



Advertisement no HR&IR/O/2024/1115

dated 29.05.2024

Last date of submission 12.06.2024

**RECRUITMENT OF MANAGERS**

Indian Banks' Association (IBA) is a voluntary, representative body of management of banking in India operating out of India. With an initial membership representing 22 banks in India in 1946, IBA currently represents over 248 banking Organizations operating in India.

IBA was formed on September 26<sup>th</sup>, 1946 for development, coordination and strengthening of Indian banking, and assist the member banks in various ways including implementation of new systems and adoption of standards among the members.

Over the years, the IBA has emerged as the voice of the Indian Banking Industry and a torch-bearer for the issues of the Indian Banking System. The Association is embarking on a transformation journey in order to drive excellence and better position itself to champion the cause of the Banking Industry which is on a journey of growth.

Indian Banks' Association (IBA) is looking for qualified and experienced professionals for the position of Managers as details mentioned below:-

Sl. No.	Position	Educational Qualification	Work Experience	Age
1	Manager (Vacancy 2)	A Degree (Graduation) in any discipline from a University recognized by the Govt. Of India / Govt. bodies / AICTE	5 years experience in Banking / Financial industry or hospitality sector is preferred.	Age should be not less than 25 years and not be more than 35 years as on 01.05.2024 (Should have been born between 02.05.1989 and 1.05.1999)
2	Manager (PS&BT) (Vacancy 1)	B.E./ B.Tech (Computer Science)/ B.Sc (IT)/ MCA or equivalent certifications from reputed Institutes	5 years experience preferably in Banking or Financial Sector (in their IT Department) / IT Industry.	
3	Manager (Legal) (Vacancy 1)	LLB or equivalent certifications from reputed Institutes	5 years of experience in handling Legal matters in Banking or Financial Sector / Legal firm is preferred	

**A. ROLES & RESPONSIBILITIES :- are appended as Annexure A.**

**B. PLACE OF POSTING :- Mumbai.**

**C. APPLICATION FEES: - NIL**

**D. EMOLUMENTS:-**

- i. Basic Pay range of ₹ 45600- 108900 at present.
- ii. In addition, DA, HRA, Conveyance Allowance, Telephone Allowance, Annual Leave Travel Allowance, Annual Medical Aid and Annual Performance Incentive are payable. The total emoluments per annum excluding Annual Performance Incentive at the minimum of the pay scale comes to ₹ 10.92 Lakhs per annum approx.

- iii. IBA employees are covered under Family floater medical insurance policy.
- iv. Currently all employees are covered under Term Life Insurance cover of Rs. 25 Lakhs.
- v. Superannuation benefits, viz., Gratuity, Leave Encashment and PF/ EPS as per EPF Act, 1952 are also payable in terms of IBA Staff Rules.
- vi. In lieu of HRA, Lease accommodation may be availed as per IBA Lease Rental Policy
- vii. Probation and Confirmation: The selected candidates will be on probation for a period of one year from the date of joining. Their confirmation in the Association's service will be decided in terms of the provisions of the IBA Staff Rules.

#### **E. SELECTION PROCEDURE:-**

Selection will be based on short listing of applicants and subsequent round of Personal Interview and / or any other selection method: -

- i. IBA reserves the right to change (cancel/ modify/ add) any of the criteria, method of selection and provisional allotment etc.
- ii. IBA reserves its right to call candidates in a particular ratio, at its sole discretion as per the IBA's requirement. Only shortlisted candidates shall be called for interview.
- iii. Adequate number of candidates as decided by the IBA will be shortlisted based on their qualification, experience and overall suitability for the post. Most suitable candidates will be called for the selection process (PI/any other selection method) and merely applying / being eligible for the post does not entitle the candidate to be eligible for the selection process.
- iv. The qualifying marks in Interview / selection procedure will be decided by the IBA.
- v. A candidate should qualify in all the processes of selection i.e. PI and / or other selection method (as the case may be) and should be sufficiently high in the merit to be shortlisted for subsequent process.
- vi. 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.
- vii. Only Shortlisted Candidates shall be informed.

## **F. HOW TO APPLY:-**

Candidates are required to have a valid personal email ID and Contact Number. It should be kept active till completion of this recruitment project. IBA may send call letters for Personal interview and/or Selection Process on 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.

- i. Candidates shall be required to apply to the position/s only through the link :- (<https://career.iba.org.in/>). Applications received through any other source shall be not accepted.
- ii. The name of the candidate should be mentioned correctly in the application as it appears in the certificates / mark sheets. Any change / alteration found at a later stage may disqualify the candidature.
- iii. Candidates shall also be required to upload passport size photograph and signature as per the size mentioned in the link.
- iv. An acknowledgement number shall be generated on submission of the application. Candidates should keep a note of the acknowledgement number for future reference.
- v. Applications once submitted shall be considered as final and no amendments shall be permitted. Therefore, candidates should take due care before submitting the applications.
- vi. The last date and time for receipt of application shall be Wednesday, 12.06.2024, 5.00 p.m.

