(A Government of India Undertaking)
Corporate Office, Speed Post Centre Building, Bhai Veer Sing Marg, New Delhi -110001

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RECRUITMENT OF VACANCIES (INCLUDING BACKLOG) IN SCALE II, III, IV, V, VI & VII ON REGULAR/CONTRACT BASIS

Advertisement No. : IPPB/HR/CO/REC/2021-22/03

India Post Payments Bank Limited (IPPB) has been setup under the Department of Post, Ministry of Communications with 100% equity owned by Government of India having 650 branches all over India which aims to utilize all of India's 1,55,015 post offices as access points and 3~Lakh Postmen and Gramin Dak Sewaks (GDS) to provide doorstep banking services. IPPB is leading the next revolution of banking and financial literacy and this new model will pave the way for India's largest banking network to reach each and every corner of the nation.

In order to support our future growth and transformation challenges, we invite applications from qualified, energetic and dynamic candidates who will be appointed in Scale II, III, IV, V, VI & VII on Regular/ Contract basis through online application mode in different disciplines as per details given below. Interested candidates who fulfil the eligibility criteria may apply online from **26.03.2022 to 09.04.2022** by visiting our website **www.ippbonline.com**. No other mode of application will be accepted.

1. IMPORTANT DATES:

(i)	**Opening date for On-line Registration of Applications**	**26.03.2022 : 10.00 AM**
(ii)	**Last date of On-line Submission of Applications with Fee**	**09.04.2022 : 11.59 PM**

NOTE:

(i) Detailed instructions may be referred at the time of applying online application.

(ii) Candidates in their own interest are advised, not to wait till the last date & time for applying online. IPPB shall not be responsible, if candidates are not able to submit their applications due to last time rush.

Abbreviations used: MMGS: Middle Management Grade/ Scale, **SMGS**: Senior Management Grade/ Scale, **TEGS**: Top Executive Grade/ Scale, **UR**: Un-reserved, **OBC (NCL)**: Other Backward Classes (Non Creamy Layer), **EWS**: Economically Weaker Section, **SC:** Scheduled Caste, **ST**: Scheduled Tribe, **PWD:** Persons with Disability, **OC**: Orthopedically Challenged, **VI**: Visual Impairment, **HI**: Hearing Impairment, **PSB:** Public Sector Bank, **PSU:** Public Sector Undertaking.

2. Eligibility Criteria: The Age and Post Qualification Experience as on 01.03.2022 for the posts specified at table 3 are prescribed as under:

Scale	Designation/ Post	Age (as on 01-03-2022)	Post Qualification Work Experience in Officer Cadre
MMGS-II	Manager	23 to 35 years	3 Years
MMGS-III	Senior Manager	26 to 35 Years	6 Years
SMGS-IV	Chief Manager	29 to 45 Years	9 Years
SMGS-V	Assistant General Manager	32 to 45 Years	12 Years
TEGS-VI	Deputy General Manager	35 to 55 Years	15 Years
TEGS –VII	General Manager	38 to 55 Years	18 Years

3. Details of number of vacancies (tentative) including backlog reserved vacancies:

Department	Scale	Post/Designation	Type of Employment	No. of Vacancies	Vacancy reserved for			
					UR	OBC	SC	ST
Technology	VI	Chief Technology Officer	Contract	1	1	-	-	-
	V	AGM (Enterprise/ Integration Architect)	Regular	1	1	-	-	-
	IV	Chief Manager (Digital Technology)	Regular	1	-	1	-	-
	III	Senior Manager (System/ Database Administration)	Regular	1	-	1	-	-
Information Security	III	Senior Manager (Security Administration/Architect)	Regular	1	1	-	-	-
	II	Manager (Security Administration)	Regular	1	-	1	-	-
Products	V	AGM - BSG (Business Solutions Group)	Regular	1	-	1	-	-
	IV	Chief Manager (Retail Products)	Regular	1	1	-	-	-
	IV	Chief Manager (Retail Payments)	Regular	1	-	-	1	-
Operations	VII	GM (Operations)	Regular	1	-	1	-	-
Compliance Function	VII	Chief Compliance Officer	Contract	1	1	-	-	-
Finance	IV	Chief Manager(Finance)	Regular	1	1	-	-	-

Note: Number of vacancies are tentative and may increase or decrease as per requirement of the Bank.

