



(A Government of India undertaking)

Corporate Office, 254-260, Avvai Shanmugam Salai, Royapettah, Chennai – 600014.

ENGAGEMENT OF PROFESSIONALS ON CONTRACTUAL BASIS FOR WHOLLY OWNED SUBSIDIARY - 2024

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 its Wholly Owned Subsidiary for engagement on contractual basis as

Post Code	Post	Vacancy
1	CHIEF FINANCIAL OFFICER	1
2	COMPANY SECRETARY	1
3	HEAD OF HUMAN RESOURCE	1
4	HEAD OF TECHNOLOGY	1

The Job Description of these positions are as follows:

CHIEF FINANCIAL OFFICER

Strategic Initiatives:

- Develop and execute an Expense Management strategy aligned with the company's financial goals and objectives.
- Create and establish yearly financial objectives in consultation with Senior Management.
- Provide insights and recommendations to Senior Management for both short-term and long-term growth plans based on financial evaluations.
- Ensure all financial metrics of the company are in line with the board's direction.
- Engage with consultants and investors to support financial operations and decision-making.
- Periodically benchmark all processes within Finance department with market standards. Based on benchmarks identified, implement best in class practices within Finance department.
- Engage with CEO and help finalizing the operating model for the company.

Regular Business Activities:

- Supervise the Finance & Accounts department to ensure proper functioning at all levels, including databases and financial software/solutions.
- Enhance and implement financial and accounting systems, processes, tools, and control systems.

- Supervise and adopt best practices in the preparation and finalization of Financial Statements.
- Handle Income Tax Returns, compile documents in the Income Tax Scrutiny, reply to Notices, and manage Income Tax refund procedures.
- Ensure adherence to statutory and regulatory guidelines
- Oversee creation of budgets, ensuring that expenditures remain within board approved limits.
- Negotiate contracts, pricing, and terms with vendors and suppliers to achieve cost savings.
- Ensure that the company receives value for money in its transactions.
- Ensure invoices are processed with Indian Bank at agreed TAT and as per company guidelines
- Ensure payments are made to vendors as per the agreement
- Ensure queries from vendors and Indian Bank are addressed adequately.
- Review and ensure the application of appropriate internal controls, financial procedures, and various compliances such as TDS, TCS etc.
- Ensure accurate and timely submission of financial data to the company's board of directors.
- Implement robust Control Self-Assessment process for Finance team and for the overall organization in partnership with the Control team
- Ensure processes are put in place to comply with GST and corporate governance code
- Supervise the month-end closure process, reviewing procedures and eliminating inefficiencies.
- Manage preparation and support of all external audits.
- Adopt Market leading practices for capital budgeting, capital financing and working capital management
- Provide observations about Business Contracts in the context of GST, Income Tax Laws, and Companies Act.

Remarks: Job Description mentioned above is only illustrative and not exhaustive. Jobs, in addition to the above mentioned, may be assigned from time to time for the above post.

COMPANY SECRETARY

- To provide to the directors of the company, collectively and individually, such guidance as they may require, about their duties, responsibilities, and powers.
- To facilitate the convening of meetings and attend Board, committee and general meetings and maintain the minutes of these meetings.
- To obtain approvals from the Board, general meeting, the government, and such other authorities as required under the provision of the Act.
- To represent before various regulators, and other authorities under the Act in connection with discharge of various duties under the Act.
- To assist the Board in the conduct of the affairs of the company.
- To assist and advise the Board in ensuring good corporate governance and in complying with the corporate governance requirements and best practices.
- To discharge such other duties as have been specified under the Act or rules and such other duties as may be assigned by the Board from time to time.
- Handle Secretarial Audit, Corporate Governance Audit, Statutory Audit etc.
- Draft and finalize notices and replies under the Negotiable Instruments Act, Insolvency & Bankruptcy Code, Arbitration etc.
- Timely filing of all applicable statutory/regulatory forms/returns.
- Maintain statutory registers as required under Companies Act and other statutory regulations.
- Draft/Vet letters for MOU, contracts/agreements etc.

