11i, R12, 12.2x (ERP) E-Business Suite. 2. RDBMS:-Oracle 8i, 9i, 10g, 11g, 12c, 19c 3. Tools: - Toad, SQL*Loader, Discoverer 10g/11g, PLSQL developer, BI Publisher, OTM, SOA, FAHRC, Golden Gate Cloud, ASCP, VCP, DR, etc. 4. Database Patching, Performance Tuning, Database Security, Database administration, Data guard configuration etc. 5. Working Knowledge in Oracle Real Application clusters and any Change Data Capture solutions. Defining Oracle Parameters etc., 6. Installation / Administration/ Configuration of Databases as per the Bank requirement. Configuring DR (Standby's) databases, maintaining data guard/log shipping configurations. Applying Database patches as per the Bank's Policy. Hardening the Databases as per the Bank's Policy. 7. Trouble Shooting, Purging, Archiving, Backup, Re-organization of database; Performance Tuning etc. Implementing all the new features w.r.t the databases like TDE, Database Vault, Oracle Vault etc.as per the versions and license availability. Installation/ Administration/ Configuration of Oracle Enterprise Manager and integration of RDBMS into OEM.
6	Age	Minimum 25 years and maximum 35 years.
7	Minimum Bond Period	Two years from the date of Joining the Bank.
8	Probation Period	Six Months from the date of Joining the Bank.
9	Job Profile	1. Database Administration in Oracle / SQL SERVER RDBMS. 2. Installation and maintenance of Oracle Real Application clusters and any Change Data Capture solutions 3. Maintaining Database, DBA Report Generation 4. Rectification of problems in database 5. Defining Oracle Parameters etc., 6. Installation / Administration/ Configuration of Databases as per the Bank requirement. 7. Cluster Configurations (RAC, Active-Passive Clustering) w.r.t Databases. 8. Configuring DR (Standby's) databases, maintaining data guard/log shipping

		9. configurations.
		10. Applying Database patches as per the Bank's Policy.
		11. Hardening the Databases as per the Bank's Policy.
		12. Trouble Shooting, Purging, Archiving.
		13. Backup, Re-organization of database;
		14. Implementing all the new features w.r.t the databases like TDE, Database Vault, Oracle Vault etc.as per the versions and license availability.
		15. Installation/ Administration/ Configuration of Oracle Enterprise Manager and
		16. Integration of RDBMS into OEM.
		17. Anticipating requirements and making changes to keep the organization secure.
		18. Liaison with various in-house and/or third-party teams and ensure achieving the. Define standards related to data management.

22. Recruitment of Unix / Linux Administrator in Scale II:

1	Post	Unix / Linux Administrator
2	No of Posts	5 (Five Only)
3	Qualification	B. Tech / B.E. from a University / Institute recognized by Government of India or its Regulatory bodies in Information Technology / Computer Science / Electronics and Communications / Electronics and Tele Communications / Electronics / MCA/ MSc Computer Science with minimum 55% (50% for OBC) marks in the aggregate of all semesters / years.
4	Experience	**Essential:** Minimum 3 years' post qualification experience as Unix Linux Administrator in PSU/Bank/ Financial Institutions/Listed IT Companies/ Private Limited Companies. **Desirable:** Candidates having work experience in Digital Products (Banking) will be given preference.
5	Skill Set	1. Maintenance, Monitoring, Administration and Management of Software and Hardware; 2. All System Administration tasks w.r.t Unix/ Linux Systems of all versions 3. Configuration management of Unix/ Linux etc. 4. Patch management 5. Driving the assigned project 6. Improvements by assessing current situation 7. Evaluating trends 8. Anticipating requirements and making changes to keep the organization secure 9. Any other work entrusted by the Bank from time to time.
6	Age	Minimum 25 years and maximum 35 years.
7	Minimum Bond Period	Two years from the date of Joining the Bank.
8	Probation Period	Six Months from the date of Joining the Bank.
9	Job Profile	1. UNIX System / Server installation, configuration, maintenance and monitoring. 2. Analyze and resolve problems associated with UNIX servers, hardware, applications and software. 3. Detect, diagnose and report UNIX related problems on servers. 4. Develop UNIX administration test plans and perform testing. 5. Performance tuning, capacity management and maintenance of UNIX servers. 6. Patch update / upgrade and migration. 7. Ensuring server security / hardening for UNIX based servers. 8. Risk mitigation planning.

23. Recruitment of Network & Security Administrator in Scale II:

1	Post	Network & Security Administrator
2	No of Posts	20 (Twenty Only)
3	Qualification	B. Tech / B.E. from a University / Institute recognized by Government of India or its Regulatory bodies in Information Technology / Computer Science / Electronics and Communication / Electronics and Tele Communication / Electronics / MCA/ MSc Computer Science with minimum 55% (50% for SC/ST/ OBC) marks in the aggregate of all semesters / years.
4	Experience	**Essential:** Minimum 3 years of post-qualification work experience in Network Security in PSU/Bank/ Financial Institutions/Listed IT Companies/ Private Limited Companies. **Desirable:** Candidate should have the hands on experience on the network tools, email solutions etc. / managing the network of that organization.
5	Skill Set	1. CISCO devices (Router, Switch & Firewall) installation, maintenance, upgrade management and administration. 2. Palo Alto firewall, Citric Load balancer installation, maintenance, upgrade management and administration. 3. CISCO ACI, Titration maintenance, upgrade management and administration. 4. Proactive management and maintenance of security postures of all the above components. 5. Knowledge of administration and management of CISCO, Palo Alto and Firewalls. 6. Knowledge of administration and management of AST Routers, Nexus Switched, Load Balancer. 7. Proactive Management and maintenance of security postures of all the above components. 8. CISCO Router switch and Firewall Installation, Configuration, Administration and Management. 9. CISCO ACI & Titration installation, configuration, administration and management. 10. Palo Alto Firewall installation, configuration, administration and management.
6	Age	Minimum 25 years and maximum 35 years.
7	Minimum Bond Period	Two years from the date of Joining the Bank.
8	Probation Period	Six Months from the date of Joining the Bank.

9	Job Profile	1. Maintaining Network and Network Equipment's
		2. Network Monitoring and trouble-shooting, Adding Network Equipment's to Network, anticipating requirements and making changes to keep the organization secure
		3. Routing and switching.
		   i. In routing using Border Gateway Protocol(BGP).
		   ii. Drawing up specifications for procurement of Network devices including routers
		4. Implementation of Network Admission Control (NAC), Network Troubleshooting, Network Protocols, Routers, Network Administration, Any other work entrusted by the Bank from time to time.