4. Job description and Minimum Eligibility Criteria:

Department	Position	Job Description	Minimum Eligibility Criteria
Information Technology	Chief Technology Officer	**Purpose of the Role:** 1. To define the Technology strategy, vision and build the technology competency for a successful launch of the Bank. It involves accountability and decision making on team selection, technology stack selection, partner selection, implementation and operations. 2. Also will be responsible to lead the digital technology implementation and customer experience. 3. The CTO candidate should ideally have experience of similar scale in banking sectors. Combined experience in a Bank with a focus on Payments Technology / Mobile commerce will be an added plus. IPPB system integration implementation is highly complex due to the scale and multiple SI's and technology vendors involved, over and above linking the platform with other Government departments. **Primary Responsibilities:** 1. Build a robust technology organization for IPPB by defining its technology strategy and designing technology architecture covering both back-end and customer facing systems, which include payments applications,	**Minimum Educational Qualification:** Any Engineering Graduate/MCA or equivalent qualification. **Post Qualification work experience**: The Candidate must have an overall experience of at least 15 years in Banking/Financial Services/Insurance in IT related areas/projects involving Payment Technologies, Internet Banking/ Mobile Commerce space predominantly **(of which)** **5 years** preferably should be at senior management level/managing or implementing large IT projects in Banking/Financial Services/Insurance /Fintech.

		infrastructure architecture, technology operations, projects and program management. 2. The strategy should focus on delivering next generation payments processing platform, simplify last mile banking, on time with high quality 3. Will design the entire tech governance framework for the Bank Align IPPB's technology design with DoP technology design and GoI's Direct Benefit Transfer infrastructure design. 4. Be an innovative thought leader in the technology space and must be well versed with the development in the payments/ mobile/online space. 5. Set up and run Data Analytics platform, and actively contribute to business. 6. Responsible for providing cost effective and cutting edge technologies for the common man and financial eco-system in the digitization space 7. Maintain technology vendor relationship and compliance with service level agreements/ contractual commitments. 8. Mentor operations and project team to achieve budgeted results through service excellence and adoption of best practices. 9. Work with stake holders, technology partners, regulators and government agencies to deliver the committed digitized financial services 10. Drive a product development process that addresses customer, business and technology needs while delivering (time to market), and scalable, easy –to-use products. 11. Be an Industry thought leader who will articulate the vision in ways that will be highly valued by senior executives and the technology community. 12. Act as a key influencer with internal and external stakeholders/ customers. o Playing the role of a business enabler. **Skills & Competencies:** 1. Experience in large scale infrastructure and transaction platforms and web applications 2. A hands on leader with a passion for innovating on technologies, building effective teams and a focus on delivering competitively superior technology solutions to the business while growing people in the organization and creating high performance teams. and accounting principles Experience in core technologies, concepts, architecture, development and sustenance of all the foundational software technologies that support the infrastructure and applications. 3. Stakeholder management capability, experience of managing the Board; diverse customer community.	

