

 <b>बैंक ऑफ महाराष्ट्र</b> <b>Bank of Maharashtra</b> भारत सरकार का उद्यम <b>एक परिवार एक बैंक</b>	<b>मानव संसाधन प्रबंधन विभाग</b> <b>Human Resources Management Department</b> प्रधान कार्यालय: लोकमंगल, 1501, शिवाजीनगर, पुणे-5 <b>Head Office: LOKMANGAL, 1501, SHIVAJINAGAR, PUNE-5</b> टेलीफोन/TELE-020 : <b>25614321-477</b> ई/मेल-e-mail : <b>bomrpscell@mahabank.co.in</b>	 <b>G20</b> भारत 2023 INDIA <b>संयुक्त राष्ट्र संघ</b> <b>UNION OF INDIA</b> <b>वर्षेय कुटुंबकन</b> <b>ONE EARTH • ONE FAMILY • ONE FUTURE</b>
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AX1/ST/RP/Officers in Scale II, III, IV & V/Notification-II/2023-24

Date: -12<sup>th</sup> July 2023

**Recruitment Notification**

**Recruitment of Officers in Scale II, III, IV and V - Project 2023-24**

**Date of submission of offline application starts from 12<sup>th</sup> July 2023 to 25<sup>th</sup> July 2023**

**BANK OF MAHARASHTRA**, a leading listed Public Sector Bank, having its Head Office in Pune and more than 2207 network of branches invites **offline** application from candidates for recruitment of **Officers in Scale II, III, IV and V** to be posted at various verticals at Head Office or any other office, branch as per Bank's requirement.

**01. Details of number of Posts, Reservation & Age:**

Sl	Post/s	Scale	No. of vacancies						PwBD			
			SC	ST	OBC	EWS	UR	Total	OC	VI	HI	ID
1	AGM - Board Secretary & Corporate Governance	SMGS V	0	0	0	0	1	1	0	0	0	0
2	AGM - Management Information System ( MIS)	SMGS V	0	0	0	0	1	1	0	0	0	0
3	Chief Manager, Management Information System (MIS)	SMGS IV	0	0	0	0	1	1	0	0	0	0
4	Chief Manager, Market Economic Analyst	SMGS IV	0	0	0	0	1	1	0	0	0	0
5	Chief Manager, Information System Audit	SMGS IV	0	0	0	0	1	1	0	0	0	0
6	Economist	MMGS III	0	0	0	0	2	2	0	0	0	0
7	Mail Administrator	MMGS II	0	0	0	0	1	1	0	0	0	0
8	Production Support Administrator for EFT Switch	MMGS II	0	0	0	0	2	2	0	0	0	0
9	Production Support Administrator for UPI Switch	MMGS II	0	0	1	0	3	4	0	0	0	0

Abbreviations: SC: Scheduled Caste, ST: Scheduled Tribe, OBC: Other Backward Classes, EWS: Economically Weaker Section, UR: Unreserved, PwBD: Persons with Benchmark Disabilities, OC: Orthopedically Challenged, VI: Visual Impairment, HI: Hearing Impairment, ID: Intellectual / Multiple Disabilities.

**02. Eligibility Criteria:**

**(a) Recruitment of AGM - Board Secretary & Corporate Governance**

Post	AGM - Board Secretary & Corporate Governance
No. of Post	01 [One Only]
Qualification	Professional qualification of CS from the Institute of Company Secretaries of India (ICSI). Preference will be given for additional qualification/s like CA / CFA / CMA / Risk Management / Finance from a University / Institution / Board recognized by Govt. of India.
Experience	The minimum experience of <b>12 years</b> in the Banking or Financial Services, out of which minimum <b>4 years</b> should be in Investor Relations / Board Secretariat.
Age	Maximum 45 Years
Bond	The selected candidate shall execute a bond of Rs. 02.00 lakh for two years from the date of joining the Bank
Probation	Six months from the date of joining



Place of Posting	The position / place of posting of candidate will initially & ordinarily be at Head Office, Pune. However, the Bank reserves the right to post the selected candidate as per bank's requirement
Basic Pay	<b>Basic Pay: 89890 - 2500/2 – 94890 - 2730/2 – 100350</b> The official shall be eligible for D.A, H.R.A / Lease rental, C.C.A, Medical and other allowances etc. & perquisites applicable for Scale V cadre as per prevailing rules of the Bank. <b>Allowances may vary depending upon the place of posting.</b>
Leaves	The selected candidate shall be entitled for leaves as per the then rules and regulations of bank
Perquisites	The selected candidate shall be eligible for the perquisites / Quarter facility (in lieu of HRA) as applicable to the post of Asstt. General Manager (Scale V). The selected candidate shall also be eligible to avail mobile expenses, car expenses, petrol expenses, etc. as applicable to Scale V cadre.
Reporting Authority	The selected candidate will directly report to <b>General Manager handling the portfolio Board Secretary / Executive Directors / MD &amp; CEO.</b>
Job Profile	<ol style="list-style-type: none"> <li>1. The Board Secretary should ensure that all Agenda / Reports be provided to Members of the Board with all necessary information. A copy of previous minutes of the Board meetings as well as information &amp; documents should be given whenever required.</li> <li>2. The board secretary should be responsible for counseling the board through the Chairman on all Governance matters. Handling of all Board related activities.</li> <li>3. Knowledge of SEBI &amp; LODR related matters. Compliance Officer of SEBI/Gol Regulations / Implementation of Prevention of insider. Timely completion of all SEBI related audits/uploading compliances on Stock Exchanges.</li> <li>4. Liaison with Stock Exchanges/ RBI/Gol/SEBI/RTA/DPs/NSDL/Consultants for all issues including e-voting etc. Stakeholder Relationship maintenance.</li> <li>5. Attending to all SEBI related compliance issues/ Prohibition of Insider Trading (PIT) regulations and other policies and timely disclosure of all regulatory filings. Providing compliances support and clarifications to all departments. Conducting / coordinating meetings of the Board and its various Committees.</li> <li>6. Minutes of the Committees and Board meeting to be recorded as per professional standards mandated. Complying Resolution of NSE/BSE/SEBI and attending/replying other investor related complaints.</li> <li>7. Liaison with Government of India, Bank Board Bureau / FSIB and Reserve Bank of India on various administrative matters related to the Board functioning and procedures. Stakeholder Relationship maintenance.</li> <li>8. To report to the Board about compliance with the provision of the applicable Acts and Laws. To ensure constitution / re-constitution of Board Committees are done strictly as per laid down norms/customary practices. Ensuring Corporate Governance Norms of SEBI / Stock. Exchanges and ensuring Compliance with Banking laws, Nationalized Banks' Scheme, SEBI Rules/Regulations, Stock Exchange guidelines/rules, Companies Act, etc.</li> <li>9. while acting as Compliance Officer for Equity Shares, Bonds, Banker to issue and Debenture Trustee. Liaison with Authorities– SEBI, NSE, BSE, NSDL, CDSL and periodical reporting of mandated information. Raising of equity capital in consultation with Chief Financial Officer and getting the shares listed with stock exchanges.</li> </ol>



