

 <p><b>बैंक ऑफ महाराष्ट्र</b> Bank of Maharashtra भारत सरकार का उद्यम एक परिवार एक बैंक</p>	<p><b>मानव संसाधन प्रबंधन विभाग</b> <b>Human Resources Management Department</b> प्रधान कार्यालय: लोकमंगल, 1501, शिवाजीनगर, पुणे-5 Head Office: LOKMANGAL, 1501, SHIVAJINAGAR, PUNE-5 टेलीफोन/TELE-020 : 25614270-74 ई/मेल-e-mail : <a href="mailto:homcoper@mahabank.co.in">homcoper@mahabank.co.in</a></p>	 <p>स्वच्छ भारत एक कदम स्वच्छता की ओर 'स्वच्छता अभियान' की सफलता हेतु हम प्रतिबद्ध हैं</p>
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AX1/ ST/RP/CHIEF RISK OFFICER/2019-20

Date:- 21-11-2019

**RECRUITMENT NOTIFICATION**

**RECRUITMENT OF CHIEF RISK OFFICER ON CONTRACT BASIS**

**Date for submission of Application (in Hardcopy) starts from 25.11.2019 to 07.12.2019.**

**BANK OF MAHARASHTRA**, leading listed Public Sector Bank with Head Office in Pune and all India Network of branches invites offline applications from candidates for engagement of **Chief Risk Officer (Equivalent to General Manager Cadre- TEGS VII) on Contract Basis for the fixed period of three years, extendable by one year at a time subject to maximum term of 5 years** shall be posted at Head Office, Pune or any other office as per Bank's requirement.

We are looking for talented individuals with winning attitude to be partners in the growth journey of the Bank through shouldering responsibility as **Chief Risk Officer**.

**1) DETAILS OF NUMBER OF POSTS, RESERVATION & AGE:-**

Name of the Post	Scale	Age (Years)	No of Vacancies						Of which PWBD			
			SC	ST	OBC	EWS	UR	Total	LD	VI	HI	d&e
Chief Risk Officer (TEGS-VII General Manager Cadre)	Contract Basis	45 - 55	0	0	0	0	1	1	0	0	0	0
<b>Total</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Abbreviations stands for:-**

SC-Scheduled Caste, ST:- Scheduled Tribe, OBC:-Other Backward Classes, EWS:-Economically Weaker Section, UR:- Unreserved, PWBD:-Persons with Benchmark disabilities, LD:-Locomotor Disability, VI:-Visual Impaired, HI:- Hearing Impaired, d &e:-Multiple Disabilities.

**There is no reservation for SC/ST/OBC/EWS candidates. However they can apply as General Candidate without being eligible for any concession / relaxation.**

**Note:-**

- Before applying, candidates are requested to ensure that they fulfill the eligibility criteria for the post as on the date of eligibility.
- Candidates are advised to check Bank's website regularly for details and updates. No separate intimation / advertisement etc will be issued in case of any change / update.
- The above number of vacancies are provisional and may vary according to actual requirement of the Bank, subject to availability of suitable candidates.
- The candidates belonging to reserved category for which no reservation has been announced are free to apply for vacancies announced for unreserved category. However they must fulfil all the eligibility conditions of unreserved category.
- Eligibility Criteria and other details: - **Age, Qualification, Experience as on 30.09.2019.**
- \*Vacancies reserved for OBC category are available only to the 'Non-creamy layer' OBC candidates. 'Creamy layer' OBC candidates should indicate their category as 'General'. # Vacancies for PWD category candidates are reserved horizontally. @ PWD categories under clauses 'd' & 'e' of Section 34(i) of RPWD Act 2016 – (i) "Specific Learning Disability" (SLD); (ii) "Mental Illness" (MI); (iii) "Multiple Disabilities" (multiple disabilities amongst LD, VI, HI, SLD & MI).
- Reservation for Economically Weaker Section (EWS) in recruitment is governed by Office Memorandum no. 36039/1/2019-Estt (Res) dated 31.01.2019 of Department of Personnel & Training, Ministry of Personnel, Public Grievance & Pensions, Government of India.



**2) ELIGIBILITY CRITERIA:-**

1	Post	<b>Chief Risk Officer</b> (Equivalent to General Manager Cadre -TEGS-VII). On a fixed contractual term of three years, extendable by one year at a time, subject to a maximum term of 5 years.
2	No. of Posts	01 (One Only).
3	Mandatory Educational Qualification	<b>Graduate Degree, with:-</b> a) Professional certification in Financial Risk Management from Global Association of Risk Professionals, or b) Professional Risk Management Certification from PRMIA Institute;
4.	Desirable Educational Qualification	a) Holder of Chartered Financial Analyst Charter awarded by CFA Institute, Or b) Designated as Chartered Accountant by the Institute of Chartered Accountants of India, or equivalent abroad, or c) Designated as a Cost and Management Accountant by the Institute of Cost Accountants of India, or equivalent abroad.
5.	Mandatory Experience	Five years' experience in corporate credit and risk management at the level of Assistant General Manager or above in one or more PSBs, or having similar roles and responsibilities in one or more regulated lending entity, with minimum experience of one year in corporate credit and one year in risk management.
6.	Desirable Experience.	Good understanding of market risk and/or liquidity management and / or operational risk, with exposure to analytics being an added desirable experience.
7	Job Responsibilities	<ul style="list-style-type: none"> <li>• Focus on creating, designing and implementing a risk function that supports the strategic goals of the Bank. Lead the integrated Risk Management initiatives in the Bank.</li> <li>• Setting the vision and strategy of the Enterprise Risk function working in conjunction with Top Management/Zonal Heads of the Bank.</li> <li>• Developing, managing and refining qualitative and quantitative risk reporting which meets the needs of the Credit Risk Management Committee, Operational Risk Management Committee, Market Risk Management Committee, Asset Liability Committee, Risk Management Committee and Board of Directors in order to support effective decision making. Approve reports of capital adequacy return &amp; present to executive level RMC.</li> <li>• Build a robust risk management framework and architecture for the Bank bringing together a number of teams (operational risk, credit risk, interest rate risk, market risk, stress testing, modeling and analytics) and managing the enterprise wide risk.</li> <li>• Building and leading a highly collaborative and proactive risk function that is able to navigate the increasingly complex business and regulatory environment that the Bank operates in.</li> <li>• Ensuring broad &amp; complete understanding of the combined risks of their business and their inter-relationships. Simulate crisis scenario to test BCP for IT and beyond and also define crisis management response plan. Standardise risk vocabulary to identify common risk.</li> <li>• Formulating and articulating a coherent risk appetite and infrastructure. Embedding a positive culture of confident and informed risk taking through training, communication and promotion of the agreed risk framework. Ascertain risk adjustment to yields on Treasury Income and assessing of profitability net of risk.</li> <li>• Responsible for compiling, assessing and reporting risk information to the</li> </ul>



