

# India Post Payments Bank Limited

(A wholly owned undertaking of the Department of Posts, Govt. of India)

Post Box No: 760, Speed Post Centre, Market Road, Bhai Veer Singh Marg, New Delhi – 110 001

## **Recruitment of Chief Executive Officer (CEO)/ Managing Director (MD)**

India Post has received in-principle approval from RBI and approval from Cabinet for setting up India Post Payments Bank Limited.

India Post Payment Bank Limited (IPPB) invites applications from qualified candidates for the post of CEO/ MD who will be appointed at IPPB on a full time basis. Interested candidates who fulfill the eligibility criteria may apply by sending their resumes to the registered email id and postal address.

**The important dates are as follows:**

Activities	Dates
Last date to send Resumes by email	12.10.2016
Last date for receipt of hard copy of resumes at registered address	14.10.2016

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

**This advertisement contains the following details:**

Section	Section Title	Details in Section
<b>A</b>	Job Profiles and Competency/ Skill Requirements	Details on role of post of CEO/ MD, along with the desired competency/ skill for execution of said role, have been provided.
<b>B</b>	Eligibility Criteria	Details on the eligibility criteria such as age, educational qualification and experience have been provided.
<b>C</b>	Remuneration	Details of the Remuneration have been provided.
<b>D</b>	Selection Procedure	Brief on Selection Procedure has been provided.
<b>E</b>	Application Guidelines	Guidelines on application submission and other general instructions have been provided.

## **A. JOB PROFILES AND COMPETENCY/SKILL REQUIREMENT**

Job Profile of the Post of CEO/ MD of IPPB is as follows:

#	Function	Post	Job Profile
1	Corporate	Chief Executive Officer/ Managing Director	<ol style="list-style-type: none"><li>1. Define and shape the Vision, Mission and Values for IPPB.</li><li>2. Leverage the last mile connectivity of DoP to drive business growth and financial inclusion for the organization.</li><li>3. Oversee optimization of operations through appropriate mix of technology and physical touch points across the business operations of IPPB.</li><li>4. Ensure all regulatory and statutory guidelines are adhered to at all times across functions at IPPB.</li><li>5. Identify business partners across sectors such as Telecom, Financial Services etc.</li><li>6. Forge IPPB's business strategy and business plan (balancing commercial goals with financial inclusion goals).</li><li>7. Oversee definition of IPPB's product roadmap, product innovation and partnership with merchants, educational institutions, utilities etc.</li><li>8. Anticipate and respond to the payments and financial inclusion ecosystem, competitive landscape and market trends.</li><li>9. Manage cross-functional constraints and conflicts and provide resolutions as and when required.</li></ol>

## **B. 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 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 nationality, age, educational qualifications etc. in original along with a photocopy thereof in support of their identity and eligibility.

**Merely applying for / being shortlisted / appearing for the Interview and/ or subsequent processes does not imply that a candidate will necessarily be offered employment in IPPB.**

## **2. JOB SPECIFICATIONS**

The Age, Qualification and Experience as on 01.09.2016 for the Post of CEO/ MD are prescribed as under:

#	Function	Post	Job Specifications (Age, Minimum Qualification and Experience as on 01.09.2016)
1	Corporate	Chief Executive Officer	<p><b>Age Limit:</b> 40 to 55 years</p> <p><b>Note:</b> The candidate should be born not before 02.09.1961 and not later than 01.09.1976 (both dates inclusive).</p> <p><b>Minimum Educational Qualification:</b> Graduate from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>MBA from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body, is preferred.</li> <li>CAIIB Certification is preferred.</li> </ul> <p><b>Post Qualification Experience:</b> Minimum 15 years of experience in financial services (retail banking or electronic payment services or digital banking) is mandatory.</p> <p><b>(And)</b> Minimum 1 year of experience at CXO level in retail banking (or) electronic payment services (or) digital banking is mandatory.</p>

## **C. TENURE, REMUNERATION and ALLOWANCES**

### **1. TENURE**

The term of office of the holder of post shall be for 5 years subject to the age of superannuation as 60 years. The term may be further extended by a further period of 5 years after reviewing performance.

