



Advertisement No. 01/2017-18

**Advertisement for Engagement of Advisor
(Financial & Accounting System Analyst & Data Analytics) on contract basis**

Important: Last Date of Receipt of Applications: June 12, 2017

Company Profile

IDBI Bank Ltd., owned by Government of India and engaged in providing complete range of retail and corporate banking services to its clients, proposes to engage the services of an Advisor (one position) on contract basis.

Applicants are advised to submit the application form hosted on the Bank's website at www.idbi.com on the dates mentioned below after carefully going through all the instructions contained in the Application Form and the instructions given in the advertisement. **No other means/mode of application form/ printout would be accepted.**

Job description (in brief)

To advise and give strategic direction in implementing an effective financial system by integrating the core business and organizational processes so as to ensure that the performance of the system is maximized. The areas of expert advice would, inter-alia, include the following:

- i. Guide and oversee the integration of core banking modules and other finance, accounting systems, with a view to develop sound financial reporting systems, pricing, P & L forecasting tools and modeling tools, and dashboards.
- ii. Oversee developing of a Management Information System and establishing the same.
- iii. Effective co-ordination with Auditors and analytical presentation to Top Management aimed at improving systems and processes for optimizing costs and tracking performance with respect to budgetary goals.
- iv. Overseeing the accounts functions in a banking system in a manner that it delivers high efficiency with sufficient resilience and managing costs effectively.

- v. Advise and guide in optimizing and improving the business processes and operations so as to enable establishment and turning of cost centres to profit centres.
- vi. To work closely with stakeholders and advise in developing and ensuring that financial reporting systems function accurately, reliably, and with minimal risk to data security.

The details are given below:

1 Eligibility Criteria

S. No.	Particulars	Eligibility criteria
(i)	Cut-off date	June 1, 2017
(ii)	Age	Not more than 65 years as on the cut-off date.
(iii)	Experience	Experience in finance and accounting system, mainly CBS & systems integration at a senior level, out of which at least 25 years are in banking sector, preferably public sector bank. Exposure to core-banking solutions, P & L forecasting, MIS, financial & data analysis. Desirable experience in computer and programming, systems, creating detailed business/financial system process flows, process gap
(iv)	Essential profile	Retired senior banker, preferably from Public Sector Bank not below the rank of General Manager (Scale VII) of PSBs and having substantial practical exposure in CBS and System Integration, MIS/data analytics and accounting systems in PSBs.

- Applicant selected for the assignment should obtain clearance from the previous employer, if required (i.e. if retired from the previous employer and has not completed one year post retirement), for taking up the assignment with IDBI Bank.
- Depending upon the requirement, Bank reserves the right to cancel or restrict or curtail or enlarge any or all of the provisions of the selection process, if need so arises, without any further notice and without assigning any reason thereof.

2. **Terms and conditions of engagement:**

(i)	Period	Initial contract for a period of one year and extendable by one more year in case of need.
(ii)	Type of engagement	Contractual engagement.
(iii)	Remuneration	Consolidated remuneration would be lump sum amount, but would be restricted to the last pay and allowances reduced by pension, if any, payable at the earlier organization
(iv)	Accommodation	Accommodation would be provided by the Bank. (10% of pay and allowances to be deducted as rent)
(v)	Leave	20 days of leave for a period of 1 year. If contractual period exceeds 1 year or is under 1 year, proportionate leave shall be granted.
(vi)	Perquisites/Benefits	Any other perquisites and benefits would be advised in the offer letter of engagement.
(vii)	Termination of contract	The contract may be terminated by either party giving to other 15 days notice or pay in lieu thereof. Further, absence beyond 15 days would result in termination of contract, unless approved by MD & CEO.
(viii)	Superannuation benefits	No superannuation benefits shall be applicable.
(ix)	Service rules	During the contractual period, shall be governed by the IDBI Bank Ltd Officers Conduct Discipline and Appeal Rules, 2006, as amended from time to time.
(x)	Residual matters	As may be decided by the IDBI Bank Ltd.

3. **Reservation:** The position is unreserved.

4. **How to apply:**

4.1 The applicants are advised to fill their applications strictly as per the format provided by Bank on its websites (**www.idbi.com**). The application form should be typed or neatly handwritten in English on a good quality "White A- 4 size" paper. The application must have the latest passport size photograph affixed and duly signed across. Application must be complete in all respects. Incomplete and illegible applications will be rejected.

- 4.2 Application should be accompanied by attested copies of relevant certificate(s) / documents, in support of proof of age, category, educational qualification, work experience, etc. as mentioned in the application form.
- 4.3 The application form along with attested copies of relevant certificate/s may be sent **by ordinary post only**. The application form complete in all respects and duly signed should be sent in a cover super scribed as ***“Application for engagement as Advisor (Financial & Accounting System Analyst & Data Analytics) on contract basis – 2017”*** and addressed to The Chief General Manager, Human Resources Department, IDBI Bank Ltd., IDBI Tower, 21st floor, WTC Complex, Cuffe Parade, Mumbai – 400 005.
- 4.4 The duly filled application form can also be deposited in box specially kept for the purpose at the Reception counter of IDBI Bank Ltd. IDBI Tower, Ground Floor, WTC Complex, Cuffe Parade, Mumbai – 400 005.
- 4.5 Applications complete in all respects along with attested copies of the required documents should reach the Bank on or before **June 12, 2017**. Applications received after **June 12, 2017** will not be entertained.

5. Selection Process:

- 5.1 Selection process will consist of Personal Interaction (PI) before the selection committee. The Bank will undertake a preliminary screening of the application for preparing, if necessary, a shortlist of eligible applicants to be called for PI and decision of the Bank in this regard shall be final. Thus, merely fulfilling the requirement laid down in the advertisement would not automatically entitle any candidate to be called for PI.
- 5.2 The details regarding the time, date and address of the venue for the PI will be intimated to the short listed eligible applicants.

6. General Instructions

- 6.1 In case, it is detected at any stage that the applicants do not fulfill the eligibility criteria and/or have furnished incorrect information or suppressed any material information, their candidature will be cancelled and if appointed, their services may be summarily terminated without any compensation thereof.
- 6.2 In all matters regarding eligibility, minimum qualifying standards in PI, assessment thereof and communication of result, the Bank's decision shall be

final and binding on the applicants and no correspondence shall be entertained in this regard.

- 6.3 Canvassing in any form will be treated as a disqualification.
- 6.4 The Bank reserves the right to reject any or all applications without assigning any reason/s thereto.
- 6.5 The Bank reserves the right to modify/amend/reverse/cancel any or all of the provisions of the selection process if need so arises, without any further notice and without assigning any reason thereof.