Technology	AGM (Enterprise/ Integration Architect)	1. Define the target architectures, and the roadmaps and timescales for these architectures to ensure the most effective use of technology and digital services while delivering the required business outcomes. 2. Review and integrate all application requirements, including functional, security, integration, performance, quality and operations requirements. Provide input into final decisions regarding hardware, network products, system software and security. 3. Will work on Target Architecture for digital banking and insurance services using Micro services, API framework, Dev Ops, Cloud Native. 4. Validate & oversee the system integration plan created together with the Solution Architect, head Program Manager and Product teams. 5. Manage the execution of technical integration points between various parties including the group entities and third parties.	**Minimum Educational Qualification:** Bachelor of Engineering/ Bachelor of Technology in Information Technology or Computer Science/MCA. Candidate with MBA/ Post Graduate Degree in Information Technology or Computer Science will be given preference. The Open Group Architecture Framework (TOGAF) /PRINCE2 Certification is mandatory **Post Qualification Experience**: Minimum 12 years of experience in Officer cadre in IT as a Technology Architect. **(of which)** 3 years in banking/Insurance industry on Cloud Architecture/ API frame work/Open Banking/Micro Services/Payment Systems modernisation/ SaaS based software industry is mandatory.
Information Technology	Chief Manager (Digital Technology)	1. Responsible for delivering high class and cost effective digital channel technology platform with high class digital customer experience for Key consumer, small business, and middle market banking clients across the Payment Bank. 2. Build meaningful and sustainable relationships with business teams to optimize Web and Mobile Channels. 3. Coordinate with banking regulators like NPCI, IDRBT,UIDAI for POC and production readiness of new age digital products 4. Responsible for Digital, Mobile, Social & New Media IT Strategy and Business Innovations. 5. Define the Digital technology strategy to support the business, informed by the business strategy, market trends, and the competitive landscape. 6. Lead the execution and delivery of new digital initiatives as well as providing operational support for solutions. 7.Coordination with internal stakeholders for preparation of Scope of work for new digital products/technology	**Minimum Educational Qualification:** Bachelor of Engineering/ Bachelor of Technology in Information Technology or Computer Science/MCA. Candidate with MBA/Post Graduate Degree in Information Technology or Computer Science will be given preference. **Post Qualification Experience:** Minimum 9 years of experience in Officer cadre in IT in banking or electronic payment services industry is mandatory.
Information Technology	Senior Manager (System/ Database Administration)	1. Responsible for design of logical and physical database models. 2. Support the development efforts for one or multiple diverse types of large database systems. 3. Perform requirements analysis, data modelling and database architecture functions for relational database system(s). 4. Should have thorough understanding and experience in working Data warehouse /Data mart/Data lakes 5. ETL process for data extraction, data sync. 6. Create a practice around operational big data, apply data science to create real time deviation	**Minimum Educational Qualification:** Bachelor of Engineering/ Bachelor of Technology in Information Technology or Computer Science/MCA. Candidate with MBA/Post Graduate Degree in Information Technology or Computer Science will be given preference

		detection mechanisms and use that to optimize time to detect, time to recover and therefore availability through alerts and visualizations. 7. Define standards related to data management. Implementing and Ensuring data privacy guidelines set by regulator and as per Best practice. 8. Liaison with various in-house and/or third party teams and ensure achieving the committed service level objectives.	**Post Qualification Experience**: Minimum 6 years of experience in Officer Cadre in IT is mandatory. **(of which)** Minimum of 3 years of experience in system database administration/ Data warehouse /Data mart/Data lakes in banking or financial services or insurance industry is mandatory.
Information Security	Senior Manager (Security Administration/ Architect)	1. Determine security requirements by evaluating business strategies and requirements. 2. Create new Information security requirements for applications that have insufficiently mitigated threats and guide application teams and other Technology teams in the implementation of new security requirements 3. Provide cyber security leadership and expertise to ensure the ongoing Confidentiality, Integrity, and Availability of systems and information. 4. Design, build and implement enterprise-class security systems for a production environment Align standards, frameworks and security with overall business and technology strategy 5. Conduct and review system security and vulnerability analysis reports for applications/apks and risk assessments; studying architecture/platform. 6. Engage and collaborate with application teams to derive an accurate description of their application architectures and apply the threat modeling methodology to identify and prioritize threats to those applications and to apply mitigating controls 7. Plan and evaluate the organization internal network and security technologies and develop requirements for local area networks (LANs), wide area networks (WANs), virtual private networks (VPNs), routers, firewalls, and related security and network devices; 8. Understand various industry wide encryption technologies and basis requirement, design the public key infrastructures (PKIs), Certification authorities (CAs) and digital signatures using both hardware and software 9. Identifying integration issues and Prepare cost estimates. 10. Implement security systems by specifying intrusion detection methodologies and equipment directing equipment and software installation and calibration preparing, preventive and reactive measures, creating, transmitting, and maintaining keys, providing technical support, completing documentation. 11. Develop and design test scripts to validate and security controls deployed and identify gaps before production deployment 12. Designing security rules for various systems, implementation of monitoring framework as	**Minimum Educational Qualification:** BSc. in Electronics, Physics, Computer Science, Information Technology or B.Tech /B.E- Electronics, Information Technology, Computer Science or MSc. Electronics, Physics, Applied Electronics Certifications: CISSP/CISA/ CISM/CEH is mandatory Certifications in Cyber Law, Cyber Security certification will be preferred. **Post Qualification Experience**: Minimum 6 years of experience in Officer cadre in IT in banking or Electronic Payment Services industry is mandatory.

