(A Government of India undertaking)
Corporate Office, 254-260, Avvai Shanmugam Salai, Royapettah, Chennai – 600014.

**ENGAGEMENT OF DATA PROTECTION OFFICER ON CONTRACTUAL BASIS**

INDIAN BANK, a leading Public Sector Bank, with headquarters in Chennai having geographical presence all over India and abroad invites applications from Indian Citizens for engagement of **Data Protection Officer on Contractual Basis.**

The eligibility and terms of service is furnished here under:

| S.No. | Parameters | Criteria |
|---|---|---|
| 1. | Age (as on 01.11.2023) | Minimum age – 40 years &<br>Maximum Age – 60 years<br>(Inclusive of all relaxations) |
| 2. | Educational Qualification | B.E. / B.Tech. / M.E./ M.Tech in Software Engineering / Computer Science & Engineering/ Information Technology / Computer Technology / Electronics / Electronics & Communications / MCA from a University recognized by the Govt. Of India / Govt. bodies / AICTE etc.<br>Legal studies will be an added advantage.<br>**Additional professional certifications Preferred:**<br>• Certified EU GDPR Foundation<br>• CIPP (Certified Information Privacy Professional)<br>• CIPM (Certified Information Privacy Manager)<br>• CDPSE (Certified Data Privacy Solutions Engineer)<br>• CIPT (Certified Information Privacy Technologist) |
| 3. | Experience | 15 years of minimum post qualification work experience in the area of Data Privacy & Data Security in BFSI sector in an organization with business of Rs. 25000 crore or above.<br>Current level: Executive/ supervisory grade in Corporate / Public Sector.<br>• Preference will be given to: Experience in Data Privacy Laws & Regulations and other Data Security areas with associated IT skills. |

| S.No. | Parameters | Criteria |
|---|---|---|
| 4. | Cut-off date for age, qualification and experience | As on 01.11.2023 |
| 5. | Selection process | Selection process can consist of multiple rounds of screening followed by interview and or other processes like Written tests, Group Discussions, Psychometric tests, Presentation etc as may be decided by the Bank. |
| 6. | Remuneration | Negotiable and shall not be a limiting factor for deserving candidate.<br>Variable Pay over and above the fixed salary but linked to achieving of specific target set specifically for the purpose shall be payable on quarterly basis. The fixed pay and variable pay will be in the ratio of 80:20 of the CTC. |
| 7. | Scope of work / KRA | 1. Ensure compliance with data protection & and privacy legislation in India and other relevant countries, as applicable.<br>2. Perform periodic personal data protection audits of the bank's customers or reviews, including all relevant manual filing systems, archived systems, and backup data, in order to ascertain the Bank's compliance limited to the Digital Personal Data Protection (DPDP) Act of India 2023.<br>3. Analyze and take appropriate measures to rectify any deficiencies identified by the personal data protection audit stated in point 2 above.<br>4. Conduct data privacy impact assessment (DPIA) limited to the Digital Personal Data Protection (DPDP) Act of India 2023.<br>5. Create and submit relevant reports to CISO and to the Senior Management/ Board as and when required.<br>6. Collaborate with supporting functions (Legal, IT, InfoSec & Compliance, etc.) to stay up to date with new processes and policies.<br>7. Maintain records of processing operations [ Personally Identified Information (Pll), Data flow Diagram (DFC)) & Records of Processing Activities (RoPA)]<br>8. Provide education by way of imparting training and alternate awareness programs to customers on data privacy<br>9. Provide customer data protection-related advice while developing new IT systems and procedures, drafting of data protection notices, obtaining consent from data |

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|---|---|---|
| | | subjects, and operation of the HR function related to data privacy.<br>10. Put in place processes and procedures to deal with data subject (customer) access requests and aid & and advice in respect of such requests.<br>11. Provide advice and assistance for managing Pll (Personally Identifiable Information) related data breaches (if any), including liaising with the Supervisory Authority on behalf of the Bank and coordinating with the CISO, ITD, and legal for any additional data protection requirements and legal management of Data protection. |
| 8. | Specific Skills Required | 1. Possess specialized knowledge and skill in the General Data Privacy Regulation and similar Data Privacy regulations worldwide, underpinned by theory and experience.<br>2. Expertise in Data Privacy laws & and regulations such as General Data Protection Regulation (“ CDPR"), UK Data Protection Act 1998, Digital Personal Data Protection (DPDP) Act, 2023<br>3. Implementation knowledge of data privacy processes and practices.<br>4. Skill in interpretation of relevant Indian laws and legislations and subsequent local implementation.<br>5. Ability to work with cross-functional teams, attention to detail organizational skills, and multitasking.<br>6. Ability to manage staff, implement budgets, and impart relevant delivery.<br>7. Ability to maintain confidentiality, deal with situations in a sensitive manner, and work under pressure.<br>8. Ability to communicate across all organizational boundaries in an appropriate manner.<br>9. Self-starter with continual professional and/ or personal self- development. |
| 9. | Period of Engagement & Terms of Contract | On contractual basis for a fixed term of 3 years extendable further for a period of 1 year at a time, but not exceeding 5 years, subject to needs and requirements of the Bank. |
| 10. | Place of work | Chennai or as decided by the Bank |
| 11. | Application Fees / Intimation Charges | Rs 100/- (inclusive of GST) for SC / ST / PwBD candidates.<br>Rs 1000/- (inclusive of GST) for all other Candidates. |

| S.No. | Parameters | Criteria |
|---|---|---|
| 12. | Leave | 30 Days in a year on pro rata basis and unavailed leaves will not be carried forward or encashed. |
| 13. | Termination of contract | Three months' notice or Three month's compensation in lieu thereof. |
| 14. | Accountability | Selected candidates shall be subject to the applicable laws and guidelines issued by regulatory/ government authorities/ CVC etc. as applicable to regular employees of the Bank and shall also be subject to the code of conduct and disciplinary rules as applicable to the regular employees, for a period they are in service with the Bank. They shall be subjected to the same degree of accountability and supervision as is applicable to the regular employees of the Bank. |