	<p>10. Handling Annual General Meeting of shareholders. Continuous monitoring of SEBI Scores Portal for Investor Grievances to ensure that no shareholder grievance is pending and the Bank is free from shareholders' complaints. Ensure that the management makes available the agenda items within the time frame stipulated by the Board and its committees.</p> <p>11. The minutes of the meetings of committee and the Board are to be recorded as per the professional standards mandated. Ensuring adherence to the "Code of Conduct for the Board of Directors and Senior Management" approved by the Board.</p>
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**(b) Recruitment of AGM - Management Information System (MIS- Scale V):**

Post	AGM - Management Information System (MIS)
No. of Post	01 [ One Only]
Qualification	Master's / Bachelor's Engineer Degree in IT / Computer Science with minimum <b>50%</b> in aggregate of all semesters / years. Preference will be given to those who have additional qualification/s in data science / data analytics & MBA / Diploma / Certificate(s) of established institutions in the sector.
Experience	The minimum experience of <b>12 years in the Banking or Financial Services</b> , out of which <b>minimum 5 years</b> should be in <b>Oracle / MSSQL Database Administration / Machine Learning &amp; Artificial Intelligence / Database Operations</b> preferably on Banking Projects.
Age	Maximum 45 Years
Bond	The selected candidate shall execute a bond of Rs. 02.00 lakh for two years from the date of joining the Bank
Probation	Six months from the date of joining
Place of Posting	The position / place of posting of candidate will initially & ordinarily be at Head Office, Pune. However, the Bank reserves the right to post the selected candidate as per bank's requirement
Basic Pay	<b>Basic Pay: 89890 - 2500/2 – 94890 - 2730/2 – 100350</b>  The official shall be eligible for D.A, H.R.A / Lease rental, C.C.A, Medical and other allowances etc. & perquisites applicable for Scale V cadre as per prevailing rules of Bank. <b>Allowances may vary depending upon the place of posting.</b>
Leaves	The selected candidate shall be entitled for leaves as per the then rules and regulations of Bank.
Perquisites	The selected candidate shall be eligible for the perquisites / Quarter facility (in lieu of HRA) as applicable to the post of Asstt. General Manager (Scale V). The selected candidate shall also be eligible to avail mobile expenses, car expenses, petrol expenses, etc. as applicable to Scale V cadre.
Reporting Authority	The selected candidate will directly report to <b>General Manager, IT Department</b>
Job Profile	<ol style="list-style-type: none"> <li>1. Management &amp; monitoring of MIS Reports generate for various user departments and top management. Automation of processes for generation of regular reports to ensure timely submission of dash-boards.</li> <li>2. Develop effective co-ordination with other user departments for timely submission of various reports including regulatory returns. Monitoring of regular backup of bank's MIS solutions to ensure business continuity during disasters.</li> <li>3. Periodic evaluation of MIS architecture for improvement of MIS performance.</li> <li>4. Schedule and produce periodic reports regarding MIS performance. Analyzes and recommends software and hardware to maximize productivity for all networks.</li> </ol>



	<p>5. Collaborates with other departments and outside computer support vendors to schedule and coordinate upgrades and tests. Performs other related duties as assigned.</p> <p>6. Develop and implement MIS policies to ensure data accuracy and security. Monitor MIS performance regularly to avoid unplanned outages and down times. Consults with management to analyze computer system capability for information, data, and functional operations, determine scope and priorities of projects and discuss system capacity and equipment acquisitions.</p> <p>7. Processing and creating of MIS Hub w.r.t Data / MIS reports and analyzing as and when sought by the departments.</p>
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**(c) Recruitment of Chief Manager - MIS (Scale IV):**

<b>Post</b>	<b>Chief Manager, MIS (Management Information System)</b>
No. of Posts	1 [ One Only]
Qualification	Master's / Bachelor's Engineer Degree in IT / Computer Science with minimum <b>50%</b> in aggregate of all semesters / years. Preference will be given to those who have additional qualification/s in data science / data analytics & MBA / Diploma / Certificate(s) of established institutions in the sector
Experience	The minimum experience of <b>10 years in the Banking or Financial Services</b> , out of which <b>minimum 4 years</b> should be in <b>Oracle / MSSQL Database Administration / Machine Learning &amp; Artificial Intelligence / Database Operations</b> preferably on Banking Projects
Age	Maximum 40 Years
Bond period	The selected candidate shall execute a bond of Rs. 02.00 lakh for two years from the date of joining the Bank
Probation	Six months from the date of joining
Job profile	<ol style="list-style-type: none"> <li>1. Management &amp; monitoring of MIS Reports generated for various user departments and top management. Automation of processes for generation of regular reports to ensure timely submission of dash-boards.</li> <li>2. Develop effective co-ordination with other user departments for timely submission of various reports including regulatory returns. Monitoring of regular backup of bank's MIS solutions to ensure business continuity during disasters.</li> <li>3. Develop and implement MIS policies to ensure data accuracy and security. Monitor MIS performance regularly to avoid unplanned outages and down times. Consults with management to analyze computer system capability for information, data, and functional operations, determine scope and priorities of projects and discuss system capacity and equipment acquisitions.</li> <li>4. Processing and creating of MIS Hub w.r.t Data / MIS reports and analyzing as and when sought by the departments.</li> <li>5. Create and maintain the network and database for the Bank. Ensures stable operation of network and database by consistently scheduling and implementing updates and functionality tests; identifies and resolve any issue that is identified during the testing process. Develop, manage, and implement hardware maintenance, software support, network and remote backup, upgrade, and Internet support.</li> <li>6. Schedule and produce periodic reports regarding MIS performance. Analyzes and recommends software and hardware to maximize productivity for all networks. Collaborates with other departments and outside computer support</li> </ol>



	vendors to schedule and coordinate upgrades and tests. Performs other related duties as assigned.
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**(d) Recruitment of Chief Manager - Market Economic Analyst (Scale IV):**

Post	<b>Chief Manager - Market Economic Analyst</b>
No. of Posts	1 (One Only)
Qualification	The candidate must be M.A. Economics from a recognized University. <b>M.Phil. / Ph.D. (Economics) is preferable.</b> Due weightage / preference shall be given to the candidates whose articles are published in 'peer reviewed or referred' Journals / Newspapers of national and international repute.
Experience	<b>10-year</b> experience in Banks / Financial Institutions as Economist. Preference will be given to those who are handling work related to market analysis / sector analysis / industry analysis / transfer pricing, etc.
Age	Maximum 40 Years
Bond period	The selected candidate shall execute a bond of Rs. 02.00 lakh for two years from the date of joining the Bank
Probation	Six months from the date of joining
Job profile	<b>In addition to the normal functions of officer cadre employee, the officer will be responsible for</b> <ol style="list-style-type: none"> <li>1. Providing strategic inputs on national and global economic developments and happenings along with their possible impact on the Bank.</li> <li>2. Working out and providing projections on macro-economic data.</li> <li>3. Assisting in formulation of policies / strategies and providing statistical inputs scenario based upon economic condition.</li> <li>4. Compilation and interpretation of data on various financial matters.</li> <li>5. Compliance of various statutory requirements</li> <li>6. Periodic analysis and presentation of business profile to all concerned.</li> <li>7. Undertaking collection, compilation, analysis, and interpretation of data from various sources and performing statistical analysis involving statistical/Econometric models, empirical testing of data etc.</li> <li>8. Undertaking conceptual and methodological studies on various types of statistics relating to money and banking, prices, saving and investment, national accounts, index numbers etc.</li> <li>9. Designing and organizing of large-scale sample surveys etc. and analysing it.</li> <li>10. Macro-econometric Model Building for Forecasting Economic and banking indicators etc. Contributing to Research Publications.</li> </ol>