		per best practice to comply with regulatory guidelines. 13. Engage and guide the internal technology team in upgrading the security systems by monitoring the internal security environment, identifying security gaps, evaluating and implementing enhancements 14. Remain abreast of emerging technologies, industry developments and cloud security. 15. Should have working experience in firewalls, Email, Web Security and other appropriate security tools and applications to conceal and protect transfers of confidential digital information. 16. Should be aware and must have a working knowledge of mobile security, change management, Access control planning for disaster recovery and create contingency plans 17. Demonstrate ability in testing and evaluating security products and should possess awareness on new security systems or to upgrade existing ones.	
Information Security	Manager (Security Administration)	1. Manage system security against unauthorized access, modification and/or destruction. 2. Manage timely configuration and support of security tools such as anti-virus software, and patch management systems. 3. Create & Manage implementation of application security, technology infrastructure security, access control and corporate data safeguards policies. 4. Perform User access and Role access review for applications and operating systems 5. Identify gaps in employee's security awareness and procedures and raise a training need if any. 6. Develop, update and periodically manage testing of business continuity and disaster recovery protocols. 7. Conduct security audits and make policy recommendations. 8. Triage malware incidents, their priority and the need for escalation. 9. Liaison with various in-house and/or third-party teams and ensure achieving the committed service level objectives. 10. Track and monitor the Security Incidents through the Security and Event monitoring (SIEM) Incident reports to ensure the all the critical incidents are addressed. 11. Monitoring of the activity performed using Privilege id through PIM activity by engaging with System Integrator 12. Review and ensure all the critical devices are communicating with the SIEM tools for capturing the logs by checking the reports. Identify and implement new use cases in SIEM based on various security threats 13. Review challenge and approve the access for Privilege id access for the users and other third party team's/ admin teams. 14. Review and monitor the vulnerability reports for proactive closure of the identified vulnerabilities with in the stipulated time.	**Minimum Educational Qualification**: BSc. in Electronics, Physics, Computer Science, Information Technology or B.Tech /B.E- Electronics, Information Technology, Computer Science or MSc. Electronics, Physics, Applied Electronics Certifications: CISSP/CISA/ CISM/CEH IS mandatory Certifications in Cyber Law, Cyber Security certification will be preferred. **Post Qualification Experience**: Minimum 3 years of experience in IT in Officer Cadre **(of which)** 02 years of experience in Security Administration function in banking or financial services or insurance industry is mandatory.

		15. Work closely with the internal teams for completing the tasks pertaining to regulatory requirements.	
Products	AGM – BSG (Business Solution Group)	1. Responsible for end–to-end project management and work towards delivering simplified solutions and providing round the clock support to all users/functional units across the Bank 2. Providing technical leadership and specialist skills during implementation jointly with Product & Technology team 3. Job Role will include coordination with various departments/Users, Product team, Ops, IT, System Integrators, Vendors etc. to execute projects as per requirement. 4. Understanding business requirement and converting into detailed system requirements (FSD) for Development, Testing, Implementation. 5. Relationship management & engagement with appropriate industry organizations such as NPCI, IDRBT, RBI, UIDAI and other such bodies for product development, integrations and testing related activities 6. The role will also include customer facing activities and technical ownership of major client specific customization projects. 7. Act as Gatekeeper for all system builds, change requests and overall project management. 8. Continuously evaluate and update the existing processes with the view of delivering operational excellence. 9. Prepare user guides and train users on newly developed systems 10. Lead a team of team of highly dedicated professionals working as Analysts/SMEs who will work towards delivering simplified solutions. The position will report in to the Head of Products for the Bank.	**Minimum Educational Qualification:** MBA in Sales/ Marketing. **Post Qualification Work Experience**: Minimum 12 years of experience in officer cadre in bank/financial institutions in direct Product Management/ Development / Product Technology / Business Solutions / Project Management & Implementation role related to Core Banking Systems and Payments systems covering Card Issuance, Acquiring and/or relevant products like UPI, AePS, BBPS, Remittances Should be conversant with industry grade use cases and must have handled Fintech alliances. Preference will be given to candidates having direct exposure/work experience in in Banks/Payments network such as NPCI, MasterCard, Visa, Fintechs managing the above mentioned products.
Products	Chief Manager - Retail Products	. Define and implement the Bank's vision for customer engagement through the development of relevant and innovative product 2. Responsible for designing and developing the IPPB retail product offering covering various Products such as IMPS, UPI, AEPS, BBPS, Prepaid Cards, Remittances (Domestic & International), Bharat QR 3. Manage the product development lifecycle by working closely with other members in the product & sales teams and ongoing upgrades and improvisations. 4. Direct responsibility to manage the Product P&L for the Bank for portfolio of existing & future products assigned. 5. Relationship management and engagement with payment networks/industry bodies/regulators such as NPCI, MasterCard, Visa, RBI amongst others. 6. Support research, market evaluations, customer feedback assimilation, industry trends to continuously identify opportunities for evolving and refining the product. 7. Continuously evaluate and update the existing processes with the view of delivering operational excellence. 8. Comprehend the customer insights to make informed decisions about the existing product	**Minimum Educational Qualification:** Any Graduate with MBA or equivalent **Post Qualification Work Experience:** Minimum 9 years of experience in Officer Cadre in a Bank/ Financial Institutions of which minimum 4 to 5 years in direct Product Management/Development role Process, Policies and SOPs related to Retail/Digital Banking products like Card Issuance, Acquiring and/or payment products like UPI, AePS, BBPS and Remittances. Should be conversant with industry grade use cases and must have handled Fintech alliances. Preference will be given to candidates having direct exposure/work experience in in Banks/Payments network such as NPCI, MasterCard, Visa managing the above mentioned products.

