

जब एण्ड सिंध बैंक

(भारत सरकार का उपक्रम)

प्र.का. मानव संसाधन विकास विभाग

पांचवा तल, बैंक हाउस,

21, राजेन्द्र प्लेस, नई दिल्ली- 110008

दूरभाष: 011-25716407

ई-मेल: ho.hrd@psb.co.in

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PUNJAB & SIND BANK

(A Government Of India Undertaking)

H.O. Human Resources Development Deptt.

5th Floor, Bank House,

21, Rajendra Place, New Delhi- 110008

Phone: 011-25716407

E-mail: ho.hrd@psb.co.in

ENGAGEMENT OF CHIEF RISK OFFICER (CRO), CHIEF TECHNOLOGY OFFICER (CTO) AND CHIEF COMPLIANCE OFFICER (CCO) IN THE BANK ON CONTRACT BASIS

Bank invites applications from Indian Citizens for the aforesaid posts.

IMPORTANT DATES:

Commencement of date of application	04.10.2021
Last Date of receipt of Hard Copy of applications with enclosures	18.10.2021
Date of Further Process	Will be informed separately.

1. ELIGIBILITY CRITERIA:

A. Nationality / Citizenship:

A candidate must be either (i) a Citizen of India or (ii) a subject of Nepal or (iii) a subject of Bhutan or (iv) a Tibetan Refugee who came over to India before 1st 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 a candidate belonging 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.

B. Educational Qualification & Post Qualification Experience (as on 01.09.2021)

CHIEF RISK OFFICER (TEGS-VII)				
S No.	Number of Posts	Age	Qualifications	Experience
1	01	Not more than 60 years old as on 01.09.2021	Mandatory Educational Qualification: Graduate degree, with- (1) Professional certification in Financial Risk Management from Global Association of Risk Professionals, or (2) Professional Risk Management Certification from PRMIA institute, or (3) Two years' experience as CRO in such regulated lender (s) in respect of which there is regulatory requirement of appointment of CRO with Board approval.	Mandatory experience: Five years' experience in corporate credit and risk management at the level of Assistant General Manager or above in one or more PSBs, or having similar roles and responsibilities in one or more regulated lending entity (in the opinion of Bank's Selection Committee), with minimum experience of one year in corporate credit and one year in risk management;



S No.	Number of Posts	Age	Qualifications	Experience
			Desirable educational qualifications: (1)Holder of Chartered Financial Analyst charter awarded by CFA Institute, or (2)Designated as Chartered Accountant by the Institute of Chartered Accountants of India, or equivalent abroad, or (3)Designated as a cost and Management Accountant by the Institute of Cost Accountants of India, or equivalent abroad;	Desirable experience: Good understanding of market risk and/or liquidity management and/or operational risk, with exposure to analytics being an added desirable experience.

CHIEF TECHNOLOGY OFFICER (TEGS-VII)

S No	Number of Posts	Age	Qualifications	Experience
1	01	Not more than 62 years as on 01.09.2021	Essential: Engineering Graduate in Computer Science/ Information Technology/ Electronics and Communication/ MCA/ PGDCA from a reputed Govt. recognized University/ Institute in India	Minimum 2 years of working experience in handling IT as Dy.General Manager/ General Manager/ or equivalent rank in a Public Sector Bank/ Private Bank/ Foreign Bank/ Financial Institution having atleast 500 branches. Preference will be given to the candidates having worked with Finacle platform. And, 15 years of experience in relevant areas. He/ She should have worked in Banking-IT related areas/ projects involving IT Policy and Planning/ Financial Networks and Applications/ Financial Information Systems/ Cyber Security Technologies/ Payment Technologies, etc., of which five years should be at senior management level.



				Note: Serving executives/ employees of PSUs/ PSBs should submit NOC from their present employer at the time of interview.
CHIEF COMPLIANCE OFFICER (TEGS-VII)				
S No	Number of Posts	Age	Qualifications	Experience
1	01	Not more than 55 years as on 01.09.2021	The Candidate must be a Graduate or having equivalent degree from a reputed Govt. recognized University & must be CAIIB.	The Candidate must have experience of 3 years as Assistant General Manager or working as Dy. Gen. Manager in Public Sector Banks or in equivalent posts in other Banking or Financial institutions with an overall experience of at least 15 years in the banking or financial services, out of which minimum 5 years shall be in the Audit/ Finance / Compliance/ Legal/ Risk Management functions.

