



# 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

### RECRUITMENT OF DIVISION HEAD (TECHNOLOGY SUPPORT SERVICES) IN IBPS ON CONTRACT BASIS

IBPS invites on-line applications for appointment in the following post on Contract basis. Candidates are required to apply on-line through the link given in IBPS website [www.ibps.in](http://www.ibps.in).

#### A. Details of Post/ Vacancy / Selection process

| Post Code | Post Name  | No. of Vacancy | Selection Procedure      |
|-----------|--|----------------|--------------------------|
| 01        | Division Head (Technology Support Services)<br>On Contract | 01             | Shortlisting & Interview |

#### B. The tentative schedule of events is as follows:

| Event               | Tentative Dates            |
|---------------------|----------------------------|
| Online Registration | : 24.03.2022 to 13.04.2022 |
| Interview           | : April 2022               |

#### 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:

| Post Name   | Age (as on 01.04.2022)   | Educational / Professional Qualifications  | Post Qualification Minimum Work Experience   |
|---|--|--|--|
| Division Head (Technology Support Services) (on contract) | Not exceeding 61 years<br><br>A candidate must have been born not earlier than 02.04.1961 (date inclusive) | Bachelor/ Master's Degree in Electronics/ Electronics & Tele communication / Electronics & Communication/ Electronics & Instrumentation/ Computer Science/ Information Technology / Computer Applications and/ or equivalent.<br>(From a University/ Institution/ Board recognised by Govt. Of India/ approved by Govt. Regulatory Bodies) | The incumbent should be an officer retired on attaining superannuation / voluntary retired, retired under SBP VRS, released under Exit Option scheme or who have left the Scheduled Commercial Bank or the Central/State Government or a Public Sector Undertaking otherwise before superannuation with minimum 10 years post qualification experience in the IT Dept. of which at least two years as DGM-IT OR GM-IT OR equivalent position in Central Government / State Government / Public Sector Undertaking.<br>The candidate should produce a certificate of having the requisite post qualification work experience from the organisation. |

- ❖ Institute reserves the right to relax the norms for the deserving candidates.
- ❖ Age criteria will not be applicable for internal candidates already with IBPS under contractual agreement.

## OTHER ELIGIBILITY CRITERIA:

- (i) His/ her integrity should not have been doubtful during his/her Service/career.
- (ii) No punishment/penalty should have been imposed on him/her during his/her service/ career.
- (iii) He/she should not be convicted by any court in India or Cases of CBI or other law enforcement agencies should not be pending against him/her.

## D. COMPENSATION:

| Post  | Annual CTC<br>(as per present<br>policy) | Contract period  |
|---|--|--|
| Division Head (Technology Support Services) - on contract | Rs.25 Lakhs (approx.)                    | 3 years subject to yearly review and may be renewed subsequently subject to his/her continued good performance and physical fitness. |

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 DESCRIPTION & RESPONSIBILITIES

He /She will be head of the Technology Support Services Division of the Institute. He / She will be responsible for a comprehensive ICT (Information and Communication Technology) related activities and Data including result processing, Process automation, Data Centre management, IT initiatives and support for on-line application processing, conduct of on-line examinations, monitoring the systems and procedures associated with conduct of high volume selection tests, IT Assets procurements, enterprise wise automation etc. and any matter related to the above broad functions. The incumbent shall have exposure in selection/appointment of Service Providers through RFP Processes for conducting technology driven tests and AMC related matters. Have knowledge about use of latest technological gadgets, operational platforms, programmes and cyber security/ IT security norms. Any other work assigned by the Institute. He / She should also be in position to lead the IT team of IBPS in digitisation and innovation. Any other work assigned by the Institute

## F. HOW TO APPLY: -

Candidates can apply online only from **24.03.2022 to 13.04.2022** and no other mode of application will be accepted. Not more than one application should be submitted by any candidate. In case of multiple Applications only the latest valid (completed) application will be retained.

### **Pre-Requisites for Applying Online**

Before applying online, candidates should—

- (i) scan **all the required documents**, photograph and signature ensuring that all the documents, photograph (4.5cm × 3.5cm) and signature adhere to the required specifications as **given in Annexure** to this Advertisement.
- (ii) **Signature in CAPITAL LETTERS will NOT be accepted.**
- (iii) have a valid personal email ID, which should be kept active till the completion of this round of Recruitment Process. IBPS may send call letter for the selection process through the registered e-mail ID. Under no circumstances, a candidate should share with/mention e-mail ID to / of any other person. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying on-line and must maintain that email account.

## **Procedure for applying online**

1. Candidates are first required to go to the IBPS's website **www.ibps.in** and click on the Home Page to open the link and then click on the option "**CLICK HERE TO APPLY ONLINE**" to open the On-Line Application Form.
2. Candidates will have to click on "**CLICK HERE FOR NEW REGISTRATION**" to register their application by entering their basic information in the online application form. Use of special characters while filling the form will not be allowed. After that a provisional registration number and password will be generated by the system and displayed on the screen. Candidate should note down the Provisional registration number and password. An Email & SMS indicating the Provisional Registration number and Password will also be sent. They can reopen the saved data using Provisional registration number and password and edit the particulars, if needed.
3. Candidates are required to upload their **documents, photograph and signature** as per the specifications given in the Guidelines for Scanning and Upload of documents, Photograph and Signature (**refer Annexure**).
4. **Candidates are advised to carefully fill in the online application themselves as no change in any of the data filled in the online application will be possible/ entertained. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. No change is permitted after clicking on COMPLETE REGISTRATION.**

After completing the procedure of applying on-line, the candidate should take printouts of the system generated on-line application form, ensure that the particulars filled in are accurate and retain the printout along with Registration Number and Password for future reference.

