



BHARATIYA MAHILA BANK LTD.
(WHOLLY OWNED BY GOVT. OF INDIA)
 Regd. Office: 9th Floor, IFCI Tower, 61, Nehru Place, New Delhi-110019
www.bmb.co.in

RECRUITMENT OF SPECIALIST OFFICERS IN BHARATIYA MAHILA BANK LTD.
ADVERTISEMENT NO. BMB/HRM/REC./2016/03

JOIN INDIA'S FIRST WOMEN'S BANK FOR A CHALLENGING CAREER

BHARATIYA MAHILA BANK LTD., (hereinafter referred to as BMB) the first women's public sector bank in India had become operational from 19th November, 2013 and is presently having -90- branches. The Bank established and wholly owned by the Govt. of India with a capital of ₹ 1,000 crores invites applications from Indian citizens for appointment in following Specialist Cadre Officer Posts after fulfilling the following eligibility criteria:

POST NAME, GRADE / SCALE & POST CODE	VACA NCIES	ELIGIBILITY CRITERIA (AS ON 31.12.2015)		
		Age	Educational Qualifications	Work Experience (experience below 6 months in any organization would not be considered)
Chief Manager (Risk Managem ent) (SMG/S-IV) Post Code 03	01	Min.- 27yrs Max.- 40yrs	Post-Graduation in Risk Mgmt./ Statistics/ Economics/ Financial Engg. /Risk Mgmt. Qualifications like FRM, PRMIA, DTIRM shall be preferred.	Minimum 7 years' post qualification experience in implementation of Risk Management (Basel II/III) framework (Credit Risk / Market Risk / Operational Risk / ICAAP) in related field in a Private / Public Sector Bank with minimum 1 years in next below grade in a PSB/ Private Bank.
Chief Manager (Treasury) (SMG/S-IV) Post Code 04	01	Min.- 27yrs Max.- 40yrs.	Graduate/ Post Graduate with Foreign Exchange/ International Trade/ International Business/ International Banking/ Import Export Policy/ International Finance/ Foreign Trade/ Export Management as a specialized subject	Minimum 7 years' post qualification experience in Treasury Funds Mgmt. & Investments, equity/ capital markets, Forex & Derivation, Dealings, currency/ bullion trading & related fields in a Private / Public Sector Bank with minimum 1 years in next below grade in a PSB/ Private Bank
Senior Manager (Security) (MMG/S- III) Post Code - 05	01	Min.- 25yrs Max.- 35yrs	Minimum Graduation Degree in any discipline from a recognized University or any equivalent qualification recognized as such by the Government of India.	An Officer with minimum 5 years of commissioned service in Indian Army / Navy / Air force OR 5 years of service as a Police Officer not below the rank of Asstt. Supdt. of Police/ Dy. Supdt. of Police OR Officers of identical work in para military forces with min. 5 years' experience. Minimum 3 years' experience in same job profile in next below grade in a Private / Public Sector Bank.

IMPORTANT DATES:

Website Link Open.	10.02.2016
Last date for deposit of application form, certificates & Demand Draft of fees (as applicable)	29.02.2016

Note:-

- 1. The vacancies are unreserved (UR).**
- The educational qualification prescribed for the post is the minimum. All educational qualifications should be from a recognized University/ Board.
- Candidates should possess the work-experience as mentioned above. However, candidates possessing more than prescribed work experience in the relevant discipline shall get preference.
- Experience below six months in an organization will not be considered.
- 5. Applicants not fulfilling the eligibility criterion and not submitting proof WILL BE SUMMARILY REJECTED.**
- 6. Please note that a candidate can apply for only one post under this project.**

AMOUNT OF FEES (NON-REFUNDABLE):

The amount of fees is ₹ 600/- payable by way of a Demand Draft (Non-Refundable) in favour of "BMBL-Recruitment of Officers- Project 2016" payable at New Delhi.

At the back of the Demand Draft, the candidates should mention their Name, Address & the Post applied for. The Bank would not correlate any of the Demand Drafts in case no details are mentioned at the back of the same and as a result the candidature may be cancelled.

SALARY & EMOLUMENTS:

Scale	Scale of Pay
SMGS-IV	₹ 50030 - 1460/4 – 55870 - 1650/2 – 59170
MMGS-III	₹ 42020 - 1310/5 – 48570 - 1460/2 – 51490

At present, initial monthly emoluments of Middle Management Grade/ Scale III Officers, including DA, HRA & CCA are approximately ₹ 68,000/- per month & ₹ 82,000/- per month for Senior Management Grade/ Scale IV Officers in a Metropolitan Centre. Allowances may vary depending upon the place of posting. In addition, Conveyance, Medical Aid, LTC and retirement benefits are admissible, as per rules of the Bank, in force from time to time.

