

BROAD SKILL SET REQUIREMENTS IN RESPECT OF EACH OF THE DISCIPLINES

DISCIPLINE	GRADE/ SCALE	VACANCIES	POST CODE	EDUCATIONAL QUALIFICATION	EXPERIENCE	BROAD SKILL SETS	JOB PROFILE
MANAGER (FINANCE) - CHARTERED ACCOUNTANTS	MMG / S II	17	01	FCA/ ACA	Preferably Post-qualification experience of 3 years practice / employment in the specialised area preferably in the Banking/ Finance Sector	** High level of conceptual and analytical skill to evaluate credit proposals, understand/ interpret financial statements. ** Ability to build, motivate, and lead a team for effective supervision/ monitoring and follow up in credit operations. ** Good understanding of the business climate in India and abroad and capability to develop industry profiles. ** Conversant with methodology and tools for project appraisal. ** Mobility and flexibility to take up challenging assignments. ** Proficiency in computer application. ** Marketing skills.	Processing & appraisal of credit proposals, Designing new products, Preparation of Industry profiles/ studies
MANAGER (TECHNICAL) - MECHANICAL/ CHEMICAL/ ELECTRICAL /CIVIL ENGINEERS	MMG / S II	30	02	B. E. (Mech / Elect. /Chemical/ Civil) preferably MBA in Finance / Marketing	Preferably post-qualification experience of 3 years in the specialised area preferably in the Banking/ Financial Sector	Analytical ability Aptitude for marketing Broad understanding of industrial scenario Preference shall be given to candidates who have worked in FIs/Banks/leading consultancy organisations in Project Finance related activity.	To undertake TEV of industrial projects - Loan Syndication of large ticket deals - Canvassing of new business, etc.
MANAGER (FINANCE) - CREDIT	MMG / S II	23	03	MBA (Fin) / MBA (Banking & Fin), ICWA	Preferably post-qualification experience of 3 years in the specialised area preferably in the Banking/ Financial Sector	**High level of conceptual and analytical skill to evaluate credit proposals, understand / interpret financial statements. **Good understanding of the business climate in India and abroad. ** Conversant with methodology and tools for project appraisal.	Preparation of credit proposals Processing and sanction of loan proposals Review of Accounts / Proposals NPA Management
MANAGER (FINANCE) - SME	MMG / S II	4	04	CA / CFA / ICWA / MBA (Finance) / or any other equivalent degree / diploma with specialisation in Finance from recognised University / AICTE approved institute	Preferably post-qualification experience of 3 years in the specialised area preferably in Banks/ FIs/ Large Industrial Units/ Govt. Organisations etc.	** Effective in business development efforts by understanding customers ** Maximise selling opportunities within each existing customer base through more proactive and compliant sales techniques & strategies ** Increase assets under management and quality of customer relationships through better use of more consultative sales practices.	Evaluation of credit proposals for working capital facilities, project finance, export and import finance. Monitoring and supervision of borrowal accounts Rehabilitation programmes / dealing with BIFR/DRT. Liaisoning with Customers / Financial Institutions etc. Rules/Regulations and practises in domestic / Forex business Exploring new customers and strengthening relations with existing customers Coordination with Regional / Zonal/Corporate Office for Sales / Publicity etc. Follow up for execution of documents / disbursement Pre-sanction / Post sanction follow up

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MANAGER (TREASURY OPERATIONS)	MMG / S II	10	05	Masters Degree in Finance/ Banking/ Treasury/ Intn'l Trade/ CA/ ICWA	Preferably post- qualification experience of 3 years as Dealer in Banks/ Financial Sector	Relevant experience and exposure of working in Government Securities Deptt., Corporate Bonds Deptt., Derivative Deptt, Foreign Exchange Deptt. in Bank is preferred	
MANAGER (PLANNING)	MMG / S II	13	06	MBA (Finance) OR M.A.(Economics) OR M. Com Knowledge of MS Office/Access/Excel preferable	Preferably post qualification experience of 3 years in Corporate Planning in Officers' cadre preferably in Bank/ Financial Institutions	**Statistical analysis **Forecasting & Budgeting **Cost Benefit analysis **Drafting & Communication **Data analysis & presentation **Team worker	Performance Budgeting Performance Monitoring Trend Analysis Competitor's analysis Cost-benefit analysis Sample survey & Impact studies Strategic planning Report writing
MANAGER - RISK MANAGEMENT	MMG/S II	1	07	MBA (Finance) preferably FRM/ Diploma in Risk Management	Preferably post- qualification experience of 3 years in Risk Management preferably in the Banking/ Financial Sector	**Analytical skills ** Proficient with computers	Preparing and implementing action plan for development of risk analytics capabilities, skill sets and risk culture at various overseas territories. Formulation and review of various policies relating to risk management area such as Risk Management, Policy, ALM/ Liquidity Risk Management, Interest Rate Risk, Operational Risk Mgmt. Policy, Industry Exposure caps, Compliance Policy. Preparation and submission of various statements such as ALM Statement, computation of credit risk and market capital charge under Basel-I/ Basel-II guidelines etc. Computation and submission of information required to conduct ICAAP impact analysis.