24. Recruitment of Windows Administrator in Scale II:

1	Post	**Windows Administrator**
2	No of Posts	6 (Six Only)
3	Qualification	**Essential:** B. Tech / B.E. from a University / Institute recognized by Government of India or its Regulatory bodies in Information Technology / Computer Science / Electronics and Communication / Electronics and Tele Communication / Electronics / MCA/ MSc Computer Science with minimum 55% (50% for OBCs) marks in the aggregate of all semesters / years. **Desirable :** Certification in MCSE / MCSA / Windows Server OS is desirable.
4	Experience	**Essential:** Minimum 3 years of post-qualification work experience as System / Server Administrator in PSU/Bank/ Financial Institutions/Listed IT Companies/ Private Limited Companies.
5	Age	Minimum 25 years and maximum 35 years.
6	Minimum Bond Period	Two years from the date of Joining the Bank.
7	Probation Period	Six Months from the date of Joining the Bank.
8	Job Profile	1. Installation, Administration, Configuration, Hardening, troubleshooting issues of Windows Server Operating Systems. 2. Capacity planning, support, maintenance, audit compliance and monitoring of a computer system / server / storage / network. 3. Independently handling team for administration of Windows Server Operating Systems, Active Directory Management, Domain Name Service, Group Policy and Windows Cluster environment. 4. AD health check-up & identify resource bottlenecks, troubleshooting and resolving problems. Create DNS zone / Delegation creation and deletion on location AD servers and ADFS operations. Regular clean up on AD, DNS and DHCP. Handling Blade Servers, SAN Switches and Storage. 5. Should be responsible for handling Enterprise level Patch Management Solution with experience of patch deployment, reporting and troubleshooting. 6. Should be responsible for Automation and Scripting. Strong troubleshooting, debugging skills and knowledge of OS commands for debugging the OS, Application issues. 7. Should have knowledge in avoiding unwanted server downtime through scheduled maintenance activities. 8. Handling Backup solution. Should ensure the infra is maintained as per the compliance and standards. Should proactively reviews and resolves escalated call. 9. Troubleshooting and incident analysis for resolution within SLA, RCA analysis and availability. 10. Should co-ordinate with IS, Audit, and Risk team during internal and external audit for compliance and closure. 11. On time version upgrade to closure of security vulnerability. 12. Performing DR Drill activity to achieve scheduled timeline & reduce the downtime during Dr Drill.

25. Recruitment of VMWare / Virtualization Administrator in Scale II:

1	Post	**VMWARE/ Virtualization Administrator**
2	No of Posts	4 (Four Only)
3	Qualification	**Essential:** B. Tech / B.E. from a University / Institute recognized by Government of India or its Regulatory bodies in Information Technology / Computer Science / Electronics and Communication / Electronics and Tele Communication / Electronics / MCA/ MSc Computer Science with minimum 55% (50% for OBCs) marks in the aggregate of all semesters / years. **Desirable :** Certification in Certification in VMware / Virtualization technologies is desirable

4	Experience	**Essential:** Minimum 3 years of post-qualification work experience in VMware virtualization in PSU/Bank/ Financial Institutions/Listed IT Companies/ Private Limited Companies.
5	Age	Minimum 25 years and maximum 35 years.
6	Minimum Bond Period	Two years from the date of Joining the Bank.
7	Probation Period	Six Months from the date of Joining the Bank.
8	Job Profile	1. Monitoring the Virtual Servers and ensuring Availability of the VMs. 2. Monitoring health of the applications installed on virtual environment. 3. VM Creation / configuration, understanding of virtualization technology, scripting knowledge, performance tuning of VMWare servers and virtual sessions and management of servers resources between virtual machines. 4. Management of Windows, Linux, storage & virtualized infrastructure. Architecting and providing technical solution based on Linux, VMware platform. 5. To ensure the infrastructure is maintained as per the compliance and standards. 6. Troubleshooting and incident analysis for resolution within SLA, RCA analysis and availability. 7. Should co-ordinate with IS, Audit, and Risk team during internal and external audit for compliance and closure 8. Should proactively reviews and resolves escalated call. 9. On time version upgrade to closure of security vulnerability. 10. Performing DR Drill activity to achieve scheduled timeline & reduce the downtime during Dr Drill.

26. Recruitment of Mail Administrator in Scale II:

1	Post	**Mail Administrator**
2	No of Posts	1 (One Only)
3	Qualification	**Essential:** B. Tech / B.E. from a University / Institute recognized by Government of India or its Regulatory bodies in Information Technology / Computer Science / Electronics and Communication / Electronics and Tele Communication / Electronics / MCA/ MSc Computer Science with minimum 55% marks in the aggregate of all semesters / years. **Desirable:** Certification in Domino / Microsoft Exchange / Email technologies / Cloud based email. Certification in Domino / Microsoft Exchange / Email technologies / Cloud based email.
4	Experience	**Essential:** Minimum 3 years of post-qualification work experience in Email Administration in PSU/Bank/ Financial Institutions/Listed IT Companies/ Private Limited Companies.
5	Age	Minimum 25 years and maximum 35 years.
6	Minimum Bond Period	Two years from the date of Joining the Bank.
7	Probation Period	Six Months from the date of Joining the Bank.
8	Job Profile	1. Administration / Configuration knowledge of E- Mail server in Enterprise environment. 2. Develop and apply procedures for Bank's electronic mail network. 3. Monitoring the performance of electronic mail system by carrying out various. 4. Maintaining Email related records like MX records for quick response. 5. Protect the MX email gateway from spam, cyber threats, malware, ransomware, phishing attack and email spoofing. 6. Securing email domain with enhancing email security protocol by stopping sender fraud with SPF, DKIM and DMARC. 7. To ensure for all Incoming & Outgoing clean mail accept and is deemed

to be virus and spam free to avoid Mahabank IP blacklist.

8. Ensure prevention from Graymail, Bulk and Marketing messages to deliver clean message.
9. Ensure for Coordination with IS, Audit, and Risk team during internal and external audit for compliance and closure
10. Ensure on time version upgrade for closure of security vulnerability.
11. Managing email security gateway appliance and should handle its operations and maintenance.
12. Proactively reviews and resolves escalated call.
13. Troubleshooting and incident analysis for resolution within SLA, RCA analysis and availability.
14. Co-ordinate with IS, Audit, and Risk team during internal and external audit for compliance and closure.
15. On time version upgrade to closure of security vulnerability.
16. Performing DR Drill activity to achieve scheduled timeline & reduce the downtime during DR Drill

27. Recruitment of Production Support Administrators for EFT Switch in Scale II

1	Post	Production Support Administrators for EFT Switch
2	No of Posts	2 (Two Only)
3	Qualification	**Essential:** B. Tech / B.E. from a University / Institute recognized by Government of India or its Regulatory bodies in Information Technology / Computer Science / Electronics and Communication / Electronics and Tele Communication / Electronics / MCA/ MSc Computer Science with minimum 55% marks in the aggregate of all semesters / years. **Desirable** : certification in Payment switch management and Visa/MasterCard/UPI and other related Certification.
4	Experience	**Essential:** Minimum 3 years of post-qualification work experience in EFT Switch technology / ATM Card Industry in PSU / Bank / Financial Institutions / Listed IT Companies / Private Limited Companies.
5	Age	Minimum 25 years and maximum 35 years.
6	Minimum Bond Period	Two years from the date of Joining the Bank.
7	Probation Period	Six Months from the date of Joining the Bank.
8	Job Profile	1. Administration & Monitoring of Payment Switch Management and providing troubleshooting support. 2. Monitoring the bank's payment switch system's ATM/POS and other associated channels, as well as interacting with the switch vendor to ensure the solution is up and operating. 3. Product certification with VISA, MASTER, NPCI etc. 4. Test case preparation, UAT of various changes / developments and upgrades if any. 5. Regression and function testing of new CRs 6. Release note preparation and conduct handovers and knowledge transfer sessions 7. Should proactively reviews and resolves escalated call. 8. Troubleshooting and incident analysis for resolution within SLA, RCA analysis and availability. 9. Should co-ordinate with IS, Audit, and Risk team during internal and external audit for compliance and closure. 10. On time version upgrade to closure of security vulnerability. 11. Performing DR Drill activity to achieve scheduled timeline & reduce the downtime during DR Drill.

