



(A Government of India undertaking)  
Corporate Office, 254-260, Avvai Shanmugam Salai, Royapettah, Chennai – 600014.

## ENGAGEMENT OF SPECIALISTS ON CONTRACTUAL BASIS FOR NON RESIDENT BUSINESS VERTICAL

INDIAN BANK, a leading Public Sector Bank, with headquarters in Chennai having geographical presence all over India and abroad invites applications from Indian Citizens for engagement as **Specialists on Contractual Basis for Non Resident Business Vertical**.

**Product wise distribution of vacancies is as follows:**

Post Code	Post name	Activity	Vacancy
1	Deputy Vice President – NR Products	Review of Liability / Asset products	1
2	Vice President – Training, Products & Regulatory Reporting	Imparting knowledge and taking care of Regulatory norms. Overseeing the review of product profile	1
3	Assistant Vice President – Training, Products & Regulatory Reporting	Coordinating the activities of Rupee remittance from abroad and its Regulatory reporting	1
4	Vice President – NR Business	Business Promotion: Coordinating the activities of Sales Team (RM), launching campaigns for branches for meeting business targets	1
5	Assistant Vice President – NR Business		1
6	Assistant Vice President – Remittance	Coordinate with IT Dept. for making Rupee drawing remittance products. Setting up Team for Vostro operations and streamline processes and procedures	1
<b>Total</b>			<b>6</b>

**The educational qualification, experience, key competencies required (Cut off date will be as on 01/07/2023) is as follows:**

*Indicative Job profile, role and responsibilities are also detailed hereunder*

<b>Post / Post Code</b>	<b>Edu. Qual.</b>	<b>Job Profile, Role and Responsibilities</b>	<b>Key Competencies Required</b>
DVP – NR Products, Post Code 1	Graduation with CAIIB	<ol style="list-style-type: none"> <li>1. Reviewing of NR Liability Products and making necessary improvements &amp; improvisation.</li> <li>2. Reviewing of Overseas Rupee Remittance Products and making necessary improvements &amp; improvisation.</li> <li>3. Reviewing of NR Asset Products and making necessary improvements &amp; improvisation</li> <li>4. Designing and launching new NR Liability, Asset and Remittance products.</li> <li>5. Fine tuning of processes for NR client on boarding, account opening.</li> <li>6. Any other work in the scope of functioning of the respective Department</li> </ol>	<ul style="list-style-type: none"> <li>• Working in the related area for a minimum period of 3 years.</li> <li>• Age: Maximum 63 Years</li> <li>• Last assignment should not be below the rank equivalent to AGM in any Scheduled Commercial Bank</li> </ul>
VP – Training, Products & Regulatory Reporting, Post Code 2  AVP - Training, Products & Regulatory Reporting, Post Code 3	Graduation with CAIIB Preference shall be given to candidates with Post Graduation	<ol style="list-style-type: none"> <li>1. Compiling complete reference manual for Non Resident Indians as a resource to branches.</li> <li>2. Liaison with Forex/Compliance/Accounts teams for clarity on statutory/regulatory provisions on matters like repatriation, tax deduction etc. of NRI clients.</li> <li>3. Collaborate with officials from RBI, FEDAI and the Bank for fostering effective communication and coordination.</li> <li>4. Maintain up to date knowledge on NRI related policies, regulations and industry best practices</li> <li>5. Conduct training programs, facilitating knowledge transfer and skill development among branch officials</li> <li>6. Providing clarification to Operations team/branches on NRI concepts/matters.</li> <li>7. Act as a liaison between the Bank and NRI clients, resolving queries and providing clear explanations</li> <li>8. Review of NR Liability, Remittance Products and making necessary improvements &amp; improvisation.</li> <li>9. Review and launch new NR Liability, Asset, Remittance products.</li> <li>10. Fine tune the processes for NR client on boarding, account opening etc.</li> </ol>	<ul style="list-style-type: none"> <li>• Minimum 3 years' experience in working in Forex Dept. or NR Dept. of any Commercial Bank.</li> <li>• Hand on experience in working in the related field for a minimum period of 3 years.</li> <li>• Maximum age 63</li> <li>• For VP- Last assignment should not be below the rank equivalent to AGM in any Scheduled Commercial Bank</li> <li>• For AVP- Last assignment should not be below the rank equivalent to CM in any Scheduled Commercial Bank</li> </ul>

