



प्रधान कार्यालय: स्टार हाउस, प्लॉट सी-5, "जी" ब्लॉक, बांद्रा-कुर्ला संकुल, बांद्रा (पूर्व) मुंबई – 400 051
Head Office: Star House, Plot C-5, "G" Block, Bandra-Kurla Complex, Bandra(E), Mumbai 400 051.

मानव संसाधन विभाग

Human Resources Department

Appointment of MSME - IT Advisor on contract basis for a period of one year

1. **Applications are invited for appointment of MSME-IT Advisor for one post.**
2. **Eligibility :**
 - (i) An Executive of the level of Deputy General Manager and above who has retired either from our Bank or from other Nationalised Banks will be eligible to be appointed as MSME - IT Advisor of the Bank. In exceptional cases, candidates in the rank of Assistant General Managers having experience and specialization in the specific area may be considered.
 - (ii) Age of the applicant should not exceed 65 years as on 01.01.2021.
3. **Terms and conditions for engagement of MSME - IT Advisor**
 - a. Compensation would be Rs.75,000/- per month on consolidated basis;
 - b. An amount of Rs.25,000/- per month towards maintaining own car (including Driver's expenses) for the purpose of discharging his/ her duties as an Advisor;
 - c. An amount of Rs.5,000/- per month towards telephone expenses inclusive of landline/mobile/internet etc. on reimbursement basis.
 - d. Unfurnished Bank's / rented accommodation (2 bedroom flat), subject to recovery of rent as applicable to General Managers from time to time. In case he/ she owns any dwelling unit at Mumbai / Navi Mumbai in his/ her name or in the name of his/ her spouse, he/ she will be entitled to HRA as per normal entitlement of a General Manager. However, he/ she will not be entitled for HRA on capital cost basis.
 - e. Travel by entitled class and diem allowance at par with executives in the rank of General Manager in the Bank.
 - f. An aggregate of twelve days' (not exceeding 4 days at a time) leave annually.
 - g. Any liability on account of Income Tax, Professional Tax etc. shall be deducted at source.
 - h. The said Advisor shall not have any financial, non-financial, administrative, lending or disciplinary powers.
 - i. The Advisor in the area of MSME-IT shall report to Executive Director overseeing MSME Department or Managing Director & CEO and such reporting will be decided by the Managing Director & CEO.
 - j. Besides the above, the Advisor in the area of MSME-IT will not be entitled for any pecuniary or non-pecuniary benefits.
4. The appointment will be on contract basis for a period of one year. The posting of the Advisor will be at Banks Corporate Office at Mumbai.

5. The role and responsibilities of the said Advisor for IT initiatives in the SME Department shall be to :
- i. Engage with all the vendors for providing input of the Bank's requirement and perspective.
 - ii. Provide insights and impart training to all the field functionaries and enter into continuous dialogue with them for implementation of various initiatives. In this manner, the Advisor shall supplement the efforts of the Department, wherever gaps are observed.
 - iii. Devise digital strategy including that of digitization of various processes and monitoring mechanisms for the SME-SBU Department.
 - iv. Study the existing IT infrastructure of SME-SBU and thereby identify the gaps, if any, for various IT- related requirements which will provide strategic direction and be aligned with the Bank's business strategies.
 - v. Undertake assessment of the current domestic / global banking technology environment and the technology impact of the emerging trends and its impact.
 - vi. Review SME-SBU related Network Architecture of the Bank and give suggestions for improvements.
6. Last date for receipt of application is 21.12.2020. Application received after the said date will be rejected. **Application must be typed in the prescribed format only. Hand-written applications will be summarily rejected.**

The Bank reserves the right to reject applications of any or all the candidates without assigning any reason.

Applications to be submitted through Registered Post / Speed Post / Courier. Bank will not be liable for misplace / damage and / or delay in delivery of application by the Postal Authorities or by the Courier Agencies, under any circumstances. Scanned copy of

Applications may be submitted via Email on our Email ID – headoffice.randp@bankofindia.co.in. (Maximum size of attachment not to exceed 4 MB)

Hand Delivery of application will not be accepted.

The Envelope containing the application must be super-scribed "Application for the post of MSME - IT Advisor".

7. The candidates found eligible will be called for a selection process. Candidates will have to appear for interview at their own expenses.
8. Selection will be made by a Committee and the decision of the Committee shall be Final.
9. The candidates should submit copies of documents in support of experience and educational qualifications alongwith application form.
10. The interested candidates may download the attached application form.

Date : 03.12.2020

(A.K. Pathak)
General Manager (HR)