



# इंस्टीट्यूट ऑफ बैंकिंग पर्सोनेल सिलेक्शन

(भारतीय रिज़र्व 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)

प्रज्ञाविभावनम्

असेसमेंट में, हम पर भरोसा रखता है भारत

In assessment, India trusts us

IBPS invites applications from eligible candidates for appointment in the following post on Contract basis.

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

Post Code	Post Name	Number of Vacancy	Selection Process	Place of Posting
01	Security Officer In-Charge (On Contract)	01	Shortlisting & Interview	IBPS, Mumbai

### B. THE TENTATIVE SCHEDULE OF EVENTS IS AS FOLLOWS:

Start date for submission of applications: 22/04/2023

Last date for submission of applications : 08/05/2023

Personal Interview : May 2023

### C. ELIGIBILITY CRITERIA

Candidates, intending to apply for the above post should ensure that they fulfill the minimum eligibility criteria specified by IBPS in this advertisement:

*Please note that the eligibility criteria specified herein are the basic criteria. Candidates must necessarily produce the relevant documents in original in support of their identity and eligibility -pertaining to age, educational qualifications etc. as indicated in the application form. Merely applying for the above post, appearing for and being shortlisted in 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 at the time of joining mandatorily.*

#### C.1 AGE, EDUCATIONAL QUALIFICATIONS & MINIMUM WORK EXPERIENCE (AS ON 01.04.2023):

Post Name	age (as on 01.04.2023)	Educational Qualifications	Work Experience
Security Officer In- Charge	Not exceeding 55 years	Candidate should be a Graduate or equivalent	The incumbent should be retired/voluntarily retired personnel who served as a Junior-commissioned Officer in Army/Navy/Air Force.

Institute reserves the right to relax the norms for the deserving candidates.

## **C.2 OTHER ELIGIBILITY CRITERIA:**

1. His/ her integrity should not have been doubtful during his/her past employment/service.
2. No punishment/penalty should have been inflicted on him/her during his/her past employment/service.
3. He/she should not have been convicted by any court in India, or Cases of CBI or other law enforcement agencies should not be pending against him/her.
4. Knowledge in Computer operations is desirable.
5. **Honorary Junior Commissioned Officer is not eligible.**

## **D. COMPENSATION:**

<b>Post</b>	<b>Annual CTC (as per present policy)</b>	<b>Contract period</b>
<b>Security Officer - In Charge (on contract)</b>	<b>Rs.10.32 Lakhs (approx.)</b>	<b>3 years subject to yearly review and may be renewed subsequently subject to his/her continued good performance and physical fitness.</b>

**Benefits such as leave encashment, Normal medical bill reimbursement, medi-claim, Telephone and newspaper bill reimbursement, canteen subsidy etc. are admissible as per rules.**

## **E. JOB PROFILE, ROLE & RESPONSIBILITIES:**

1. The incumbent will be responsible for managing the Security, Fire Safety, Vigilance and protocol matters of the Institute.
2. Watching on the CCTV screen all movements of employees, visitors and papers. Should be a smart observer for any suspicious movement/action of workers and should keep a constant watch on the movement of paper through CCTV monitor.
3. Liaison with police authorities and security agencies for safety and security of activities of IBPS.
4. He / She should be alert to deal with suspicious objects / persons / vehicles / trespassers etc. in the premises and removal of the same appropriately in consultation with competent authorities.
5. Assist the IBPS authorities in maintaining cleanliness of the premises.
6. Coordinate conducting of Fire Audit/Security Audit periodically.
7. Assist IBPS authorities for maintaining discipline and decorum among visitors to the Institute.

## **F. How to Apply: -**

Interested candidates who are meeting with the above mentioned eligibility criteria as on **01.04.2023** only may forward their applications giving details of their Qualification and job experience, on plain paper **in the attached format along with self-attested Xerox copies of all necessary documents to**

**Division Head (Administration)  
Institute of Banking Personnel Selection,  
IBPS House, Plot No.166,  
90 ft DP Road, Off Western Express Highway,  
Kandivali (East),Mumbai 400 101**

**Last date for submission of applications is 08/05/2023**

**Please Note:**

- ❖ Applications received after this date will be rejected.
- ❖ Applications not in the prescribed format and /or without necessary/relevant documents will be rejected.
- ❖ IBPS reserves the right to reject applications of any or all the candidates without assigning any reason.
- ❖ Not more than one application should be submitted by any candidate. In case of multiple Applications the candidature shall be cancelled.
- ❖ The posting of the selected candidate will be in Mumbai Only. He/She will have to make his/her own arrangement of accommodation in MUMBAI.
- ❖ Send your application only through Speed post or courier in a closed envelope. Under any circumstances, IBPS shall not be liable for misplace, damage and/or delay in delivery of application by post or by courier agencies. Applications sent through E-mails will not be accepted.
- ❖ Hand Delivery of application will not be accepted.
- ❖ Candidates would have to appear for the selection process as mentioned above at a very short notice of not exceeding six days.