- Ensure timely preparation of Annual Report.
- Ensure timely conduct of General Meeting of shareholders and completion of all activities/functions related thereto.
- Report impact analysis of various statutory circulars/changes in regulatory regulations to the company's Board.
- Being subsidiary of Indian Bank, maintain close interaction with Indian Bank on corporate governance and other statutory/regulatory matters.

Remarks: Job Description mentioned above is only illustrative and not exhaustive. Jobs, in addition to the above mentioned, may be assigned from time to time for the above post.

HEAD OF HUMAN RESOURCES

- Design, lead, and manage a human resources operating platform to support growth of the operations services subsidiary.
- Finalize manpower plan & compensation levels aligned with the operating model and review and monitor on an ongoing basis.
- Finalize job roles, KRAs and skillsets across levels (Senior Management to Junior Management).
- Finalize the organization structure for the Operations Services Subsidiary and review and monitor on an ongoing basis.
- Design end-to-end performance management systems to ensure career development, aligning with compensation and benefits policies for retention.
- Lead, motivate and inspire teams, across functions. Act as the “keeper of the culture and values” for the organization.
- Support in identifying and managing HR vendors for activities such as recruitment, compliance, systems, etc.
- Design and rollout HR systems to be implemented for smooth functioning of HR activities at the Operations Services Subsidiary.
- Design and rollout HR processes & policies for the Operations Services Subsidiary and review/monitor on an ongoing basis.
- Design and rollout Learning & Development/ Training initiatives for the Operations Services Subsidiary.
- Support bank in any other activities pertaining to support and rollout of the Operations Services Subsidiary.

Remarks: Job Description mentioned above is only illustrative and not exhaustive. Jobs, in addition to the above mentioned, may be assigned from time to time for the above post.

HEAD OF TECHNOLOGY

- Develop and execute Technology roadmap for Operations Services Subsidiary. Key components include application landscape, infra and network requirements, security framework and associated considerations.

- Coordinate and engage with various stakeholders for setup, operationalization and monitoring of the Operations Services Subsidiary from Technology perspective.
- Drafting technology related policies (infosec, data sharing, etc.) for the Operations Services Subsidiary and maintain them on an ongoing basis.
- Own the technology procurement and vendor management process to enable procurement of cost-effective technological equipment and software.
- Develop and enhance the information security management framework and Business Continuity framework for the subsidiary
- Set up and monitor the tech org structure and governance.
- Work with the Bank's IT & Top management in identifying tech interventions to channelize transaction requests from front to Back office.
- To design roadmap and ensure standardization, modernization, consolidation and managing of IT infrastructure and operations including deployment and management of Private/Public/Hybrid cloud infrastructure for Applications.
- Provide inputs for Vendor Management, Agile Development approaches.
- Drive system migrations and manage cutovers with minimal affect to real-time operations.
- Oversee the scale and expansion of Tech and IT operations and infrastructure.
- Support bank in any other activities pertaining to support and rollout of the Operations Services Subsidiary.

Remarks: Job Description mentioned above is only illustrative and not exhaustive. Jobs, in addition to the above mentioned, may be assigned from time to time for the above post.

The eligibility and terms of service is furnished here under:

S.No.	Parameters	Criteria	
1.	Age	<u>Chief Financial Officer:</u> Minimum age – 35 years & Maximum Age – 57 years (Inclusive of all relaxations)	<u>Company Secretary:</u> Minimum age – 30 years & Maximum Age – 57 years (Inclusive of all relaxations)
		<u>Head of Human Resources & Head of Technology:</u> Minimum age – 36 years & Maximum Age – 57 years (Inclusive of all relaxations)	
2.	Educational Qualification	<u>Chief Financial Officer:</u> • CA • Being member of Institute of Company Secretaries of India will be an added advantage.	

