India Post Payments Bank Limited

(A Government of India Undertaking)
Post Box No: 760, Speed Post Centre, Market Road, Bhai Veer Singh Marg, New Delhi – 110001

Recruitment of Officers in Scale VI & VII

India Post Payments Bank (IPPB) has been setup under the Department of Post, Ministry of Communication with 100% equity owned by Government of India. India Post Payments Bank is leading the next revolution of banking and financial literacy. This new model will pave the way for India's largest banking network to reach each and every corner of the nation. Our motto stands true - "**No customer is too small, no transaction too insignificant, and no deposit too little." IPPB is leveraging frugal innovation and top of the line technology infrastructure with the payment and settlement eco-system to bring simple and affordable solutions to the masses – delivered at the last mile.** IPPB will leverage the Department of Posts' (DOP's) unparalleled reach across India, through its 155,000 post offices and the trust that it enjoys among the common man. IPPB's vision is to be the most accessible, affordable and trusted bank for the common man.

India Post Payment Bank Limited (IPPB) invites online applications from qualified candidates who will be appointed at IPPB in Scale VI & VII. Interested candidates who fulfill the eligibility criteria may apply online from 04.05.2019 to 18.05.2019 by visiting our website **www.ippbonline.com**.No other mode of application will be accepted.

The important dates are as follows

Activities	Dates
Payment of Application Fee	04.05.2019 to 18.05.2019
Opening date of Online Registration	04.05.2019
Closing date of Online Registration	18.05.2019

Before applying, the candidates are advised to ensure that they fulfill the stipulated eligibility criteria.

This advertisement contains the following details:

Section	Section Title	Details in Section
A	Posts	Names and grades of posts for which recruitment is proposed, along with category-wise vacancy
B	Job Profiles	Details of Job profiles of posts for which recruitment is proposed.
C	Eligibility Criteria	Details on the eligibility criteria such as age, educational qualification and experience have been provided. Relaxation for reservations have also been provided.
D	Emoluments (as on 01.05.2019) and Relevant Policies	Details of the pay-scale, emoluments and relevant service rules have been provided.
E	Selection Procedure	Brief on Selection Procedure that shall be followed for recruitment of the posts listed in Section A

F	Application Guidelines	Guidelines on procedure to be followed for submitting online application, for remitting application fees and other general instructions.		

A. POST

Sr.	Function	Post	Grade	Position Type	Scale	Vacancies
1	Risk & Compliance	Chief Risk and Compliance Officer	TEGS-VII	Contract	VII	1
2	Risk & Compliance	DGM (Information Security)	TEGS-VI	Regular	VI	1

Note:
1. Total vacancies mentioned above are indicative. Actual vacancies may vary according to the business requirement of IPPB.
2. Vacancies mentioned above are unreserved.

B. JOB PROFILES AND COMPETENCY/SKILL REQUIREMENT

Job Profile and the required competency and skills are as follows

Sr	Function	Post	Grade	Scale	Job Description
1	Risk & Compliance	Chief Risk & Compliance Officer	TEGS-VII	VII	**Context of the role:** ▪ IPPB aims to provide services leveraging the Department of Post through an unprecedented network of 4 lac access points at which multiple financial products & services will be delivered at the last mile to the under banked and unbanked population of India enabling financial inclusion ▪ Chief Risk & Compliance Officer (an RBI mandated role), is critical for IPPB as the company gears up for a full scale launch and could be prone to myriad risks ▪ The nature of IPPB's business model and sheer scale of operations will require the highest level of operational controls and regulatory compliance ▪ The Bank is looking for a seasoned risk professional with sound experience in the development and implementation of a risk management framework **Key purpose of the role:** ▪ Develop the vision and strategy for the risk function across the Bank ▪ Build manage, monitor and continuously improve the risk management framework, architecture and policies for the Bank which includes Regulatory Compliance, Operational Risk, Fraud Risk Management, Market Risk, Information Security and manage enterprise wide risk **Key Responsibilities:** ▪ Provide direct management and supervision to the Risk & compliance teams within the groups, as well as provide support to compliance, operational & IT risk, Information/Cyber Security