**Procedure for applying: -**

1. Application complete in all respects as per the prescribed format (Annexure A) along with copies of all the credentials as enumerated in Clause 2 below should be sent in a closed envelope super scribed "**Application for Data Protection Officer on Contractual Basis**" to the following address:

**Chief General Manager (CDO & CLO), Indian Bank**
**Corporate Office, HRM Department, Recruitment Section**
**254-260, Avvai Shanmugham Salai, Royapettah, Chennai, Pin - 600 014, Tamil Nadu.**

All eligible and interested candidates should apply in the prescribed application format to reach the address cited above on or before **01.01.2024**. Any application received after the due date will be summarily rejected.

**Application fees / Intimation charges:**

Rs 100/- (inclusive of GST) for SC / ST / PwBD candidates.
Rs 1000/- (inclusive of GST) for all other Candidates.

Candidates shall pay the fees/charges in the below mentioned account through Internet Banking / NEFT/RTGS. The Reference number/UTR Number shall be specified in the Application form.

Account Name : **ENGAGEMENT OF DATA PROTECTION OFFICER ON CONTRACTUAL BASIS**
Account Number : **7261065878**
Bank & Branch : Indian Bank, Royapettah
Account Type : Current Account
IFSC Code : IDIB000R021

2. The following credentials (photocopies only) are to be enclosed along with the application Form

a. Proof of date of Birth
b. Mark sheet and Passing certificate of all Educational, Technical / Professional qualifications
c. Experience certificate(s) specifying designation / job profile, period of service (with specific dates), emoluments, activity profile of previous and present employers, etc.
d. Photo Identity proof and Address proof

3. Candidates are required to have a valid personal email ID and Mobile number for contact. It should be kept active during the currency of this project. Bank may send call letters for interview through the registered email ID.

4. Candidates are advised to apply well in advance and Bank will not be responsible if candidates are not able to submit before the due date for any reason beyond the control of the Bank.

**GENERAL INSTRUCTIONS**

a.The Bank reserves the right to place the selected candidates in any of the functional area of the Bank, other than those advertised, if found suitable.

b. Candidates serving in Govt. / Quasi Govt. offices, Public Sector undertakings including Nationalized Banks and Financial Institutions are required to submit 'No Objection Certificate' from their employer at the time of interview.

c. Decision of the Bank in all matters regarding eligibility of the applicant, the stages at which such scrutiny of eligibility is to be undertaken, documents to be produced, Personal Interview, selection and any other matter relating to recruitment will be final and binding on the applicant.

d. Bank reserves the right to shortlist requisite number of candidates and only those shortlisted candidates will be called for interview/interaction.

e. Candidates belonging to reserved category including, for whom no reservation has been mentioned, are free to apply for vacancies announced for unreserved (General) category provided, they must fulfill all the eligibility conditions applicable to unreserved (General) category.

f. In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the engagement.

g. 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 interview, selection and any other matter relating to recruitment will be final and binding on the

candidates. No correspondence or personal enquiries shall be entertained by the Bank in this regard.

h. Merely satisfying the eligibility norms does not entitle a candidate to be called for interview. Bank reserve the right to call only requisite number of candidates for interview after preliminary screening/ short listing with reference to candidate's qualification, suitability, experience etc. The decision of the Bank in this respect shall be final. No correspondence will be entertained in this regard.

i. Bank reserves right to cancel the Recruitment Process entirely or for any particular post at any stage.

j. No Travelling Allowance is payable to candidates who are called for interview.

k. Any dispute arising out of and/or pertaining to the process of recruitment under this Advertisement shall be subject to the sole jurisdiction of the Courts situated at Chennai.

l. Request for change of contact no./address/ email ID/interview centre will not be entertained.

m. In case any dispute arises on account of interpretation of version other than English, English version will prevail.

n. Before applying for the post, candidate should satisfy himself/herself that he/she fulfils the eligibility and other norms mentioned in this notice. Bank would be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible. The decision of the Bank shall be final in deciding about qualification, experience and other eligibility norms.

o. Engagement of selected candidates is subject to their being declared medically fit as per the requirements of the Bank. Such engagement will also be subject to the Rules & Policies of the Bank.

p. His / Her engagement on contract is for a specific period as stated above, and as such should not be construed as an offer of employment or a regular employment in the Bank.

q. The terms & conditions of engagement is whole and simple governed by the provisions of the contract and the engagement shall not be construed as an employment in the Bank and the provisions of PF / Gratuity / Pension, etc. shall not apply in this case.

r. Unless the Bank extends the contract for further period, on completion of the contractual period of 3 years, his / her engagement shall automatically come to an end. There will not be a need for issuance of communication by the Bank for termination of the contract after the above said period.

s. Canvassing in any form will be a disqualification.

**Dated: 12.12.2023** **Place: Chennai** **Chief General Manager (CDO & CLO)**