**(e) Recruitment of Chief Manager - Information System Audit (Scale IV):**

Post	<b>Chief Manager - Information System Audit</b>
No. of Posts	01 (One Only)
Qualification	B. Tech / B.E. in Computer Science / IT / MCA / MCS / M.Sc. (Electronics / Computer Science) with minimum 55% marks in aggregate of all semesters / years.  <b>and Mandatory Certifications in CISA, CISSP OR DISA.</b>
Experience	The minimum <b>10 years'</b> experience for conducting Information Systems (IS) Audit including VA & PT and should have conducted Information System Audit of Systems such as Core Banking Solution, EFT Switch, Internet Banking, Mobile Banking, DC/DR Sites including Vulnerability Assessment & Penetration Testing etc. in at least one Commercial Bank / Public Sector Organization / Statutory Body during the last 3 years
Age	Maximum 40 Years
Bond period	The selected candidate shall execute a bond of Rs. 02.00 lakh for two years the from date of joining the Bank



Probation	Six months from the date of joining																				
Job profile	<ol style="list-style-type: none"> <li>Ensuring safety and effectiveness of computer systems and their security components, mainly focusing on computer systems that may be out of date and could be at risk.</li> <li>Post security audit, detailed report preparation outlining the effectiveness of the system, explaining any security issues, and suggesting changes and improvements.</li> <li>To plan, execute and lead security audits, inspect the efficiency, effectiveness, and compliance of operation processes and make sure they are under corporate security policies and related government regulations.</li> <li>Accurately interpret audit results against defined criteria, create a written and verbal report of auditing result, create process for security audits across the entire network, Assess current risks and create steps to secure vulnerable systems, translate security audit results to company documentation, develop best practices for security procedures.</li> <li>Providing an overview of the audit process, executing cybersecurity audits, analyzing/investigating any recent breaches or security concerns, evaluating internal security systems, controls and policies, Ensuring compliance with applicable laws and regulations.</li> <li>The Information Systems Auditor will primarily be responsible for conducting or arranging for the conduct of Information Systems (IS) Audits. The Frequency of IS Audits, as per Extant IS Audit Policy is as under <ol style="list-style-type: none"> <li>IT systems are divided into critical, high, medium and low criticality systems based on risk matrix.</li> <li>Frequency of system audits shall be as follows: <table border="1"> <thead> <tr> <th></th> <th>Criticality</th> <th>Audit intervals</th> <th>Extension permissible by GM, Inspection Dept</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Critical</td> <td>6 months</td> <td>1 months</td> </tr> <tr> <td>B</td> <td>High</td> <td>9 months</td> <td>1 months</td> </tr> <tr> <td>C</td> <td>Medium</td> <td>15 months</td> <td>2 months</td> </tr> <tr> <td>D</td> <td>Low</td> <td>18 months</td> <td>2 months</td> </tr> </tbody> </table> </li> </ol> </li> <li>New IT systems or those systems, which have undergone major changes, shall be audited within 6 months of implementation. All the systems, domains and processes irrespective of their risk levels shall be covered within a period of two years. IS Audit of critical branches will be carried out on sample basis. Notwithstanding the above, IT governance, information security governance, data center, IT processes, critical business applications and MIS systems shall be subjected to audit at least once a year. Continuous auditing shall be introduced in critical areas in a phased manner.</li> <li>As per the IS Audit Policy, IS Auditor shall audit the services of all service providers to ensure that they adhere to the contracted levels of service set out in the Service Level Agreements entered into / to be entered into with the Bank. IS Audit shall audit the compliances by the service providers to various regulatory and statutory requirements to ensure that Bank is not unduly exposed to any risk on account of acts of commission / omission by them.</li> </ol>		Criticality	Audit intervals	Extension permissible by GM, Inspection Dept	A	Critical	6 months	1 months	B	High	9 months	1 months	C	Medium	15 months	2 months	D	Low	18 months	2 months
	Criticality	Audit intervals	Extension permissible by GM, Inspection Dept																		
A	Critical	6 months	1 months																		
B	High	9 months	1 months																		
C	Medium	15 months	2 months																		
D	Low	18 months	2 months																		

**(f) Recruitment of Economist in Scale III:**

1	Post	<b>Economist</b>
2	No. of Posts	2 (Two Only)
3	Qualification	The candidate must be holding a <b>Master Degree in Economics</b> with minimum 60% marks in aggregate of all semesters / years from a University / Institute recognized by Government of India or its Regulatory Bodies.



4	Age	Minimum 25 and Maximum 38 years.
5	Experience	<b>Essential:</b> 5 years post qualification work experience in Banks / Financial Institutions as <b>Economist</b> . It would be desirable that the candidate whose articles are published in 'Peer reviewed or referred' Journals / Newspapers of national and international repute.  <b>Desirable:</b> Experience in forecasting / analysing business indicators / environmental scanning / building up of data bank / econometric models and industrial profiles.
6	Minimum Bond Period	Two years from the date of Joining the Bank
7	Probation Period	Six Months from the date of joining.
8	Job Profile	<b>In addition to the normal functions of officer cadre employee, the officer will be responsible for</b> <ol style="list-style-type: none"> <li>1. Providing strategic inputs on national and global economic developments and happenings.</li> <li>2. Assisting in formulation of policies and providing statistical inputs for the same.</li> <li>3. Compilation and interpretation of data on various financial matters.</li> <li>4. Compliance of various statutory requirements Periodic analysis and presentation of business profile to all concerned.</li> <li>5. Interpretation, Analysis and undertaking impact study of various Economic Policies announced by the Government, RBI and other regulatory authorities.</li> <li>6. Profitability analysis and study on various aspects of the banking related Topics such as study on cost, income, NIM, products and etc.</li> <li>7. Be a part of Strategy and policy formulation of the Bank in various areas so as to improve competitive strength of the Bank.</li> <li>8. Analyzing various business sectors and drafting comprehensive report as per the requirement of the Bank.</li> <li>9. Analysis and Presentation on Bank's Business/policy to various stake holders.</li> <li>10. Any other work allotted by the Higher authority.</li> </ol>

**(g) Recruitment of Mail Administrator in Scale II:**

1	Post	<b>Mail Administrator</b>
2	No of Posts	1 (One Only)
3	Qualification	<b>Essential:</b> B. Tech / B.E. from a University / Institute recognized by Government of India or its Regulatory bodies in Information Technology / Computer Science / Electronics and Communication / Electronics and Tele Communication / Electronics / MCA/ MSc Computer Science with minimum 55% marks in the aggregate of all semesters / years.  <b>Desirable:</b> Certification in Domino / Microsoft Exchange / Email technologies / Cloud based email. Certification in Domino / Microsoft Exchange / Email technologies / Cloud based email.
4	Experience	<b>Essential:</b> Minimum 3 years of post-qualification work experience in Email Administration in PSU/Bank/ Financial Institutions/Listed IT Companies/ Private Limited Companies.
5	Age	Minimum 25 years and maximum 35 years.
6	Minimum Bond Period	Two years from the date of Joining the Bank.