Sr	Function	Post	Grade	Scale	Job Description
					▪ Establish and align strategic compliance processes & activities, identify & mitigate operational & IT risk within the Bank ▪ Develop and implement controls (including Information/Cyber Security controls) to manage compliance, operational & IT risk ▪ Responsible for monitoring and reporting on effectiveness of compliance controls ▪ Responsible for managing the efficient execution of compliance in the Bank relating specifically to Anti-Money Laundering (AML),CFT, Anti-Corruption, Data Privacy, Information / Cyber Security ▪ Manage operational & IT risks that might have adverse impacts on the Bank's capital and ability to meet customers' needs ▪ Responsible for thought leadership in all aspects of operational, market and IT risk including the embedding of a risk culture and risk training/awareness at all levels within the Bank ▪ Aggregate, interpret and report results of responses to operational and IT risks to key stakeholders ▪ Responsible for investigation, monitoring and analysis of frauds and its use in prevention of frauds through system modification/ improvement and timely Reporting of FMR to RBI ▪ To shoulder the responsibility of Principal Officer and be responsible for reporting CTR, STR, CCR, NTR and CBWTR to FIU-IND ▪ Responsible for overall management of the compliance, regulatory & financial crime risk (sanctions, KYC/CDD & AML) ▪ Be the primary point of contact for external regulators and bodies including the Central bank, FIU, enforcement Directorate, SEBI, Law Enforcement bodies etc. ▪ Ensure a system wide view and understanding of the combined risk of the business and their inter-relationships as applicable for Payments Bank. ▪ Responsible for compiling, assessing and reporting risk information to top management and Board of the Bank ▪ Formulate and articulate a coherent risk appetite and infrastructure ▪ Ensure identification of Key Risk Indicators (KRI), analysis of Operational Loss data, conducting Risk and Control Self-Assessment (RCSA) exercise, implementation and mapping of Basel-III compliance, review of risk systems and procedures. ▪ Responsible for Asset Liability Management of the Bank while managing liquidity risk and interest rate risks ▪ Develop, manage and refine qualitative and quantitative risk reporting which meets needs of the Operational Risk Management Committee, Asset Liability Committee, Risk Management Committee and Board of Directors in order to support effective decision making ▪ Responsible for timely submission of regulatory returns including ADF to RBI, Income tax and other Govt Departments

Sr	Function	Post	Grade	Scale	Job Description
					Skills & Competencies: ▪ Experience in banking sector with in-depth exposure to compliance function and conversant with all aspects of Regulatory and Statutory compliance ▪ Hands on knowledge in Banking Regulation Act, RBI Act, PMLA, FEMA, BCSBI, IBA, FEDAI, FIMMDA, IRDA, Tax Laws ▪ Exposure in various business verticals/Banking operations such as Accountancy, Treasury, Risk Management, Information Technology and Audit/Inspection function ▪ Good Knowledge and grasp of banking practices, financial markets, Basel III and products at a higher level and awareness of the regulatory framework ▪ Strong analytical skills. Ability to make independent decisions with a strong sense of empowerment and leadership skills ▪ Appropriate and relevant skills related to all areas of operational, market and IT risk management and compliance ▪ Knowledge of banking, information technology, company law, employment, tax laws and regulations, banking compliance regulations and accounting principles ▪ Ability to monitor and assess achievements against performance targets, quality standards and service agreements that aligns with the organization's business plan ▪ Excellent oral and written communication skills with advanced skills related to the preparation and submission of regulatory, statutory and risk/compliance reports ▪ Experience of identifying the red flags of frauds; and has knowhow of fraud auditing creative techniques; knowledge of components of forensic evidence; and of the nature and purpose of forensic interviews, knowhow of developing the forensic report and related exhibits and litigation support systems and knowledge for digital techniques for data mining, data analysis, digital forensic. ▪ Skills ranging from expertise in analysis of transactions through Audit Trail to competence in "Forensic Audit" supported by specialization in IT based Data abstraction, Data filtering and Data sanitization