		portfolio and as an input into the new product development. Execute analytical/modelling scenarios using appropriate tools and with reasonable assumptions (e.g., business cases, synergy estimations, workforce planning) 9. Develop product offerings and engagement model that transcend the full range of customers from urban to rural	
Products	Chief Manager – Retail Payments	1. Define and implement the Bank's vision for customer engagement through the development of relevant and innovative payments and merchant acquiring products 2. Responsible for designing and developing the IPPB Merchant Acquiring product offering covering various Products such as Payment Gateway, POS/m-POS, Aadhaar Pay, Bharat QR & UPI with P&L responsibility 3. Manage the product development lifecycle by working closely with other members in the product and sales teams from creation of design concept to the final launch as well as post-launch monitoring and analysis 4. Support research, market evaluations, customer feedback assimilation, industry trends to continuously identify opportunities for evolving and refining the product. 5. Comprehend the customer insights to make informed decisions about existing product portfolio and as an input into the new product development. 6. Develop product offerings and engagement model that transcend the full range of customers from urban to rural 7. Gain a deep understanding of user motivations, business objectives, market opportunities and competition 8. Responsibility to manage the P&L for existing and future products assigned within the Bank's portfolio. 9. Skills & Competencies Requirements: a) Experience of product architecture attributes, customer / merchant requirements and associated technologies; b) Knowledge of digital ecosystems and digital customer experience best practices; c) Project management skills, sound planning, execution and aligning resources to achieve desired results; d) Strong stakeholder relationship management skills – able to influence and manage expectations. Ability to multitask and make decisions under pressure. e) Strong networking skills with the ability to build and maintain a network of external market and internal business relationships.	**Minimum Educational Qualification:** Any Graduate with MBA or equivalent **Post Qualification Work Experience:** Minimum 9 years of experience in Officer Cadre in a Bank/ Financial Institutions of which minimum 4 to 5 years in direct Product Management/Development role Process, Policies and SOPs related to Retail/Digital Banking products like Card Issuance, Acquiring and/or payment products like UPI, AePS, BBPS and Remittances. Should be cconversant with industry grade use cases and must have handled Fintech alliances. Preference will be given to candidates having direct exposure in Payment Gateway, POS Acquiring, UPI, Bharat QR product offering, direct experience of managing Merchant Acquiring & Cards Product. Preference will be given to candidates with work experience in Banks/Payments network such as NPCI, MasterCard, Visa managing the abovementioned products