7	Probation Period	Six Months from the date of Joining the Bank.
8	Job Profile	<ol style="list-style-type: none"> <li>1. Administration / Configuration knowledge of E- Mail server in Enterprise environment.</li> <li>2. Develop and apply procedures for Bank's electronic mail network.</li> <li>3. Monitoring the performance of electronic mail system by carrying out various.</li> <li>4. Maintaining Email related records like MX records for quick response.</li> <li>5. Protect the MX email gateway from spam, cyber threats, malware, ransomware, phishing attack and email spoofing.</li> <li>6. Securing email domain with enhancing email security protocol by stopping sender fraud with SPF, DKIM and DMARC.</li> <li>7. To ensure for all Incoming &amp; Outgoing clean mail accept and is deemed to be virus and spam free to avoid Mahabank IP blacklist.</li> <li>8. Ensure prevention from Graymail, Bulk and Marketing messages to deliver clean message.</li> <li>9. Ensure for Coordination with IS, Audit, and Risk team during internal and external audit for compliance and closure</li> <li>10. Ensure on time version upgrade for closure of security vulnerability.</li> <li>11. Managing email security gateway appliance and should handle its operations and maintenance.</li> <li>12. Proactively reviews and resolves escalated call.</li> <li>13. Troubleshooting and incident analysis for resolution within SLA, RCA analysis and availability.</li> <li>14. Co-ordinate with IS, Audit, and Risk team during internal and external audit for compliance and closure.</li> <li>15. On time version upgrade to closure of security vulnerability.</li> <li>16. Performing DR Drill activity to achieve scheduled timeline &amp; reduce the downtime during DR Drill</li> </ol>

**(h) Recruitment of Production Support Administrators for EFT Switch in Scale II: -**

1	Post	<b>Production Support Administrators for EFT Switch</b>
2	No of Posts	2 (Two Only)
3	Qualification	<p><b>Essential:</b> B. Tech / B.E. from a University / Institute recognized by Government of India or its Regulatory bodies in Information Technology / Computer Science / Electronics and Communication / Electronics and Tele Communication / Electronics / MCA/ MSc Computer Science with minimum 55% marks in the aggregate of all semesters / years.</p> <p><b>Desirable:</b> certification in Payment switch management and Visa/MasterCard/UPI and other related Certification.</p>
4	Experience	<b>Essential:</b> Minimum 3 years of post-qualification work experience in EFT Switch technology / ATM Card Industry in PSU / Bank / Financial Institutions / Listed IT Companies / Private Limited Companies.
5	Age	Minimum 25 years and maximum 35 years.
6	Minimum Bond Period	Two years from the date of Joining the Bank.
7	Probation Period	Six Months from the date of Joining the Bank.
8	Job Profile	<ol style="list-style-type: none"> <li>1. Administration &amp; Monitoring of Payment Switch Management and providing troubleshooting support.</li> <li>2. Monitoring the bank's payment switch system's ATM/POS and other associated channels, as well as interacting with the switch vendor to ensure the solution is up and operating.</li> </ol>





		<ol style="list-style-type: none"> <li>3. Product certification with VISA, MASTER, NPCI etc.</li> <li>4. Test case preparation, UAT of various changes / developments and upgrades if any.</li> <li>5. Regression and function testing of new CRs</li> <li>6. Release note preparation and conduct handovers and knowledge transfer sessions</li> <li>7. Should proactively reviews and resolves escalated call.</li> <li>8. Troubleshooting and incident analysis for resolution within SLA, RCA analysis and availability.</li> <li>9. Should co-ordinate with IS, Audit, and Risk team during internal and external audit for compliance and closure.</li> <li>10. On time version upgrade to closure of security vulnerability.</li> <li>11. Performing DR Drill activity to achieve scheduled timeline &amp; reduce the downtime during DR Drill.</li> </ol>
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**(i) Recruitment of Production Support Administrator for UPI Switch in Scale II:**

1	Post	<b>Production Support Administrator for UPI Switch</b>
2	No of Posts	4 (Four Only)
3	Qualification	<p><b>Essential:</b> B. Tech / B.E. from a University / Institute recognized by Government of India or its Regulatory bodies in Information Technology / Computer Science / Electronics and Communication / Electronics and Tele Communication / Electronics / MCA/ MSc Computer Science with minimum 55% (50% for OBCs) marks in the aggregate of all semesters / years</p> <p><b>Desirable:</b> Certification on Payment System like UPI and other related Certificates.</p>
4	Experience	<p><b>Essential:</b> Minimum 3 years of post-qualification work experience in UPI Switch technology in PSU/Bank/ Financial Institutions/Listed IT Companies/ Private Limited Companies.</p> <p><b>Desirable:</b> Candidates having work experience in Digital Products (Banking) will be given preference.</p>
5	Age	Minimum 25 years and maximum 35 years.
6	Minimum Bond Period	Two years from the date of Joining the Bank.
7	Probation Period	Six Months from the date of Joining the Bank.
8	Job Profile	<ol style="list-style-type: none"> <li>1. Administration &amp; Monitoring of UPI Switch Management and providing troubleshooting support.</li> <li>2. Monitoring the bank's UPI switch system's channels including Virtual Payment Address/ Account Number with IFSC, Mobile Number &amp; MMID, Aadhaar Number, ATM/POS and other associated channels, as well as interacting with the UPI switch vendor to ensure the solution is up and operating. Should have knowledge of development and delivery of UPI Switch Solutions.</li> <li>3. Should have knowledge of development and delivery of products and change requests for issuing and acquiring payment systems built on Java and associated technologies.</li> <li>4. Should prepare overall strategy &amp; roadmap for UPI, IMPS, customer demand and analytics for UPI products, in collaboration with various NPCI functions. Should contribute for design product costing, pricing, specifications, norms and user guidelines.</li> </ol>



		<ol style="list-style-type: none"> <li>5. Should contribute for driving feature enhancements for allotted products to implement future product lines and Coordinate with technology team for development of these feature.</li> <li>6. Should ensure for product regulatory and compliance requirements</li> <li>7. Should be engage deeply with the ecosystem comprising but not limited to regulatory, government bodies, banks, merchants, aggregators and Fintech.</li> <li>8. Manage and meet financial and business metric performance indicators for UPI &amp; IMPS including revenue targets, operating expense budgets, transaction volume, values, customer etc.</li> <li>9. Complete Product Lifecycle – Product Note, BRD creation, Solution Design, Development, Testing, product deployment, Performance monitoring and working with different stakeholders to implement the Business Requirements for the final Launch.</li> <li>10. Should proactively reviews and resolves escalated call.</li> <li>11. Troubleshooting and incident analysis for resolution within SLA, RCA analysis and availability.</li> <li>12. Should co-ordinate with IS, Audit, and Risk team during internal and external audit for compliance and closure.</li> <li>13. Should be responsible for on time version upgrade to closure of security vulnerability. Should be responsible for performing DR Drill activity to achieve scheduled timeline &amp; reduce the downtime during DR Drill.</li> </ol>
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### 03. Note:

1. The above number of vacancies are provisional and may vary according to actual requirement of the Bank, subject to availability of suitable candidates. **Application for multiple posts by a single candidate shall be treated as invalid application.**
2. The candidates belonging to reserved category for which no reservation has been announced are free to apply for vacancies announced for unreserved categories. However, they must fulfil all the eligibility conditions of unreserved category.
3. The selected candidates will be posted anywhere in India, depending on the requirement of the Bank. The job role / description is only indicative and not exhaustive; applicants must fulfil their duties in accordance with the tasks that are given to them.
4. **The cut- off date for Eligibility Criteria and Other details is 31-03-2023.**
5. Before applying, candidates are requested to ensure that they fulfill the eligibility criteria for the post as on the date of eligibility. **The process of registration is complete only when fee is deposited with the Bank through Demand Draft on or before the last date of payment of fee.**
6. Candidates are advised to check Bank's website regularly for details and updates. No separate intimation / advertisement etc. will be issued in case of any change / update.
7. \*Vacancies reserved for OBC category are available only to the 'Non-creamy layer' OBC candidates. 'Creamy layer' OBC candidates should indicate their category as 'General'. # Vacancies for PwBD category candidates are reserved horizontally. @ PWBD categories under clauses 'd' & 'e' of Section 34(ii) of RPWD Act 2016 – (i) "Specific Learning Disability" (SLD); (ii) "Mental Illness" (MI); (iii) "Multiple Disabilities" (multiple disabilities amongst LD, VI, HI, SLD & MI).
8. Reservation for Economically Weaker Section (EWS) in recruitment is governed by Office Memorandum no. 36039/1/2019-Estt (Res) dated 31.01.2019 of Department of Personnel & Training, Ministry of Personnel, Public Grievance & Pensions, Government of India. Benefit of reservation under EWS category can be availed upon production of an 'Income and Asset Certificate' issued by a Competent Authority on the format prescribed by Government of India.



9. **Reservation for Persons with Benchmark Disabilities (PwBD):** 4% horizontal reservation has been provided to Persons with Benchmark Disabilities as per section 34 of "Rights of Persons with Disabilities Act, 2016". The post is identified suitable for the Persons with undernoted categories of disabilities as defined in the Schedule of RPWD Act 2016. The Authorized Certifying Authority will be the Medical Board at the District Level. The Medical Board will consist of Chief Medical Officer, Sub- Divisional Medical Officer.
10. Candidate should be proficient in computers; good in inter-personal communication skills, analytical skills and drafting skills. The appointment of officers is on PAN India basis and the selected candidates are liable to be posted anywhere in India as a Branch Manager / Officer as per Bank's requirement. Graduation in any discipline from a recognized University or any equivalent qualification recognized as such by the Central Government. Candidates having Integrated Dual Degree (IDD) certificate should ensure that the date of passing the IDD is on or before cut-off date.
11. Only full-time experience as a permanent employee after acquiring the educational qualification will be considered. Candidates having work experience as contractual employee are not eligible for the posts.
12. The date of passing eligibility examination will be the date appearing on the mark sheet or provisional certificate issued by the University/ Institute. In case the result of a particular examination is posted on the website of the University/ Institute, a certificate issued by the appropriate authority of the University/ Institute indicating the date on which the result was posted on the website will be taken as the date of passing.
13. Candidate should indicate the percentage obtained in Graduation calculated to the nearest two decimals in the offline application. Where CGPA/ OGPA is awarded, the same should be converted into percentage and indicated in the offline application. If called for interview, the candidate will have to produce a certificate issued by the appropriate authority inter alia stating the norms of the University regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of these norms.
14. Calculation of Percentage: The percentage marks shall be arrived at by dividing the total marks obtained by the candidate in all the subjects in all the semester(s)/ year(s) by aggregate maximum marks in all the subjects irrespective of honours /optional/ additional optional subject, if any. This will be applicable for those Universities also where Class/ Grade is decided on basis of Honours marks only. **The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60%.**
15. In case of any candidate completed the Diploma Course and directly got entry into second year / semester in degree course by getting exemption of few semesters / years then only those semesters / years marks would be considered which are part of bachelor's degree, neither diploma marks nor any exempted semesters/ years marks shall be considered for eligibility. The same shall also be applicable for other degree courses.

**04. Age Limit: Relaxation in upper age limit (As on 31.03.2023):**

Sr.	Category	Age relaxation	
01	Scheduled Caste/ Scheduled Tribe	5 Years	
02	Other Backward Classes (Non-Creamy Layer)	3 Years	
03	Persons With Benchmark Disabilities (PWBD)	PwBD (SC/ ST)	15 Years
		PwBD (OBC)	13 Years
		PwBD (GEN/ EWS)	10 Years
04	Ex Servicemen, Commissioned officers including Emergency Commissioned Officers (ECOs)/ Short Service Commissioned Officers (SSCOs) who have rendered 5 years military service and have been released on completion of assignment (including those whose	5 Years	



Sr.	Category	Age relaxation
	assignment is due to be completed within 6 months from the last date of receipt of application) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or physical disability attributable to military service or invalidment.	
05	Persons affected by 1984 riots	5 Years

**05. Category: -**

Please note that change of category will not be permitted at any stage after registration of offline application. Candidates belonging to OBC category but coming in the 'CREAMY LAYER', are not entitled to OBC reservation and age relaxation. They should indicate their category as 'GEN' or 'GEN (OC)' or 'GEN (VI)' or GEN (HI) or GEN (ID) (as applicable).

**06. Candidates with record of default in repayment of loans/ credit card dues and/ or against whose name adverse report of CIBIL or other external rating agencies is available are not eligible for appointment. Candidates against whom there is / are adverse report regarding character & antecedents, moral turpitude are not eligible to apply for the post. Candidates who have been found guilty in any departmental investigation are ineligible for the positions.**

**07. Career Path, Joining and Training:**

1. The selected candidates will be exposed to basic banking knowledge, after joining through an online course and will have to complete this course before stipulated date. The selected candidates, at the time of joining, will have to execute a Bond to serve the Bank for stipulated period. The Bond will be invoked by the Bank if the candidate resigns from the service of the Bank before expiry of bond period from the date of joining.
2. On joining, the selected candidates will be designated as above mentioned post and will be on probation. They will be subjected to continuous assessment during the probation period. Those candidates who qualify in the assessment as per standards determined by the Bank from time to time, will be confirmed in the Service of the Bank.
3. If any candidate fails to achieve minimum standards stipulated, his / her services may be terminated from the Bank in force at the significant time. Bank provides immense opportunities for growth in career, including opportunities for posting in various sections. The attractive promotion policy of the Bank provides an opportunity to the meritorious and exceptionally brilliant officers to reach the Top Management Grade in a reasonably quick time.

