

Advertisement No.08 / 2024-2025

Appointment of Experts –on Contract

IDBI Bank invites applications from eligible Indian citizens for the below mentioned posts (on contract basis). Candidates fulfilling required eligibility criteria may send their application to rec.experts@idbi.co.in on or **before September 27, 2024**

Start Date of receiving of Application:	13/09/2024
Last Date of receiving of Application:	27/09/2024

1. Details of POST / VACANCY/ AGE/ CONTRACT PERIOD/SELECTION PROCESS/ PLACE OF POSTING/ ANNUAL CTC:-

Sl. No.	Post	No. of Vacancies	Age (as on September 01, 2024)	Contract Period	Likely Place of Posting	Annual CTC (approx.)
1	Head - Data Analytics	1	Maximum 57 Years	3 years*	Mumbai / Navi Mumbai <i>Bank reserves right to post a candidate as per Bank's requirement.</i>	Equivalent Grade / Remuneration will be market linked & based on experience, Seniority level etc. Remuneration includes both Fixed and Variable Pay and shall be subject to deduction of taxes/statutory deductions, as applicable.
2	Deputy(Dy.) Chief Technology Officer - Digital	1	Minimum 45 Years to Maximum 55 years			
3	Data Protection Officer (DPO)	1	Minimum 45 Years to Maximum 60 years			

**Extendable up to 5 years at Bank's discretion subject to regulatory / statutory guidelines;*

NOTE

- (i) Cut-off date for eligibility criteria is **September 01, 2024**.
- (ii) Before applying, candidates should ensure that they fulfill the eligibility as on the cut-off date. Personal Interview (PI), process will be purely provisional without verification of documents. Candidature will be subject to verification of details/documents with the originals when the candidate reports for PI, if called.
- (iii) Only Candidates willing to serve anywhere in India, should apply.

2. Eligibility criteria

2.01 Nationality/Citizenship:

Candidates must be either (a) a citizen of India, or (b) a subject of Nepal, or (c) a subject of Bhutan, or (d) a Tibetan refugee (who came over to India before 1st January 1962) with the intention of permanently settling in India or (e) a person of Indian origin, who have migrated from Pakistan, Myanmar (formally 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 the candidate belonging to categories (b), (c), (d) or (e) above shall be a person in whose favour a certificate of eligibility has been issued by Government of India. The candidate, in whose case a certificate of eligibility is necessary, may be provisionally admitted to the selection process conducted by the Bank, but on final selection, the offer of appointment may be given only after the necessary eligibility certificate have been issued to him/ her by the Government of India.

2.02 Age, Educational qualification and Experience (as on September 01, 2024) :

Sr. No.	Post	Educational Qualification	Specific Skill Required	Work Experience (as on cut of date)	Broad Job Profile #
1	Head - Data Analytics	Full-time Master or Bachelor degree in any engineering discipline Or Graduate in science along with MCA from a University/ Institute recognized by the Govt. of India or its Regulatory Bodies. Any other qualifications in Data Science / Data analytics etc. will be desirable	1. Should have hands on experience in analytics delivery, through the entire life cycle of an analytics engagement - insight generation using data, business team communication & follow up, process refinement to increase business value generation 2.Team management - Business idea generation, process set-up for capturing idea value, mentoring and guiding direct reports to drive business generation through analytics, process streamlining to improve efficiency 3. Business planning and result orientation 4. Good communication skills 5. Data management skills (e.g. data modeling, data integrity QA/QC) 6. Predictive modeling (logistic regression, linear regression, etc.) 7. Customer segmentation and targeting, promotion effectiveness and churn prevention 8. Solid analytical skills 9. Strong work ethic and business / value oriented mentality 10. Target / result orientation, driven by business achievement 11. Banking industry understanding for business levers and market competition	Minimum 12 years of years of Information Technology Experience in Scheduled Commercial Bank/s (India/ Abroad)/ Financial Institution/ BFSI / Fintech sector with minimum 5-7 years of relevant analytics work experience providing advanced analytics solutions in a commercial set-up at a leadership /senior leadership level.	1. Strong data analytics practice and responsible for resource management and delivery execution. 2. Work closely with key business partners to plan and execute high-value and actionable data analytics projects and initiatives including Campaign Management. 3. Facilitate communication throughout the development process between executive stakeholders, customers (internal business unit leaders), and technical teams that are implementing/automating tasks. 4. Coordinate and build strong working relations with various internal stakeholder groups, including IT. 5. Integrate and mine large data sets, connecting data from disparate sources to identify insights and patterns using traditional as well as predictive analytics. 6. Lead and mentor junior staff members; create learning, development and engagement plans to help source and retain key talent. 7. Keep scale of the deployments in mind when designing solutions.