Sr	Function	Post	Grade	Scale	Job Description
2	Risk & Compliance	DGM (Information Security)	TEGS-VI	VI	▪ Formulate the information security strategy and enforce it across the organization. Design & Deliver effective corporate Information/Cyber security & continuous improvement programs along with quality standards, Policies, frameworks, practices and measurements. ▪ Assess any new requirement that may be needed because of emerging regulations, with the support of Regulatory and Compliance teams. Establishing & leading the enterprise wide information/ cyber security & assurance function, ensuring that security & compliance risks related to information systems & assets are identified & managed to external regulatory and legislative requirements. Ensuring Compliance to regulatory requirements. Interacting with regulatory bodies and external agencies that could be of help to maintain information security for the organization, e.g. RBI, NCIIPC, CERT-In. ▪ Oversee the security due diligence process on IT and information security issues for all service providers and vendors. ▪ Develop, coordinate, publish, and maintain suitable procedures for handling cases of confidential information mismanagement, taking into account national legislation. ▪ Develop, coordinate, publish, and maintain the information security policies and standards based on the set of security policies and guidelines, as agreed by the business heads. ▪ Manage information security incidents and events that impact the organization or its customers. ▪ Review and helping for carrying out Application Security Testing / Penetration Testing for new / ongoing applications and mitigating vulnerabilities identified during VAPT. ▪ Reviewing the IT security measures & architecture implementation; safeguarding the information resources of the enterprise to maintain integrity, confidentiality and availability of data / application, Risk Assessment & Risk Treatment ▪ Design Information Security Incident Management programs and its awareness; analysing risk & approving the Change Managements for Security devices/ applications/third parties/vendors etc. ▪ Monitoring risk assessments, vulnerability assessments and ensuring risk-based security reviews / audit are conducted periodically as per organizations standards; performing vulnerability analysis on systems, detecting & responding to security events in real time environment for ensuring that systems are protected against any vulnerability

C. ELIGIBILITY CRITERIA

1. NATIONALITY/ CITIZENSHIP

A candidate must be either

i. a citizen of India or

ii. a subject of Nepal or

iii. a subject of Bhutan or

iv. a Tibetan refugee who came over to India before 1st January, 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 a candidate belonging to categories (ii), (iii), (iv) and (v) above shall be a person in whose favor a certificate of eligibility has been issued by the Government of India.

A candidate in whose case a certificate of eligibility is necessary may be admitted to the Online Test/ interview conducted by IPPB, may be provisionally selected, but on final selection, the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government of India.

Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. Candidates must necessarily produce the relevant documents pertaining to category, nationality, age, educational qualifications etc. in original along with a photocopy thereof in support of their identity and eligibility as indicated in the online application form. Please note that no change of category will be permitted at any stage after registration of the online application and the result will be processed considering the category which has been indicated in the online application, subject to guidelines of the Government of India in this regard.

Merely applying for / being shortlisted / appearing for the interview and/or subsequent processes do not imply that a candidate will necessarily be offered employment in IPPB. No request for considering the candidature under any category other than in which applied will be entertained.

2. JOB SPECIFICATIONSS

The Age, Qualification and Experience as on **01.05.2019** for the posts specified in Section A are prescribed as under:

Sr	Function	Post	Grade	Scale	Job Specifications
1	Risk & Compliance	Chief Risk and Compliance Officer	TEGS-VII	VII	**Age Limit:** 38 to 55 years. **Minimum Educational Qualification:** Bachelor's degree from reputed University/ Institution/ Board recognized by the Government of India/ International University of repute (or) approved by a Government Regulatory Body. **NOTE:** CA / MBA Finance / Post Graduate degree or equivalent is preferred. Certification in financial risk management from GARP/Compliance is preferred. Candidates from reputed Universities will be preferred. **Post Qualification work experience**: The person must have an overall experience of at least 15 years out of which 10 years in Financial Services, out of which 7 years of experience shall be in the Banking Sector, of which minimum 3

Sr	Function	Post	Grade	Scale	Job Specifications
					years in Risk and Compliance put together is mandatory. The person should have understanding of local banking regulations and embedding regulatory compliance in processes.
2	Risk & Compliance	DGM (Information Security)	TEGS-VI	VI	**Age Limit**: 35 to 55 years **Minimum Educational Qualification:** Graduate from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body. **Note:** CISM/ CISA/ CISSP/ CRISC certification is preferred. BE/B TECH in Computer Science/Electronics/IT and MCA would be added advantage. **Post Qualification work experience:** Minimum 15 years of experience is mandatory. (of which) Minimum 10 years (of which) 3 years of experience as an information security Officer and 5 years in IT in Banks or Financial Services is mandatory. (And) The candidate should at least be working in Scale V of a PSB or equivalent scale in a Private Bank.

