



Advertisement No. 01/2015-16

Advertisement for the Post of Deputy General Manager - Grade 'D'

Important:

Last Date of Receipt of Applications: June 10, 2015

(Please read the instructions carefully before remitting the fee & filling up the application)

IDBI Bank Ltd. (IDBI Bank), a banking company under the Companies Act, 1956, having majority share holding by Government of India, is a leading provider of complete range of retail and corporate banking services to its clients.

Recruitments in IDBI Bank Ltd., are strictly on all India basis by open competition and the Bank has not hired or authorized any agency or organization or any individual to recommend or recruit any personnel on its behalf or collect any money or commission or charges for recruitment or training or coaching, etc.

Applicants are advised to submit the application form hosted on the Bank's website at www.idbi.com on the dates mentioned below after carefully going through all the instructions contained in the Application Form and the instructions given in the advertisement. **No other means/mode of application form/ printout would be accepted.**

The Bank invites application from the eligible and suitable applicants for 1 post of Deputy General Manager in Grade 'D' as per following details:

Post	No of vacancies	Role /Position
Deputy General Manager in Grade 'D'	1 (Unreserved)	Handling taxation related matters for the Bank.

1. **Eligibility Criteria:**

1.1. Cut-Off date March 1, 2015 for assessing eligibility eg. age, experience, etc.

1.2. Age, Qualification and Experience as per the details mentioned in the table below:

Particulars	Eligibility Criteria
Age (As on March 01, 2015)	Not more than 45 years
Educational Qualification	Graduation with first class in any stream from a recognized University. Post Graduation in Commerce / Accountancy, MBA/CA/ICWA will be preferred.
Experience (As on March 01, 2015)	Minimum 12 years of experience as an officer in areas of taxation and related issues in Income Tax department of Central Board and Direct Taxes (CBDT), out of which atleast 10 years should have been preferably in Income Tax Department of CBDT as an Income Tax Officer or Assistant Commissioner of Income Tax (ACIT). OR Minimum 12 years of experience as an officer handling taxation matters in a large corporate i.e. with an annual turnover of Rs. 1000 Crore or above (as per the latest audited balance sheet). OR In case of applicants having experience in both Income Tax and large corporate, the overall experience inclusive of that in Income Tax Department of CBDT as an Income Tax Officer or ACIT and as an officer handling taxation matters in large corporate i.e. with an annual turnover of Rs. 1000 Crore or above should not be less than 12 years.
Other desirable skill sets & behavioral attributes	Excellent inter-personal and liaisoning skills Should possess excellent and unblemished track record Good legal understanding & drafting skills

1.3. Applicant must be either (i) a citizen of India, or (ii) a subject of Nepal, or (iii) a subject of Bhutan, or (iv) a Tibetan refugee (who came over to India before 1st January 1962) with the intention of permanently settling in India or (v) a person of Indian origin, who has migrated from Pakistan, Myanmar (formally 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 an applicant

belonging to categories (ii), (iii), (iv) or (v) above shall be a person in whose favour a certificate of eligibility has been issued by Government of India. The applicant, in whose case a certificate of eligibility is necessary, may be admitted to the selection process conducted by the Bank, but on final selection, the offer of appointment may be given only after the necessary eligibility certificate have been issued to him/ her by the Government of India.

1.4. Proficiency in computers is essential.

1.5. The Bank reserves the right to raise or modify the eligibility criteria pertaining to educational qualification and/or work experience. Depending upon the requirement, Bank reserves the right to cancel or restrict or curtail or enlarge any or all of the provisions of the recruitment process, if need so arises, without any further notice and without assigning any reason there for.

2. **Non- refundable Application Fee and Postage Charges:**

2.1. Only ₹100/- (Rupees One hundred only) towards postal charges is payable by the applicants belonging to SC, ST, Persons with Disabilities (PWD) and Ex-Servicemen categories and ₹600/- (Rupees Six hundred only) towards application fee and postal charges by other General and OBC candidates. Applicants are required to make payment of the fee in cash at any of the branches of IDBI Bank. Proforma of the challan to be used for payment through IDBI Bank are displayed on the Bank's website. Applicants may download the challan and approach the bank branch for making payments. **Please note that the challans would not be available in any of the branches of the bank and has to be necessarily downloaded from the Bank's website.**

2.2. On payment of the requisite fee, the concerned branch of IDBI Bank would generate a unique 14 digit code number, which would be recorded on the counterfoil of the challan. Copy of the challan (applicant's copy and Bank's copy) duly stamped would be returned to the applicants as proof of receipt of the fee.

2.3. The applicants after making payment of fee as indicated above would thereafter apply for the post. The applicants would be required to enter the 14 digit unique numbers in the application form.

2.4. The payment of fee would be accepted only during the banking hours at the respective bank's branches from June 01, 2015 to June 10, 2015 (both days inclusive).

2.5. No other mode of payment of application fee would be acceptable. Fee once paid will not be refunded or adjusted.

2.6. Applicants are advised to go through the advertisement thoroughly and ensure that they fulfill all the eligibility criteria before making payment of fee and postal charges as fee once paid will not be refunded or adjusted under any circumstances.