28. Recruitment of Production Support Administrator for UPI Switch in Scale II:

1	Post	Production Support Administrator for UPI Switch
2	No of Posts	4 (Four Only)
3	Qualification	**Essential:** B. Tech / B.E. from a University / Institute recognized by Government of India or its Regulatory bodies in Information Technology / Computer Science / Electronics and Communication / Electronics and Tele Communication / Electronics / MCA/ MSc Computer Science with minimum 55% (50% for OBCs) marks in the aggregate of all semesters / years **Desirable:** Certification on Payment System like UPI and other related Certificates.
4	Experience	**Essential:** Minimum 3 years of post-qualification work experience in UPI Switch technology in PSU/Bank/ Financial Institutions/Listed IT Companies/ Private Limited Companies. **Desirable:** Candidates having work experience in Digital Products (Banking) will be given preference.
5	Age	Minimum 25 years and maximum 35 years.
6	Minimum Bond Period	Two years from the date of Joining the Bank.
7	Probation Period	Six Months from the date of Joining the Bank.
8	Job Profile	1. Administration & Monitoring of UPI Switch Management and providing troubleshooting support. 2. Monitoring the bank's UPI switch system's channels including Virtual Payment Address/ Account Number with IFSC, Mobile Number & MMID, Aadhaar Number, ATM/POS and other associated channels, as well as interacting with the UPI switch vendor to ensure the solution is up and operating. Should have knowledge of development and delivery of UPI Switch Solutions. 3. Should have knowledge of development and delivery of products and change requests for issuing and acquiring payment systems built on Java and associated technologies. 4. Should prepare overall strategy & roadmap for UPI, IMPS, customer demand and analytics for UPI products, in collaboration with various NPCI functions. Should contribute for design product costing, pricing, specifications, norms and user guidelines. 5. Should contribute for driving feature enhancements for allotted products to implement future product lines and Coordinate with technology team for development of these feature. 6. Should ensure for product regulatory and compliance requirements 7. Should be engage deeply with the ecosystem comprising but not limited to regulatory, government bodies, banks, merchants, aggregators and Fintech. 8. Manage and meet financial and business metric performance indicators for UPI & IMPS including revenue targets, operating expense budgets, transaction volume, values, customer etc. 9. Complete Product Lifecycle – Product Note, BRD creation, Solution Design, Development, Testing, product deployment, Performance monitoring and working with different stakeholders to implement the Business Requirements for the final Launch. 10. Should proactively reviews and resolves escalated call. 11. Troubleshooting and incident analysis for resolution within SLA, RCA analysis and availability. 12. Should co-ordinate with IS, Audit, and Risk team during internal and external audit for compliance and closure. 13. Should be responsible for on time version upgrade to closure of security vulnerability. Should be responsible for performing DR Drill activity to achieve scheduled timeline & reduce the downtime during DR Drill.

29. Recruitment of Windows Desktop Administrator in Scale II

1	Post	**Windows Desktop Administrator**
2	No of Posts	8 (Eight Only)
3	Qualification	**Essential:** B. Tech / B.E. from a University / Institute recognized by Government of India or its Regulatory bodies in Information Technology / Computer Science / Electronics and Communication / Electronics and Tele Communication / Electronics / MCA/ MSc Computer Science with minimum 55% (50% for SCs/OBCs) marks in the aggregate of all semesters / years. **Desirable** : certification on MCSA
4	Experience	**Essential:** Minimum 3 years of post-qualification experience in Windows Administration in PSU/Bank/ Financial Institutions/Listed IT Companies/ Private Limited Companies. **Desirable:** Candidates having work experience in Digital Products (Banking) will be given preference.
5	Age	Minimum 25 years and maximum 35 years.
6	Minimum Bond Period	Two years from the date of Joining the Bank.
7	Probation Period	Six Months from the date of Joining the Bank.
8	Job Profile	1. Addressing user tickets regarding hardware, software and networking as part of basic desktop support operations 2. Support for installing applications and computer peripherals 3. Guide/support users with simple, step-by-step instructions for issue resolution. 4. Support via remote troubleshooting. 5. Updating technical issues and solutions in logs/Helpdesk ticketing solution. 6. Escalate unresolved issues to the next level of support personnel 7. Follow up with clients to ensure their systems are functional 8. Report end user feedback and potential product requests 9. Help create technical documentation and manuals 10. Should have working knowledge of Microsoft Office and computer peripherals, like passbook printers and scanners etc. 11. Should have basic knowledge of network security practices and anti-virus programs

03. Note:

1. The above number of vacancies are provisional and may vary according to actual requirement of the Bank, subject to availability of suitable candidates. **Application for multiple posts by a single candidate shall be treated as invalid application.** The candidates belonging to reserved category for which no reservation has been announced are free to apply for vacancies announced for unreserved categories. However, they must fulfil all the eligibility conditions of unreserved category.

2. The selected candidates will be posted anywhere in India, depending on the requirement of the Bank. The job role / description is only indicative and not exhaustive; applicants must fulfil their duties in accordance with the tasks that are given to them.

3. **The cut- off date for Eligibility Criteria and Other details is 31-10-2022.**

4. Before applying, candidates are requested to ensure that they fulfill the eligibility criteria for the post as on the date of eligibility. **The process of registration is complete only when fee is deposited with the Bank through online mode on or before the last date of payment of fee.**

5. Candidates are advised to check Bank's website regularly for details and updates. No separate intimation / advertisement etc. will be issued in case of any change / update.

6. *Vacancies reserved for OBC category are available only to the 'Non-creamy layer' OBC candidates. 'Creamy layer' OBC candidates should indicate their category as 'General'. # Vacancies for PwBD category candidates are reserved horizontally. @ PWBD categories under clauses 'd' & 'e' of Section 34(i) of RPWD Act 2016 – (i) "Specific Learning Disability" (SLD); (ii) "Mental Illness" (MI); (iii) "Multiple Disabilities" (multiple disabilities amongst LD, VI, HI, SLD & MI).