** IPPB reserves the right to enhance/relax the eligibility criteria without giving any advance notice.

Notes:

2. **EDUCATIONAL QUALIFICATIONS:**

   i. The candidate must possess the requisite educational qualification as on 01.05.2019

   ii. Degree obtained from the recognized Universities or Institutes recognized by the Govt. of India only will be considered.

   iii. Candidates, who are awaiting their results of the qualifying examination OR who have not passed the qualifying examination on or before 01.05.2019 are not eligible

   iv. Candidate should indicate the percentage obtained in Graduation calculated to the nearest two decimals in the online application. Where CGPA / OGPA is awarded, the same should be converted into percentage and indicate the same in online application.

   v. **Calculation of Percentage:** The percentage marks shall be arrived at by dividing the marks obtained by the candidate in all the subjects in all 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.

   vi. The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60% and 54.99% will be treated as less than 55%.

   vii. In case the result of a particular examination is posted on the website of the University / Institute and web based certificate is issued then proper document / certificate in original issued and signed by the appropriate authority of the University / Institute indication the date of passing properly mentioned thereon will be reckoned for verification and further process.

3. EMOLUMENTS (AS ON 01.05.2019) AND RELEVANT POLICIES

For Regular position:

Pay-Scale, Allowances and Perquisites

Pay Scale, Allowances and Perquisites as applicable (INR)		
Scale	**Pay Scale**	**Approximate Total Monthly CTC#**
SMGS – VI	68,680-76,520	218,294

Note:

(#) – Approximate monthly CTC Calculated at the start of the scale inclusive of Dearness Allowance, City Compensatory Allowance & other allowances at Metropolitan Centre (Delhi)

In addition to the above, the Officer would be entitled to a Performance Pay as per criteria defined by IPPB from time to time.

The Officers are also entitled to retirement and terminal benefits as per the policy defined by IPPB.

For Contract position:

Remuneration: The Job offers a competitive remuneration package at par with Industrial standards

Contract Period

   i.   The term of office of the holder of post shall be for 3 years.

   ii. The contract may be extended for a further period of 2 years, after reviewing performance annually.

   iii. The notice period shall be as per the terms & condition of employment mentioned in the appointment letter

4. PROBATION PERIOD

5. The selected candidates will be on probation for a period of 1 year from the date of Joining. Their confirmation in IPPB's service will be decided in terms of the provision of the IPPB(Officers) Service rule.

6. POSTING, TRANSFER AND JOB ROTATION

The selected candidates will be posted/ transferred/ moved to other roles at discretion of IPPB to various offices of IPPB from time to time and on such terms and conditions as may be decided by IPPB.

7. LEAVE, TRAVEL ALLOWANCE

The leave and travel allowance will be as per Service Rules of IPPB applicable at the time of appointment.

D. **SELECTION PROCEDURE**

Selection will be made on the basis of an interview. However, Bank reserves the right to conduct Assessment, Group Discussion or Online Test in addition to interview. Merely satisfying the eligibility norms do not entitle a candidate to be called for Interview/Group Discussion or Online Test.

IPPB reserves the right to call only the requisite number of candidates for the Assessment/ Interview/ Group Discussion or Online Test after preliminary screening/ short listing with reference to candidates' qualification, experience, profile vis-a-vis job requirements, etc.

Results of the candidates who have qualified for various stages of the recruitment process and the list of candidates finally selected will be made available on the website. Final select list will be published on the website.

E. **APPLICATION GUIDELINES**

The candidates can apply only for one post. Candidates can apply online only from 04.05.2019 to 18.05.2019 and no other mode of application will be accepted.

8. **PRE-REQUISITES FOR APPLYING ONLINE**

Before applying online, candidates should:

i. Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as mentioned in this advertisement at Annexure-I.

ii. Keep the necessary details/documents for Online Payment of the requisite application fee/ intimation charges ready.

iii. Have a valid personal email ID which should be kept active till the completion of this recruitment process. Bank may send call letters for the Interview etc. 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.

iv. Bank Transaction charges for Online Payment of application fees/ intimation charges will have to be borne by the candidate.