3. How to apply:

- 3.1. The applicants are advised to fill their applications strictly as per the format provided by Bank on its websites (www.idbi.com). The application form should be typed or neatly handwritten in English on a good quality "White A- 4 size" paper. The application must have the latest passport size photograph affixed and duly signed across. Application must be complete in all respects. Incomplete and illegible applications will be rejected.
- 3.2. Application should be accompanied by Bank's copy of challan, attested copies of relevant certificate(s) / documents, in support of proof of age, category, educational qualification, work experience, etc. as mentioned in the application form. Please note that the applications without complete documents are liable to be rejected.
- 3.3. Candidates are required to have a valid personal email ID and Mobile No. It should be kept active during the currency of this recruitment project as Bank may send alerts / notification relating to call letters for interview through the registered email ID. In case, a candidate does not have a valid personal email ID, he/she should create his/her new email ID before applying for the post. Under no circumstances, he/she should share/ mention email ID to/ or of any other person.
- 3.4. The application form along with attested copies of relevant certificate/s may be sent by ordinary post only. The application form complete in all respects and duly signed should be sent in a cover super scribed as "***Application for the post of Deputy General Manager – Grade 'D'***" and addressed to The General Manager – Recruitment Section, Human Resources Department, IDBI Bank Ltd., IDBI Tower, 21st floor, WTC Complex, Cuffe Parade, Mumbai – 400 005.
- 3.5. The duly filled application form can also be deposited in box specially kept for the purpose at the Reception counter of IDBI Bank Ltd. IDBI Tower, Ground Floor, WTC Complex, Cuffe Parade, Mumbai – 400 005.
- 3.6. Applications complete in all respects alongwith attested copies of the required documents should reach the Bank on or before June 10, 2015. Applications received after June 10, 2015 will not be entertained.

4. Important Dates:

Sr. No.	Activity	Date
1	Payment of Application Fees	June 01, 2015 to June 10, 2015
2	Last Date of Receipt of Applications:	June 10, 2015
3	Date of Personal Interview	Would be intimated through Interview call letters.

5. Selection Process:

- 4.1. Selection process will consist of Personal Interview before the selection committee. The Bank will undertake a preliminary screening of the application for preparing, if necessary, a shortlist of eligible applicants to be called for Personal Interview. Thus, merely fulfilling the requirement laid down in the advertisement would not automatically entitle any candidate to be called for Personal Interview. Personal Interview shall be held at **Mumbai** center only.
- 4.2. The details regarding the time, date and address of the venue for the Personal Interview will be intimated to the short listed eligible applicants through Call Letters, which they should produce at the time of Personal Interview. Other instructions, if any, in this regard would also be displayed on the Bank's websites. Applicants are, therefore, advised to visit the Bank's websites at regular intervals. Applicant will not be allowed to appear for the Personal Interview without the call letter.
- 4.3. The applicants may please note that the call-letter issued to them should not be construed as an offer of employment.
- 4.4. All applicants shortlisted in the Personal Interview would be referred for pre-recruitment medical examination on same day or next day. Being referred for medical examination does not imply final selection, which may please be noted. The final selection or offer of employment would be made based on applicant's performance in the Personal Interview, being found medically fit and subject to fulfillment of all other eligibility criteria with regard to age and qualification as stipulated in the advertisement.

5. Reservation

The post is unreserved.

6. Pay, allowances, perquisites and terms of appointment

The present pay scales are as under:

Post	Consolidated Remuneration / Scale
Deputy General Manager-Grade 'D'	In the scale of Rs.33600-1100(9)-43500-1300(8)-53900 (18 years)

In addition to the pay, the selected applicant will be eligible for allowances, perquisites and benefits as applicable to the Grade as per Bank's rules, prevalent at the time of joining. Appointment for the posts of Deputy General Manager-Grade 'D' will be on probation for a period of 1 year from the date of joining and can be extended at the discretion of the Bank. Applicant will be posted at the Bank's discretion, to any of the branches of the Bank or departments/ offices/ business units/ Bank's associate institutions. The applicant will

also be liable to be transferred to any place in/outside India, as the Bank may decide from time to time in terms of Bank's prevailing rules and policies.

7. General Instructions:

10.1 In case, it is detected at any stage that the applicants do not fulfill the eligibility criteria and/or have furnished incorrect information or suppressed any material information, their candidature will be cancelled and if appointed, their services may be summarily terminated without any compensation thereof.

10.2 In all matters regarding eligibility, minimum qualifying standards in Personal Interview, assessment thereof and communication of result, the Bank's decision shall be final and binding on the applicants and no correspondence shall be entertained in this regard.

10.3 Canvassing in any form will be treated as a disqualification.

10.4 The Bank reserves the right to reject any or all applications without assigning any reason/s thereto.

10.5 Applicants already in service of Government/Quasi Government Organizations and Public Sector Banks/Undertakings will have to produce a 'No Objection Certificate' from their employer, at the time of Personal Interview. Before appointment in the Bank, a proper discharge certificate/Release Order/ Relieving letter from the employer will have to be produced.

10.6 The Bank reserves the right to raise/modify the eligibility criteria pertaining to educational qualification and/or work experience at its sole discretion without assigning reasons thereof.

10.7 Any resultant dispute arising out of this advertisement and the selection process shall be subject to the sole jurisdiction of the Courts situated in Mumbai only.

10.8 The Bank reserves the right to modify/amend/reverse/cancel any or all of the provisions of the recruitment process at its sole discretion, without any further notice and without assigning any reason thereof.