Sr. No.	Post	Educational Qualification	Specific Skill Required	Work Experience (as on cut of date)	Broad Job Profile #
			12. Ability to provide analytical advice 13. Effective written and verbal communication 14. Strong interpersonal skills, credibility 15. Collaborative, team player 16. Knowledge of analytics tools (at least one or more required) <ul style="list-style-type: none"> o Advanced Excel o SAS (preferable), SPSS, R o Alteryx o SQL, including geospatial types and functions o Tableau, SSRS a plus o Programming and/or scripting experience preferred, e.g. VBA 		8. Responsible for setting up the Analytics capability and work closely with IT teams to ensure seamless integration of the Data Analytics solutions into the system. 9. The role requires a combination of business acumen, sophisticated analytical expertise, a strategic mindset, leadership skills, and a passion for discovering new insights and building new capabilities. 10. As a strategic leader, he/she will lead and grow the analytics team at IDBI Bank and use analytical tools and techniques to help exceed business goals across the organisation. 11. Manage a team of data analysts & data sciences to deploy analytical solutions for the bank. 12. Use cutting edge data science-related methods and tools to derive insights. Coach, mentor, motivate and supervise the team 13. Gather , analyze, identify and lead actionable data insights to solve real complex challenges.
2.	Dy. Chief Technology Officer - Digital	Full-time Master or Bachelor degree in any engineering discipline or graduate in science along with MCA from a University/ Institute recognized by the Govt. of India or its regulatory Bodies	1. Experience in implementing Digital technologies such as Cloud Computing/ API/ Dev Ops/ Mobile Development/Web applications etc. 2. A good techno-functional understanding on AI/ ML/ Blockchain/ RPA/Bots/ other emerging technologies. 3. Knowledge of Agile development methodologies, technologies such as Java/ DotNet/ Angular/ Node JS/ other web/ mobile technologies. 4. Ability to manage decisions at different levels working along with product managers, business stake holders, infrastructure, security managers and rest of technical team. 5. Experience in managing complex technical decisions for enterprise products.	Minimum 12 years of years of Information Technology Experience in Scheduled Commercial Bank/s (India/ Abroad)/ Financial Institution/ BFSI / Fintech sector with minimum 5 years in leadership role of relevant IT Projects related to Digital Technologies such as Cloud/ APIs/ DevOps/ Innovation (AI/ ML/ Block chain/ RPA/ Bots etc.)/web applications using latest technologies.	1. Develop and implement comprehensive digital banking products as per business needs. 2. Deal with techno-functional aspects of various Digital Banking Products. 3. Manage emerging areas of Digital Banking such as UPI Based Solutions, Robotics, Block Chain Applications, Artificial Intelligence, Chat / Voice Bots, online Lending, API Platforms, OMNI Channels 4. Data analysis for new product features etc. 5. Co-ordinate with all support functions (Technology, Operations, Marketing, Finance, Compliance & Risk, Complaint Management) to implement the Digital/ IT Strategy.