9. **PROCEDURE FOR APPLYING ONLINE**

i. Candidates are first required to go to the IPPB authorized website www.ippbonline.com and click the option "CLICK HERE TO APPLY FOR Recruitment in Scale VI & VII" to open the online Application Form.

ii. To register their application candidates will be entering their basic information in the online application form. 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.

iii. Candidates are required to upload their photograph and signature as per the specifications given in the Annexure I of this form.

iv. Candidates are advised to carefully fill the online application themselves as no change in any of the data filled in the online application will be possible / entertained.

v. 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 FINAL SUBMIT button. Visually Impaired candidates are responsible for carefully verifying the details filled in the online

application form and ensuring that the same are correct prior to submission, as no change is possible after submission.

vi. **Application Fee / Intimation Charges (Non-Refundable)**

INR 750.00 (Rupees Seven Hundred & Fifty Only)

vii. **Candidates should ensure their eligibility before paying the fees/applying online**.

viii.Application once made will not be allowed to be withdrawn and fee once paid will NOT be refunded under any circumstances nor can it be held in reserve for any other future selection process.

10. MODE OF PAYMENT

i. Candidates have to make the payment of requisite fees / intimation charges through ONLINE mode only.

ii. Candidates should carefully fill the details in the Online Application at the appropriate places very carefully and click on the "FINAL SUBMIT" button at the end of the Online Application format. Before pressing the "FINAL SUBMIT" button, candidates are advised to verify every field filled in the application. The name of the candidate and his /her father/husband etc. should be spelt correctly in the application as it appears in the certificates/mark sheets. Any change/alteration found may disqualify the candidature.

iii. In case the candidate is unable to fill the application form in one go, he/ she can save the data already entered.

iv. Once the application is filled in completely, candidate should submit the final data.

v. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.

— The payment can be made by using Debit Cards (RuPay/ Visa/ MasterCard/ Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets by providing information as asked on the screen.

— After Final Submission, an additional page of the application form is displayed wherein candidates may follow the instructions and fill the requisite details.

— If the online transaction has not been successfully completed, then candidates are advised to login again with their provisional registration number and password and pay the Application Fees/ Intimation Charges online.

— On successful completion of the transaction, an e-receipt will be generated.

— Candidates are required to take a printout of the e-receipt and online application form containing fee details. Please note that if the same cannot be generated online transaction may not have been successful.

— Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.

— There is a facility to print the application form containing fee details post payment of fees.

vi. After submitting your payment information in the online application form, please wait for the intimation from the server, DO NOT press back or refresh button in order to avoid double charge.

vii. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.

viii.To ensure the security of your data, please close the browser window once your transaction is completed.

ix. After completing the procedure of applying on-line including payment of fees, the candidate should take a printout of the system generated on-line application form, ensure the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. THEY SHOULD NOT SEND THIS PRINTOUT TO IPPB.

x. Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Post Applied for, Address, Mobile Number, Email ID, Centre of Examination (for future use) etc. will be considered as final and no change/modifications will be allowed after submission of the online application form.

xi. Candidates are hence requested to fill the online application form with the utmost care as no correspondence regarding change of details will be entertained. Bank will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.

xii. 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.

xiii. An online application which is incomplete in any respect such as without photograph and signature uploaded in the online application form / unsuccessful fee payment will not be considered as valid.

xiv. Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection / inability / failure to log onto the website on account of heavy load on internet / website jam.

xv. Bank does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of IPPB.

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 are found to be false at a later stage.

11. USE OF SCRIBE & COMPENSATORY TIME:

In the event of the conduct of examination as part of the selection process, the facility of scribe would be allowed to a person who has disability of 40% or more if so desired by the person and is meant for only those persons with disability who have physical limitation to write including that of speed. In all such cases where a scribe is used, the following rules will apply:

i. Candidates eligible for and who wish to use the services of scribe in the examination should carefully indicate the same in the online application form.

ii. The candidate will have to give a suitable undertaking, in the prescribed format at the time of online examination

iii. Such candidates who are eligible for use of a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination whether availing the facility of scribe or not.

iv. The candidate will have to arrange his/her own scribe at his/her own cost.

v. The scribe will be allowed to be used as per the guidelines issued vide Office Memorandum F.No.16-110/2003-DDIII dated February 26, 2013 of Government of India, Ministry of

Social Justice and Empowerment, Department of Disability Affairs, New Delhi and clarification issued by Government of India, Ministry of Financial, Dept. of Financial Services vide letter No. F.No.3/2/2013-Welfare dated 26.04.2013.

vi. Same scribe should not be used by more than one candidate.

vii. For generalists examinations the scribe may be from any academic stream. However for Specialist Officers' posts the scribe should be from an academic stream different from that prescribed for the post.