7. Reservation for Economically Weaker Section (EWS) in recruitment is governed by Office Memorandum no. 36039/1/2019-Estt (Res) dated 31.01.2019 of Department of Personnel & Training, Ministry of Personnel, Public Grievance & Pensions, Government of India. Benefit of reservation under EWS category can be availed upon production of an 'Income and Asset Certificate' issued by a Competent Authority on the format prescribed by Government of India.

8. Candidates with record of default in repayment of loans/ credit card dues and/ or against whose name adverse report of CIBIL or other external rating agencies is available are not eligible for appointment. Candidates against whom there is / are adverse report regarding character & antecedents, moral turpitude are not eligible to apply for the post.

9. Candidate should be proficient in computers; good in inter-personal communication skills, analytical skills and drafting skills. The appointment of officers is on PAN India basis and the selected candidates are liable to be posted anywhere in India as a Branch Manager / Officer as per Bank's requirement. Graduation in any discipline from a recognized University or any equivalent qualification recognized as such by the Central Government. Candidates having Integrated Dual Degree (IDD) certificate should ensure that the date of passing the IDD is on or before cut-off date.

10. Only full time experience as a permanent employee after acquiring the educational qualification will be considered. Candidates having work experience as contractual employee are not eligible for the posts.

11. The date of passing eligibility examination will be the date appearing on the mark sheet or provisional certificate issued by the University/ Institute. In case the result of a particular examination is posted on the website of the University/ Institute, a certificate issued by the appropriate authority of the University/ Institute indicating the date on which the result was posted on the website will be taken as the date of passing.

12. 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 indicated in the online application. If called for interview, the candidate will have to produce a certificate issued by the appropriate authority inter alia stating the norms of the University regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of these norms.

13. Calculation of Percentage: The percentage marks shall be arrived at by dividing the total marks obtained by the candidate in all the subjects in all the 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. **The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60%.**

14. In case of any candidate completed the Diploma Course and directly got entry into second year / semester in degree course by getting exemption of few semesters / years then only those semesters / years marks would be considered which are part of bachelor's degree, neither diploma marks nor any exempted semesters/ years marks shall be considered for eligibility. The same shall also be applicable for other degree courses.

04. Age Limit: Relaxation in upper age limit (As on 31-10-2022):

Sr.	Category		Age relaxation
01	Scheduled Caste/ Scheduled Tribe		5 Years
02	Other Backward Classes (Non-Creamy Layer)		3 Years
03	Persons With Benchmark Disabilities (PWBD)	PwBD (SC/ ST)	15 Years
		PwBD (OBC)	13 Years
		PwBD (GEN/ EWS)	10 Years
04	Ex Servicemen, Commissioned officers including Emergency Commissioned Officers (ECOs)/ Short Service Commissioned Officers (SSCOs) who have rendered 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within 6 months from the last date of receipt of application) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or physical disability attributable to military service or invalidment.		5 Years
05	Persons affected by 1984 riots		5 Years

05. Category: - Please note that change of category will not be permitted at any stage after registration of online application. 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 'GEN' or 'GEN (OC)' or 'GEN (VI)' or GEN (HI) or GEN (ID) (as applicable).

06. Candidates with record of default in repayment of loans/ credit card dues and/ or against whose name adverse report of CIBIL or other external rating agencies is available are not eligible for appointment. Candidates against whom there is / are adverse report regarding character & antecedents, moral turpitude are not eligible to apply for the post. Candidates who have been found guilty in any departmental investigation are ineligible for the positions.

07. Career Path, Joining and Training:

The selected candidates will be exposed to basic banking knowledge, after joining through an online course and will have to complete this course before stipulated date. The selected candidates, at the time of joining, will have to execute a Bond to serve the Bank for stipulated period. The Bond will be invoked by the Bank if the candidate resigns from the service of the Bank before expiry of bond period from the date of joining. On joining, the selected candidates will be designated as above mentioned post and will be on probation. They will be subjected to continuous assessment during the probation period. Those candidates who qualify in the assessment as per standards determined by the Bank from time to time, will be confirmed in the Service of the Bank. If any candidate fails to achieve minimum standards stipulated, his / her services may be terminated from the Bank in force at the significant time. Bank provides immense opportunities for growth in career, including opportunities for posting in various sections. The attractive promotion policy of the Bank provides an opportunity to the meritorious and exceptionally brilliant officers to reach the Top Management Grade in a reasonably quick time.

08. Emoluments: Presently, the starting basic pay applicable is as under:

01	Scale of Pay : Scale III	Rs. 63840 - 1990/5 – 73790 – 2220/2 – 78230
02	Scale of Pay : Scale II	Rs. 48170 - 1740/1 - 49910 – 1990/10 – 69810

The official will also be eligible for D.A, H.R.A / Lease rental, C.C.A, Medical and other allowances etc. in a Metropolitan center & perquisites as per rules in force from time to time. Allowances may vary depending upon the place of posting.

09. Confirmation: The confirmation of newly recruited officers will be subject to satisfactory completion of stipulated probation.

10. Probation Period & Bond:

The selected candidates will be on probation for the under-mentioned period of from the date of joining the Bank. There is mandatory provision of executing a service bond by selected candidates.

Scale	Probation Period	Bond	
		Amount Rs.	Minimum Service Period
Scale III	6 Months	02.00 Lakh	2 Years
Scale II	6 Months	02.00 Lakh	2 Years

11. Nationality / Citizenship:

A candidate must be either (i) a Citizen of India or (ii) a subject of Nepal or (iii) subject of Bhutan or (iv) a Tibetan Refugee who came over to India before 01st Jan 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 of a candidates belong to categories (ii), (iii), (iv) & (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Govt. of India. A candidate in whose case a certificate of eligibility is necessary may be admitted to examination/Group discussions/interview conducted by the Bank, but on final selection, the offer of appointment will be given only after the necessary eligibility certificate issued to him by Government of India is submitted to the Bank.

12. Selection Procedure:

a. The candidates shall be required to appear for online examination to be conducted through IBPS. The successful candidates shall be called for interview in the proportion of 1:4 based on their ranking. The allocation of marks for online examination and Interview is each of 100 only which will be converted into 75:25 (Online Examination: Interview). The minimum cut off marks for online examination, interview and final selection shall be 50% for UR / EWS and 45% for SC / ST / OBC / PwBD respectively.

b. The combined final score of candidates shall be arrived at on the basis of scores obtained by the candidates in the Online Examination and Interview and accordingly a merit list shall be prepared for selection of candidates. Merit list for selection will be prepared in descending order on the basis of combined scores obtained, in case more than one candidate score the cut-off marks (common marks at cut-off point), such candidates will be ranked according to their age in descending order, in the merit.

c. In case, in the opinion of the bank, adequate number of candidates have not qualified by obtaining minimum marks as stipulated above in the online examination, bank reserves right to reduce the minimum marks as deemed fit. Bank reserves right to do away with online examination / Group Discussion and to shortlist sufficient / adequate number of candidates for interview based on their suitability, experience, etc. While short listing the candidates, bank may consider additional qualification/s, greater experience and level of responsibilities handled and accordingly only such candidates will be allowed to participate in recruitment process.