Sr. No.	Post	Educational Qualification	Specific Skill Required	Work Experience (as on cut of date)	Broad Job Profile #
			<p>6. Ability to take architecture decisions at team and product level spanning across front end/ middle layer/ backend/ services/ infrastructure automation.</p> <p>7. Strong communication skills and active coach/ mentor to maximize team's potential.</p> <p>8. Experience in managing products in digital platform/ API/ Integration/</p> <p>9. Monitoring/ DevOps over the entire life cycle in a multi team environment and multi-channel context.</p> <p>10. Knowledge of service orchestration/ messaging technologies/ high-availability environments/ API gateways/ portals/ other middleware.</p> <p>11. Exposure to Technological/ Fintech Companies with Banking Domain Knowledge related to Digital Channels is preferred.</p>		<p>6. Responsible for availability, continuity, QoS and performance of the digital banking products.</p> <p>7. Maintain and track usage, uptimes, faults etc. to ensure the un-interrupted availability of the digital banking products.</p> <p>8. Guide the technical team to create a modular and scalable solution that addresses future architectural changes and designs.</p> <p>9. Drive the team's engineering practices in test driven development, continuous integration and automated deployments.</p> <p>10. Design the overall technology architecture of the product and guide the team on the technology strategy.</p> <p>11. Lead a technical product team in the area of digital platform, API, integration, monitoring, platforms etc.</p> <p>12. Act as an evangelist and promoter of current technological development and a strong supporter of their use in product team.</p> <p>13. Contribute to the conceptual and physical design of applications using the technologies such as cloud, API, and other innovative technologies.</p>
3	Data Protection Officer (DPO)	Graduation or Equivalent Desired Qualifications: Certified Information Privacy Professional (CIPP) (CIPP-Europe / CIPP-Asia), Certified Information Privacy Manager (CIPM), Fellow of Information Privacy (FIP), Certified Information Privacy Technologist (CIPT), Certified Data Privacy	<ul style="list-style-type: none"> • Knowledge of data privacy laws and practices and exposure to Data Privacy Laws & regulations such as General Data Protection ("GDPR"), UK Data Protection Act 2018 etc, Digital Personal Data Protection (DPDP) Act, 2023 underpinned by theory and experience. • Knowledge of Information lifecycle, risk management, data security areas & Information Governance disciplines. • Implementation knowledge / experience of data privacy processes and practices. • Understanding of Indian Laws/guidelines/ legislation related to Data 	Minimum 15 years work experience in managerial role in IT <i>preferably</i> with 3-5 year experience in Data Privacy, Data Regulation etc. and other relevant Data security areas (within overall experience as above). Candidates having the above experience in BFSI sector/ Scheduled Commercial Banks shall be preferred.	<ol style="list-style-type: none"> 1. Ensuring that the bank complies with the requirements of data protection and privacy legislation of India (DPDP 2023) and other applicable laws. 2. Develop and manage the Bank's data protection strategy in India, including the development and implementation of bank's data protection policy and procedures. 3. Undertake periodic data protection audits or reviews, in order to ascertain Bank's compliance with data protection legislation. The DPO shall undertake any work necessary to remediate any deficiencies identified by the audit result.

Sr. No.	Post	Educational Qualification	Specific Skill Required	Work Experience (as on cut of date)	Broad Job Profile #
		Solutions Engineer (CDPSE), PECB Certified Data Protection Officer (CDPO), Certified in Data Protection (CDP) / ISO 27001/ NIST 800-53/ CISM /CISA, etc	Privacy and subsequent real time implementation. <ul style="list-style-type: none"> • Ability to work with cross functional teams, attention to details, organizational skills, etc. • Ability to manage & lead the team, implement budgets & meet training needs of the team • Ability to drive large change management program within organizations. • Ability to communicate across all organizational boundaries in an appropriate manner. 		4. Conduct Data Protection Impact Assessment (DPIA) and periodically review the same and submission of reports on data privacy laws to the top management/ Board. 5. Review record of processing operations personally identified information (PII) & Data Inflow Diagram (DFD). 6. Collaboration with supporting functions (Legal, IT & Info Sec etc.) to stay up to date with new processes and policies. 7. Provide education, training and awareness to all members of staff on the requirements of data protection legislation and the care and handling of personal data in order to ensure that relevant business functions are made aware of their legal responsibilities and how to comply with them. 8. Provide advice in the development of new IT systems and procedures, the drafting of data protection notices, the obtaining of consent from data subjects. 9. Ensure that processes and procedures in place to deal with data subject access requests and assist / provide advice in relation to, such requests. 10. Provide advice/ assist management of any data breaches which arise, including liaising with the Supervisory Authority on behalf of the Bank. 11. Should possess strong management, motivational and leadership skills. 12. Compliance to privacy regulations of India and other such applicable regulation of other countries. 13. Relevant and timely updation on Data Protection matters to Senior Management & ensure timely & robust responses to authority, data subjects etc.

Sr. No.	Post	Educational Qualification	Specific Skill Required	Work Experience (as on cut of date)	Broad Job Profile #
					14. To ensure that suitable Policies and procedures are in place and communicated as appropriate. Ensuring suitable communications and trainings. 15. Ensuring discussions with Operations Risk to ensure that risks are documented, controls are in place and monitoring / testing is carried out. 16. Review and ensure that data flows and data inventories in place and up to date & periodically review of data Privacy Impact Assessment as required. 17. Any other task/role as may be decided by the Bank from time to time.

The Bank may also assign such other related jobs/ assignments as may be decided from time to time.