### **2. REMUNERATION**

- Fixed component of the compensation will be in line with compensation of MD of Public Sector Banks/ Additional Secretary of GoI.
- In addition he/ she will be eligible for variable pay as determined by the IPPB Board on the lines of Public Sector Banks/ CPSEs.

### **3. 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 based on Shortlisting and Personal Interview.

**Interview:** Applications received shall be screened and shortlisted on the basis of experience and eligibility conditions. The candidates may be called for preliminary interactions for the purpose of determining their eligibility. Adequate number of candidates as decided by IPPB will be shortlisted based on their qualification, experience and overall suitability for Interview. Final selection of the candidate will be done by the Bank Board Bureau (BBB).

## **E. APPLICATION GUIDELINES**

### **1. APPLICATION PROCEDURE**

- i. All candidates who meet the eligibility criteria are advised to send their resumes (as per the format defined in Annexure I) latest by 12/10/2016 to the following email id: **jobs@ippbonline.in**
- ii. The applicants are advised to specify the subject line of e-mail as "Application of Mr. / Ms. .... for the position of CEO of IPPB".
- iii. Applicants are also advised to caption/ name the file in the following format – "IPPB CEO\_Candidate Name" for easy identification.
- iv. The hard copies of the filled resume should be received at the following address by 14/10/2016:

Ms. Madhumita Das  
Director  
India Post Payments Bank Limited  
Post Box No: 760, Speed Post Centre Building,  
Market Road, Bhai Veer Singh Marg, New Delhi -110 001

### **2. DOCUMENTS TO BE BROUGHT TO THE INTERVIEW**

The following documents in original, together with a self-attested photocopy, in support of the candidate's eligibility and identity are to be invariably submitted at the time of Interview, failing which the candidate may not be permitted to appear for the Interview. Non-submission of requisite documents by the candidate at the time of Interview will debar his/ her candidature from further participation in the recruitment process.

- i. Printout of the valid Interview Call Letter
- ii. Resume
- iii. Photo Identify Proof such as Passport/ Aadhaar/ e-Aadhaar Card/ PAN Card/ Driving Licence/ Voter's Card
- iv. Mark sheets & certificates for educational qualifications: Proper document from Board / University for having declared the result on or before 01.09.2016 has to be submitted.
- v. 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.

- vi. Candidates serving in Government / quasi Government 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.
- vii. Any other relevant documents in support of eligibility
- viii. Candidates will not be allowed to appear for the Interview if he/ she fails to produce the relevant eligibility documents as mentioned above.

In case of non-receipt of hard copies of application with required documents by the aforesaid date, their candidature will not be considered for shortlisting and Interview.

### **3. 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 also be liable to be dismissed from the services of IPPB at any time, even after being selected and after joining IPPB in 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 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 recruitment conducted by IPPB.

### **4. GENERAL ELIGIBILITY**

Medical fitness and character 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 and caste certificates (wherever applicable). Till such time as this verification is completed, their appointment will be provisional.

### **5. GENERAL INSTRUCTIONS**

- i. Candidates should satisfy themselves about their eligibility for the post applied for.
- ii. Candidates serving in Govt./ Quasi Government 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.

- iii. In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment.
- iv. Candidates are advised in their own interest to send their resumes to the mentioned address much before the closing date and not to wait till the last date.
- v. 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.
- vi. 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.
- vii. Candidates are advised to keep their e-mail ID alive for receiving advices, viz. Call Letters/ Interview date advices etc.
- viii. Decisions of IPPB in all matters regarding eligibility, conduct of Interview, other tests and selection would be final and binding on all candidates. No representation or correspondence will be entertained by IPPB in this regard.
- ix. Appointment of selected candidate is subject to his/ her being declared medically fit as per the requirement of IPPB. Such appointment will also be subject to the service and conduct rules of IPPB for such post in IPPB, in force at the time of joining IPPB.
- x. 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.
- xi. Candidates called for Interview will be paid Airfare (Economy Class)/ I-AC railway fare on production of actual bills.