**08. Emoluments:** Presently, the starting basic pay applicable is as under:

01	Scale of Pay : Scale V	Rs. 89890 - 2500/2 - 94890 - 2730/2 - 100350
02	Scale of Pay : Scale IV	Rs. 76010 - 2220/4 - 84890 - 2500/2 - 89890
03	Scale of Pay : Scale III	Rs. 63840 - 1990/5 - 73790 - 2220/2 - 78230
04	Scale of Pay : Scale II	Rs. 48170 - 1740/1 - 49910 - 1990/10 - 69810

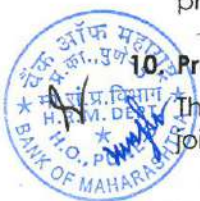
The official will also be eligible for D.A, H.R.A / Lease rental, C.C.A, Medical and other allowances etc. in a Metropolitan center & perquisites as per rules in force from time to time. Allowances may vary depending upon the place of posting.

**09. Confirmation:**

The confirmation of newly recruited officers will be subject to satisfactory completion of stipulated probation.

**10. Probation Period & Bond:**

The selected candidates will be on probation for the under-mentioned period from the date of joining the Bank. There is mandatory provision of executing a service bond by selected candidates.



Scale	Probation Period	Bond	
		Amount Rs.	Minimum Service Period
Scale V	6 Months	02.00 Lakh	2 Years
Scale IV	6 Months	02.00 Lakh	2 Years
Scale III	6 Months	02.00 Lakh	2 Years
Scale II	6 Months	02.00 Lakh	2 Years

### 11. Nationality / Citizenship:

A candidate must be either (i) a Citizen of India or (ii) a subject of Nepal or (iii) subject of Bhutan or (iv) a Tibetan Refugee who came over to India before 01<sup>st</sup> Jan 1962 with the intention of permanently settling in India or (v) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania ( Formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India, provided that of a candidates belong to categories (ii), (iii), (iv) & (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Govt. of India.

A candidate in whose case a certificate of eligibility is necessary may be admitted to examination/Group discussions/interview conducted by the Bank, but on final selection, the offer of appointment will be given only after the necessary eligibility certificate issued to him by Government of India is submitted to the Bank.

### 12. Selection Procedure:

- a. Selection will be through personal interview / discussion. A preliminary screening of applications may be carried out by the Bank to shortlist eligible candidates with reference to candidate's qualifications, suitability / experience etc.
- b. Final Selection will be on the basis of marks secured by the candidate in personal interview / discussion. The allocation of marks for personal Interview is 100. In case more than one candidate score the cut-off marks (common marks at cut-off point), such candidates will be ranked according to their age in descending order, in the merit. Bank may change the mode of selection depending upon the number of candidates.
- c. **While short listing the candidates, bank may consider additional qualification/s, greater experience and level of responsibilities handled. Thus, merely fulfilling minimum qualification and experience criteria would not automatically entitle a candidate for the interview and the bank as per decided criteria shall shortlist the candidates for interview and accordingly only such candidates will be allowed to participate in recruitment process.**
- d. **Bank reserves right to conduct online examination depending upon applications, if deem fit and proper.**
- e. Mere eligibility / admission to Group Discussions / Interview / pass in GD/ interview does not imply that the Bank is satisfied beyond doubt about the candidate's eligibility and shall not vest any right in a candidate for selection.
- f. The Bank would be free to reject the candidature of any candidate at any stage of recruitment process, if he / she is found to be ineligible and / or furnished incorrect or false information / certificates / documents or has suppressed any material facts and the fees paid by the ineligible candidates shall be forfeited. If appointed, such a candidate may be summarily removed from the services of the Bank.

### 13. List of document/s to be produced at the time of interview:

The following documents in original together with a self-attested photocopy in support of the candidate's eligibility and identity are to be invariably submitted at the time of interview failing



which the candidate may not be permitted to appear for the interview. Non-submission of requisite documents by the candidate at the time of interview will debar his candidature from further participation in the recruitment process.

- a. Printout of the valid Interview Call Letter.
- b. Printout of the Offline application form.
- c. Proof of Date of Birth (Birth Certificate issued by the Competent Municipal Authority or SSLC/ Std. X Certificate with DOB).
- d. For the purpose of identification, please bring Passport /Aadhar Card/ PAN card / Voter ID / Driving License / any other Photo ID card issued by Statutory Authorities where photograph is affixed.
- e. **Mark sheets / Certificates from SSC examination onwards to the highest examination passed.**
- f. Individual Semester / Year wise Mark sheets & certificates for educational qualifications including the final degree. Proper document from Board/ University for having declared the result on or before cut-off date has to be submitted.
- g. Please bring a detailed specific and explicit experience certificate including details of full name, full address and telephone numbers of employers, period of experience with exact dates, designation held, nature of duties handled/ Job Profile, number of persons working under you, nature of Projects handled etc.
- h. **Income and Asset Certificate** issued by competent authority, strictly in the prescribed format as stipulated by Government of India, in case of **EWSs (Economically Weaker Sections)** category candidates.
- i. Caste Certificate issued by competent authority, strictly in the prescribed format as stipulated by Government of India, in case of SC / ST / OBC category candidates.
- j. In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate **does not belong to creamy layer** section excluded from the benefits of reservation for Other Backward Classes in Civil post & services under Government of India. OBC caste certificate containing the non-creamy layer clause should be valid as on the date of interview if called for (issued within one year as on the date of advertisement). **Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification.**
- k. An Ex-serviceman candidate has to produce a copy of the Service or Discharge Book along with pension payment order and documentary proof of rank last / presently held (substantive as well as acting) at the time of interview.
- l. Candidates serving in Government / quasi-Govt. Offices/ Public Sector Undertakings (including Nationalized Banks and Financial Institutions) are required to produce a "No Objection Certificate" from their employer at the time of interview, in the absence of which their candidature will not be considered and travelling expenses, if any, otherwise admissible, will not be paid.
- m. Persons eligible for age relaxation under 4 (5) must produce a certificate from the District Magistrate to the effect that they are eligible for relief in terms of the Rehabilitation Package for 1984 Riot Affected Persons sanctioned by the Government and communicated vide Ministry of Finance, Dept. of Financial Services Communication No.F.No.9/21/2006-IR dated 27.07.2007.
- n. Any other relevant documents in support of eligibility.
- o. **Note: Candidates will not be allowed to appear for the interview if he/ she fails to produce the relevant eligibility documents as mentioned above.**
- p. **Non-production of relevant eligibility documents at the time of interview shall make the candidate ineligible for further process of recruitment.**

#### 14. How to apply:

1. **Applicants have to submit their applications in the format enclosed as annexure along with self-attested documents.**
2. Last date for submission of application is **25<sup>th</sup> July 2023**. No application shall be entitled beyond the stipulated date.