Post / Post Code	Edu. Qual.	Job Profile, Role and Responsibilities	Key Competencies Required
		<ol style="list-style-type: none"> <li>11. Conduct due diligence of foreign Banks/Exchange Houses for Vostro remittance tie up.</li> <li>12. Obtaining Board approval for new Vostro tie ups and reporting related details to RBI.</li> <li>13. Arranging tie-up with Exchange Houses / Banks for improving remittance business.</li> <li>14. To meet the compliance requirements related to Exchange Houses and submission of all Reports / Returns to RBI.</li> <li>15. Should possess exposure in documentation related to Exchange House tie up.</li> <li>16. Conduct due diligence of foreign Banks/Exchange Houses for Vostro remittance tie up.</li> <li>17. Obtaining Board approval for new Rupee Drawing Arrangements and reporting related details to RBI.</li> <li>18. Any other work in the scope of functioning of the respective Department</li> </ol>	
<p>VP – NR Business, Post Code 4</p> <p>AVP – NR Business, Post Code 5</p>	Graduation with CAIIB	<ol style="list-style-type: none"> <li>1. Chalk out strategies for achieving the non-resident (NR) business targets for the Bank.</li> <li>2. Identifying potential centres for NR business in India and suggest suitable locations for branch opening.</li> <li>3. Running NR remittance, mobilization campaigns.</li> <li>4. Create an RM channel for business and Coordinate and monitor the activities on a daily basis.</li> <li>5. Coordinate to organize NR Customer meets.</li> <li>6. Maintain up to date knowledge on NRI related policies, regulations and industry best practices.</li> <li>7. Any other work in the scope of functioning of the respective Department.</li> </ol>	<ul style="list-style-type: none"> <li>• Minimum 6 years' experience in Working in / heading NR Centric branches</li> <li>• 3 years' experience in leading large team in NR centric location / areas as Regional Head / Zonal Head.</li> <li>• Maximum Age 63</li> <li>• For VP- Last assignment should not be below the rank equivalent to AGM in any Scheduled Commercial Bank</li> <li>• For AVP- Last assignment should not be below the rank equivalent to CM in any Scheduled Commercial Bank</li> </ul>

Post / Post Code	Edu. Qual.	Job Profile, Role and Responsibilities	Key Competencies Required
AVP – Remittance, Post Code 6	Graduation with CAIIB	<ol style="list-style-type: none"> <li>1. Should possess hand on experience in dealing with various Remittance products.</li> <li>2. To meet the compliance requirements related to Exchange Houses and submission of all Reports / Returns to RBI.</li> <li>3. Should possess exposure in documentation related to Exchange House tie up.</li> <li>4. Reviewing of Remittance Products and making necessary improvements &amp; improvisation.</li> <li>5. Designing new Remittance products which are compatible to the best in the industry, in coordination with Bank's IT Team.</li> <li>6. Arranging tie-up with Exchange Houses / Banks for improving remittance business</li> <li>7. Conduct due diligence of foreign Banks/Exchange Houses for Vostro remittance tie up.</li> <li>8. Obtaining Board approval for new Rupee Drawing Arrangements and reporting related details to RBI.</li> <li>9. Any other work in the scope of functioning of the respective Department.</li> </ol>	<ul style="list-style-type: none"> <li>• Minimum experience of working in / heading NR Rupee Remittance vertical of any commercial Bank for at least 6 years.</li> <li>• Overseas exposure in Remittance business would be an added advantage.</li> <li>• Maximum Age 68</li> <li>• Last assignment should not be below the rank equivalent to CM in any Scheduled Commercial Bank</li> </ul>

The eligibility and terms of service is furnished here under:

Age	Maximum Age- as on 01/07/2023 POST CODE (01-05) 63 years POST CODE (06) 68 years
Nature of Engagement	<p><u>For Post Code 01-05:</u></p> <p>On contractual basis shall for a fixed term of 2 years but renewable yearly subject to satisfactory performance, achievement of specified targets at the sole discretion of the Bank and extendable at the discretion of the Bank for further terms (beyond 2 years) as decided by the Bank</p> <p><u>For Post Code 06:</u></p> <p>For a period of 1 Year, subject to extension after mid-term review after six months.</p>
Termination	One month's notice or one month's compensation in lieu thereof.
Remuneration & Perquisites	<p>Negotiable, will not be limiting factor for suitable candidate.</p> <p>Also will be eligible for Performance Linked Variable Pay which will be over and above the Fixed Salary but linked to the achievement of specific targets.</p>