## **G. GENERAL INFORMATION:-**

- i. Candidates should satisfy themselves about their eligibility for the post applied for as on the cut-off date (1.05.2024) and also ensure that the particulars furnished by him/her are correct in all respects.
- ii. In case of multiple applications received from a candidate for a single post, the candidate may be disqualified at the discretion of IBA.
- iii. There is no bar in submitting applications for more than one post.
- iv. Candidates serving in Govt./Quasi Govt. offices, Public Sector undertakings including Nationalized Banks and Financial Institutions are advised to submit 'No Objection Certificate' from their employer at the time of interview, failing which their candidature may not be considered. In case of selection, such candidates will be required to produce relieving letter from the employer at the time of taking up the engagement and clearance from the respective authorities, wherever applicable.
- v. Candidates to appear for the interview at their own cost. No TA/DA will be reimbursed to candidates for appearing in the Interview.

- vi. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai.
- vii. Only such of those candidates who are short-listed for appearing in the Personal Interview will be intimated, through e-mail only.
- viii. Appointment of shortlisted candidate will be subject to his / her being declared medically fit as per the requirement of the Association. Such appointment will also be subject to the Service Regulations & Conduct Rules of IBA.
- ix. Selected candidates will be required to produce a valid discharge certificate/relieving letter from their last employer before joining the service.
- x. Any kind of canvassing will immediately result in disqualification.
- xi. IBA is an Equal Opportunity Employer.
- xii. The applicants are not required to upload the scanned images of the Proof of age, Academic qualification Certificate and Experience Certificate at the time of application. They are supposed to declare its correctness. The candidates shortlisted for interview shall be required to send these documents by mail before their interview. Once selected the originals shall be verified.
- xiii. For all the positions good working knowledge of computers and proficiency in MS Office is required.
- xiv. The eligibility criterion / criteria can be relaxed by IBA in case suitable number of applicants are not found.
- xv. The IBA reserves the right to defer / modify or cancel the process of recruitment in any or all the streams if suitable candidate are not found.
- xvi. A merit list of the shortlisted candidates shall be prepared on the basis of his personal interaction with the Interview Board for all the streams. Candidate placed highest in the merit list shall be offered the position in respective streams. In case he / she either fails to turn up or declines the offer, candidate next in merit shall be offered the post. This merit list such prepared shall cease to be valid after 31<sup>st</sup> March, 2025

**Place: Mumbai**  
**Date: 29.05.2024**

**Roles & Responsibilities :-** The principal responsibilities are mentioned below, however the role shall not be limited to the below responsibilities. Responsibilities may keep on changing as per the need and requirement of the organisation :-

Sl. No	Position	Roles & Responsibilities
1.	Manager (Payment Settlement & Banking Technology)	<ul style="list-style-type: none"> <li>• Handling day to day inward and outward correspondence with stakeholders</li> <li>• Seeking and compilation of views of various stakeholders</li> <li>• Scheduling and Coordinating Video Conferencing Meetings</li> <li>• Scheduling and arranging physical Meetings</li> <li>• Hardware &amp; Software Procurement</li> <li>• Installing and configuring/troubleshooting computer systems including server, desktop, laptops, software, networks, printers, and scanners</li> <li>• Vendor coordination for maintenance of hardware, software, network</li> <li>• Vendor coordination for maintaining websites.</li> <li>• Arranging sanction and payment to various vendors.</li> <li>• Monitor data backups and disaster recovery operations.</li> <li>• Any other role &amp; responsibilities assigned by the competent authority.</li> </ul>
2.	Manager (Legal)	<ul style="list-style-type: none"> <li>• Administering various activities involved in Legal function across Banking industry, i.e. policy development &amp; documentation.</li> <li>• Liaison with various stake holders on Legal matters.</li> <li>• Responsible for drafting multiple circulars, government communications, project reports, counter affidavits for court cases, etc.</li> <li>• Maintaining healthy relationship with the vendors/agencies.</li> <li>• Collecting and maintaining various data related to Legal matters</li> <li>• Assisting in monitoring court cases and initiate suitable action, if required.</li> <li>• Possess good communication and drafting skills</li> <li>• Any other role &amp; responsibilities assigned by the competent authority.</li> </ul>
3.	Manager (Generalists)	<ul style="list-style-type: none"> <li>• Arranging sanction and payment to various vendors.</li> <li>• Seeking and compilation of views of various stakeholders</li> <li>• Handling day to day inward and outward correspondence with stakeholders</li> </ul>

		<ul style="list-style-type: none"><li>• Initiate drafting of letters, reports, Notes, etc.</li><li>• Maintain database and extract useful information whenever required.</li><li>• Provide secretarial and administrative support to various Committees.</li><li>• Assisting in day-to-day activities of IBA</li><li>• Arrange timely response to various stakeholders</li><li>• Any other role &amp; responsibilities assigned by the competent authority.</li></ul>
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