



Advertisement No.04/ 2018-19

**ADVERTISEMENT FOR ENGAGEMENT
OF EXPERT/ PROFESSIONAL ON CONTRACT BASIS**

(i) Head -Treasury (ii) Head -IT Architecture (iii) Head - Human Resource

Important: Last Date of Receipt of Applications: December 07, 2018

Company Profile

IDBI Bank Ltd., owned by Government of India and engaged in providing complete range of retail and corporate banking services to its clients, proposes to engage the services of an Expert/ Professional for the post of Head - Treasury, Head - IT Architecture and Head-HR. The engagement would be on contract basis.

IDBI Bank invites applications for the above posts from eligible and suitable candidates fulfilling the requirement mentioned in the job description. 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.

Job Description (in brief) for HEAD – IT ARCHITECTURE (on contract basis) :

The Chief General Manager (CGM) - IT Architecture will be a senior member of the Information Technology team within IDBI Bank and will be responsible for designing an optimal IT Architecture for the Bank and managing its IT Operations.

- S/he will be responsible for the overall technology infrastructure and its capabilities to ensure that the Bank does not lose out its competitive advantage.
- This team will review and maintain the current technology infrastructure of DC & DR and assess whether the technology currently being used is, as per Industry Standards.

S/he will also support the process of understanding future business needs and its implication in the technology front alongwith understanding of possible advancement and trends in the banking and technology sectors.

Major Key Result Areas expected of the role ,

1. IT Architecture of the Bank (All Hardware & Software Systems, Networks and Telecommunications).
2. Strategic Technology Decisions as per current technology and Industry Standards
3. Technology Life Cycle Management
4. Manage Enterprise Application Architecture
5. Foster Innovation and prioritize Initiative
6. Manage all IT Applications & Operations 24 x 7 (Operating Systems, Applications, Databases, Helpdesks etc.)
7. Review of Helpdesk Service Levels & Performance
8. Business Continuity and Disaster Recovery Management
9. Identify and manage new/ existing vendors/ partners for projects, procurement etc.

The team comprising of about 28-30 officers to manage supervisory control of the DC/ DR and managed IT Operations comprised of Database Administrators (DBA), System Administrators (SA) and Network Administrators (NA).

A brief responsibility for each role is given below:

Responsibility of DBA (Oracle / MsSQL)

- Installation, configuration and upgrading of Database server software and related products.
- Evaluate Database features and Database related products.
- Establish and maintain sound backup and recovery policies and procedures.
- Take care of the Database Design and implementation.
- Implement and maintain database security (create and maintain users and roles, assign privileges).
- Database tuning and performance monitoring.
- Application tuning and performance monitoring.
- Setup and maintain documentation and standards.
- Plan growth and changes (capacity planning).
- Work as part of a team and provide 24x7 support when required.
- Do general technical troubleshooting and give cons.
- Database recovery.

Responsibilities of SA (on Unix/ Linux/ Windows platform)

- Analyzing system logs and identifying potential issues with computer systems.

- Applying operating system updates, patches, and configuration changes.
- Installing and configuring new hardware and software.
- Adding, removing, or updating user account information, resetting passwords, etc.
- Responsibility for security.
- Responsibility for documenting the configuration of the system.
- Troubleshooting any reported problems.
- System performance tuning.
- Configuring, adding, and deleting file systems.
- Ensuring parity between dev, test and production environments.

Responsibilities of Network Administrator

- Network monitoring
- Testing the network for weakness
- Keeping an eye out for needed updates
- Installing and implementing security programs
- Evaluating implementing network.

Eligibility Criteria [Cut-off date : October 01, 2018]

(i)	Age	Not more than 57 years as on the cut-off date
(ii)	Experience	At least 15+ years of extensive technology experience including core banking is mandatory. He/ she should have worked in Banking-IT related areas/ projects involving IT Policy and Planning/ Enterprise Application/ Database/ Networks & communications etc Proven experience in leading transformational changes and technology enabled innovative solutions in IT compliance monitoring, testing, and reporting
(iii)	Essential profile	Engineering Graduate or equivalent qualification from a recognized University/ Institution. Executive presence and a reputation for building strong relationships with stakeholders and leading teams, both direct reports and in peer/ influence models

Job Description (in brief) for HEAD – TREASURY (on contract basis) :

The Executive Director (ED) - Treasury will be top executive of the Treasury team within IDBI Bank and will be responsible to enhance the Bank's profitability by efficiently managing the Bank's funds through trading/ investment and corporate sales catering to the domestic and international market within the framework of RBI, SEBI, FEDAI and FIMMDA guidelines, as well as effectively and prudently managing the Bank's liquidity and mitigating its operational, financial and reputational risk.