## **6. ANNOUNCEMENTS**

All further announcements/ details pertaining to this process will only be published/ provided on IPPB authorised website <http://www.indiapost.gov.in/> from time to time

## **7. 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, 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/-  
Director - IPPB  
Speed Post Centre, Market Road  
Bhai Veer Singh Marg,  
New Delhi - 110 001

## Annexure I – Format of Resume

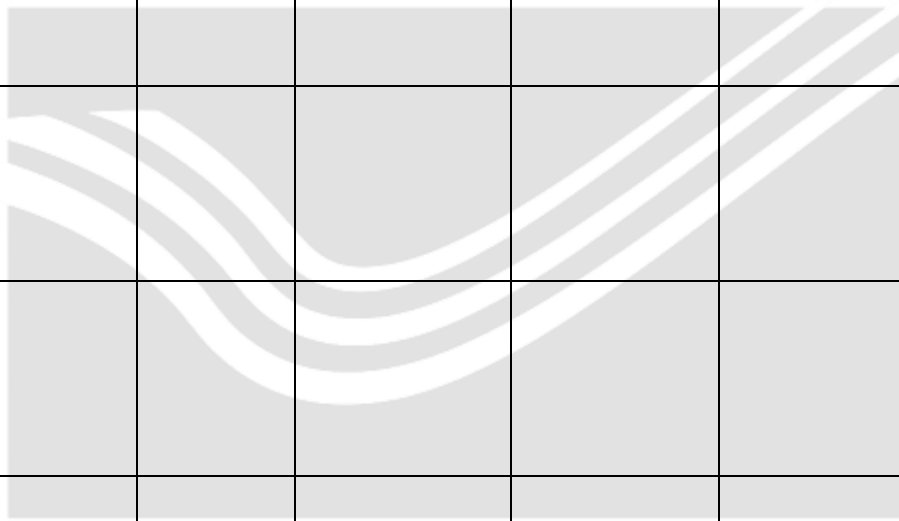
**Note:** Please print this resume, fill it up with your details, scan the filled resume and email it to [jobs@ippbonline.in](mailto:jobs@ippbonline.in). The hard copy of the filled resume can be sent to the address as mentioned in the application procedure.

<b>Name:</b>	
<b>Residential Address:</b>	<b>Landline #:</b>  <b>Mobile #:</b>  <b>Email:</b>
<b>Date of Birth:</b>	<b>Age as on 01.09.2016:</b>
<b>Name of Organization in which currently employed:</b>	<b>Present place of posting:</b>
<b>Designation &amp; Current Scale:</b>	<b>Date of Last promotion:</b>
<b>Current Department of Posting:</b>	<b>No of years of experience as on 01.09.2016:</b>
<b>Professional certifications (if any) (Name of Certification, Institute and Year of award):</b>	<b>Date of Joining current role:</b>
<b>Graduate Qualification (Name of Institute, Degree of Specialization, Year of Passing):</b>	<b>Post Graduate Qualification (Name of Institute, Degree of Specialization, Year of Passing):</b>

**Employment History (Covering roles and organizations)**

<b>Name of Organization</b>	<b>Sector/ Industry</b>	<b>Period of Employment</b>	<b>Scale and Designation at time of leaving</b>	<b>Brief Responsibilities</b>

भारतीय डाक



India Post



**Experience Details to meet job specification**

<b>Function</b>	<b>Sector/ Industry</b>	<b>No of years and period of working</b>	<b>Responsibilities in Brief (That meets the experience requirement for the post as per job specification)</b>

**Experience in different geographical areas (specify location and period in each)**

**Training Details:**

<b>Sr. No.</b>	<b>Name of the Programme</b>	<b>Institute / Organization</b>	<b>Period</b>
1			
2			
3			

**Special Achievements:**

1	
2	

**Areas of strength in banking:**

1	
2	
3	

**Name and signature:**

**Date:**