12. GUIDELINES FOR APPLICANTS WITH LOCOMOTOR DISABILITY AND CEREBRAL PALSY:

If any applicant has locomotor disability and cerebral palsy, where dominant (Writing) extremity is effected to the extent of slowing the performance of function (Minimum of 40% impairment), he / she may be given compensatory time of 20 minutes for every hour of examination. However, no scribe shall be permitted to such applicants.

13. GUIDELINES FOR VISUALLY IMPAIRED APPLICANTS:

Visually Impaired applicants (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font. This facility will not be available to visually impaired applicants, who use the services of a scribe for the examination. Compensatory time of 20 minutes for every one hour of the examination will be available to visually impaired using magnified font.

14. LIST OF DOCUMENTS TO BE PRODUCED AT THE TIME OF INTERVIEW (AS APPLICABLE)

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/ her candidature from further participation in the recruitment process.

i. Printout of the valid Interview Call Letter

ii. Valid system generated printout of the online application form registered

iii. Proof of Date of Birth (Birth Certificate or SSLC/ Std. X Certificate with DOB)

iv. Photo Identify Proof such as Passport/ Aadhaar/ e-Aadhaar Card/ PAN Card/ Driving License/ Voter's Card

v. Mark sheets & certificates for educational qualifications. Proper document from Board / University for having declared the result on or before 01.03.2019 has to be submitted.

vi. Work Experience: If declared in the resume, documentary proofs such as Experience Certificates from past and current employers, Appointment letters, Relieving Letters, Pay or Salary Slips should be produced by the candidates in order to verify the date of joining and relieving, designation at the time of joining, date of promotion with designation, if any. Any adverse remark from the previous employer(s) or any act of misconduct/ wrong committed by the candidate would be a disqualification to apply and render the candidature liable for cancellation.

vii. Disability certificate in prescribed format issued by the District Medical Board in case of Persons with Disability category. If the candidate has used the services of a Scribe at the time of the examination, the duly filled in details of the scribe in the prescribed format

viii. Candidates serving in Government / quasi govt offices/ Public Sector Undertakings (including Nationalised 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.

ix. Persons eligible for age relaxation under "Persons ordinarily domiciled in the State of Jammu & Kashmir during the period 1-1-80 to 31-12-89" must produce the domicile certificate at the time of interview/ at any stage of the subsequent process from the District Jurisdiction where he / she had ordinarily resided or any other authority designated in this regard by the Government of Jammu & Kashmir to the effect that the candidate had ordinarily domiciled in the State of J&K during the period from 01.01.1980 to 31.12.1989.

x. Persons eligible for age relaxation under "Persons affected by 1984 riots" 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.

xi. Any other relevant documents in support of eligibility

xii. Candidates will not be allowed to appear for the interview if he/ she fails to produce the relevant eligibility documents as mentioned above.

15. PROOF OF IDENTITY TO BE SUBMITTED AT THE TIME OF EXAMINATION

In the event of conduct of an examination, the candidates must bring one photo identity proof such as Passport/ Aadhaar/ e-Aadhaar Card/ PAN Card/ Driving License/ Voter's Card/ Bank Passbook with duly attested Photograph/Identity Card issued by School or College/ Gazetted Officer in the official letterhead in original as well as a self-attested photocopy thereof. The photocopy of identity proof should be submitted along with call letter to the invigilators in the examination hall, failing which or if identity of candidates is in doubt, the candidate will not be permitted to appear for the test.

Ration Card will not be accepted as a valid id proof for this process

16. BIOMETRIC VERIFICATION

IPPB, at various stages, may capture thumb impression of the candidates in digital format for biometric verification of genuineness of the candidates. Candidate will ensure that this correct thumb impression is captured at various stages and any inconsistency will lead to rejection of the candidature. In case of any candidate found to be not genuine, apart from taking legal actions against him/her, his/her candidature will be cancelled. As such, they are advised not to apply any external matter like mehandi, ink, chemical etc. on their hands.

17. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT

Candidates are advised in their own interest that they should not furnish any particulars/details/information or make statements that are false, incorrect, tampered, fabricated and should not conceal or suppress any material information while filling up the application form and submitting the attested copies of testimonials. In case it is detected at any time that the candidate has indulged in any of the above-mentioned activities, he/she will not only be disqualified but he / she will be liable to be dismissed from the services of IPPB at any time, even after being selected and after joining IPPB's service.