**G. GENERAL CONDITIONS:**

1. The prescribed educational qualification and experience are the minimum. Mere fulfilling of the minimum advertised qualification and experience requirements does not automatically entitle an applicant to be called for interview.
2. The Institute reserves the right to devise its criteria for short listing for the position advertised. A duly constituted Screening Committee will shortlist the candidates fulfilling such criteria.
3. Candidates are advised to mention in their application all the qualifications and experience in the relevant area over and above the minimum prescribed qualification, and ensure that all details are complete, accurate and correct.
4. 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.
5. No interim correspondence or personal enquiries shall be entertained by the Institute.
6. The Institute solely reserves the right not to fill the advertised position without assigning any reason.
7. The institute will communicate only with shortlisted candidate.
8. Canvassing in any form will be disqualification.
9. 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 submitted application form etc. at the time of further process of selection.
10. Before applying for the post, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement.

11. 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.
12. IBPS reserves the right to change (cancel/ modify/ add) any of the criteria, method of selection etc. Intimations will be sent by e-mail and/ or SMS only to the email-id and mobile number registered in the application form.
13. 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](http://www.ibps.in) for latest updates.
14. IBPS can cancel the selection process at any point of time without giving any reason.
15. The above position require full 24 x 7 commitment to the Institute. Therefore, candidates willing to dedicate themselves fully to the Institute are expected to apply.

**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. The selected candidate will have to make his own arrangement of accommodation in Mumbai.**

Applicants must super-scribe "Application for the post of Security Officer in charge (on Contract)" on the top of the upper part of the sealed envelope containing the application.

22.04.2023

Division Head Administration)  
IBPS, Mumbai

**(APPLICATION FORMAT)**

To,

Division Head (Administration)  
Institute Of Banking Personnel Selection  
IBPS House,  
90 ft. DP road, off W. E. Highway  
Kandivali (East)  
Mumbai 400 101

PASTE (not staple)  
your recent passport  
size photograph here  
and sign across it in  
full name with  
date

Sir,

**SUB : Application for the post of Security Officer In-Charge on Contract basis in IBPS**

With reference to your advertisement dated 22.04.2023, I submit herewith my application for the post of **Security Officer In-Charge on Contract basis** in Institute Of Banking Personnel Selection. I have read about the role, remuneration and brief terms & conditions relating to the post and advise that they are acceptable to me.

**1. Full Name: Shri/Smt/Kum (in block letters)**

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**2. Father's/Husband's name**

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**3. Date of Birth** ----- **AGE** [----- yrs.]  
(DD/MM/YYYY) (As on 01.04.2023)

**4. Gender :** -----

**5. Educational Qualification: --- (self-attested copies of certificates attached)**

Academic Qualification	Board / Institution /University	Degree / Subject / Stream	Date / Year Of Passing	Percentage of Marks

**6. Post Qualification Work experience: (Supporting Documents attached)**

ORGANISATION	POSITION HELD	Nature of Duties	PERIOD		
			From	To	Total

**7. Languages Known ( put ✓ )**

Language	Read	Write	Speak

**8. In case of retired persons:-**

a. Name of the ORGANISATION / DEPARTMENT from Where Retired

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b. Date of retirement (DD/MM/YYYY) : -----

c. Post held at the time of retirement : -----

d. Since when the last position held: -----

e. Total No. Of years of service : -----

**9.. In case of a person who is in service: -**

a. Name of the ORGANISATION/ DEPARTMENT

-----

b. Designation : -----

c. Department / Section : -----

d. No. of years of service : -----

e. Salary Drawn : -----

**10. Candidate's address:**

Correspondence Address: (IN BLOCK LETTERS)

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Dist. -----

State ----- PIN : -----

MOBILE NO. ----- Email ID -----

Alternative Mobile No. -----

**11. Permanent Address : (IN BLOCK LETTERS)**

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Dist. -----

State ----- PIN : -----

PHONE WITH STD -----

MOBILE NO. -----

**12. References:**

1. Name : -----

Address:-----

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-----

----- PIN -----

Mobile Number : -----,----- EMAIL ID : -----

2. Name : -----

Address : -----

-----  
----- PIN -----

Mobile Number ----- EMAIL ID : -----

**13. Declaration:**

I hereby declare that

- (i) No punishment / penalty were inflicted on me during my service in any organisation.
- (ii) No case of CBI or any other Law Enforcement Agency is pending against me.
- (iii) I am physically fit to carry out duties of the **Security Officer In-Charge (on Contract)**.

I further declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief and I have not suppressed any material fact(s)/information. I understand that in the event of any information being found untrue or incomplete at any stage or me not satisfying any of the eligibility criteria according to the requirements of the related advertisement of Institute Of Banking Personnel Selection, my candidature / appointment for the said post is liable to be cancelled at any stage and even after appointment, my services are liable to be terminated without any notice.

Place: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Name of the candidate: \_\_\_\_\_