3. All eligible and interested candidates should apply in the prescribed application format to reach the address cited below on or before **25<sup>th</sup> July 2023**. Any application received after the due date will be summarily rejected.
4. Incomplete applications or not supported requisites documents will be rejected.
5. Application fee to be remitted by the applicants along with the application for Recruitment is as under inclusive of GST @ 18% on application fee (**Non-Refundable**):

Sr	Category	Application Fee / Intimation Charges	GST	Total
01	UR / EWS / OBC	1000	180	1180
02	SC / ST / PwBD	100	18	118

6. Address the application, superscripting "Application for the post of \_\_\_\_\_ Project 2023-24" to

**"GENERAL MANAGER  
BANK OF MAHARASHTRA, H.R.M DEPARTMENT,  
HEAD OFFICE, "LOKMANGAL", 1501, SHIVAJINAGAR, PUNE 411 005".**

7. Mode of Payment: - Application fees of **Rs: 1,180/-** inclusive of GST payable by the way of Demand Draft (**Non- refundable**) drawn on any Nationalized Bank in favour of "**Bank of Maharashtra- Recruitment of Officers in Scale II, III, IV & V Project 2023-24**" payable at Pune. No other mode of payment is acceptable.
8. Applications once submitted will not be allowed to withdraw and fee once paid will not be refunded on any ground nor can it be held in reserve for any other examination or selection. Eligible candidate has to apply through offline mode only and no other means / modes of application are acceptable.
9. Candidates are requested to apply offline between **12th July 2023 and 25th July 2023**

Particulars	Date
Commencement date of on-line application	12 <sup>th</sup> July 2023
Last Date of application	25 <sup>th</sup> July 2023

15. **Documents to be enclosed with application forms:** - The candidates should send each listed document/s along with application to aforesaid address **on or before 25<sup>th</sup> July 2023**.

- (a) Resume in brief
- (b) Identity and address Proof (Passport /Aadhar Card/ PAN card / Voter ID / Driving License / any other Photo ID card issued by Statutory Authorities where photograph is affixed.
- (c) Proof of Date of Birth (Birth Certificate issued by the Competent Municipal Authority or SSLC/ Std. X Certificate with DOB)
- (d) Educational Certificates: Relevant Mark-Sheets/ Degree Certificate
  1. 10<sup>th</sup> Certificate and Mark-sheet
  2. 12<sup>th</sup> Certificate and Mark-sheet
  3. Diploma certificate together with semester / year wise marksheets, wherever applicable
  4. Graduation semester / year wise mark-sheets along with degree certificate.
  5. Post-Graduation semester / year wise mark-sheets along with degree certificate
  6. Professional Degree: - semester / year wise mark-sheets along with degree certificate
- (e) Experience certificate/s
- (f) Caste Certificate SC/ST/OBC EWS Certificate, if applicable
- (g) PWD Certificate, if applicable
- (h) No objection Certificate (NOC) issued by the Competent Authority.



## 16. General Information:

1. Candidates are advised to take a copy of their offline application form.
2. Candidates should satisfy themselves about their eligibility for the post applied for. The Bank would admit to the test all the candidates applying for the posts with the requisite fee on the basis of the information furnished in the offline application and shall determine their eligibility at the time of interview and may verify thereafter at every stage of recruitment.
3. Candidates are advised in their own interest to apply offline well before the closing date and not to wait till the last date.
4. Bank of Maharashtra does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of aforesaid reasons or for any other reason beyond the control of Bank of Maharashtra.
5. Not more than one application should be submitted by a candidate. In case of multiple applications, only the last valid (completed) application will be retained and the application fee/ intimation charges paid for the other registrations will stand forfeited. Multiple attendance/ appearance by a candidate in examination/ interview will result in summary rejection/ cancellation of candidature.
6. Candidates serving in Government/ Quasi Government Offices, Public Sector Undertakings including Nationalized Banks and Financial Institutions are advised to submit 'No Objection Certificate' from their employer at the time of interview, failing which their candidature may not be considered and travelling expenses, if any, otherwise admissible, will not be paid.
7. In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment.
8. The original documents regarding eligibility criteria and proof of date of birth should be produced for verification on the date of interview. Candidate will not be allowed to attend the interview if original certificates are not produced for verification on the date of interview.
9. Caste certificate issued by Competent Authority on the format prescribed by the Government of India will have to be submitted by the SC/ ST /OBC/EWS candidates, if called for interview.
10. A declaration will have to be submitted in the prescribed format by candidates seeking reservation under OBC category stating that he/ she does not belong to the Creamy Layer.
11. Benefit of reservation under EWS category can be availed upon production of an 'Income and Asset Certificate' issued by a Competent Authority on the format prescribed by Government of India.
12. Candidates are advised to keep their e-mail ID alive for receiving advices / communications.
13. The Job Profile / Job role is indicative not an exhaustive.
14. As record for this project will not be maintained after one year on declaration of result, the information / data regarding this project will not be available thereafter.
15. After a candidate is selected but before joining the Bank, the candidate will be required to provide details regarding criminal case(s) pending against him /her, if any. The Bank may also conduct independent verification, inter alia including verification of police records etc. The Bank





reserves right to deny the appointment depending upon such disclosures and/or independent verification.

16. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/ or an application in response thereto can be instituted only in Pune and Courts/ Tribunals/ Forums at Pune only shall have sole and exclusive jurisdiction to try any cause/ dispute. Bank reserves right to change / modify / cancel the recruitment process at any stage fully or partly on any grounds and such decision of the Bank will not be notified or intimated to the candidates.
17. The cut-off date for Post qualification experience will be given in this notification. Only **full time experience as a permanent employee** after acquiring the educational qualification notified for eligibility will be considered. The candidate must provide the proof of the claimed work experience. The experience certificate(s) for the period given in the application should be issued on the prescribed format (The prescribed format of Experience certificate is available as Annexure-III with this notification) under signatures of the Competent Authority at the Controlling Office / Head Office level of the respective employer/s, clearly stating the period, Post(s) held and nature of duties performed by the applicant.

**The copies of the Appointment Letters, Salary Certificates, pay slip etc. will not be accepted in lieu of Work Experience Certificate.** The applicant will not be allowed to participate in the process on the basis of Appointment Letters, Salary Certificates, Pay slip etc. His / Her candidature shall be cancelled at any stage, even after his / her selection / appointment in the services of the Bank on the basis of Appointment Letters, Salary Certificates, Pay slip etc.

18. The applicants will be called for the Interview on the basis of the information provided by them in their applications without verification of their age or qualification or category or any other eligibility criteria. The applicants must, therefore, ensure that they fulfill all the notified eligibility criteria as on the cut-off date prescribed in this notification, have possession of the requisite documents / certificates specified by the Bank, and that the particulars furnished in their Application are complete, true and correct in all respects.

Merely appearing in the Interview or being called by the Bank for the Interview shall not imply that the Bank is satisfied about the eligibility of the applicant. Bank may verify the eligibility of the candidates at any stage of recruitment or thereafter and reserves right to terminate the service of provisionally selected candidates if found ineligible for the post.

19. 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 Notification.
20. Candidates should mention all the qualifications and experience in the relevant field over and above the minimum one suggested herein above and should attach attested copies of the certificates in support thereof. The Bank reserves the right to call only the requisite number of candidates for the Group discussions/interview after preliminary screening /short listing with reference to candidate's qualifications / suitability and experience etc.
21. The Bank reserves the right to change / modify the selection procedure / hold supplementary process, if necessary. The changes, if any shall be intimated to the candidates through Bank's website / registered e-mail in advance. When called for Group Discussions (GD) and / or Interview, candidates have to bring original of documents for verifications. Candidates will not be allowed to participate GD and / or Interview without production of the original documents.

22. **The candidate called for Interview will be informed through Bank's website/registered e-mail/SMS as per information provided by them in the application. Though bank puts maximum efforts to send the communication by e-mail/SMS, if any candidate does not receive the same**



due to technical or any other reasons, bank shall not be responsible for non-receipt of communication. The candidates are advised to visit Bank's website frequently for updates.

