

VIJAYA BANK
(A Govt of India Undertaking)
HEAD OFFICE: BENGALURU – 560 001

NOTIFICATION NO.03/2017

Vijaya Bank is a premier Public Sector Bank, with its Head Office at Bengaluru, having a network of more than 2100 branches plus offices all over India with total employee strength of over 16200.

The Bank, founded on 23.10.1931, is a pioneer in introducing new & innovative trend setting products tailor made to the diverse needs of varied clientele. The Bank completed its platinum jubilee in the year 2006. The total business crossed Rs.2.29 lakh crore as at March 2017 in congruence with the Bank's Mission, **"To emerge as a prime national bank backed by modern technology, meeting customer's aspirations with professional banking services and sustained growth contributing to national development."**

The Bank invites applications (On-Line only) through Bank's website **www.vijayabank.com** for engagement of senior executives as **'Advisor-Treasury on Contract basis'**.

SCHEDULE OF ACTIVITIES

SN	Particulars	Date
1	Opening date for On-Line Registration and Download of Application	22.11.2017
2	Closing date for On-Line Registration: (For All Applicants, including those from Far Flung Areas)	09.12.2017
3	Last date for Receipt of duly filled hard copy of Application at Head Office-Bengaluru (For All Applicants, including those from Far Flung Areas)	14.12.2017

The application along with relevant documents has to be sent to the Bank's Head Office at the address as mentioned in **point no 3 (b) (12) under "procedure for applying"**. There is no other means/ mode of application. Unless the downloaded application duly filled in all aspects, along with relevant documents and photograph is received by post, the candidature is not valid. Mere registration/download/payment of fees does not ensure candidature.

1. The eligibility criteria and other details with regard to the engagement of Advisor-Treasury on Contract basis are as under:

Sn	Particulars	Advisor-Treasury on Contract basis
1	Name of the post	Advisor-Treasury on Contract basis
2	Number of posts	01
3	Location	Head Office, Bengaluru, Karnataka
4	Cutoff date for eligibility	01.11.2017
5	Age	Minimum 45 years, Maximum 65 years as on 01.11.2017.
6	Period of Contract	The period of engagement shall be initially for a period of 03 year. Depending upon the Bank's requirement, the period of engagement may be extended for an additional term of two years at the sole discretion of the Bank. The maximum period of engagement will not be more than 05 years.
7	Educational qualification	Graduation in any discipline from a recognized university. Professional qualification in Treasury will be an added advantage and will be preferred.
8	Experience	a. The Executive should be of the level of Dy. General Manager/ equivalent and above in Public Sector/Private Banks / Financial Institutions, Investment firms, etc.

		<p>b. Applicant should be currently working in PSBs/Financial Institutions, Investment firms / organizations handling treasury operations.</p> <p>OR</p> <p>Applicant should have retired / resigned from such organizations mentioned above on or after 01.11.2016.</p> <p>c. He/She should have a minimum of 15 years (aggregate) experience in Treasury.</p> <p>d. He/she should have a good track record and shall not be facing any criminal charges/investigation.</p> <p>The following attributes will be an added advantage:</p> <p>a. Overseas postings and exposure.</p> <p>All round experience in all fields of treasury like Forex, Equity, Derivatives and Fixed money market.</p>
9	<p>Job Profile</p> <p>OR</p> <p>Roles & Responsibilities</p>	<p>The roles & responsibilities of Advisor(Treasury) include but are not limited to the following:</p> <ol style="list-style-type: none"> 1. Advising head of Treasury in the areas of decision making for maintaining the position, investment in securities market without any compromise on quality, 2. The Advisor should advise the Bank in all fields of treasury like Forex, Equity, Derivatives and Fixed money market, 3. Perform within the ambit of permitted guidelines as per Treasury Policy of the Bank and RBI guidelines, 4. Ensure proper control in funds management and apprise the Funds Committee on daily basis and alert the concerned on threshold levels, and 5. Ensure adherence to statutory and policy guidelines in conducting operations in dealing rooms, investment in Bonds, Equity, Mutual Funds and other operations related to treasury management. 6. As the Bank intends to expand its business overseas, the Advisor should guide the Bank for getting all necessary approvals and ensure compliance of all regulatory requirements with regard to opening of overseas branches.
10	Compensation & benefits	<p>The compensation shall be ₹ 75,000/- paid in lumpsum every month on consolidated basis.</p> <p>In addition to the above, the selected candidate shall be eligible for:</p> <ol style="list-style-type: none"> a. House Rent Reimbursement (HRR) of ₹ 25,000 p.m. In case he/she owns a dwelling unit in his/her name or in the name of the spouse at the place of engagement, he/she will be paid lumpsum of ₹ 10000 pm. b. Mobile / phone expenditure will be paid at a lumpsum of ₹ 2500 pm. c. Actual TA/DA expenses for outstation visits as applicable to GM cadre. d. A lumpsum of ₹ 25000 pm. will be paid towards conveyance. e. Only Twelve days paid off during the period of engagement (one year) other than those holidays which are available to serving employees. <p>The selected candidate shall not be eligible for any other facilities like quarters facilities/HRA, hospitalization,</p>