At the time of Interview, if a candidate is (or has been) found guilty of:

i. Using unfair means during the selection process, or

ii. Impersonating or procuring impersonation by any person, or

iii. Misbehaving in the Personal Interview/ Group Discussion, or

iv. Resorting to any irregular or improper means in connection with his/her candidature, including resorting to canvassing for his candidature, or obtaining support for his/her candidature, by any means, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, shall also be liable:

— To be disqualified from the selection process for which he / she is a candidate;

— To be debarred, either permanently or for a specified period, from any examination or recruitment conducted by IPPB.

18. GENERAL ELIGIBILITY

Medical Fitness and Character (wherever applicable) verification of selected candidates: The appointment of selected candidates will be subject to their being declared medically Fit by a Doctor or a panel of Doctors approved by IPPB and upon satisfactory verification of their character, antecedents (wherever applicable). Till such time, their appointment will be provisional.

19. GENERAL INSTRUCTIONS

i. Candidates are advised to take a printout of their system generated online application form after submitting the application.

ii. Candidates should satisfy themselves about their eligibility for the post applied for. IPPB would admit to test all the candidates applying for the posts with the requisite fee on the basis of the information furnished in the online application and shall determine their eligibility only at the time of interview.

iii. Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date to avoid the possibility of disconnection / inability / failure to log on to the website on account of heavy load on internet or website jam.

iv. IPPB 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 IPPB.

v. 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 and / or interview will be summarily rejected/ candidature cancelled.

vi. The possibility for occurrence of some problems in the administration of the examination cannot be ruled out completely, which may impact test delivery and/ or result from being generated. In that event, every effort will be made to rectify such problems, which may include the conduct of another examination if, considered necessary.

vii. Candidates serving in Govt./Quasi Govt. offices, Public Sector undertakings including Nationalised 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.

viii. In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment.

ix. Caste certificate issued by Competent Authority on format prescribed by the Government of India will have to be submitted by the SC/ST candidates, if called for interview.

x. 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 prior to the date of interview if called for). Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification.

xi. Candidates are advised to keep their e-mail ID alive for receiving advices, viz. call letters/ interview advices etc.

xii. Appointment of selected candidates is subject to his /her being declared medically fit as per the requirement of IPPB.

xiii. 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 New Delhi and courts/tribunals/forums at New Delhi only shall have sole and exclusive jurisdiction to try any cause/dispute.

20. ANNOUNCEMENTS

All further announcements/ details pertaining to this process will only be published/ provided on IPPB authorized website www.ippbonline.com from time to time.

21. 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 candidature will stand cancelled. If any of these shortcomings is / are detected even after appointment, his /her services are liable to be terminated. Decisions of IPPB in all matters regarding eligibility, conduct of written examination, other tests and selection would be final and binding on all candidates. No representation or correspondence will be entertained by IPPB in this regard.

Sd/-
CHRO
Speed Post Centre, Market Road
Bhai Veer Singh Marg,

New Delhi – 110 001

ANNEXURE I: GUIDELINES FOR SCANNING AND UPLOAD OF PHOTOGRAPH (4.5 CM X 3.5 CM) & SIGNATURE

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

Photograph Image:

i.   Photograph must be a recent passport style colour picture.

ii.   Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.

iii. Look straight at the camera with a relaxed face.

iv.   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.

v.   If you have to use flash, ensure there's no "red-eye".

vi.   If you wear glasses, make sure that there are no reflections and your eyes can be clearly seen.

vii. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.

viii. Dimensions 200 x 230 pixels (preferred).

ix.   Size of file should be between 20kb–50kb.

x.   Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc. during the process of scanning.

Signature Image:

xi.   The applicant has to sign on white paper with Black Ink pen.

xii. The signature must be signed only by the applicant and not by any other person.

xiii. The signature will be used to put on the Call Letter and wherever necessary.

xiv. If the Applicant's signature on the answer script at the time of the Online Test does not match the signature on the Call Letter, the applicant will be disqualified.

xv.   Dimensions 140 x 60 pixels (preferred).

xvi. Size of file should be between 10kb – 20kb.

xvii. Ensure that the size of the scanned image is not more than 20kb.

xviii. Signature in CAPITAL LETTERS shall NOT be accepted.