2. JOB DESCRIPTION

CHIEF RISK OFFICER

The Chief Risk Officer shall oversee the entire process of Risk Management in the bank, including at the group level i.e. covering Domestic Operations, Domestic Subsidiaries and Branches. He/she will be responsible for review of the Risk Models, developing policies, procedures and pricing models, etc. of the Bank.

The Role of Chief Risk Officer, will be broadly classified under the following area of operations,

- Credit Risk Management.
- Market Risk Management.
- Operational Risk Management.
- Liquidity and Interest rate Risk Management.

In addition to the above, the job role of Chief Risk officer includes the guidelines as per the RBI circular no. DBR.BP.BC NO. 65/21.04.103/2016-17 dated 27.04.2017.



CHIEF TECHNOLOGY OFFICER

- Oversee the development of enterprises technology standards, governance processes and performance metrics to ensure that IT delivers value to enterprise.
- Will be handling the Core IT Infrastructure, Network, Business applications and related IT Operations of the Bank.
- Will have a pivotal role in supporting the business department and meeting their needs in a time bound manner.
- Will be dealing with the technical and Operations team and coordinate and manage with the service provider of the Bank to effectively influence decision and ensure service delivery.
- Should be able to bring in the Industry Expertise for the IT initiatives of the Bank.
- Optimizing and managing existing information technology network in a manner it delivers high efficiency with sufficient resilience and yet managing costs effectively.
- Developing long term plans to sustain and support the business, anticipating the future trends.
- Will be dealing with the Technical and Operations team besides the technical team of client institutions to coordinate with IT vendors of the Bank to effectively influence decision and ensure technical delivery.
- Ensure systems performance, availability and satisfy service level requirements.
- As part of business continuity plan, ensure that there is no failure in business operations and appropriate disaster recovery plans are in place and regularly tested for readiness for unforeseen and unexpected events which can impact the business continuity.
- Ensure that all IT assets achieve full life time cycle value.
- Maintain relationships with the Bank's technology partners who support various IT applications.
- Be responsible for compliance to IT security policies as well as regulatory prescriptions.
- Evaluate the cost efficiency of emerging technologies and assess their applicability to various business and technology solutions.
- Any other technology enabled initiative decided by the Bank from time to time.

CHIEF COMPLIANCE OFFICER

- To apprise the Board and senior management on regulations, rules and standards and any further developments.
- To provide clarification on any compliance related issues.
- To conduct assessment of the compliance risk (at least once a year) and to develop a risk-oriented activity plan for compliance assessment. The activity plan should be submitted to the ACB for approval and be made available to the internal audit.
- To report promptly to the Board / ACB / MD & CEO about any major changes / observations relating to the compliance risk.
- To periodically report on compliance failures/ breaches to the Board/ACB and circulating to the concerned functional heads.
- To monitor and periodically test compliance by performing sufficient and representative compliance testing. The results of the compliance testing should be placed to Board/ ACB/ MD & CEO.
- To examine sustenance of compliance as an integral part of compliance testing and annual compliance assessment exercise.
- To ensure compliance of Supervisory observations made by RBI and/or any other directions in both letter and spirit in a time bound and sustainable manner.



3. TENURE

CHIEF RISK OFFICER

The period of engagement shall be for a fixed contractual term of three years extendable by one year at a time, subject to a maximum term of five years with review of performance after completion of every year.

The Bank will be entitled to terminate the contract at any time without assigning any reason whatsoever, by giving 30 days' notice or on payment of one month's fixed component of the compensation in lieu of such notice.

In case the appointee desires to terminate the contract before the expiry of the contractual period of three years, he/she will have to give to the Bank clear one month's notice or make payment of one month's fixed component of the compensation in lieu of such notice.

CHIEF TECHNOLOGY OFFICER

The period of engagement shall be initially for a period of three years. Depending upon the need, the period of engagement may be extended for further period of two years as decided by the Bank. The Bank will be entitled to terminate the contract at any time without assigning any reason whatsoever, by giving 30 days' notice or on payment of one month's fixed component of the compensation in lieu of such notice.