		Provident Fund, Pension, Sick Leave & Privilege Leave, etc. as applicable to the employees of the Bank.
11	The application fee/intimation charges to be charged	SC/ST/PWD: ₹ 100/- -(towards intimation charges only). All Others including OBC: ₹ 600/- for application including intimation charges of ₹ 100/-. Payment to be made through online mode only.
12	Nationality/ Citizenship:	The 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 01.01.1962, 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 the candidates belonging to categories (ii), (iii), (iv) and (v) above, should be a person in whose favour a certificate of eligibility has been issued by Government of India. A candidate in whose case a notification of eligibility is necessary may be admitted to the interview conducted by the Bank 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.
13	Mode of Selection/Selection process	The mode of selection shall be Interview/Interaction. The selection will be based on the performance of the shortlisted candidates in personal interview/Interaction.
14	Shortlisting & Final Selection	The application details received and the relevant documents will be scrutinized and shortlisted by the committee formed for this purpose. The Bank reserves the right to call only the requisite number of candidates for the interview/interaction after preliminary screening/shortlisting with reference to candidates' aforesaid attributes. The selected candidate, upon acceptance of offer of engagement, shall enter into a contract with the Bank.
15	Other terms of contract	Other terms of the contract: <ul style="list-style-type: none"> a. The Contract shall be without obligation to regular employment. b. Performance will be subjected to a quarterly review. c. The contract may be terminated without cause by either of the parties by giving a month's clear notice. d. The period of contract may be extended by an additional term of two years at the sole discretion of the Bank. However, maximum period of engagement will not be more than 05 years.

2. General Instructions:

- (a) Qualifications/Experience: The qualification/experience prescribed are the minimum. Candidates possessing higher qualifications/experience suitable for the post will be given preference, both at the time of short-listing and Interview/Interaction. Candidates must possess the qualification/experience as on **01.11.2017**.
- (b) The Bank takes no responsibility for any delay in receipt or loss in postal transit of any application or communication.