Operations	GM (Operations)	1. Build robust branch operations for IPPB in line with the overall operational, financial, technological and organizational aims of the organization. 2. Devise and implement branch operations governance framework, policies and processes to support business goals. 3. Ensure alignment of branch operations with overall organization banking operations. 4. Oversee the branch activities of all branches relating to internal services and operational issues. 5. Coordinate with Circles to ensure standardization and application of uniform policies, procedures and security controls. 6. Coordinate the budgetary activities of the branches.	**Minimum Educational Qualification:** Graduate from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body. **Note:** CAIIB Certification is preferred. **Post Qualification Work Experience** Minimum 18 years of experience in banking/ financial Services industry is mandatory. **(of Which)** Minimum 3 years of experience in heading or one level below the head of operations of a bank, operating in a technology environment, is mandatory.
Compliance Function	Chief Compliance Officer	1. Establish and maintain the Bank's Compliance Management Program and functioning as an independent and objective body that reviews and evaluates compliance issues/concerns within the organization. 2. Handle the overall responsibility for all regulatory matters (primarily RBI related regulatory compliance) across all segments and all products of the Bank 3. Identify, document and assess the compliance risks associated with the Bank's business activities & practices on a pro-active basis. 4. Advise on all new products, processes and operational manuals in accordance with regulatory and legal requirements 5. Effectively manage the compliance program, including policies, procedures, systems monitoring, technology-based controls and training, as well as compliance monitoring and testing 6. Manage, lead and co-ordinate investigations into cases of money laundering, terrorist financing and complaints received with regards to bank operations. 7. Serve as the overall co-ordinator and subject matter expert of the RBI Risk Based Supervision (RBS) process. 8. Primary point of contact for external regulators and bodies including the RBI, FIU, Law Enforcement bodies etc. 9. Handle all regulatory on-site and off-site inspections 10. Responsible for Know Your Customer (KYC) and Anti-Money Laundering (AML) policies of the Bank. 11. Shoulder the responsibility of Principal Officer and be responsible for reporting CTR, STR, CCR, NTR and CBWTR to FIU-IND. 12. Responsible for overall management of the compliance & regulatory risks (KYC/CDD & AML).	**Minimum Educational Qualification:** Graduate in any discipline. **Note:** 1. CA/CS/MBA Finance/Post Graduate degree or equivalent is preferred. 2. Certified Banking Compliance Professional by IIBF is preferred. **Post Qualification work experience:** The CCO shall have an overall experience of at least 15 years in the banking or financial services **(of which)** minimum 5 years shall be in the Audit / Finance / Compliance / Legal / Risk Management functions in senior management level. **Skills** - The CCO shall have good understanding of industry and risk management, knowledge of regulations, legal framework and sensitivity to supervisors' expectations

		13. Submit reports to the Executive Committee and Board of Directors on compliance matters, including actual or potential compliance program violations. 14. Conduct compliance trainings across KYC/AML, Branch Banking, general banking concepts applicable to Payment Banks. 15. Develop and nurture a highly motivated and result oriented team.	
Finance	Chief Manager (Finance)	1. Preparation of Balance Sheet, Financial Statements and reports (including Board level reports on key performance indicators) as per Indian GAAP 2. Ensure that Bank's financial records are maintained in compliance with the regulatory guidelines and policies. 3. Monthly/ quarterly reconciliations of internal/ office accounts 4. Analysis & Review of Trial Balance and rectification wherever required in a timely manner 5. Responsible for coordinating and submission of data related to Audits - External and Internal. 6. Responsible for Preparation and submission of data required for Statutory Audit and attending audit queries. 7. Assisting department head in matters relating to CAG Audit and RBI AFI 8. Estimate advance taxes, finalizing income tax return and assisting in tax audit 9. Compliance with GST provisions including ensuring proper collection of GST, claiming of Input credit and submission of returns. 10. Preparation of Ind-AS proforma	**Minimum Educational Qualification:** Any Commerce graduate with Chartered Accountant (Final) qualified. **Post Qualification Work Experience:** Minimum 9 years of experience in Finance/ Accounts/ Audit is mandatory. **(of which)** Minimum 5 years of experience in officer cadre in Finance/ Accounts department of a Bank is mandatory.

5. General instructions for candidates applying for the above mentioned positions:

a) The candidate working in Central/State Government/PSBs/PSUs/Autonomous Bodies must be working in the immediate lower scale or equivalent for a minimum period of one year.

b) For candidates working in Private Sector, the CTC applicable in the immediate lower scale in IPPB (refer point 09-Compensation/Pay of this advertisement), must be drawn by the candidate for at least a period of one year.

c) The Degree/ PG Diploma/ PG Degree must be from the recognized University/Institute, recognized AICTE/UGC/Central or Deemed University **and should be regular/full time course.** In case of any dispute arising about admissibility of any particular qualification, the decision of India Post Payments Bank Limited (IPPB) shall be final and binding.

