



UNDERTAKING

INFORMATION SECURITY RESPONSIBILITIES OF USER: -

01. The Bank has approved Information Systems Security Policy and Cyber Security Policy and you shall abide to all the safeguards, policies and procedures mentioned in the same.
02. You shall be responsible for the systems and the information on these systems that you use and shall be completely accountable for the results because of your action / inaction.
03. You shall not disclose all or any information that is important / critical or confidential for the Bank of Maharashtra, outside the Bank's premises or to unauthorized individuals knowingly or unknowingly. You shall ensure the accuracy and completeness (Integrity) of information you have access to.
04. You shall take all the necessary precautions to ensure that no third party or unauthorized software, is installed on your system / desktop and such occurrences shall be reported to your superiors as soon as possible. You shall also adhere to incident management policy of the Bank and report any security incidents as per incident reporting procedures.
05. Before making any changes to information systems or information processing facilities, you shall follow approved change management procedures and take necessary approvals for any changes to information systems or facilities assigned to you.
06. You shall access only the relevant data that is required for the job assigned to you.
07. You shall make sure that you shall not use any external device or media for storage of data. If required, you shall make use of it after proper authorization from the concerned authorities and use it for official purpose only.
08. You shall ensure that the following actions pertaining to information system (s) assigned to you are followed judiciously.
 - Backup of Information.
 - Updating of Antivirus software on device whenever applicable.
 - Physical security of the device when in use and not in use.
 - Using strong passwords on systems and information processing facilities as per password policy of the Bank.
 - Making sure information is not visible or accessible to unauthorized users.
09. You shall take special care when using mobile facility e.g. notebook, Palmtops, Laptops, handhold devices (PDAs etc.) and mobile phones to ensure that business information are not compromised and Bank's image / reputation is not tarnished due to improper usage of mobile facilities.
10. You shall not click links or open attachments received from and external email unless you recognize the sender and know that the content is safe.
11. You shall also abide by the policy guidelines / safeguards governing use of IT Assets and changes in guidelines from time to time.
12. Information assets of the Bank are provided for business purposes to authorized users and you shall adhere to safe and acceptable usage practices that do not disrupt business or bring disrepute to the bank.
13. You shall to keep your desk and desktop clean. To maintain information security, you need to ensure that all printed in scope data is not left unattended at your workstation.
14. You shall not leave your computer / system unattended and shall always lock your computer, when not in use.
15. You shall refrain from using official email for personal purposes and sending inappropriate content via email.



बैंक ऑफ महाराष्ट्र
Bank of Maharashtra
भारत सरकार का उद्यम
एक परिवार एक बैंक

BANK OF MAHARASHTRA
HRM DEPARTMENT, HEAD OFFICE , PUNE

16. You shall not subscribe to mailing lists of interest news groups using Bank's Mail ID allotted to you.
17. Bank's confidential information shall not be sent outside the network without proper authorization.
18. You shall not forward mails to your personal account from the bank's email ids containing confidential information.
19. In case, internet access is provided to you, it shall be used for official purposes only and you shall refrain from performing personal activities over internet.
20. Bank reserves right to monitor and review internet / mail usage of users to ensure compliance to the Bank's policy.
21. The participation in a social networking channel (like blog, wiki, online social network or any other form of online publishing or discussion) is personal decision of an employee. The Bank appreciated the freedom of using one's personal time. Employee's activities in or outside of work that may affect the employee's job performance, the performance of others, or is against the interest of the Bank shall be under scrutiny and supervision.
22. All employees using mobile computing platforms for business shall make sure that the device is never left unattended in an insecure place and is locked away wherever possible.

(Signature of Candidate)

Name: -

Joining for the Post of: -

Date: -