In case the appointee desires to terminate the contract before the expiry of the contractual period of three years, he/she will have to give to the Bank clear one month's notice or make payment of one month's fixed component of the compensation in lieu of such notice.

CHIEF COMPLIANCE OFFICER

The CCO shall be appointed for a minimum fixed tenure of not less than 3 years.

Removal of CCO - The CCO may be removed before completion of the tenure only in exceptional circumstances with the explicit prior approval of the Board after following a well-defined and transparent internal administrative procedure.

4. REMUNERATION

The compensation and terms & conditions will be negotiated/ finalized depending upon the suitability of the candidate.

5. WORKING HOURS

The working hours and weekly off/ holidays for the incumbent shall be as applicable to the serving officers of the bank.

6. LEAVE

12 days' leave per year, out of which not more than 04 days' leave can be taken at a time. There will be no encashment of un-availed leave, if any. However, if his/her absence exceeds 12 days in a contract year, proportionate amount will be deducted for each day of his/her absence over and above the permissible leave from the consolidated payment. Un-availed Casual leave for each contract year shall lapse at the end of the contract year.



7. OTHER TERMS AND CONDITIONS

- i. The terms & conditions of engagement are governed by the provisions of the contract and the engagement shall not be construed as an employment in the Bank and the provisions of PF / Gratuity / Pension etc., shall not apply in this case.
- ii. No other allowance / payment / benefit / facility from the Bank other than fixed remuneration shall be payable.

8. LOCATION

The selected applicant shall be placed at Head Office of the Bank.

9. APPLICATION FEES

Application fee is Rs.1180/- (Application fee incl. of GST)

- The Application fee is payable by way of Demand Draft drawn on any Nationalised/ Scheduled Bank drawn in favour of **"PSB RECRUITMENT"** payable at New Delhi. Candidates should write their name & phone number on the reverse of the Demand Draft.
- **Cash, Cheques, Money Orders, Postal Stamps etc. will NOT BE ACCEPTED.**
- **Submission of more than one application for the same post by any candidate will render him/her ineligible and in such case all the applications submitted by the said candidate will be rejected and application fees forfeited.**
- Application once made will not be allowed to be withdrawn and the Fees once paid will NOT be refunded on any account nor can it be held in reserve for any other examination or selection. Candidates should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement before applying.

10. SELECTION PROCEDURE

- The procedure for engagement of above posts on contract basis will be by way of short listing and interview.
- The short-listing and call for interview will be on the basis of the details provided by the candidates in the application & documents forwarded along with the application.
- The Interview process will carry an aggregate of **100 Marks**. Minimum qualifying marks in the interview will be **50 marks**. Final selection will be made on the basis of marks obtained by the candidates in the Interview process and will be according to the merit ranking.
- Bank reserves the right to shortlist requisite number of candidates based on the academic track record of the candidate, experience and suitability of the candidates. Only those shortlisted candidates will be called for Interview as decided by the Bank.
- The Bank would be free to reject the candidature of any candidate at any stage of the 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.

Note:

- i. When called for Interview, candidates have to submit original of documents for verifications. Candidates will not be allowed to participate in interview without production of the original documents.
- ii. The interview venue, time & date for Interview will be informed to the shortlisted candidates in the Interview call letter and candidates have to attend the same at their own cost.



- iii. The call letter will be sent **by email only** as per the information provided by them in the application.

11. HOW TO APPLY

- A. The Application Form should be neatly Typed in English on an A4 size paper in the format given at the end of this advertisement, which may also be downloaded from the Bank's website www.punjabandsindbank.co.in.
- B. A recent passport size photograph of the candidate should be pasted at right hand top corner at the space provided in the application and signed across.
- C. The candidate should send the self-attested copies of Certificates in support of age, educational qualifications and post qualification experience indicated in the Application Form to confirm the candidate's eligibility.
- D. Application should also be accompanied by Demand Draft (candidate's name and phone number should be written on the reverse of Demand Draft) and attested photocopies of prescribed Educational Qualifications and Experience Certificate(s) specifying NATURE & PERIOD of experience, originals of which should be produced at the time of interview.
- E. Eligible candidates have to submit their applications in the given format (**Annexure –A**) through speed post only.
- F. **Last date of receipt of application is 18.10.2021.**
- G. No application shall be entertained beyond the stipulated date & incomplete applications will be rejected. The Bank will not be responsible for any delay in receipt of application or loss thereof in postal transit.
- H. Address the application, superscribing "**Application for the post of Chief Risk Officer (CRO)/ Chief Technology Officer (CTO)/ Chief Compliance Officer (CCO)-2021**" to General Manager (HRD) at the following address :-