**An email/ SMS intimation with the Registration Number and Password generated on successful registration of the application will be sent to the candidate's email ID/ Mobile Number specified in the online application form as a system generated acknowledgement. If candidates do not receive the email and SMS intimations at the email ID/ Mobile number specified by them, they may consider that their online application has not been successfully registered.**

**An online application which is incomplete in any respect such as without all the required documents, photograph and signature uploaded in the online application form will not be considered as valid.**

**IBPS does not assume any responsibility for the candidates not being able to submit their applications within the last date for any reason beyond the control of the IBPS.**

**Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.**

Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her is found to be false at a later stage.

## G. GENERAL INSTRUCTIONS

- 1) 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 online submitted application form etc. at the time of further process of selection.
- 2) Before applying for the post, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Candidates are therefore advised to carefully read this advertisement and follow all the instructions given for submitting online application.
- 3) 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.
- 4) Online applications once registered will not be allowed to be withdrawn.
- 5) 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.
- 6) Canvassing in any form will be a disqualification.
- 7) A candidate should ensure that the signatures appended by him/her in all the places viz. in his/her call letter, attendance sheet etc. and in all correspondence with the IBPS in future should be identical and there should be no variation of any kind.
- 8) IBPS shall not be responsible for any application made/ wrong information provided by an unauthorized person / institution. Candidates are advised not to share/ mention their application details with/to anyone.
- 9) 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 online application form.
- 10) 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.
- 11) Internal candidate, if eligible, may also apply.
- 12) IBPS can cancel the selection process at any point of time without giving any reason.
- 13) All the above positions require full 24x7 commitment to the Institute. Therefore, candidates willing to dedicate themselves fully to the Institute are expected to apply.
- 14) **Any addendum/corrigendum/ Notice shall be posted only on Institute's website.**
- 15) **Mere fulfilling the eligibility criteria will not guarantee shortlisting for further process.**

**Please Note:**

❖ **The posting of the selected candidate will be in MUMBAI Only.**

24.03.2022  
IBPS, Mumbai

Division Head (Administration)

**Guidelines for Scanning and Upload of Documents, Photograph & Signature**

Before applying online a candidate will be required to have a scanned (digital) image of his/her Documents, photograph and signature as per the specifications given below.

**a. Details of Document to be uploaded:**

- I. Brief Resume (PDF)
- II. ID Proof (PDF) such as PAN Card/ Passport/Permanent Driving License/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer/ People's Representative along with a photograph / Identity Card issued by a recognised college/ university/ Aadhaar /E-Aadhaar card with a photograph/ Employee ID
- III. Proof of Date of Birth (PDF) (Birth Certificate issued by the Competent Authorities or SSLC/ Std. X Certificate with DOB)
- IV. Educational Certificates: Relevant Mark-Sheets/ Degree Certificate (PDF)
- V. Experience certificates (PDF)

**b. Photograph Image: (4.5cm × 3.5cm)**

- ❖ Photograph must be a recent passport style colour picture.
- ❖ Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- ❖ Look straight at the camera with a relaxed face
- ❖ If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- ❖ If you have to use flash, ensure there's no "red-eye"
- ❖ If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- ❖ Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- ❖ Dimensions 200 x 230 pixels (preferred)
- ❖ Size of file should be between 20kb–50 kb
- ❖ Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

**c. Signature Image:**

- ❖ The applicant has to sign on white paper with Black Ink pen.
- ❖ Dimensions 140 x 60 pixels (preferred)
- ❖ Size of file should be between 10kb – 20kb
- ❖ Ensure that the size of the scanned image is not more than 20kb
- ❖ If the Applicant's signature on the attendance sheet or Call letter, does not match the signature uploaded, the applicant will be disqualified.
- ❖ Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

**d. Document file type/ size:**

- ❖ All Documents must be in PDF format.
- ❖ Page size of the document to be A4.
- ❖ Size of the file should not be exceeding 500 KB.
- ❖ In case of Document being scanned, please ensure it is saved as PDF and size not more than 500 KB as PDF. If the size of the file is more than 500KB, then adjust the setting of the scanner such as the DPI resolution, no. of colors etc., during the process of scanning. Please ensure that Documents uploaded are clear and readable.

**e.. Scanning the photograph / signature / documents :**

- ❖ Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- ❖ Set Colour to True Colour
- ❖ File Size as specified above
- ❖ Crop the image in the scanner to the edge of the photograph/signature/Documents, then use the upload editor to crop the image to the final size (as specified above).
- ❖ The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- ❖ Candidates using MS Windows/MsOffice can easily obtain documents in .jpeg format by using MS Paint or MSOffice Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.
- ❖ While filling in the Online application form the candidate will be provided with a link to upload his / her photograph and signature.

**f. Procedure for Uploading Document:**

- ❖ There will be separate links for uploading each document.
- ❖ Click on the respective link "Upload"
- ❖ Browse & select the location where the JPG or JPEG or PDF file has been saved.
- ❖ Select the file by clicking on it and Click the 'Upload' button.
- ❖ Click Preview to confirm that the document is uploaded and accessible properly before submitting the application. If the file size and format are not as prescribed, an error message will be displayed
- ❖ Once uploaded/ submitted, the Documents uploaded cannot be edited/ changed.

Note:

- (1) In case the face in the photograph or signature is unclear / smudged the candidate's application may be rejected.
- (2) After uploading the Photograph / signature / documents candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or document is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or documents, prior to submitting the form.
- (3) After registering online candidates are advised to take a printout of their system generated online application forms.