Duties and Responsibilities :

Baseline Responsibilities

1. To manage and oversee the functions and activities of Treasury Department of the Bank, in an effective manner, by deploying appropriate resources.
2. To lead and motivate the assigned team by displaying strong integrity and business ethics, so as to achieve the business strategy of the Bank.

Specific Responsibilities

1. To manage, control and regulate effectively as also efficiently the Bank's funds and ensure that the liquidity position of the Bank is sound and optimally cost effective as also requirements of funds are readily met for ongoing operational and capital investment requirements.
2. To closely monitor and oversee the dealing room and foreign exchange/ money position of the dealers, within the approved risk parameters of the Bank.
3. To forecast cash flow positions, related borrowing needs, and available funds for investment, and prudently use hedging to mitigate financial risks related to the interest rates on the Bank's borrowings, as well as on its foreign exchange positions.
4. To drive and achieve target of trading/ investment and Corporate treasury sales and achieve maximization of Profits through Fund Management and Trading in various instruments as also Corporate Sales in merchant trades of forex and other instruments.
5. To closely monitor the statutory requirements of the Bank (SLR/ CRR) as also adhere to statutory guidelines issued from time to time.
6. To put in place a system of policies and procedures that impose an adequate level of control over treasury activities and function in conjunction to various guidelines/ policies on Market Risk, Corporate Credit, Corporate Investment, Derivative policy of the Bank.
7. To maintain excellent working relationship with investment community, credit rating agencies, inter-bank counter parties.

8. Act as Treasury advisor to the Bank and apprise the top management of the Bank.

Other Skills /Qualities:

1. Analytical acumen and flair for communication.
2. Strong inter-personal and relationship skills
3. Good presentation skills
4. Motivation, Drive and commitment
5. Should possess leadership and negotiation skills.
6. Knowledge of technical and fundamental analysis is desirable

Eligibility Criteria [Cut-off date : October 01, 2018]

(i)	Age	Not more than 57 years as on the cut-off date
(ii)	Experience	Minimum 15 years in Banking or Financial services industry and at least 8 years in Treasury Department of any Bank/FI in middle or senior position. Preferably 4 years of Investment Banking Experience
(iii)	Essential profile	CA/MBA/PGDM /CFA or other relevant post graduate qualification from a recognized University/ Institution will be preferred. Certificate in Treasury Management, Certified Treasury Dealer Course is desirable.

Job Description (in brief) for HEAD – HUMAN RESOURCE (on contract basis) :

The Executive Director (ED) - Human Resource will be top executive of the HR team within IDBI Bank and will be responsible to oversee / guide in developing and implementing human resources policies/strategies, including providing inputs to organization’s strategic thinking in recruitment, manpower assessment/deployment, compensation, training and development, talent retention, records management, Industrial & Employee relations and exit management, thereby supporting the Bank’s overall Mission & Vision, with a view to foster a positive work environment, so as to mitigate people risk.

Duties and Responsibilities :

Baseline Responsibilities

- 1 To oversee and manage the various functions of Corporate HR, in an effective and efficient manner, so as to drive the objectives and goals assigned for HR.
- 2 To execute and carry out the various HR plans and programmes, as per the HR policy of

the Bank.

- 3 To exercise the powers delegated for the said role and also lead, motivate, develop and groom the assigned team, with a strong sense of organizational belongingness, employee empathy, highest standards of organizational ethics.