- (c) **As the applications are to be processed by a computerized system, it is essential that the online application is strictly in accordance with the prescribed format and is properly and completely filled and contains no corrections/alterations/overwriting in the printout of the application sent to the Bank.**
- (d) Before applying, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this notification. Decision of 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 conduct of Interview/Interaction, selection and any other matter relating to engagement will be final and binding on the candidate.
- (e) **The Bank in this regard, shall entertain no correspondence or personal enquiries.**
- (f) In case, it is detected at any stage of selection process or at a later stage that a candidate does not fulfill the eligibility norms and/or that he/she has furnished 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 engagement, the contract may be terminated.
- (g) A printout of application not accompanied by copies of necessary and relevant certificates/documents or not in prescribed format or not signed by the candidate or incomplete in any respect, will not be entertained.
- (h) A recent passport size photograph identical to the present appearance of the applicant should be firmly pasted beside the uploaded photograph on the printout of application and should be signed across by the candidate. Three copies of the same photograph should be retained for use during the course of this project. Candidates are advised not to change their appearance till the process is complete. Failure to produce the same photograph at any time during the process may lead to disqualification.
- (i) The shortlisted candidates will have to appear for Interview/Interaction at their own expense.
- (j) 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 or at any point of time later. At any point of time during this process, if a candidate is (or has been) found guilty of:
(i) using unfair means or
(ii) impersonating or procuring impersonation by any person or
(iii) misbehaving in the Interview/Interaction or
(iv) resorting to any irregular or improper means in connection with his/her candidature by selection or
(v) obtaining support for his/her candidature by any means
such a candidate, in addition to rendering himself/herself liable to criminal prosecution, shall be liable :
(a) to be disqualified from the Interview/Interaction for which he/she is a candidate; (b) to be debarred, either permanently or for a specified period, from any examination or recruitment conducted by Bank.
- (k) Any resultant dispute arising out of this notification shall be subject to the sole jurisdiction of the Courts situated in Bengaluru.
- (l) The Bank takes no responsibility to connect any certificate/remittance sent separately.
- (m) In case any dispute arises on account of interpretation in version other than English, English version will prevail.

3. HOW TO APPLY:

The candidates can apply only online from **22.11.2017** to **09.12.2017** (both days inclusive) and no other mode of application will be accepted.

a) Pre-Requisite for applying online:

Before applying online, candidates should:

- (1) Have a valid personal email ID, which should be kept alive for entire duration of the project. In case a candidate does not have a valid personal email ID, he/she should create his/her new email ID before applying online and must maintain that email account. Third party email ID is not permitted.
- (2) Keep the necessary details of educational Qualification, Post qualification work experience and other personal details ready for entering in the online application.
- (3) Scan the passport size photograph ensuring that it conform to the required specification given in Annexure-I, of this notification.
- (4) Candidates are advised in their own interest not to share with/mention to any other person, their login/user credentials generated specifically for this project.

Non-refundable Application fees/Intimation Charges (payable only through online mode):

Category of Applicant	Amount Payable
For SC/ST/PWD candidates	₹ 100.00 (Intimation charges)
For All others including OBC	₹ 600.00 (application fees & intimation charges)

Transaction charges, if any, for Online Payment of application fees/ intimation charges shall be borne by the candidate.

Note: Payment of application fees by any other mode except online payment gateway integrated with the online application will not be accepted. Instruments like Demand Draft / Banker's cheque / Indian postal orders received towards payment of application fees/ intimation charges will neither be accepted nor be returned back to the applicants under any circumstance. Application fees/Intimation Charges are non-refundable and once paid will not be refunded on any account. Also, the application fee/intimation charges cannot be held in reserve for any other examination or selection.

b) Procedure for applying online:

- (1) Candidates are required to visit the Bank's website "www.vijayabank.com" and click on the "Careers" link to access "**Notification No.03/2017**".
- (2) Eligible candidates are then required to click on the corresponding link to apply online.
- (3) Candidates will have to enter their basic details in the online application form. Candidates are required to upload their photograph as per the specifications given in the 'Guidelines for Scanning and Upload of Photograph '(Annexure I).
- (4) After entering the basic details and uploading the photograph, a user-id & Password will be generated which will be sent to the candidate's registered E-mail ID/Mobile number. Candidates should note their user-id and Password for future reference and should be kept confidential.