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CIVIL ENGINEERS	MMG / S II	18	08	B.E. (Civil) or equivalent with minimum 60% marks from a recognised University / reputed Institute	Preferably Post-qualification experience of 3 years in the specialised area	Exposure and working knowledge in AUTO CAD software and preparation of estimates, tenders. Liaison with Govt. Authorities, Consultants and agencies involved in construction. Competent to advise the Bank and its units on various technical matters of its premises.	He will be responsible for designing /conceptulizing of interior projects/Civil projects of the Bank and will co-ordinate with Architect/Contrator during execution of work from Bank side.
ARCHITECTS	MMG/S II	2	09	B.Arch. Or equivalent with minimum 60% marks from a recognized University/ reputed Institute	Preferably Post-qualification experience of 3 years in the specialised area	Exposure and working knowledge of AUTO CAD Software and preparation of estimates, tenders. Liaison with Govt. Authorities, Consultants and Agencies involved in Construction. Competent to advise the Bank and its units on various technical matters of its premises.	He will be responsible for designing/ conceptualising of Interior Projects/ Civil Projects of the Bank and will coordinate with Architect/ Contractor during execution of work from Bank side.
SECURITY OFFICERS	JMG / S I	15	10	Graduation or any equivalent qualification	An Officer with -5- years comissioned service in Army/ Navy/ Airforce OR a Police Officer not below the rank of Asst. SP/ Dy. SP with 5 years of service OR officer of identical rank in para military forces with minimum 5 years service.		Monitoring Security and Fire Safety of the Bank, Liaisoning with Police & other security officials, Training Armed Guards etc.

BROAD SKILL SET REQUIREMENTS IN RESPECT OF EACH OF THE DISCIPLINES

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OFFICIAL LANGUAGE OFFICERS (HINDI OFFICERS)	JMG / S I	34	11	<p>Masters degree with a minimum of 45% marks of a recognised University or equivalent in Hindi with English as a subject at Degree level. OR</p> <p>Masters degree with a minimum of 45% marks of a recognised University or equivalent in English with Hindi as a subject at Degree level. OR</p> <p>Masters degree with a minimum of 45% marks of recognised University or equivalent in any subject with Hindi medium and English as a subject at Degree level OR</p> <p>Masters degree with a minimum of 45% marks of a recognised University or equivalent in any subject with English medium and Hindi as a subject at Degree level. OR</p> <p>Masters degree with a minimum of 45% marks of a recognised University or equivalent in any subject with English and Hindi as a subject at Degree level</p> <p>Desirable - Degree or Diploma in translation from English to Hindi and vice-versa from any recognised University or equivalent.</p> <p>Knowledge of MS Office is also desirable.</p>	<p>Desirable : One year experience in Translation from English to Hindi and vice-versa in Central / State Govt. / PSU</p>	<p>Translation of various documents / Reports / manuals / reference materials and publications etc. Form English to Hindi and vice-versa</p> <p>Organisation of Hindi workshops / seminars / competitions etc. for propagating use of Hindi in Bank.</p> <p>Preparation of reference materials for the promotion of use of Hindi.</p> <p>Imparting Hindi training to eligible Bank's staff members</p>	<p>Implementation of Official Language Policy of Govt of India / OL Act 1963 / OL Rules 1976.</p> <p>Compliance of various instructions / orders / guidelines relating to implementation of OL Policy received from Govt of India / RBI / Min of Finance</p> <p>Implementation of the recommendations of committee of Parliament on Official Language submitted before honorable President of India from time to time.</p>
		167					

Relaxation/ Concession in respect of age, educational qualifications, experience etc., to candidates belonging to SC/ ST/ OBC/ PWD/ Ex-servicemen shall be strictly as per Government guidelines.