d) For all the minimum qualifications, the minimum qualifying marks shall be **60%** except the qualifications like CS/CA/ICWA.

e) Wherever percentage (%) of marks is not awarded by the Board/ University/ Institute and only grades (e.g. GPA /CGPA/CQPI) are awarded, the same should be converted to the exact equivalent percentage (%) of marks as per the following formula:

- For the purpose of calculating final marks, the aggregate marks of all semesters/ years would be taken. Rounding of percentage will not be acceptable under any circumstances, hence 60% of marks and above will **only** be considered**. On a 10-point scale CGPA/GPA of 6.0 will be considered as 60 %.** The fraction of percentage so arrived will be ignored **i.e. 59.9 % will be treated as less than 60%.**

f) In case the result of a particular examination is posted on the website of the University / Institute and web based certificate is issued, then the date of passing will be reckoned from the original document / certificate issued and signed by the appropriate authority.

g) Candidates of SC/ST/OBC-NCL category can also apply for Unreserved Post/ vacancy but they cannot claim any relaxation otherwise applicable for reserved categories.

6. Selection Process:

a) Selection will be made on the basis of Interview. However, Bank reserves the right to conduct assessment, Group Discussion or Online Test in addition to interview. Merely satisfying the eligibility norms do not entitle a candidate to be called for Interview/Group Discussion or Online Test.

b) IPPB reserves the right to call only the requisite number of candidates for the Assessment/ Interview/ Group Discussion or Online Test after preliminary screening/ short listing with reference to candidates' qualification, experience, profile vis-a-vis job requirements, etc.

c) Results of the candidates who have qualified for various stages of the recruitment process and the list of candidates finally selected will be made available on the website. Final select list will be published on the website.

7. Application Fee / Intimation Charges (Non-Refundable)

Category of Applicant	Application Fee
SC/ST/PWD (Only Intimation charges)	INR 150.00 (Rupees One Hundred and Fifty Only)
For all others	INR 750.00 (Rupees Seven Hundred fifty Only)

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

ii. Application once made will not be allowed to be withdrawn and fee once paid will NOT be refunded under any circumstances nor can it be held in reserve for any other future selection process.

8. Reservations & Relaxations:

(a) Reservations and relaxations for SC/ ST/ OBC (Non-Creamy Layer) / PWD (**Degree of Disability 40% or above**) candidates will be provided as per guidelines of Govt. of India for the purpose.

(b) Age relaxation for Ex-Servicemen category candidates is applicable as per Government of India guidelines.

(c) The upper age limit is relaxed by 5 years for SC/ST, 3 Years for OBC (Non-Creamy Layer) and 10 years for PWD-UR, 13 years for PWD-OBC (Non-Creamy layer) and 15 years for PWD-SC/ST candidates.

(d) The age of candidates claiming relaxation under point 8 should not exceed 56 years as on 01.03.2022.

(e) The OBC candidates who belong to 'Creamy Layer' are not entitled for concession admissible to OBC Category and such candidates have to indicate their category as General.

9. (a) Pay scale and allowances for Regular positions:

Scale	Basic Pay Scale (in Rs.)	Approximate CTC (Per Month)
Scale VII	1,16,120 – 3,220 (4) –1,29,000	3,21,289/-
Scale VI	1,04,240 – 2,970 (4) – 1,16,120	2,88,393/-
Scale V	89,890 – 2,500 (2) – 94,890 – 2,730 (2) – 1,00,350	2,31,375/-
Scale IV	76,010 – 2,220 (4) – 84890 – 2,500 (2) – 89,890	1,95,122/-
Scale III	63,840 – 1,990 (5) – 73,790 – 2,220 (2) – 78,230	1,64,373/-
Scale II	48,170 – 1,740 (1) – 49,910 – 1,990 (10) – 69,810	1,29,684/-
Scale I	36,000 – 1490 (7) – 46,430 – 1,740 (2) – 49,910 – 1,990 (7) – 63840	1,04,163/-

The Cost to Company (CTC) of officers includes other pay and perks, such as Dearness Allowance, City Compensatory Allowance, Special Allowance, Fixed Personal Pay, Bouquet of Allowance (@50% of basic pay), NPS, Gratuity, HRA/ Leased accommodation & Mediclaim Facility etc. as per service rules in force from time to time.