3. Terms of Appointment

No.	Particulars	Terms & Conditions
(i)	Period	Contract for a period of 3 years (extendable up to 5 years at Bank's discretion and subject to statutory and regulatory guidelines) to be reviewed every year.
(ii)	Nature of appointment	Appointment for the post will be contractual in nature
(iii)	Remuneration	Consolidated remuneration based on experience, Seniority level per annum (CTC) subject to deduction of taxes as applicable and review of performance on annual basis. CTC comprises of all the emoluments/allowances/benefits/perquisites, etc. paid as one time/ monthly/ periodically/ annually except as mentioned in the terms and conditions separately.
(iv)	Leave	12 days of Casual Leave (CL) for every calendar year. In addition to CL, appointee will be entitled for 15 days of leave each year. If the contractual period starts mid of a calendar year, proportionate CL and other leaves shall be accordingly granted on pro-rata basis. Un availed leaves, if any, shall neither be eligible for encashment nor carried forward.
(v)	Other facilities for official purposes	<ul style="list-style-type: none"> TA/HA, facility as per entitlement basis the final grade equivalent assigned for the respective positions Air travel entitlement as applicable for respective grade. The facilities are payable subject to approval of the supervisor.
(vi)	Termination of contract	<ul style="list-style-type: none"> The contract may be terminated by either party by giving to the other one month's notice or pay in lieu thereof. Further, absence beyond 15 days would result in termination of the contract, unless approved by the competent authority.
(vii)	Superannuation benefits	No superannuation benefit shall be applicable.
(viii)	Service rules	In addition to the terms and conditions of appointment, during the contractual period, the appointee shall generally be governed by the IDBI Bank Limited Officer's Conduct, Discipline and Appeal Rules, 2006 as amended from time to time.

(ix)	Accommodation	The applicants shall make own arrangements for his/her stay and it shall not be incumbent on the Bank to provide any residential accommodation.
(x)	Undertaking	The appointee shall furnish a non-disclosure undertaking in the prescribed format on the stamp paper of requisite value at the time of joining.
(xi)	Posting	Candidates are likely to be posted at Mumbai however the Bank reserves the right to post to any offices of the Bank or to any place as per requirement of the Bank.
(xii)	Residual Matters	As may be decided by IDBI Bank Ltd. from time to time.

4. **Selection Procedure :**

4.01 The selection process will comprise of:-

(i) Preliminary screening and shortlisting based on the eligibility criteria, candidate's qualifications, suitability/ experience, etc. submitted with the applications.

(ii) The candidature, after preliminary screening and without verification of documents, will be provisional and will be subject to verification of all details/ documents with the originals when a candidate reports for PI (if called).

(iii) Only shortlisted candidates who qualify in PI and rank sufficiently high in the merit list will be considered for further selection process.

(iv) The center & address of the venue, time and date of interview will be informed to the shortlisted candidates through e-mail / call letter and candidates have to attend the same at their own cost. Request for change of center/date/time will not be entertained. However, the Bank reserves its right to change/ add/ cancel the date, time, center, venue for the PI or hold supplementary selection process on particular date/ session/ venue/ center for set of candidates at its discretion, under unforeseen circumstances, if any. The changes, if any, shall be intimated to the candidates through Bank's website and/or candidate's registered e-mail in advance.

(v) Selection will be on the basis of marks secured by the candidate in PI. Bank may change the mode of selection depending upon the number of suitable candidates.

(vi) The final selection of candidate is subject to qualification in PI, being sufficiently high in the merit list, being declared medically fit as per the Bank's standards of fitness and fulfilling the stipulated eligibility criteria as on the cut-off date.

(vii) In case, more than one candidate scores the cut off marks (common mark at cut off point); such candidates will be ranked according to their age in descending order.

(viii) The Bank reserves the right to call only the requisite number of candidates for the Interview after preliminary shortlisting after considering the candidates' experience/qualification etc.

4.02 Mere eligibility, admission/qualification in PI does not imply that the Bank is satisfied beyond doubt about the candidate's eligibility and it shall not vest any right in a candidate for selection. 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. If appointed, such a candidate may be summarily removed from the services of the Bank.

Important: The PI may be held at the Bank's Corporate Office in Mumbai or virtually. While appearing for PI, if called, the candidate should produce valid prescribed documents given below. In the absence of documents candidature of the candidates shall be cancelled. Bank takes no responsibility to receive/ collect any certificate/remittance/ document sent separately.

