



इंस्टीट्यूट ऑफ बैंकिंग पर्सोनेल सिलेक्शन®

(भारतीय रिजर्व बैंक, केंद्रीय वित्तीय संस्थाओं व सार्वजनिक क्षेत्र के बैंकों द्वारा स्थापित एक स्वायत्त संस्था)

INSTITUTE OF BANKING PERSONNEL SELECTION

(An autonomous body set up by Reserve Bank of India, Central Financial Institutions and Public Sector Banks)

असेसमेंट में, हम पर भरोसा रखता है भारत

In assessment, India trusts us

Advertisement Number: IBPS/2024-25/02

IBPS invites on-line application for appointment in the following post on Contract basis. Candidates are required to apply on-line through the link given in IBPS website www.ibps.in.

A. DETAILS OF POST/ VACANCY / SELECTION PROCESS / PLACE OF POSTING

Sr. No.	Post Name	No. of Vacancies	Selection Process	Place of Posting
01	Deputy General Manager – Legal & Administration (On Contract)	01	Shortlisting & Interview	IBPS, Mumbai

B. THE TENTATIVE SCHEDULE OF EVENTS IS AS FOLLOWS:

<u>Event</u>	<u>Tentative Dates</u>
Online Registration	: 27/03/2024 (08: 00 p.m. onwards) to 12/04/2024
Personal Interview	: April/ May 2024

C. ELIGIBILITY CRITERIA

Candidates, intending to apply for the above post should ensure that they fulfill the minimum eligibility criteria regarding educational/ professional qualifications, length of experience, required experience, Age Limit etc., as specified by IBPS in this advertisement:

Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. Candidates must necessarily upload the relevant documents such as self-attested photocopies of certificates and documents in support of educational qualification, post qualification work experience etc, date of birth, and other documents in support of information submitted in the application form. In the absence of valid documents uploaded, candidature of the candidates shall not be considered. IBPS takes no responsibility to receive/ collect any certificate/ remittance/ document sent separately. Candidates must necessarily produce the relevant documents in original in support of their identity and eligibility -pertaining to age, educational qualifications, experience etc. as indicated in the online application form at the time of further process of selection including Interview. Merely applying for the above post, appearing for and being shortlisted in the interview and/or subsequent processes does not imply that a candidate will necessarily be offered employment in IBPS. Medical fitness certificate from a civil surgeon / Doctor on empanelment with LIC of India/ PSBs and Police Verification is to be submitted by the selected candidate at the time of joining mandatorily.

**C.1 AGE, EDUCATIONAL QUALIFICATIONS, & POST QUALIFICATION
MINIMUM WORK EXPERIENCE (AS ON 01.03.2024):**

Post Name	Age	Educational Qualifications	Post Qualification Minimum Work Experience
Deputy General Manager - Legal & Administration (On Contract)	Minimum: 50 years Maximum: 61 years i.e. a candidate must have been born not earlier than 02/03/1963 and not later than 01/03/1974 (both dates inclusive)	A Full time Bachelor Degree in Law (LLB) or LLM from a University / Institution / Board recognised by Govt. Of India / approved by Govt. Regulatory Bodies / UGC Candidate with Post Graduate Degree or Diploma in HR or Personnel Management / Administration from recognized University / Institute of repute will be preferred	Minimum 10 years in the LEGAL / Administration Department of a Public Sector Bank or the Central Government or of a Public Sector Undertaking and held the Position not below the rank of AGM or equivalent atleast for 3 years. Experience gained after obtaining the minimum educational qualification prescribed for the post will be taken into consideration for ascertaining eligibility for the post. Candidates should have a good command over English and must be good in inter-personal & HR relations.

❖ **Institute reserves the right to relax any of the requirements and conditions of Eligibility mentioned above for the deserving and suitable candidate.**

C.2 OTHER ELIGIBILITY CRITERIA:

- (i) His/ her integrity should not have been doubtful during his/her Service/career.
- (ii) No punishment/penalty should have been imposed on him/her during his/her service/ career.
- (iii) He/she should not be convicted by any court in India or Cases of CBI or other law enforcement agencies should not be pending against him/her.
- (iv) Good knowledge of operating computers is necessary, especially MS Office.

D. TERMS OF APPOINTMENT & COMPENSATION:

Post	Fixed (Consolidated) Salary	CTC (as per extant policies) *	Contract period
Deputy General Manager - Legal & Administration (On Contract)	Rs.90,000/- per month	Approximately Rs.20.54 lakh p. a.	3 years subject to yearly review and may be renewed subsequently as per requirements of the Institute and subject to his / her continued good performance and physical fitness.