General Manager –HRD

Punjab & Sind Bank

Bank House,

6th Floor

21- Rajendra Place

New Delhi -110008

The complete Application Form SHOULD REACH the above mentioned address ON OR BEFORE 18.10.2021.

Applications to be sent BY SPEED POST only.

Bank will send a confirmation mail to the applicant/s within seven working days after the last date of receipt of the application. In case any applicant does not get the confirmation mail within seven working days after receiving the application, they may consider that their application has not reached successfully. They can also enquire the status of their application by contacting on 011-25716407.

APPLICATIONS RECEIVED AFTER THE LAST DATE WILL NOT BE ENTERTAINED.

The Bank will not be responsible for loss of Application in transit or for rejection of Application because of its receipt after the last date.

12. **GENERAL INSTRUCTIONS:**

- (i) Since the number of vacancy is only one, there is no reservation of SC/ST/OBC/PWD category. However, the eligible candidates belongs to these categories can also apply but they will not be eligible for any concession/ relaxation.
- (ii) **The application in the prescribed format must be filled up completely and should contain no corrections/alterations/overwriting.**
- (iii) Bank reserves its right to change / add / cancel the selection process & schedule at its discretion, under unforeseen circumstances, if any. Change, if any, will be announced at our Bank's website / by email.



- (iv) Bank will not be responsible for late receipt/ non receipt of any communication from the Bank.
- (v) Candidates are requested to check their email and Bank's website regularly, to keep track of the process.
- (vi) Before applying for post, the candidate should ensure that he / she fulfils the eligibility criteria and other norms specified in this advertisement. Candidates are therefore urged to carefully read the advertisement and complete the application form and submit the same as per instructions given in this regard.
- (vii) Decision of Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of Interview, selection and any other matter relating to recruitment will be final and binding on the candidate. The Bank in this matter shall entertain no correspondence or personal enquiries.
- (viii) **In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/ false information or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcomings is/ are detected even after appointment, his/her services are liable to be terminated.**
- (ix) The candidates should send the self-attested copies of Certificates in support of age, reservation, educational qualifications and post qualification experience indicated in the Application Form to confirm the candidate's eligibility.
- (x) Candidates will have to produce original of Id proof, Age, Educational Qualification Certificates and Experience Certificate(s), at the time of interview, failing which his/her candidature may be cancelled.
- (xi) An application not accompanied by photocopies of relevant certificates and/ or the requisite fee in form of DD or not in prescribed format or not signed by the candidate or not bearing the candidate's photograph pasted firmly at the specified place or incomplete in any respect will not be entertained.
- (xii) One recent, recognizable Passport size photograph should be firmly pasted on the application at the appropriate place and should be signed across by the candidate. **Five copies of the same photograph should be retained by the candidate for use at the time of interview or thereafter. Failure to produce the same photograph at the time of the Interview may lead to disqualification.**
- (xiii) No request for change of address will be entertained.
- (xiv) Candidates to appear for the interview at their own cost. No TA/DA will be reimbursed to candidates for appearing in the Interview.**
- (xv) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Delhi.
- (xvi) The Bank takes no responsibility for any certificate/remittance sent separately.
- (xvii) In case any dispute arises on account of interpretation in version other than English, the English version will prevail.
- (xviii) Only those candidates who are short-listed for appearing in the Personal Interview will be intimated through e-mail only. The list of candidate who will be finally selected for appointment in the Bank will also be intimated at the communication address furnished by them in the Application Form and the said information will be hosted on the Bank's Website, www.punjabandsindbank.co.in
- (xix) Appointment of shortlisted candidate will be subject to his/her being declared medically fit as per the requirement of the Bank.
- (xx) Selected candidates will be required to produce a valid discharge certificate/ relieving letter from their last employer before joining the service.
- (xxi) **CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.**
- (xxii) **Action Against Candidates Found Guilty of Misconduct:**