S.No.	Parameters	Criteria
		<u>Company Secretary:</u> - Should hold a Bachelor's degree in any discipline from a recognized university in India and must be a member of Institute of Company Secretaries of India. (Degree in Law will be an added advantage). <u>Head of Human Resources:</u> - Post-Graduation Diploma in Management / MBA or Post Graduation with specialization in Personnel Management or Human Resources related field (Labour Relations / Labour Studies / Organization Development / Organization Behaviour, etc.) from a university recognized by the Govt. of India/Govt. bodies/AICTE <u>Head of Technology:</u> - Engineering Graduate or MCA from a University recognized by the Govt. Of India /Govt. bodies/AICTE etc. Preference shall be given to the Candidates who possess B.E. / B.Tech. / M.E. / M.Tech from a recognized University / Institution in Software Engineering/ Computer Science & Engineering / Information Technology / Computer Technology / Electronics / Electronics & Communications. <u>Preferred Qualification:</u> - Post-Graduation Diploma in Management / MBA from a University recognized by the Govt. of India/Govt. bodies/AICTE
3.	Experience	<u>Chief Financial Officer:</u> 10+ years of experience in BFSI - Experience in all areas of Finance, Accounts, Taxation, Compliance, Budget Planning etc. <u>Preferred Experience</u> - Experience of working in a shared services organization

S.No.	Parameters	Criteria
		- Strong understanding of financial aspects related to a Shared Services Organization - Experience in handling regulations and compliance framework, including but not limited to securities law, corporate governance codes - Experience as Company Secretary in a company <u>Company Secretary:</u> - Minimum 3 years of post-qualification experience, out of which he/she should have held the position of company secretary in a company having paid-up capital of INR 10 crores or above - Experience in handling regulations and compliance framework, including but not limited to securities law, corporate governance codes. <u>Preferred Experience</u> - Experience of working in an Operations Shared Services set up - Experience leading to develop and implement corporate governance policies, procedures and best practices tailored to the unique needs and risk of the shared services sector. - Experience in e-filing through government and other portals <u>Head of Human Resource:</u> 15+ years of HR experience of which at least 5 years should be in capacity of a HR Head of a reputed organization with sizeable employee base. - Experience in any service industry, preferably in financial services sector. - Experience in Shared Services entities of BFSI companies preferred. <u>Head of Technology:</u> - Minimum 12 years of overall post-qualification experience in IT with regulated financial services organization or in technology/ software organizations engaged in creating large scale products/ platforms/ applications for the BFSI industry. - Out of the above, minimum 4 years of experience should have been in leading teams in the area of Datacenters,

S.No.	Parameters	Criteria
		Networking, Infrastructure management and operations shared services setup/operations services subsidiary. • Strong understanding of Technology in a Banking context across applications, infrastructure and security aspects • Exposure to data sharing and data privacy guidelines <u>Preferred Experience</u> Experience in leading technology for Operations Shared Services set up
4.	Cut-off date for age, qualification and experience	As on 01.02.2024
5.	Selection process	Selection will be by way of (1) Scrutiny of applications and (2) Interview of shortlisted candidates by Selection Committee. In case no. of applicants is substantially large, Written Test / Group Discussion / Preliminary interview process or a combination of aforementioned eligible / suitable candidates may be adopted. • Mere satisfying the eligibility norms do not entitle a candidate to be called for interview. • The Bank reserves the right to reject any application not suiting the Bank's requirements without assigning any reason whatsoever and call only the requisite number of candidates out of those who fulfill the eligibility criteria as may be required for the post.
6.	Remuneration	Negotiable and not a limiting factor for deserving candidate.
7.	Period of Engagement & Terms of Contract	On contractual basis for an initial term of 3 years after incorporation of the subsidiary, subject to annual review based on needs and requirements of the Bank / Subsidiary and extendable for further period.
8.	Place of work	Chennai or as per requirement
9.	Leave	30 Days per year on Pro-rata basis.
10.	Application Fees / Intimation Charges	Rs 100/- (inclusive of GST) for SC / ST / PwBD candidates. Rs 1000/- (inclusive of GST) for all other Candidates.
11.	Termination of contract	Three months' notice or Three month's compensation in lieu thereof.