The Cost to Company (CTC) of officers includes other benefits such as Medical Benefits, Medi-Claim, Leave encashment, Telephone bill and Newspaper bill Reimbursement, Canteen Subsidy, Performance Linked incentive(as per the criteria defined by the Institute), as per the Institute's Rules and extant policies as modified/amended/revised from time to time

E. JOB DESCRIPTION / ROLE AND RESPONSIBILITIES

- (i) Dealing with references on LEGAL / IR issues.
- (ii) Preparing initial drafts of legislation administered/to be administered by the Institute.
- (iii) Preparation of drafts of pleadings and comprehensive instructions/briefs to counsel in connection with litigation involving the Institute.
- (iv) Replying to candidate's queries.
- (v) Handling all Court cases from filing of the case to the final Court order.
- (vi) Following up of these cases with the concerned advocates.
- (vii) Drafting of Affidavits, Counter affidavits, drafting of para-wise comments/reply etc.
- (viii) Time to time consultation on various LEGAL / IR issues.
- (ix) Giving updates on various matters related to the employment criteria, reservations etc. in public sector organisations.
- (x) Responding to LEGAL matter received from the candidates / candidate's advocates, show cause notices from the statutory authorities.
- (xi) Vetting of advertisements, Drafting contracts, Vetting of contracts, amending contracts etc.
- (xii) Employee / labour matters.
- (xiii) Issuance of Show cause LEGAL notices for recovery of payment / bill etc.
- (xiv) Dealing with HR / Administration related issues.
- (xv) Preparing drafts of rules and regulations administered/to be administered by the Institute.
- (xvi) Any other matter having LEGAL / IR issues/Administration perspectives assigned by the Institute.

The above mentioned job responsibilities are only indicative and not exhaustive.

F. HOW TO APPLY: -

Candidates can apply online only from **27/03/2024 (08:00 p.m. onwards) to 12/04/2024** and no other mode of application will be accepted. Not more than one application should be submitted by any candidate. In case of multiple Applications only the latest valid (completed) application will be retained.

Pre-Requisites for Applying Online

Before applying online, candidates should—

1. **Scan all the required documents, photograph and signature** ensuring that all the documents, photograph (4.5cm × 3.5cm) and signature adhere to the required specifications as given **in Annexure** to this Advertisement.
2. **Signature in CAPITAL LETTERS will NOT be accepted.**
3. Have a valid personal email ID, which should be kept active till the completion of this round of Recruitment Process. IBPS may send call letter for the selection process through the registered e-mail ID. Under no circumstances, a candidate should share with/mention e-mail ID to / of any other person. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying on-line and must maintain that email account.

Procedure for applying online

- * Candidates are first required to go to the IBPS's website **www.ibps.in** and click on the Home Page to open the link and then click on the option "**CLICK HERE TO APPLY ONLINE**" to open the On-Line Application Form.
- * Candidates will have to click on "**CLICK HERE FOR NEW REGISTRATION**" to register their application by entering their basic information in the online application form. Use of special characters while filling the form will not be allowed. After that a provisional registration number and password will be generated by the system and displayed on the screen. Candidate should note down the Provisional registration number and password. An Email & SMS indicating the Provisional Registration number and Password will also be sent. They can reopen the saved data using Provisional registration number and password and edit the particulars, if needed.
- * Candidates are required to upload their **documents, photograph and signature** as per the specifications given in the Guidelines for Scanning and Upload of documents, Photograph and Signature (**refer Annexure**).

- * **Candidates are advised to carefully fill in the online application themselves as no change in any of the data filled in the online application will be possible/entertained. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. No change is permitted after clicking on COMPLETE REGISTRATION.**
- * After completing the procedure of applying on-line, the candidate should take printouts of the system generated on-line application form, ensure that the particulars filled in are accurate and retain the printout along with Registration Number and Password for future reference.
- * **An email/ SMS intimation with the Registration Number and Password generated on successful registration of the application will be sent to the candidate's email ID/ Mobile Number specified in the online application form as a system generated acknowledgement. If candidates do not receive the email and SMS intimations at the email ID/ Mobile number specified by them, they may consider that their online application has not been successfully registered.**
- * **An online application which is incomplete in any respect such as without all the required documents, photograph and signature uploaded in the online application form will not be considered as valid.**
- * **IBPS does not assume any responsibility for the candidates not being able to submit their applications within the last date for any reason beyond the control of the IBPS.**
- * **Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.**
- * Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her is found to be false at a later stage.

G. GENERAL INSTRUCTIONS

1. Candidates will have to invariably produce and submit the requisite documents such as valid call letter, a photocopy of photo-identity proof bearing the same name as it appears on the online submitted application form etc. at the time of further process of selection including Interview.