Scanning the photograph & signature:

xix. Set the scanner resolution to a minimum of 200 dpi (dots per inch).

xx.   Set Color to True Color.

xxi. File Size as specified above.

xxii. Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).

xxiii. 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.

xxiv. Candidates using MS Windows/MSOffice can easily obtain photo and signature in

xxv. .jpeg format not exceeding 50kb & 20kb respectively by using MSPaint or MSOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg

format by using 'Save As' option in the File menu and size can be reduced below 50kb (photograph) & 20 kb (signature) by using crop and then resize option (please see above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.

xxvi.If the file size and format are not as prescribed, an error message will be displayed.

xxvii.While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph and signature.

Procedure for Uploading the Photograph and Signature:

xxviii.There will be two separate links for uploading Photograph and Signature.

xxix.Click on the respective link "Upload Photograph / Signature".

xxx.Browse and Select the location where the Scanned Photograph / Signature file has been saved.

xxxi.Select the file by clicking on it.

xxxii.Click the 'Open/Upload' button.

xxxiii.Your Online Application will not be registered unless you upload your photograph and signature as specified.

Notes:

xxxiv.In case the face in the photograph or signature is unclear, the candidate's application may be rejected. After uploading the photograph / signature in the online application form, candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may edit his/her application and re-upload his/her photograph or signature, prior to submitting the form.

xxxv.After registering online, the candidate is advised to take a printout of their system generated online application form.

ANNEXURE II: SCRIBE DECLARATION FORM

GUIDELINES REGARDING PERSONS WITH DISABILITIES

I. Those candidates who are visually impaired or affected by cerebral palsy with loco-motor impairment and whose writing speed is affected can use own scribe at own cost during the online examination. In all such cases where a scribe is used, the following rules will apply:

   a. Please ensure you are eligible to use a scribe as per the Government of India rules governing the recruitment of Persons with Disabilities.
   b. The candidate will have to arrange his own scribe at his own cost
   c. The scribe can be from any academic discipline.
   d. Both, the candidate as well as the scribe, will have to give a suitable undertaking, in the prescribed format with passport size photograph of the scribe, confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe as mentioned above. Further, in case it later transpires that s/he did not fulfill any of the laid-down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the examination.

II. Such candidate who uses a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination (Visually impaired candidates who do not use scribe will also be eligible).

22.

III. Visually Impaired candidates under Blind/Low Vision, who use scribe, may skip the non-verbal questions, if any, in Test of Reasoning and questions on Table/Graph, if any, in Test of Quantitative Aptitude. The candidates will be awarded marks for such Section based on the overall average in other Sections of the respective test.

IV. Please fill up the DECLARATION and submit along with the call letter.

DECLARATION

We, the undersigned, Shri/Smt/Kum. _____
eligible candidate for the _____
examination and
Shri/Smt/Kum._____ eligible writer (scribe) for the
eligible candidate, do hereby declare that:

1. The scribe is identified by the candidate at his/her own cost and as per own choice.
The candidate is blind/low vision or affected by cerebral palsy with loco-motor impairment and his/her writing speed is affected and s/he needs a writer (scribe) as permissible under the Government of India rules governing the recruitment of Physically Challenged persons.

2. As per the rules, the candidate availing services of a scribe is eligible for compensatory time of 20 minutes for every hour of the examination.

3. In view of the importance of the time element and the examination being of a competitive nature, the candidate undertakes to fully satisfy the Medical Officer of the Organization that there was necessity for use of a scribe as his/her writing speed is affected by the disabilities mentioned in Paragraph '1' above.

4. In view of the fact that multiple appearance / attendance in the examination are not permitted, the candidate undertakes that he/she has not appeared / attended the examination more than once and that the scribe arranged by him/her is not a candidate for the examination. Also, the same scribe cannot be used by more than one candidate. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled.

5. We hereby declare that all the above statements made by us are true and correct to the best of our knowledge and belief. We also understand that in case it is detected at any stage of recruitment that we do not fulfill the eligibility norms and/or that the information furnished by us is incorrect/false or that we have suppressed any material fact(s), the candidature of the applicant will stand cancelled, irrespective of the result of the examination. If any of these shortcoming(s) is/are detected even after the candidate's appointment, his/her services are liable to be terminated. In such circumstances, both signatories will be liable to criminal prosecution.

Given under our signature:-

_____
Signature of the Scribe

_____
Signature of the Candidate

Registration No. :
Roll No.:
Postal address: Postal address:
STD Code: ……… Phone No…………… STD Code:……… Phone No…………
[Cell No., if any …………………………] [Cell No., if any …………………………]
_____
Signature of Invigilator

Photograph of the Scribe