PROBATION PERIOD: The selected candidate will be on probation **for a period of one year** (-1- year) of active service from the date of his/ her joining the Bank.

SELECTION PROCEDURE:

- Candidates fulfilling the eligibility criteria shall be called for personal interview and/ or G.D. wherever Bank may deem necessary. Candidates possessing more than prescribed work experience in the relevant discipline shall get preference.** The Bank reserves its right to call any number of candidates for the personal interview and/ or G.D., at its sole discretion.
- Personal interview and/ or G.D. shall be conducted to assess the candidate's personality, level of communication, clarity & problem solving innovativeness, level of efficiency, willingness to work in any part of the country, suitability for the post etc. Candidates not clearing the personal interview will not be considered for final selection.

3. Subject to the vacancies available under the respective category, only those candidates who pass the personal interview and/ or G.D. round will be shortlisted for further selection.
4. Candidates possessing more than the prescribed work experience in the relevant discipline shall get preference.

CALL LETTERS FOR PERSONAL INTERVIEW AND/ OR G.D.:

Call letters for the purpose of personal interview and/ or G.D. will be sent to the shortlisted candidates **only through email at the email address given by them in the application form**. A list of all such candidates along with details such as date, time and venue of the personal interview and/ or G.D. will also be hosted on the bank's website www.bmb.co.in. Candidates are requested to regularly visit the Bank's website and keep track of the status of their candidature, from time to time. Kindly note that no other mode of communication pertaining to the personal interview and/ or G.D. process other than mentioned above, will be followed. The Bank takes no responsibility for wrong e-mail id/ deactivated email ID provided by the candidates in the application form.

IDENTITY VERIFICATION:

The candidate should, while appearing for the personal interview produce for verification original call letter, original & photocopy of photo identity card, such as PAN Card/ Passport/ Driving License/ Voters Card/ Public Sector Bank Passbook with photograph and photocopy of demand draft. If the identity of the candidate is in doubt the candidate will not be allowed to appear for the Interview.

GENERAL INSTRUCTIONS:

1. The vacancies are unreserved. However, candidates belonging to SC/ST/OBC/PWD category may apply but they will not be eligible for any concession/ relaxation in any criteria.
2. The process of registration of application is complete only when fee is deposited with the Bank through off-line mode on or before the prescribed last date for the submission.
3. The candidates are requested to ensure before applying that they fulfill strictly the eligibility criteria (viz. age, qualification and post-qualification experience) for the post as on the date of eligibility. Candidates will be subject to verification of details/ documents of the candidate when they report for the personal interview and/ or G.D.
4. Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of the personal interview and/ or G.D., selection and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries will be entertained by the Bank in this behalf.
5. In case, it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/ or that he/she has furnished any incorrect/false information/ certificate/ documents or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcoming/s is/are detected even after appointment, his/her services are liable to be terminated.
6. All candidates will have to produce self-attested photocopies of certificates regarding Qualification, Work Experience & Age, **in support of their eligibility together with their application forms**, failing which their candidature will not be considered.
7. All candidates will have to produce original as well as self-attested photocopies of certificates regarding Qualification, Work Experience, Age and Caste (if applicable), in support of their eligibility at the time of personal interview and/ or G.D., failing which their candidature may be cancelled.
8. Any amendment/ change in the clauses related to advertisement shall be updated on the Bank's website.
9. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at New Delhi. The Bank takes no responsibility to connect any Certificate/Remittance sent separately.

10. **Candidates serving in Government/ Public Sector Undertaking (including Bank) should produce a 'No Objection Certificate' from their employer at the time of personal interview and/ or G.D., in the absence of which, his/ her candidature may not be considered.**
11. In case any dispute arises on account of interpretation of version other than English, English version will prevail and the version displayed on website shall be final.
12. Appointment of selected candidates 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.
13. **Canvassing in any form will be a disqualification.**
14. **Action against candidates found guilty of misconduct:** Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated or should not suppress any material information while filling up the Application Form.
15. Bank reserves the right to change the selection procedure, if necessary. The change, if any, shall be communicated to the candidates in advance.
16. Bank would be free to reject the candidature of any candidate at any stage of the recruitment process, if he/she is found to be ineligible. If appointed, such a candidate may be summarily removed and the fees paid by the ineligible candidates shall be forfeited.
17. Bharatiya Mahila Bank Ltd. reserves the right to reject/ cancel any appointment at any stage in between completion of selection process and joining of the candidates selected for the post.