5. **List of Documents to be produced at the time of PI (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) Print out of the original and valid Interview Call Letter.
- ii) Photo Identify Proof as indicated in Point 7 below.
- iii) Mark sheets & provisional / degree certificates for educational qualifications.
- iv) Work Experience: For the Past employer: Relieving Letters and Experience Certificate from the past employer and for the present employer: Experience certificate, Offer Letters, Pay or Salary Slips clearly indicating the date of joining and date of relieving for each of the past or previous employer(s) mentioning the functional area of experience. The experience certificate or testimonials produced by the candidates should indicate the date of joining and relieving, designation at the time of joining, date of promotion with designation, if any. In case the same is not mentioned in either the experience certificate or Relieving letter, a bonafide experience certificate is required mentioning the experience of the candidate in desired functional area along with the duration. 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 for cancellation.
- v) 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 joining the Bank, in the absence of which their candidature will not be considered.
- vi) Candidates will not be allowed to appear for the interview if he/ she fail to produce the relevant eligibility documents as mentioned above.

Note: Inability to produce any of the above mentioned documents (both original and attested copy) at the time of interview will render the candidates ineligible for the selection. **No documents shall be directly sent to the Bank by candidates before or after the interview.**

6. **How to apply:**

- a. Candidates are required to send their application to "rec.experts@idbi.co.in" mentioning the Name of the Post in the subject line.
- b. Intimation will be sent to the candidate's email ID/ Mobile Number specified in the application form. If candidates do not receive the email / SMS intimations at the email ID/ Mobile number specified by them, they may consider that their application has not been considered.

- c. An application which is incomplete in any respect such as without photograph and signature uploaded in the application form will not be considered as valid.
- d. Any information submitted by a candidate 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.

7. **Identity Verification**

At the time of PI, the original call letter along with a photocopy of the candidate's photo identity (bearing the same name as it appears on the call letter) such as PAN Card/ Passport/ Driving License/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer/ People's Representative along with a photograph / Identity Card issued by a recognized College/ University/ Aadhar card with a photograph/ Employee ID should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/ her details on the call letter, in the Attendance List and requisite documents submitted. **If identity of the candidate is in doubt the candidate may not be allowed to appear for the PI.**

In case of candidates who have changed their name, they will be allowed only if they produce original Gazette notification/ their original marriage certificate/ affidavit in original, mentioning the changed name.

Note: Candidates have to produce, in original, the same photo identity proof bearing the name as it appears on the application form/ call letter and submit photocopy of the same.

8. **General Eligibility**

Medical Fitness, Character and Caste (wherever applicable) verification of selected candidates: The appointment of selected candidates will be subject to their being declared medically fit as per medical fitness standards followed by the Bank and upon satisfactory verification of their character, antecedents and caste certificates (wherever applicable). Till such time, the appointment of the selected candidates in the Bank will be provisional. Such appointment will also be subject to the Service, Conduct Rules & Policies of the Bank.

9. **General Instructions**

- (i) Cut-off date: **September 01, 2024.**
- (ii) Before submitting the application form, the candidates must ensure that they fulfill all the eligibility criteria with respect to age, educational qualifications, experience, etc. as stated in this advertisement. If the candidates are not eligible, their candidature will be cancelled at any stage of the recruitment. If the candidate qualifies in the selection process and subsequently it is found that he or she does not fulfill the eligibility criteria, his or her candidature will be cancelled and if appointed, services would be terminated without any notice or compensation.
- (iii) **Candidates are required to send their application to "rec.experts@idbi.co.in" mentioning the Name of the Post in the subject line.**
- (iv) IDBI Bank reserves the right to modify or amend or reverse or cancel any or all of the provisions of the recruitment process including eligibility criteria.
- (v) IDBI Bank may at its sole discretion, re-hold PI or additional PI, wherever necessary in respect of a center or venue or specific candidates(s) and/or all centers or all candidates.

(vi) Any resultant dispute arising out of this advertisement and the selection process shall be subject to the sole jurisdiction of the Courts situated in Mumbai only.

Disclaimer: -

(i) 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 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.

(ii) Decisions of Bank in all matters regarding eligibility, conduct of examination, other tests and selection would be final and binding on all candidates, no representation or correspondence will be entertained by the bank in this regard.

Place: Mumbai

**Sd/-
General Manager
Human Resources
IDBI Bank Limited**