Place of work	Ernakulam & Chennai or as decided by the Bank.
Selection procedure	<p>The applications received from the candidates will be screened and shortlisted on the basis of eligibility and relevant experience.</p> <ol style="list-style-type: none"> <li>1. The requisite number of shortlisted candidates will be called for interview for final selection. If more number of Applications received a preliminary scrutiny process (Group Discussion, Interview etc.) may be conducted.</li> <li>2. The final selection will be made on the basis of eligibility, experience, qualification and performance during interaction / interview.</li> <li>3. The interaction / interview will be conducted by a committee constituted for the purpose.</li> <li>4. Mere satisfying the eligibility norms do not entitle a candidate to be called for interview.</li> <li>5. The Bank reserves the right to reject any application not suiting the Bank's requirements without assigning any reason whatsoever and call only the requisite number of candidates out of those who fulfill the eligibility criteria as may be required for the post.</li> </ol>
Leave	12 days Casual Leave (out of which not more than 4 days leave can be availed at a stretch).
Application Fees	Rs 1000/- as application fee (Inclusive of taxes)

**Procedure for applying:-**

1. Application complete in all respects as per the prescribed format (Annexure A) along with copies of all the credentials as enumerated in Clause 2 below should be sent in a closed envelope super scribed “**Application for Engagement as Specialists on Contractual Basis for Non Resident Business Vertical**” to the following address:

**General Manager (HRM), Indian Bank  
Corporate Office, HRM Department, Recruitment Section  
254-260, Avvai Shanmugham Salai, Royapettah, Chennai, Tamil Nadu – 600 014**

All eligible and interested candidates should apply in the prescribed application format to reach the address cited above on or before **14.08.2023**. Any application received after the due date will be summarily rejected.

Application fees:

Rs. 1000 /- (inclusive of taxes).

Candidates shall pay the fees/charges in the below mentioned account through Internet Banking / NEFT/RTGS. The Reference number/UTR Number shall be specified in the Application form.

Account Name : Specialists for Non Resident Business Vertical 2023  
Account No : 7562818787  
Bank & Branch : Indian Bank, Royapettah  
Account Type : Current Account  
IFSC Code : IDIB000R021

2. The following credentials (photocopies only) are to be enclosed along with the application Form

- a. Proof of date of Birth
- b. Mark sheet and Passing certificate of all Educational, Technical / Professional qualifications
- c. Experience certificate(s) specifying designation / job profile, period of service (with specific dates), emoluments, activity profile of previous and present employers, etc.
- d. Photo Identity proof and Address proof

3. Candidates are required to have a valid personal email ID and Mobile number for contact. It should be kept active during the currency of this project. Bank may send call letters for interview through the registered email ID.

4. Candidates are advised to apply well in advance and Bank will not be responsible if candidates are not able to submit before the due date for any reason beyond the control of the Bank.

**GENERAL INSTRUCTIONS**

a. Before applying for the post, candidate should satisfy himself/herself that he/she fulfils the eligibility and other norms mentioned in this notice. Bank would be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible. The decision of the Bank shall be final in deciding about qualification, experience and other eligibility norms.

- b. The terms & conditions of engagement is whole and simple 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.
- c. His / Her engagement on contract is for a specific period as stated above, and as such should not be construed as an offer of employment or a regular employment in the Bank.
- d. Unless the Bank extends the contract for further period, on completion of the contractual period, his / her engagement shall automatically come to an end. There will not be a need for issuance of communication by the Bank for termination of the contract after the above said period.
- e. The Bank takes no responsibility for any delay in receipt or loss in postal transit of any Application or Communication.
- f. The Bank reserves the right to alter, modify or change the eligibility criteria and / or any of the other terms and conditions spelt out in this notice, including criteria for qualifying/method and procedure for selection.
- g. Only those candidates who fulfil the eligibility criteria will be called for interview and intimated by email.
- h. Candidates will have to produce original certificates for educational qualifications, experience, age, category etc. at the time of interview, in support of his/her eligibility, as per the details furnished in the application, failing which the candidate will not be allowed for interview and their candidature will be cancelled.
- i. Decision of the 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 interview, selection and any other matter relating to recruitment will be final and binding on the candidates. No correspondence or personal enquiries shall be entertained by the Bank in this regard.
- j. No Travelling Allowance is payable to candidates who are called for interview
- k. Any dispute arising out of and/or pertaining to the process of recruitment under this Advertisement shall be subject to the sole jurisdiction of the Courts situated at Chennai.
- l. Request for change of contact no./address/ email ID/interview centre will not be entertained.

m. In case any dispute arises on account of interpretation of version other than English, English version will prevail.

n. Engagement of selected candidates is subject to their being declared medically fit as per the requirements of the Bank. Such engagement will also be subject to the Rules & Policies of the Bank.

o. Canvassing in any form will be a disqualification.

Dated :26.07.2023

Chennai

Chief General Manager (CDO& CLO)