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated and should not surpass any material information while submitting application. If a candidate is (or has been) found guilty of –



- a. using unfair means during the Interview or subsequent selection procedure or
- b. impersonating or procuring impersonation by any person or resorting to any irregular or improper means in connection with his/ her candidature for selection or
- c. obtaining support for his/ her candidature by unfair means, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable:
 - To be disqualified from the Interview for which he/ she is a candidate.
 - To be debarred either permanently or for a specified period from any examination or recruitment conducted by Punjab and Sind Bank.
 - For termination of contract, if he/ she has already joined the Bank.

Candidates in their own interest are advised to submit their applications well in time before the last date of receipt. The Bank does not assume any responsibility for late receipt of applications submitted by the candidates/postal delay.

NEW DELHI
Date: 04.10.2021


GENERAL MANAGER
Human Resource Development Deptt.



ANNEXURE -A

APPLICATION FOR EMPLOYMENT ON CONTRACTUAL BASIS IN TERMS OF
ADVERTISEMENT DATED _____

POST APPLIED FOR (Pls tick the appropriate box)

- ☐ Chief Risk Officer (CRO)
- ☐ Chief Compliance Officer (CCO)
- ☐ Chief Technology Officer (CTO)

To

The General Manager (HRD)
Punjab & Sind Bank
Bank House, 6th Floor
21- Rajendra Place
New Delhi -110008

Paste Passport
size Photograph
& sign across
the Photograph

With reference to the advertisement dated _____ for engagement on above mentioned posts on contract basis as uploaded on www.punjabandsindbank.co.in, I hereby submit my application in the prescribed format.

1. FULL NAME (IN CAPITAL LETTERS) :
2. FATHER'S/ HUSBAND'S NAME :
3. DATE OF BIRTH (DD/MM/YYYY) :
4. AGE AS ON 01.09.2021 :
5. ADDRESS FOR CORRESPONDENCE :
6. PERMANENT ADDRESS :
7. CATEGORY (GEN/SC/ST/PWD) :
8. IF PERSON WITH DISABILITY :
-TYPE OF DISABILITY :
-PERCENTAGE OF DISABILITY :



9. DETAILS OF NON-REFUNDABLE APPLICATION FEE

NAME OF DRAFT ISSUING BANK :
DD NUMBER :
DATE OF ISSUE :
PLACE OF ISSUE :
AMOUNT : 1180/-

10. CONTACT DETAILS

MOBILE NO. :
ALTERNATE MOBILE NO. :
LANDLINE NO. :
E-MAIL ID :

11. GENDER :

12. NATIONALITY :

13. RELIGION :

14. LANGUAGES KNOWN : Indicate by ticking in appropriate box

LANGUAGE	SPEAK	READ	WRITE

15. EDUCATIONAL QUALIFICATION (AS ON 01.09.2021)

Qualification	Name of University/ Institution	Year of Passing	% of Marks	Class/ Grade

16. EXPERIENCE (covering past 15 years)

SNo.	Name of Employer	Designation	Department	From Date	To Date	Nature of Duties Performed

17. WHETHER IN SERVICE : ☐ YES ☐ NO

18. TOTAL WORK EXPERIENCE (IN YEARS):

19. DISCIPLINARY ACTION IF ANY IN PREVIOUS EMPLOYMENT :



20. MAJOR ILLNESS AS ON DATE, IF ANY :
21. AWARDS/ RECOGNITIONS :
22. EXTRA ORDINARY ACHIEVEMENTS, IF ANY :

DECLARATION

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief and I have not concealed any material facts. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the relative advertisement, my candidature/ appointment for the said post is liable to be cancelled/ terminated at any stage and if appointed, my services are liable to be terminated. I am willing to serve anywhere in India. I agree that Bank has right to transfer me to any part of the country at its discretion.

I, hereby agree that any legal proceedings in respect of any matter of claims or disputes arising out of this application and/or out of said advertisement can be instituted by me only at Delhi.

(Signature of applicant)

Place:

Date:

Enclosures:

- 1.
- 2.
- 3.
- 4.
- 5.