Specific Responsibilities

- 1 To develop manpower assessment module and execute the same across the Bank so as to achieve optimum and effective utilization of the HR for the Bank;
- 2 To direct and manage the human resource functions of recruitment, placement, orientation, training, discipline and exit management;
- 3 Instrumental in formulating various HR policies, advocate employee friendly policies / processes, including periodical review. Oversee smooth & timely conduct of Promotion Process; take initiatives for process improvements / automations.
- 4 To oversee and guide the team handling employee/ industrial relations, ensure all Statutory & Regulatory Compliances are adhered to as also address IR/ ER issues.
- 5 To put in place a program for developing Talent & Capacity building, through Training Needs Analysis, Skill gap analysis, and to prepare a road map for Competency Mapping for key businesses & roles.
- 6 To oversee and monitor an appropriate Performance Management & Talent Retention through annual appraisal functions, career progression based on objective assessments to fulfill the business requirements and as a means to motivate talent & enhancing productivity.
- 7 To oversee and manage appropriate delivery & execution of HR strategies and policies as per guidelines, by the extended HR delivery channels in the Zones.
- 8 To roll out employee engagement strategies with bottom up approach.
- 9 To create appraisal system based on measurable targets for 100% work force, and focus on building leadership and new skills to deal with the challenges of changing technology.
- 10 To align the compensation structure with the industry with an element of performance driven incentive.
- 11 To put in place automated system to decide transfers and posting based on the competence of the employees

Other Skills /Qualities:

- 1 Analytical acumen and flair for communication.
- 2 Strong inter-personal and relationship skills
- 3 Good presentation skills
- 4 Motivation, Drive and commitment
- 5 Should possess leadership and negotiation skills.

Eligibility Criteria [Cut-off date : October 01, 2018]

(i)	Age	Not more than 57 years as on the cut-off date
(ii)	Experience	Minimum 15 years in Banking or Financial services industry and at least 8 years in Human Resources Department of any Bank/FI in middle or senior position.
(iii)	Essential profile	MBA/PGDM or other relevant post graduate qualification in Human Resource from a recognized University/ Institution will be preferred.

Applicants selected for the assignments should obtain clearance from the previous employer, if required (i.e. if retired from the previous employer and has not completed one year post retirement) for taking up the assignment with IDBI Bank.

Depending upon the requirement, Bank reserves the right to cancel or restrict or curtail or enlarge any or all of the provisions of the selection process, if need so arises, without any further notice and without assigning any reason thereof.

2. Terms and conditions of engagement:

(i)	Period	Contract for a period of three years (extendable up to five years) to be reviewed on yearly basis.
(ii)	Type of engagement	Contractual engagement.
(iii)	Remuneration	Remuneration based on experience, Seniority level etc.
(iv)	Leave	20 days of leave for a period of one year. If contractual period exceeds one year or is under one year, proportionate leave shall be granted.
(v)	Perquisites/ Benefits	Any other perquisites and benefits would be advised in the offer letter of engagement.
(vi)	Termination of contract	The contract may be terminated by giving to other 30 days notice or pay in lieu thereof. Further, absence beyond 15 days would result in termination of contract, unless approved by the competent authority.
(vii)	Superannuation benefits	No superannuation benefits shall be applicable.

(viii)	Service rules	During the contractual period, shall be governed by the IDBI Bank Ltd Officers' Conduct and Discipline & Appeal Rules, 2006, as amended from time to time.
(ix)	Residual matters	As may be decided by the IDBI Bank Ltd.

3. How to apply:

- 3.1 The applicants are advised to fill their applications strictly as per the format provided by Bank on its website (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 self-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.
- 3.3 The application form along with attested copies of relevant certificate/s may be sent **by ordinary post / courier only**. The application form complete in all respects and duly signed should be sent in a cover superscribed as ***"Application for engagement as Head (IT Architecture)/ (Treasury)/ (Human Resource) on contract basis - 2018"*** and addressed to The General Manager, Human Resources Department, IDBI Bank Ltd., IDBI Tower, 21st floor, WTC Complex, Cuffe Parade, Mumbai – 400 005.
- 3.4 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.
- 3.5 Applications complete in all respects alongwith attested copies of the required documents should reach the Bank on or before **December 07, 2018**. Applications received after **December 07, 2018** will not be entertained.

4. Selection Process:

- 4.1 Selection process will consist of Personal Interaction (PI) 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 PI and decision of the Bank in this regard shall be final. Thus, merely fulfilling the requirement laid down in the advertisement would not automatically entitle any

candidate to be called for PI.

- 4.2 The details regarding the time, date and address of the venue for the PI will be intimated to the shortlisted eligible applicants.

5. General Instructions

- 5.1 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.
- 5.2 In all matters regarding eligibility, minimum qualifying standards in PI, 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.
- 5.3 Canvassing in any form will be treated as a disqualification.
- 5.4 The Bank reserves the right to reject any or all applications without assigning any reason/s thereto.
- 5.5 The Bank reserves the right to modify/ amend/ reverse/ cancel any or all of the provisions of the selection process if need so arises, without any further notice and without assigning any reason thereof.