2. Before applying for the post, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Candidates are therefore advised to carefully read this advertisement and follow all the instructions given for submitting online application.
3. Decision of IBPS in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced for the purpose of the conduct of interview, verification etc. and any other matter relating to this selection process will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by IBPS in this behalf.
4. Online applications once registered will not be allowed to be withdrawn.
5. Any resulting dispute arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at Mumbai.
6. Canvassing in any form will be a disqualification.
7. The candidate should ensure that the signatures appended by him/her in all the places viz. in his/her call letter, attendance sheet etc. and in all correspondence with the IBPS in future should be identical and there should be no variation of any kind.
8. IBPS shall not be responsible for any application made/ wrong information provided by an unauthorized person / institution. Candidates are advised not to share/ mention their application details with/to anyone.
9. IBPS reserves the right to change (cancel/ modify/ add) any of the criteria, method of selection etc.
10. Intimations will be sent by E-mail and/ or SMS only to the email ID and mobile number registered in the online application form.
11. Only external candidates with relevant experience are invited to apply for this position.
12. The applicant should ensure that he/ she fulfils the eligibility and other norms mentioned above and that the particulars furnished are correct in all respects. In case it is detected at any stage of recruitment that the candidate does not fulfill the eligibility norms and/ or that he/ she has furnished any incorrect/ false information and/ or has suppressed any material fact(s), his/ her candidature will automatically stand cancelled. If any of the above shortcoming(s) is/ are detected even after appointment, his/ her services are liable to be terminated without any notice.

13. Mere submission of application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him/ her right to be called for further process. The prescribed educational qualifications and experience are the bare minimum and mere possession of same does not entitle candidates to be considered in the selection process. Based on the recommendation of the screening committee, Institute may restrict the number of candidates to be considered for the selection process to a reasonable limit after taking into consideration their qualification and experience over and above the minimum prescribed in the advertisement. Therefore, it will be in the interest of candidates to mention all the qualifications and experience in the application and to upload all the supporting documents.
14. IBPS shall not be responsible if the information/ intimations do not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of IBPS and candidates are advised to keep a close watch on the authorised IBPS website **www.ibps.in** for latest updates.
15. IBPS can cancel the whole process of recruitment, without assigning any reason thereof.
16. The above position require full 24 x 7 commitment to the Institute. Therefore, only those candidates willing to dedicate themselves fully to the Institute are expected to apply.
17. **Any addendum/corrigendum/ Notice shall be posted only on Institute's website.**

Please Note:

❖ **The posting of the selected candidate will be in MUMBAI Only.**

27/03/2024
IBPS, Mumbai

Division Head (Administration)

Guidelines for Scanning and Upload of Documents, Photograph & Signature

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

a. Details of Document to be uploaded:

- ❖ Brief Resume (PDF)
- ❖ ID Proof (PDF) such as PAN Card/ Passport/Permanent Driving License/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer/ People's Representative along with a photograph / Identity Card issued by a recognized college/ university/ Aadhaar /E-Aadhaar card with a photograph/ Employee ID
- ❖ Proof of Date of Birth (PDF) (Birth Certificate issued by the Competent Authorities or SSLC/ Std. X Certificate with DOB)
- ❖ Educational Certificates: Relevant Mark-Sheets/ Degree Certificate (PDF)
- ❖ Experience certificates (PDF)

b. Photograph Image: (4.5cm × 3.5cm)

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

c. Signature Image:

- ❖ The applicant has to sign on white paper with Black Ink pen.
- ❖ Dimensions 140 x 60 pixels (preferred)
- ❖ Size of file should be between 10kb - 20kb
- ❖ Ensure that the size of the scanned image is not more than 20kb
- ❖ If the Applicant's signature on the attendance sheet or Call letter, does not match with the signature uploaded, the applicant will be disqualified.
- ❖ Signature in CAPITAL LETTERS shall NOT be accepted.

d. Document file type/ size:

- ❖ All Documents must be in PDF format.
- ❖ Page size of the document to be A4.
- ❖ Size of the file should not be exceeding 500 KB.
- ❖ In case of Document being scanned, please ensure it is saved as PDF and size not more than 500 KB as PDF. If the size of the file is more than 500KB, then adjust the setting of the scanner such as the DPI resolution, no. of colors etc., during the process of scanning. Please ensure that Documents uploaded are clear and readable.

e.. Scanning the photograph / signature / documents :

- ❖ Set the scanner resolution to a minimum of 200 dpi (dots per inch).
- ❖ Set Colour to True Colour
- ❖ File Size as specified above.
- ❖ Crop the image in the scanner to the edge of the photograph/signature/Documents, then use the upload editor to crop the image to the final size (as specified above).
- ❖ The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- ❖ Candidates using MS Windows/MsOffice can easily obtain documents in .jpeg format by using MS Paint or MsOffice Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.
- ❖ While filling in the Online application form the candidate will be provided with a link to upload his / her photograph and signature.

f. Procedure for Uploading Document / Image :

- ❖ There will be separate links for uploading each document.
- ❖ Click on the respective link "Upload".
- ❖ Browse & select the location where the JPG or JPEG or PDF file has been saved.
- ❖ Select the file by clicking on it and Click the 'Upload' button.
- ❖ Click Preview to confirm that the document is uploaded and accessible properly before submitting the application. If the file size and format are not as prescribed, an error message will be displayed
- ❖ Once uploaded/ submitted, the Documents uploaded cannot be edited/ changed.

Note:

- (i) In case the face in the photograph or signature is unclear / smudged the candidate's application may be rejected.
- (ii) After uploading the Photograph / signature / documents candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or document is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or documents, prior to submitting the form.
- (iii) After registering online candidates are advised to take a printout of their system generated online application forms.