- (5) After obtaining the user-id and password, the candidates are required to login and fill the other requisite particulars like education, experience and complete the payment process.
- (6) The application form is integrated with the payment gateway.
- (7) The payment can be made by using Debit or Credit Cards or Internet Banking.
- (8) On successful completion of the payment and filling in all the details in the On-Line Application at appropriate places, click on the "SUBMIT" button at the end of the Online Application format. Before pressing the "SUBMIT" button, candidates are advised to verify every field filled in the application for its correctness.
- (9) If the online transaction has not been successfully completed then the following message will be displayed 'Your online transaction was unsuccessful. Please register again'. Candidates may then revisit the 'Apply Online' link and fill in their application details again. It may be noted that the candidates will be able to download the application only when it is complete in all respects and when the payment is made successfully.
- (10) Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date to deposit the fees to avoid the possibility of disconnection/ inability/ failure to log on to the Bank's website on account of internet failure/ website jam/congestion/choking.
- (11) The 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 the Bank.
- (12) After applying Online, candidate should obtain a Print-Out of Computer Generated Online Application, which should be annexed with all necessary documents substantiating the candidature and should be sent through ordinary post only, in a closed envelope super-scribed "**APPLICATION FOR ADVISOR-TREASURY ON CONTRACT BASIS-2017-2018** in Vijaya Bank", to the following address:

**The Deputy General Manager-HRD
Vijaya Bank, Head Office
#41/2, Trinity Circle, M.G. Road
Bengaluru-560001.**

Note:

- Other means of submission of application and documents like speed post/registered post/courier/scanned copy by email/hand delivery etc. are strictly not considered.
- After submitting payment information in the online application form, DO NOT press Back or Refresh button in order to avoid double charge.
- For Credit/Debit Card users, all prices are listed in Indian Rupee.
- To ensure the security of the data, please close the browser window once transaction is completed.

Special instructions:

- a) Hard copy of the application pasted with recent photograph besides scanned photograph, signed at appropriate place, must be accompanied by Copies of under mentioned certificates (only self-attested true copies of certificates) should be sent by candidates along with the application through Post:

1. Birth certificate/Secondary School Certificate/School Leaving Certificate/10th standard or any other documentary proof of age.
2. Marks Sheets (year-wise) showing specifically the subject studied and certificate/s in support of educational qualifications viz., 10th/ SSLC, 12th/PUC. Graduate Degree, Post-graduate Degree, Professional Research, etc if any
3. Experience certificate/s specifying designation, Grade/Scale, job profile, period of service (with specific dates, emoluments, activity profile of previous and present employers, etc.), if any

4. Last Date:

Last date for receipt of application along with payment Details & other relevant documents including from far flung areas:	14.12.2017
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The Bank will not be responsible for any loss of application/documents in transit or non-receipt of application within

the last date for receipt of application. The application received after last date will not be entertained.

5. CALL LETTERS FOR INTERVIEW/INTERACTION:

Short listed candidates will be able to download the call letters from the Bank website or will receive call letters by post/email at the correspondence address/email-id given by the candidate in their online application. Requests for sending letters to a different address/email subsequently will not be entertained.

6. ANNOUNCEMENTS:

All further announcements/details pertaining to this Project will be published / provided in our Bank's website www.vijayabank.com from time to time. Applicants are advised to visit the Bank's website at regular intervals, for all further announcements / details.

CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.

Date : 22.11.2017
Place: Bengaluru.

**NIRMALA SRIDHAR
GENERAL MANAGER (PERSONNEL)**

URL: <https://www.vijayabank.com/Careers/Careers-List>

ANNEXURE I

GUIDELINES FOR SCANNING AND UPLOAD OF PHOTOGRAPH

Guidelines for scanning and Upload of Photograph (4.5cm × 3.5cm)

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

Photograph Image:

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Size of file should be between 20kb–50kb.

Scanning the photograph:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Color to True Color
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph, then use the upload editor to crop the image to the final size (as specified above).
- 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.
- Candidates using MS Windows/Microsoft Office can easily obtain photo in .jpeg format not exceeding 50kb by using MS Paint or Microsoft Office Picture Manager. Scanned photograph in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50 kb (photograph) by using crop and then resize option in the 'Image' menu. Similar options are available in other photo editor also.
- If the file size and format are not as prescribed, an error message will be displayed.

Procedure for Uploading the Photograph

- Browse and Select the location where the Scanned Photograph file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload' button

Note:

Your Online Application will not be registered unless you upload your photograph as specified. In case the face in the photograph is unclear the candidate's application may be rejected. After uploading the photograph in the online application form, candidates should check that the image is clear and has been uploaded correctly.

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