d. Mere eligibility / admission to Group Discussions / Interview / pass in GD/ interview does not imply that the Bank is satisfied beyond doubt about the candidate's eligibility and shall not vest any right in a candidate for selection.

e. The Bank would be free to reject the candidature of any candidate at any stage of recruitment process, if he / she is found to be ineligible and / or furnished incorrect or false information / certificates / documents or has suppressed any material facts and the fees paid by the ineligible candidates shall be forfeited. If appointed, such a candidate may be summarily removed from the services of the Bank.

f. In case, the less number of candidates apply against the declared vacancies (i.e. less than 1:10 ratio) then selection may be carried out through personal interview only. A preliminary screening of applications may be carried out by the Bank, to shortlist eligible candidates to be called for interview.   While short listing the candidates, bank may consider additional qualification/s, greater experience and level of responsibilities handled. Thus, merely fulfilling minimum qualification and experience criteria would not automatically entitle a candidate for the interview and the bank as per decided criteria shall shortlist the candidates for interview / examination.

13. **Examination Pattern:**

Examination consisting of objective test which will be conducted online through IBPS. The test will have following sections (with separate timings for each section) as follows:

Sr	Name of Test	No. of Questions	Maximum Marks	Duration
01	Professional Knowledge	50	100	60 Minutes
	Total	50	100	60 Minutes

There is no negative marking in online examination

14. **Examination Centers:**

(a) The examinations will be conducted online at venues across various centers in India. No request for change of Examination Centre shall be entertained.

(b) Bank of Maharashtra reserves the right to cancel any of the Examination Centers and / or add some other Centers, at its discretion, depending upon the response, administrative feasibility, etc.

(c) Bank of Maharashtra also reserves the right to allot any center to the candidate across the India.

(d) Candidate will appear for the examination at an Examination Centre at his/ her/ their own risk and expenses and Bank of Maharashtra will not be responsible for any injury or losses etc. of any nature.

(e) Any unruly behavior/ misbehavior in the examination hall may result in cancellation of candidature/ disqualification from future exams conducted by Bank of Maharashtra.

(f) The centers for the online Examination will be limited. The examination may be held at the following centres and the address of the venue will be advised in the call letters. Bank of Maharashtra, however, reserves the right to cancel any of the Examination Centres and / or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc. Bank of Maharashtra also reserves the right to allot the candidate to any centre.

Sr	State	Center/s	Sr	State	Center/s
1	Bihar	Patna	11	Maharashtra	Aurangabad(Maharashtra)
2	Chandigarh	Chandigarh – Mohali, Bathinda	12	Maharashtra	Mumbai / Thane / Navi Mumbai / MMR region
3	Chhattisgarh	Raipur	13	Maharashtra	Nagpur
4	Delhi NCR	Delhi NCR (All NCR cities)	14	Maharashtra	Pune
5	Goa	Panaji	15	Odisha	Bhubaneshwar
6	Gujarat	Ahmedabad – Gandhinagar, Surat	16	Rajasthan	Jaipur
7	Jharkhand	Ranchi	17	Tamilnadu	Chennai
8	Karnataka	Bengaluru	18	Telangana	Hyderabad
9	Kerala	Thiruvananthapuram,	19	Uttar Pradesh	Lucknow
10	Madhya Pradesh	Bhopal	20	West Bengal	Kolkata

15. **List of document/s to be produced at the time of interview:**

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 candidature from further participation in the recruitment process.

a. Printout of the valid Interview Call Letter.

b. Valid system generated printout of the online application form.

c. Proof of Date of Birth (Birth Certificate issued by the Competent Municipal Authority or SSLC/ Std. X Certificate with DOB).

d. For the purpose of identification, please bring Passport /Aadhar Card/ PAN card / Voter ID / Driving License / any other Photo ID card issued by Statutory Authorities where photograph is affixed.

e. **Mark sheets / Certificates from SSC examination onwards to the highest examination passed.**

f. Individual Semester / Year wise Mark sheets & certificates for educational qualifications including the final degree. Proper document from Board/ University for having declared the result on or before cut-off date has to be submitted.

g. Please bring a detailed specific and explicit experience certificate including details of full name, full address and telephone numbers of employers, period of experience with exact dates, designation held, nature of duties handled/ Job Profile, number of persons working under you, nature of Projects handled etc.

h. **Income and Asset Certificate** issued by competent authority, strictly in the prescribed format as stipulated by Government of India, in case of **EWSs (Economically Weaker Sections)** category candidates.

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

j. 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 as on the date of advertisement). **Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification.**

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

l. An Ex-serviceman candidate has to produce a copy of the Service or Discharge Book along with pension payment order and documentary proof of rank last / presently held (substantive as well as acting) at the time of interview.

m. Candidates serving in Government / quasi-Govt. Offices/ Public Sector Undertakings (including Nationalized 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.

n. Persons eligible for age relaxation under 4 (5) 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.

o. Any other relevant documents in support of eligibility.

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

q. **Non-production of relevant eligibility documents at the time of interview shall make the candidate ineligible for further process of recruitment.**

16. **Reservation for Persons with Benchmark Disabilities (PwBD):** 4% horizontal reservation has been provided to Persons with Benchmark Disabilities as per section 34 of "Rights of Persons with Disabilities Act, 2016". The post is identified suitable for the Persons with undernoted categories of disabilities as defined in the Schedule of RPWD Act 2016. The Authorized Certifying Authority will be the Medical Board at the District Level. The Medical Board will consist of Chief Medical Officer, Sub- Divisional Medical Officer.

A. "OC" category: -

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

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

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

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

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

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

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

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

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

C. Hearing Impaired ("HI" Category):
a. Deaf: means person having 70 DB hearing loss in speech frequencies in both ears.
b. Hard of Hearing: means person having 60 DB to 70 DB hearing loss in speech frequencies in both ears.

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

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

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

c. "Mental Illness" (MI) means a substantial disorder of thinking, mood, perception, orientation or memory that grossly impairs judgment, behaviour, capacity to recognise reality or ability to meet the ordinary demands of life, but does not include retardation which is a condition of arrested or

incomplete development of mind of a person, specially characterized by sub normality of intelligence

2. "Multiple Disabilities" means multiple disabilities amongst clause "A"; "B"; "C";" D (1)".

Note: Only those persons with benchmark disabilities would be eligible for reservation. "Benchmark disability" means a person with not less than 40% of a specified disability where specified disability has not been defined in measurable terms and includes the persons with disability, where disability has been defined in a measurable term, as certified by the certifying authority. A person who wants to avail benefit of reservation will have to submit a disability certificate issued by a Competent Authority as per Government of India guidelines. Such certificate will be subject to verification/ re-verification as may be decided by the competent authority.