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

(b) For Contractual Positions

The Job offers a competitive remuneration package at par with Industrial standards

10. Terms and Conditions of Contractual Posts

i. The period of contract shall be for 3 years and may be extended for a further period of 2 years, after reviewing performance annually.

ii. All other terms & conditions of employment will be mentioned in the appointment letter/Service Agreement.

11. Posting: The selected officers will be posted at Corporate Office, New Delhi. However**,** officer may be posted anywhere in India. Candidates willing to serve anywhere in India should apply.

12. Service Agreement Bond (for regular officers): The selected candidates in scale II & III are required to serve the company for a minimum period of 36 months. Failure on the part of candidate to serve the Company for a minimum period of 36 (Thirty-Six) months would be termed as breach of bond agreement. The candidate will be required to execute a bond of Rs. 2 Lakhs plus applicable GST for the same at the time of joining.

13. Application Guidelines: A candidate can apply for **more than one post** by filling separate applications for each post. Candidates can apply online only from 26.03.2022 to 09.04.2022. No other mode of application (other than online) will be accepted. The last date for submission of online application is 02.03.2022 up to 11.59 PM.

14. Action against candidates found guilty of misconduct

Candidates are advised in their own interest that they should not furnish any particulars/details/information or make statements that are false, incorrect, tampered, fabricated and should not conceal or suppress any material information while filling up the application form and submitting the attested copies of testimonials. In case it is detected at any time that the candidate has indulged in any of the above-mentioned activities, he/she will not only be disqualified but will be liable to be dismissed from the services of IPPB at any time, even after being selected and after joining IPPB's service. At the time of Interview, if a candidate is (or has been) found guilty of:

i. Using unfair means during the selection process, or
ii. Impersonating or procuring impersonation by any person, or
iii. Misbehaving in the Personal Interview/ Group Discussion, or
iv. Resorting to any irregular or improper means in connection with his/her candidature, including resorting to canvassing for his candidature, or obtaining support for his/her candidature, by any means, such candidate may, in addition to rendering himself/herself liable to criminal prosecution, shall also be liable:

(a) To be disqualified from the selection process for which he / she is a candidate;
(b) To be debarred, either permanently or for a specified period, from any examination or recruitment conducted by IPPB.

15. Medical Fitness

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

16. General information

i. Only Indian Nationals are eligible to apply.
ii. Incomplete on-line application, in any respect shall be rejected and no further correspondence shall be entertained. In addition, no other means/mode of submission of application shall be accepted under any circumstances.
iii. No TA/DA will be paid to any candidate for appearing in the Written Exam/ Interview.
iv. No modifications are allowed after candidate submits the online application form. If any discrepancies are found between the data filled by the candidate online and the original testimonies, his candidature **is liable to be rejected**.
v. If any information provided by the candidate is found to be false or incorrect or not in conformity with the eligibility criteria, then his/ her candidature is liable to be rejected at any stage of the recruitment process or after recruitment or joining.
vi. Candidates employed with Central or State Government / PSBs / PSUs / Autonomous Bodies have to produce No Objection Certificate (NOC) at the time of interview. ***If the candidate fails to provide the NOC at the time of Interview he/she will not be allowed to appear for the interview.***

17. The management reserves the right to fill or not to fill or partially fill any of the above positions without assigning any reasons whatsoever. IPPB also reserves the right to cancel / restrict / modify / alter the recruitment process, if required.

18. Any modifications/ amendments /corrigendum in respect of the above advertisement shall be made available only on IPPB's official website. No further press advertisement will be published. Hence prospective applicants are advised to visit IPPB's website regularly for this purpose.

19. All correspondence/announcements with respect to above recruitment process shall be done through e-mail/notices on the company's website. Important information regarding recruitment will be available in IPPB website and as such, candidates are advised to visit the same frequently. It is the responsibility of the candidate to download/print the Admit Card/ Interview Call Letters. Company will not be responsible for any loss of email sent, due to invalid/ wrong Email ID provided by the candidate or due to any other reason. Candidate's E-mail Id and Mobile No. should be valid for at least one year.

20. For any queries related to online application candidates may write on company's email id: careers@ippbonline.in.

21. Please go through the detailed instructions before filling online application- Annexure – I.

22. Any dispute with regard to recruitment against this advertisement will be settled within the jurisdiction of Delhi only.

Sd/-
Chief HR Officer
Speed Post Centre, Bhai Veer Singh Marg, New Delhi – 110 001