HOW TO APPLY:

1. **DO NOT SEND APPLICATION FORM IN ANY OTHER FORMAT EXCEPT THE FORMAT GIVEN ON THE WEBSITE. No other means/ mode/ format of application will be accepted.**
2. **DO NOT USE ANY OTHER TOOL LIKE (WORD,EXCEL,ETC) TO MODIFY THE DOWNLOADED APPLICATION FORM AS REGARD TO ITS CONTENTS,SIZE,FONT,ETC. THE APPLICATION FORM SHOULD BE DIRECTLY PRINTED ON (A4 SIZE) AS PER THE WEBSITE SPECIFICATIONS OTHERWISE APPLICATION WILL BE REJECTED.**
3. **All the instructions mentioned in the format should be strictly followed while filling the form.**
4. **Candidates are required to have a valid personal email ID and Contact No.** It should be kept active during the currency of this recruitment project. Bank may send call letters for personal interview and/ or G.D. etc. through the registered email ID. In case, a candidate does not have a valid personal email ID, he/she should create his/ her new email ID before applying Online. **Under no circumstances, he/she should share/ mention email ID to/ or of any other person.**
5. Applicants are first required to go to the Bank's website www.bmb.co.in and open the link 'Careers - Ongoing Recruitment Exercises'. Thereafter, open the Recruitment Notification entitled Bharatiya Mahila Bank '**RECRUITMENT OF SPECIALIST OFFICERS - 2016**'. Clicking on the sublink titled "**APPLICATION FOR RECRUITMENT OF SPECIALIST OFFICERS**". **Click on this sublink will open up the appropriate Application Format.**
6. Carefully fill in the necessary details in the Application Form at the appropriate places.
7. **MODE OF PAYMENT:-**
Candidates only have the option of remitting fees through Demand Draft. The non-refundable DD of the fees for ₹ 600/- should be in favour of "BMBL-Recruitment of Officers- Project 2016" payable at New Delhi.
8. **Without call letter and NOC from present employer (Government/ Public Sector Undertaking) the candidates will not be allowed to appear for personal interview and/ or G.D.**
9. **Candidates are, advised to keep the copy of the duly filled application form & DD for future use.**
10. **The name of the candidate and his/ her father/ husband etc. should be spelt in the application exactly as it appears in the certificates/ mark sheets. Any change/ alteration found may disqualify the candidature.**

Note:

Application once made will not be allowed to be withdrawn and fees once paid will **NOT** be refunded nor will it be held in reserve for any other recruitment or selection process.

Those who fulfil the prescribed eligibility criteria may submit their application in the **prescribed format ONLY** by Speed Post/Courier/Registered Post (no other mode of despatch is acceptable) along with self-attested copies of certificates, testimonials and recent passport size photograph affixed in the space provided in the format. The duly filled format, the certificates & the Demand Draft should be sent in an envelope which should be superscribed with the following text: **“APPLICATION FOR THE POST OF <<POST NAME>>, <<POST CODE>>”**.

The DD of the fees (as applicable) (Non Refundable) should be in favour of **“BMBL-Recruitment of Officers- Project 2016”** payable at New Delhi.

The envelope as above containing the duly filled in Application Form, certificates & DD should be sent to the following address:-

**Dy. Gen. Manager (HR),
Bharatiya Mahila Bank Ltd.,
Registered Office,
9th Floor, IFCI Tower,
61, Nehru Place,
New Delhi**

If any document/ DD/ certificate is not found in the envelope, the candidature of the candidate **shall not be considered**.

The duly filled in Application Form together with the certificates and Demand Draft should also be scanned and sent on our e-mail id : recruitment@bmb.co.in on or before 29.02.2016.

Merely satisfying the eligibility criteria norms do not entitle the candidate to be called for personal interview and/ or G.D. The Bank reserves the right to call only the requisite number of candidates for personal interview and/ or G.D. after preliminary screening/ short-listing with reference to the candidate's age, qualification, essential requirements, suitability etc.

The Bank reserves the right to reject any application/candidature at any stage or cancel the conduct of personal interview and/ or G.D. or postpone/ cancel the whole process at any stage before joining of the selected candidates for the post of CCSO without assigning any reason.

Decision of the Bank in respect of all matters pertaining to this recruitment would be final and binding on all candidates.

The Bank is not responsible for printing errors if any.

Any queries may be addressed to recruitment@bmb.co.in or on 011-47472108/ 103/ 100

Date: 10.02.2016

GENERAL MANAGER (HR)