The allocation of reserved vacancies for the persons with benchmark disabilities will be as prescribed in the "The Rights of Persons with Disabilities Act, 2016" and as per vacancies.

17. Guidelines for Persons with Benchmark Disabilities using a Scribe:

The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination (Preliminary and Main). In all such cases where a scribe is used, the following rules will apply:

➢ The candidate will have to arrange his / her own scribe at his/her own cost.
➢ The scribe may be from any academic stream.
➢ Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfil any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the recruitment.
➢ Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes or otherwise advised for every hour of the examination.
➢ The scribe arranged by the candidate should not be a candidate for the same online examination. If violation of the above is detected at any stage of the process, candidature of both the candidates and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favorably entertained.
➢ Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.

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

➢ **Guidelines for Visually Impaired candidates**
Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.

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

➢ **Guidelines for Candidates with Intellectual Disability (ID)**

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

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

18. **How to apply: Detailed guidelines / procedures for application registration: important points to be noted before registration.**

    01. Before applying online, candidates should:

    02. Scan their photograph, signature, left thumb impression and the hand written declaration, ensuring that both the photograph and signature, left thumb impression, hand written declaration adhere to the required specifications as given under guidelines.

    03. Left thumb impression (If a candidate is not having left thumb, he/she may use his/ her right thumb. If both thumbs are missing, the impression of one of the fingers of the left hand starting from the forefinger should be taken. If there are no fingers on the left hand, the impression of one of the fingers of the right hand starting from the forefinger should be taken. If no fingers are available, the impression of left toe may be taken. In all such cases where left thumb impression is not uploaded, the candidate should specify in the uploaded document the name of finger and the specification of left/right hand or toe).

    04. A hand written declaration (text given below). The hand written declaration must be in the candidate's hand writing and in English only. If it is written by anybody else and uploaded or in any other language, the application will be considered as invalid. (In the case of candidates who cannot write, may get the text of declaration typed and put their left-hand thumb impression (if not able to sign also) below the typed declaration and upload the document as per specifications).

    05. The text for the hand written declaration is as follows –

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

    06. The above mentioned hand written declaration has to be in the candidate's hand writing and in English only and should NOT BE IN CAPITAL LETTERS. If it is written by anybody else or in any other language, the application will be considered as invalid.

    07. The left thumb impression should be properly scanned and not smudged.

    08. Have a valid personal e-mail address and mobile number which should be kept active till the completion of this Recruitment Process. Bank may send call letters for the examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that e-mail account and mobile number.

    09. **Application Fees/ Intimation Charges (Non-Refundable):**

Sr	Category	Application Fee / Intimation Charges	GST	Total
01	UR / EWS / OBC	1000	180	1180
02	SC / ST /PwBD	100	18	118

    10. Fee / Intimation charges once paid will NOT be refunded on any account nor can it be held in reserve for any other examination or selection. Bank Transaction charges for online payment of application fee /intimation fee will have to be borne by the candidate. Applications once submitted will not be allowed to withdraw and fee once paid will not be refunded on any ground nor can it be held in reserve for any other examination or selection. Eligible candidate has to apply online through the Bank's website **www.bankofmaharashtra.in** only, No other means/ mode of application are acceptable.

A. Application procedure:

a. Candidates are advised to go to the Bank's website www.bankofmaharashtra.in and click on the 'Careers → Recruitment Process → Current Openings to open the link "Online application for recruitment of **"Recruitment of Specialist Officers in II & III Project 2023-24"** and then click on the option **"APPLY ONLINE"** which will open a new screen.

b. To register application, choose the tab "Click here for New Registration" and enter Name, Contact details and e-mail id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.

c. Visually Impaired candidates should fill the application form carefully and verify / get the details verified to ensure that the same are correct prior to final submission.

d. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible / entertained after clicking the COMPLETE REGISTRATION BUTTON.

e. The Name of the candidate or his / her father / husband etc. should be spelt correctly in the application as it appears in the Certificates / Mark sheets. Any change/alteration found may disqualify the candidature.

f. Validate your details and Save your application by clicking the Validate your details' and 'Proceed' button.

g. Candidates can proceed to upload Photo, Signature, Left Thumb Impression & Hand Written Declaration as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature.

h. Candidates can proceed to fill other details of the Application Form.

i. Click on the Preview Tab to preview and verify the entire application form before COMPLETE REGISTRATION.

j. Modify details, if required, and click on 'COMPLETE REGISTRATION' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.

k. Candidates are requested to apply on-line between **23.01.2023 and 06.02.2023.**

Particulars	Date
Commencement date of on-line application	23.01.2023
Last Date of online application	06.02.2023
Date of Online Examination	Will be informed separately
Date of GD / Interview	Will be informed separately

I. Payment of fees:

a. Candidates have the option of making the payment of requisite fees / intimation charges through the ONLINE mode only. Payment of fees / intimation charges through the **ONLINE MODE** from **23.01.2023 and 06.02.2023.**and no other mode of payment is acceptable.

b. After ensuring the correctness of the particulars of the application form, candidate should pay fees through the payment gateway integrated with the application, by following the instructions available on the screen. The payment can be made by using debit card / credit card / Internet Banking by providing information as asked on the screen. Transaction charges for online payment, if any, will be borne by the candidates.

c. On successful completion of the transaction, e-receipt and application form will be generated; which may be printed for record. **The printout of the application form should not be sent to the Bank.**

d. If the online transaction is not successfully completed, please register again and make payment online. There is also a provision to reprint the e-Receipt and Application form containing fee details, at later stage.

19. **Guidelines for scanning the photograph & signature:**

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

a. **Photograph Image:**
   - Photograph must be a recent passport size colour picture. The picture should be taken against a light coloured, preferably white, background.
   - Look straight at the camera with a relaxed face. If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
   - If you have to use flash, ensure there is no "red-eye"
   - If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
   - Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
   - Dimensions 200 x 230 pixels (preferred)
   - Size of file should be between 20kb and 50 kb.
   - Ensure that the size of the scanned image is not more than 50KB. If the size of the file is more than 50 KB then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

b. **Signature, left thumb impression and hand-written declaration image:**
   - The applicant has to sign on white paper with Black Ink pen.
   - The signature must be signed only by the applicant and not by any other person.
   - The signature will be used to put on the Hall Ticket and wherever necessary.
   - If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Hall Ticket the applicant will be disqualified.
   - Dimensions 140 x 60 pixels (preferred)
   - Size of file should be between 10kb and 20kb.
   - Ensure that the size of the scanned image is not more than 20KB.
   - The applicant has to put his left thumb impression on a white paper with black or blue ink.
     (i) File type: jpg / jpeg
     (ii) Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm * 3 cm (Width * Height)
     (iii) File Size: 20 KB – 50 KB
   - The applicant has to write the declaration in English only clearly on a white paper with black ink.
     (i) File type: jpg / jpeg
     (ii) Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm * 5 cm (Width * Height)
     (iii) File Size: 50 KB – 100 KB
   - The left thumb impression and the hand written declaration should be of the applicant and not by any other person.
   - If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
   - Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

c. **Scanning the photograph & signature:**
   - Set the scanner resolution to a minimum of 200 dpi (Dots per inch).
   - Set Colour to True Colour.
   - File Size as specified above.

- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg image dimensions can he checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MS Office can easily obtain photo and signature in jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MSOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50KB(photograph) & 20KB (signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.

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

While filling in the Online Application Form the candidate should fill in all his details on Page 1. After verifying that the details he has filled in are correct and clicking on the 'Submit / Next' button a link will he provided on Page 2 of the online application form to upload his photograph and signature.

d. Procedure for uploading the photograph and signature
- There will be two separate links for uploading Photograph and Signature
- Click on the respective link "Upload Photograph / Signature"
- Browse & Select the location where the Scanned Photo / Signature file has been saved.
- Select the file by clicking on it
- Click the 'Upload' button
- Your Online Application will not be registered unless you upload your photo and signature as specified.

e. Note:
- In case the face in the photograph or signature or left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.
- Candidates are advised to take a printout of their system generated online application forms after registering.
- In case the photograph or signature is unclear, the candidate may edit his application and re-upload his photograph or signature.
- Online application will not be registered unless you upload your photograph, signature, left thumb impression, hand written declaration specified.
- After uploading the Photograph / signature / left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or left thumb impression or the hand written declaration, prior to submitting the form.
- Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.
- Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.
- If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.
- After registering online candidates are advised to take a printout of their system generated online application forms.

20. Download of Call letter / Admit Card:
The candidates should download their call letter for Examination / GD & Interview and an information handout by entering their registration number and password / date of birth from the Bank's website. NO HARD COPY OF THE CALL LETTER / INFORMATION HANDOUT WILL BE SENT BY POST.

21. Proof of identity to be submitted at the time of examination:

The candidates must bring one photo identity proof mentioned in call letter such as passport/ Aadhar/ PAN Card/ Driving License/ Voter's Id Card/ Bank Passbook etc. 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.

22. Biometric Verification:

1. The Bank, at various stages, may capture IRIS Scan/ thumb impression of candidate in digital format for verification of genuineness of the candidates. Decision of the IRIS data/ Biometric verification authority with regard to its status (matched or unmatched) shall be final and binding upon the candidates. Refusal to participate in the process of IRIS/Biometric scanning/ verification at any stage may lead to cancellation of candidature.

2. Regarding IRIS scanning, the following points should be noted:
   a 'LEFT EYE (IRIS)' will be captured
   b Candidate should remove contact lenses and spectacles while capturing IRIS
   c There is no touch involved in IRIS scanning. Half feet distance between scanner and eye will be maintained.

3. Any failure to observe these points will result in non-admittance for the examination and cancellation of candidature. In case a candidate found to be not genuine, apart from taking legal action against him/her, his/her candidature will be cancelled.

4. Regarding Biometric verification, following points to be noted:
   a. Candidate will ensure that 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 action 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.
   b. The Bank, at various stages, may capture photo and thumb impression of the candidates in digital format for biometric verification of the candidates. Candidate will ensure that his/ her/ their correct thumb impression is captured at various stages as any inconsistency will lead to rejection of their candidature. Accordingly, candidates are advised not to apply any external matter like mehandi, ink, chemical etc. on their hands. In case, if any candidate is found not to be genuine, then apart from taking legal actions against him/ her, his/ her/ their candidature will be cancelled.

23. Action against candidates found guilty of misconduct:

a. Candidates are cautioned that they should not furnish any particulars or documents that are false, tampered/ fabricated and they should not suppress any material information while filling up the application form.

b. At the time of examination/ interview, if a candidate is (or has been) found guilty of: (i)using unfair means during the examination or (ii) impersonating or procuring impersonation by any person or (iii) misbehaving in the examination hall or (iv) resorting to any irregular or improper means in connection with his/ her/ their candidature for selection or (v) obtaining support for his/ her/ their candidature by any unfair means, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, will also be liable to be:
   • Disqualified from the examination for which he/ she is a candidate
   • Debarred, either permanently or for a specified period, from any examination or recruitment conducted by Bank.

c. The Bank would be analyzing the responses of a candidate with other appeared candidates to detect patterns of similarity. Based on such an analysis, if it is found that the responses have been shared and scores obtained are not genuine/ valid, the Bank reserves the right to cancel his/ her/ their candidature.

d. **Use of mobile phones, pagers, calculator or any such devices:**
   1. Mobile phones, pagers or any other communication devices are not allowed inside the premises where the examination/ interview is being conducted. Any infringement of these

instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations.

2. Candidates are advised in their own interest not to bring any of the prohibited items including mobile phones/ pagers to the venue of the examination/ interview, as arrangement for safekeeping cannot be assured.

3. Candidates are not permitted to use or have in possession calculators in examination premises.

24. General Information:

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

2. Candidates should satisfy themselves about their eligibility for the post applied for. The Bank would admit to the 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 at the time of interview and may verify thereafter at every stage of recruitment.

3. Candidates are advised in their own interest to apply online well 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.

4. Bank of Maharashtra 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 Bank of Maharashtra.

5. 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/ interview will result in summary rejection/ cancellation of candidature.

6. The possibility of occurrence of some problems in administration of examination cannot be ruled out completely, which may impact test delivery/ generation of result. In such cases, every effort will be made to resolve the problem, which may include the conduct of another examination if considered necessary.

7. Candidates serving in Government/ Quasi Government Offices, Public Sector Undertakings including Nationalized 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.

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

9. The original documents regarding eligibility criteria and proof of date of birth should be produced for verification on the date of interview. Candidate will not be allowed to attend the interview if original certificates are not produced for verification on the date of interview.

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

11. A declaration will have to be submitted in the prescribed format by candidates seeking reservation under OBC category stating that he/ she does not belong to the Creamy Layer.

12. Benefit of reservation under EWS category can be availed upon production of an 'Income and Asset Certificate' issued by a Competent Authority on the format prescribed by Government of India.

13. Candidates are advised to keep their e-mail ID alive for receiving advices / communications.

14. The Job Profile / Job role is indicative not an exhaustive.

15. As record for this project will not be maintained after one year on declaration of result of online test, the information / data regarding this project will not be available thereafter.

16. After a candidate is selected but before joining the Bank, the candidate will be required to provide details regarding criminal case(s) pending against him /her, if any. The Bank may also conduct independent verification, inter alia including verification of police records etc. The Bank reserves right to deny the appointment depending upon such disclosures and/or independent verification.

17. 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 Pune and Courts/ Tribunals/ Forums at Pune only shall have sole and exclusive jurisdiction to try any cause/ dispute. Bank reserves right to change / modify / cancel the recruitment process at any stage fully or partly on any grounds and such decision of the Bank will not be notified or intimated to the candidates.