23. The Candidates should ensure that they fulfil all eligibility criteria. Their candidature at all the stages of recruitment process will be purely **provisional** subject to satisfying prescribed eligibility criteria mentioned in this advertisement.
24. The above number of vacancies are provisional and may vary according to actual requirement of the Bank, subject to availability of suitable candidates. The candidates belonging to reserved category for which no reservation has been announced are free to apply for vacancies announced for unreserved categories. However, they must fulfil all the eligibility criteria of unreserved category.
25. If any false / incorrect information furnished by the candidate is detected at any stage of recruitment process, he/she will be disqualified from the selection process and liable to terminate the services, if appointed.
26. If the candidate knowingly or willfully furnishes incorrect or false particulars or suppresses material information, he/she will be disqualified and if appointed, shall be liable for dismissal from the Bank's service without any notice or assigning any whatsoever reasons.
27. The decision of the Bank in all matters relating to recruitment shall be final and no individual correspondence will be entertained. Applications received after due date will not be entertained. **The Bank is not responsible for any technical or other reasons or delay.**
28. The recruitment in Bank of Maharashtra is done strictly as per merit in a systematic way. **Canvassing in any form will disqualify the candidate.**
29. The Bank reserves the right to cancel the Recruitment at any stage through this Advertisement fully or partly on any grounds and such decision of the Bank will not be notified or intimated to the candidates.
30. Employees working in Government /Semi-Government Undertaking will have to produce "**No Objection Certificate**" at the time of GD/interview.
31. Appointment of selected candidate is subject to his/her being declared medically fit as per the requirement of the Bank. Such appointment will also be subject to the Service & Conduct Rules of the Bank.
32. The selected candidate will be on probation and after completion active service from the date of joining. Their confirmation in the Bank's service will be decided in terms of the provision of the Bank of Maharashtra (Officers) Service Regulations.
33. Candidates applying under reserved category should submit the related certificates in the format prescribed by the Government of India. Relaxation in age will be given to the reserved category candidates as per extant guidelines of Government of India.
34. The candidates against whom any Disciplinary Action is / was initiated and minor / major punishment is / was imposed, such candidates are not eligible to apply for any post.
35. During the examination, at any stage, if it observed that the scribe is independently answering the questions or violating the guidelines, the exam session may be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of scribe will also be cancelled if it is reported / transpired after the examination by the test administrator that the scribe independently answered the questions.

**Announcements:**

All further announcements/ details pertaining to this process will be published/ provided only on <https://bankofmaharashtra.in> from time to time. No separate advertisement will be issued in this regard.



## 18. Disclaimer:

In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/ or that he/ she has furnished any incorrect/ false information or has suppressed any material fact(s), his/ her/ their candidature will stand cancelled.

If any of these shortcomings is/ are detected even after appointment, his/ her/ their services are liable to be terminated. **Decisions of bank in all matters regarding eligibility, conduct of online examination / other tests/ selection would be final and binding on all candidates. No representation or correspondence will be entertained by the Bank in this regard.**

For more details, please visit bank's website (<https://www.bankofmaharashtra.in>). Offline applications for submission shall be open from 12<sup>th</sup> July 2023 to 25<sup>th</sup> July 2023. Before applying candidates are advised to ensure that they fulfil the stipulated eligibility criteria as per the details on bank's website.

Helpdesk: In case of any problem in filling up the form, payment of fee / intimation charges or receipt of Admission/ call letter, queries may be lodge on email [agmhrm2@mahabank.co.in](mailto:agmhrm2@mahabank.co.in) / [bomrpsell@mahabank.co.in](mailto:bomrpsell@mahabank.co.in) / [hrmtrg@mahabank.co.in](mailto:hrmtrg@mahabank.co.in). Candidates should mention '**Recruitment of Officers in Scale II, III, IV & V in Bank of Maharashtra 2023-24**' in the subject of the email.



  
General Manager  
HRM



**BANK OF MAHARASHTRA, HR DEPARTMENT**

**APPLICATION FOR THE POST OF \_\_\_\_\_**

To,  
**General Manager**  
**Bank of Maharashtra,**  
**HRM Department, "Lokmangal" 1501,**  
**Shivajinagar, Pune 411 001**

Affix passport size  
 photograph  
 and sign across  
 the photograph.

With reference to your advertisement for the post of \_\_\_\_\_ dated  
 \_\_\_\_\_ on Bank's website, I submit my application in prescribed format along with requisite  
 documents.

01.	Application for the post of			
02.	Applicant's Full Name.			
03.	Father's / Husband's Name			
04.	Date of Birth		Home state	
05.	Gender		Marital status	
06.	Landline No.		Mobile No.	
07.	Email Address		Nationality	
08.	Ex- Servicemen		Domiciled in Kashmir Division	
09.	Religion		Category	
10.	Minority Community		Person with Disabilities	Yes / No.
11.	Whether you belong to the children / family members of those who died in the 1984 riots.		Type of disability	
			Knowledge of Computer	
12.	Address for correspondence			
13.	Permanent Address			





**Whether in Service: - YES / NO.**

01	Name of Organization	
02	Full Address	
03	Position	
04	Reporting to	
05	Salary / Compensation presently drawn	
06	Any other details	

16

**Reference Name: -**

Sr	Reference Name	Post Held	Mobile No.	Email ID.

17

**Languages Known: -**

Sr	Language	Read	Write	Speak

**Details of Non-Refundable Fee: -**

Sr	DD Issuing Bank & Branch	Place of Issuing	Date of Issue	DD No	Amount

**Declaration: -**

I hereby certify that the above information furnished is correct to the best of my knowledge and belief. I have not suppressed any material fact or factual information in the above statement. I am aware that in case I have given wrong information or suppressed any material fact or factual information or I do not satisfy the eligibility criteria accordingly to the advertisement then my candidature will be rejected / terminated even after engagement without giving any notice or reasons thereof.

I certify that I am satisfying the eligibility criteria for the post applied as per the advertisement in respect of age, educational qualification, and experience.

I hereby agree that any legal proceedings in respect of any matter or claims or disputes arising out of application or out of said advertisement can be instituted by me at Pune only, shall have sole and exclusive jurisdiction to try any cause / dispute. I undertake to abide by all the terms and conditions of the advertisement given by the Bank.

Date: -  
Place:-



( )  
Name & Signature of Applicant

### Format of Experience Certificate

This is to certify that Shri Smt. \_\_\_\_\_ joined the services of the Bank on \_\_\_\_\_ as \_\_\_\_\_ (Designation / Post). At present he /she is working in our \_\_\_\_\_ Deptt / Office/ Branch as \_\_\_\_\_. The details of various positions held by him / her during the tenure with our bank are mentioned as under: -

Sr	Designation	From Date	To Date	Permanent / Contractual	Job Profile / Portfolio (nature of duties performed)

Date: -  
Place: -

Name: -  
Designation & Deptt.  
Stamp: -

Note: - The certificate on the above format should be issued by the Competent Authority on the letterhead of the bank and a copy of appointment letter from the said company / organization should be attached.