S.No.	Parameters	Criteria
12.	Accountability	Selected candidates shall be subject to the applicable laws and guidelines issued by regulatory / government authorities / CVC etc. as applicable in the subsidiary and shall also be subject to the code of conduct and disciplinary rules as applicable to the subsidiary employees, for a period they are in service. They shall be subjected to the same degree of accountability and supervision as is applicable to the regular employees of the subsidiary.

S.No.	Parameters	Criteria
13.	Scope of work / KRA	KRAs <u>Chief Financial Officer:</u> • Optimally manage working capital, cash flow and liquidity to ensure smooth functioning of the subsidiary. • Preparation of Balance Sheet • Building strong relationships with stakeholders such as investors, board members, internal employees etc. to ensure the subsidiary supports the Bank in outsourcing of its activities. • Ensure key financial metrics are met as per the directions from the board. • Build and manage a strong team of finance executives who will handle all aspects of company's finances. • Ensure adherence to company policies in expense and receivable management. • Facilitate internal and external audits related to expenses. • Ensure budgets are planned and executed within board approved limits. • To discharge such other duties as may be prescribed <u>Company Secretary:</u> • To report to the Board about compliance with the provisions of the Companies Act 2013, the rules made thereunder and other laws applicable to the company. • To ensure that the company complies with the applicable Secretarial Standards. • To discharge such other duties as may be prescribed.

		<u>Head of Human Resource:</u> • Design, rollout and manage Organization Structure for the subsidiary • Define job roles, KRAs, skillsets, compensation levels and monitor on an ongoing basis • Oversee HR vendor onboarding and periodic performance assessment • Design and rollout HR processes & policies and monitor on ongoing basis • Design and monitor Learning & Development Initiatives on an ongoing basis Design, lead, and manage human resources operating platform for the subsidiary <u>Head of Technology:</u> • Develop and execute Technology roadmap for Operations Services Subsidiary • Design and monitor Technology infrastructure across DC and DR • Finalize Technology Security model and monitor on an ongoing basis • Design, rollout and monitor InfoSec and BCP Policies • Set up and monitor technology governance and organization structure • Establish and run the Technology procurement process and policies. Oversee the scale and expansion of Tech and IT operations and infrastructure.
--	--	---

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 superscribed “**Application for Engagement as Professionals on Contract Basis for Wholly Owned Subsidiary -2024**” 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 **29.02.2024**. 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 PROFESSIONALS FOR WOS ON
CONTRACTUAL BASIS.

Account Number : 7559466011

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. Candidates can apply for Multiple Posts separately subject to fulfillment of eligibility criteria and remittance of fees and application form separately for each post applied.

b. 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.

c. 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 / Subsidiary and the provisions of PF / Gratuity / Pension, etc. shall not apply in this case.

d. 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 / Subsidiary.

e. Unless the contract is extended for further period, on completion of the contractual period of three years, the contractual engagement shall automatically come to an end. There will not be a need for issuance of communication for termination of the contract after the above said period.

f. The Bank takes no responsibility for any delay in receipt or loss in postal transit of any Application or Communication.

g. The Bank reserves the right to alter, modify or change the eligibility criteria and / or any of the other terms and conditions spelt out in this notice, including criteria for qualifying/method and procedure for selection.

h. Only those candidates who fulfil the eligibility criteria will be called for interview and intimated by email.

i. Candidates will have to produce original certificates for educational qualifications, experience, age, category etc. at the time of interview, in support of his/her eligibility, as per the details furnished in the application, failing which the candidate will not be allowed for interview and their candidature will be cancelled.

j. 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.

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

l. 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.

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

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

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

p. Canvassing in any form will be a disqualification.

Dated: 13.02.2024

Place: Chennai

Chief General Manager (CDO & CLO)