18. The cut-off date for Post qualification experience will be given in this notification. Only **full time experience as a permanent employee** after acquiring the educational qualification notified for eligibility will be considered. The candidate must provide the proof of the claimed work experience. The experience certificate(s) for the period given in the online application should be issued on the prescribed format (The prescribed format of Experience certificate is available as Annexure-III with this notification) under signatures of the Competent Authority at the Controlling Office / Head Office level of the respective employer/s, clearly stating the period, Post(s) held and nature of duties performed by the applicant. **The copies of the Appointment Letters, Salary Certificates, pay slip etc. will not be accepted in lieu of Work Experience Certificate.** The applicant will not be allowed to participate in the process on the basis of Appointment Letters, Salary Certificates, Pay slip etc. His / Her candidature shall be cancelled at any stage, even after his / her selection / appointment in the services of the Bank on the basis of Appointment Letters, Salary Certificates, Pay slip etc.

19. The applicants will be called for the Online Examination / Group Discussion (if conducted) / Interview, on the basis of the information provided by them in their Online Applications without verification of their age or qualification or category or any other eligibility criteria. The applicants must, therefore, ensure that they fulfill all the notified eligibility criteria as on the cut-off date prescribed in this notification, have possession of the requisite documents / certificates specified by the Bank, and that the particulars furnished in their Online Application are complete, true and correct in all respects. Merely appearing in the Online Examination / Interview or passing the Online Examination / Interview and / or being called by the Bank for the Interview shall not imply that the Bank is satisfied about the eligibility of the applicant. Bank may verify the eligibility of the candidates at any stage of recruitment or thereafter and reserves right to terminate the service of provisionally selected candidates if found ineligible for the post.

20. The Bank reserves the right to alter, modify or change the eligibility criteria and / or any of the other terms and conditions spelt out in this Notification.

21. Candidates should mention all the qualifications and experience in the relevant field over and above the minimum one suggested herein above and should attach attested copies of the certificates in support thereof. The Bank reserves the right to call only the requisite number of candidates for the Group discussions/interview after preliminary screening /short listing with reference to candidate's qualifications / suitability and experience etc.

22. The Bank reserves the right to change / modify the selection procedure / hold supplementary process, if necessary. The changes, if any shall be intimated to the candidates through Bank's website / registered e-mail in advance. When called for Group Discussions (GD) and / or Interview, candidates have to bring original of documents for verifications. Candidates will not be allowed to participate GD and / or Interview without production of the original documents.

23. The candidate called for online examination / GD / Interview will be informed through Bank's website/registered e-mail/SMS as per information provided by them in the application. Though bank puts maximum efforts to send the communication by e-mail/SMS, if any candidate does not receive the same due to technical or any other reasons, bank shall not be responsible for non-receipt of communication. The candidates are advised to visit Bank's website frequently for updates.

24. The Candidates should ensure that they fulfil all eligibility criteria. Their candidature at all the stages of recruitment process will be purely **provisional** subject to satisfying prescribed eligibility criteria mentioned in this advertisement.

25. The above number of vacancies are provisional and may vary according to actual requirement of the Bank, subject to availability of suitable candidates. The candidates belonging to reserved category for which no reservation has been announced are free to apply for vacancies announced for unreserved categories. However, they must fulfil all the eligibility criteria of unreserved category.

26. If any false/incorrect information furnished by the candidate is detected at any stage of recruitment process, he/she will be disqualified from the selection process and liable to terminate the services, if appointed.

27. If the candidate knowingly or willfully furnishes incorrect or false particulars or suppresses material information, he/she will be disqualified and if appointed, shall be liable for dismissal from the Bank's service without any notice or assigning any whatsoever reasons.

28. The decision of the Bank in all matters relating to recruitment shall be final and no individual correspondence will be entertained. Applications received after due date will not be entertained. **The Bank is not responsible for any technical or other reasons or delay.**

29. The recruitment in Bank of Maharashtra is done strictly as per merit in a systematic way. **Canvassing in any form will disqualify the candidate.**

30. The Bank reserves the right to cancel the Recruitment at any stage through this Advertisement fully or partly on any grounds and such decision of the Bank will not be notified or intimated to the candidates.

31. Employees working in Government /Semi-Government Undertaking will have to produce **"No Objection Certificate"** at the time of GD/interview.

32. The application must be submitted on-line through Bank's website www.bankofmaharashtra.in.

33. Appointment of selected candidate is subject to his/her being declared medically fit as per the requirement of the Bank. Such appointment will also be subject to the Service & Conduct Rules of the Bank.

34. The selected candidate will be on probation and after completion active service from the date of joining. Their confirmation in the Bank's service will be decided in terms of the provision of the Bank of Maharashtra (Officers) Service Regulations.

35. Candidates applying under reserved category should submit the related certificates in the format prescribed by the Government of India. Relaxation in age will be given to the reserved category candidates as per extant guidelines of Government of India.

36. Online Application will not be registered unless you upload your Photograph, signature, left thumb impression and hand written declaration as specified.

37. The candidates against whom any Disciplinary Action is / was initiated and minor / major punishment is / was imposed, such candidates are not eligible to apply for any post.

38. During the examination, at any stage, if it observed that the scribe is independently answering the questions or violating the guidelines, the exam session may be terminated and candidate's

candidature will be cancelled. The candidature of such candidates using the services of scribe will also be cancelled if it is reported / transpired after the examination by the test administrator that the scribe independently answered the questions.

25. Announcements:

All further announcements/ details pertaining to this process will be published/ provided only on https://bankofmaharashtra.in from time to time. No separate advertisement will be issued in this regard.

26. 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/ their candidature will stand cancelled. If any of these shortcomings is/ are detected even after appointment, his/ her/ their services are liable to be terminated. Decisions of bank in all matters regarding eligibility, conduct of online examination / other tests/ selection would be final and binding on all candidates. No representation or correspondence will be entertained by the Bank in this regard.

For more details, please visit bank's website (https://www.bankofmaharashtra.in). Online applications for submission shall be open from **23.01.2023 to 06.02.2023**. Before applying candidates are advised to ensure that they fulfil the stipulated eligibility criteria as per the details on bank's website. Helpdesk: In case of any problem in filling up the form, payment of fee / intimation charges or receipt of Admission/ call letter, queries may be lodge on email agmhrm2@mahabank.co.in / bomrpcell@mahabank.co.in. Candidates should mention **'Recruitment of Specialist Officers in Scale II & III in Bank of Maharashtra 2023-24'** in the subject of the email.

**General Manager
HRM**

Format of Experience Certificate

This is to certify that Shri Smt._____joined the services of the Bank on_____as_____(Designation / Post). At present he /she is working in our_____Deptt / Office/ Branch as_____. The details of various positions held by him / her during the tenure with our bank are mentioned as under: -

Sr	Designation	From Date	To Date	Permanent / Contractual	Job Profile / Portfolio (nature of duties performed)

Date: -   Name: -

Place: -   Designation & Deptt.

                                                         Stamp: -

Note: - The certificate on the above format should be issued by the Competent Authority on the letterhead of the bank and a copy of appointment letter from the said company / organization should be attached.