		<p>top management and the Board. Placing OMs / notes to various committees of the Board with due recommendation.</p> <ul style="list-style-type: none"> <li>• Allocate capital based on risk – risk based LCR impact on the loan / credit facility and identifying the expected credit loss provisions.</li> <li>• All other roles and responsibilities as prescribed by Reserve Bank of India from time to time.</li> </ul>
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**3) DURATION OF CONTRACT:-**

- a. The candidate shall be appointed on contract basis for a fixed period of 3 years, extendable by one year at a time, subject to a maximum term of 5 years.
- b. The performance of the selected candidate shall be reviewed by Managing Director & CEO / Executive Director of the Bank every year.

**4) REMUNERATION FOR THE POST / OTHER TERMS AND CONDITIONS:-**

- a. Selected candidate will draw a starting basic pay of Rs. 76,520/- pm. In the scale of Rs. 76,520/- (2120/4) – 85,000/- applicable for the post of General Manager in TEGS VII.
- b. The Gross monthly emoluments for the post will be Rs. 1,43,650.00 (approximately).
- c. The selected candidate will also eligible for the perquisites / Quarter facility (in lieu of HRA) as applicable to the post of General Manager.
- d. Initially engagement will be for a period of three years which will be extended by one year at a time, subject to a maximum term of 5 years and based on the performance of the selected candidate.
- e. **Casual Leave (CL):** CL in a year the rate @ 1 CL for every month of service, out of which not more than 4 days leave can be taken at a time. However, if his / her absence exceeds eligible leave in a month, proportionate amount shall be deducted for each day of his/her absence over and above the one day permissible leave from the consolidated payment. Balance of the leave shall not be allowed to carry over to the next year.
- f. **Privilege Leave (PL)** computed at one day for every 11 days of service on duty, provided no PL will be availed up to first 6 months of service. Accumulated leave will not be encashable.
- g. **Place of posting:-**The position / place of posting of candidate will ordinarily be at Head Office, Pune. However, the Bank reserves right to post the selected candidate as per bank's requirement.
- h. **Reporting Authority:-** The CRO will directly report to Managing Director & CEO / Executive Director / Risk Management Committee of the Board.

**5) SELECTION PROCEDURE:-**

- a) Selection will be through Group discussions and personal interview. A preliminary screening of application may be carried out by the Bank to shortlist eligible candidates with reference to candidate's qualifications, suitability / experience etc. to be called for Group Discussion and interview. While short listing the candidates, we may consider additional qualification, greater experience and level of responsibilities handled.
- b) Final Selection will be on the basis of marks secured by the candidate in Group Discussions and personal interview. Total marks allotted for GD and interview are 20 & 80. In case bank decides that the final selection only personal interview, then there shall be interview for 100 marks. Bank may change the mode of selection depending upon the number of candidates. **The candidate has to secure minimum 50 marks in interview.**
- c) Thus, merely fulfilling minimum qualification and experience criteria would not automatically entitle a candidate for the interview. Bank reserves the right to change the modalities/ criteria of selection/recruitment process etc.



Mere eligibility / admission to Group Discussions / Interview / pass in GD/ interview does not imply that the Bank is satisfied beyond doubt about the candidate's eligibility and shall not vest any right in a candidate for selection. The Bank would be free to reject the candidature of any candidate at any stage of recruitment process, if he / she is found to be ineligible and / or furnished incorrect or false information / certificates / documents or has suppressed any material facts and the fees paid by the ineligible candidates shall be forfeited. If appointed, such a candidate may be summarily removed / terminated from the services of the Bank.

**6) NATIONALITY / CITIZENSHIP:-**

A candidate must be either (i) a Citizen of India or (ii) a subject of Nepal or (iii) subject of Bhutan or (iv) a Tibetan Refugee who came over to India before Jan.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 of a candidates belong to categories (ii), (iii), (iv) & (v) above shall be a person in whose favor certificate of eligibility has been issued by the Govt. of India. A candidate in whose case a certificate of eligibility is necessary may be admitted to examination/Group discussions/interview conducted by the Bank, but on final selection, the offer of appointment will be given only after the necessary eligibility certificate issued to him by Government of India is submitted to the Bank.

**7) PROCEDURE FOR APPLICATION:-**

**a) How to Apply:-**

- 1) Applicants have to submit their applications in the format enclosed as annexure (a) along with self- attested documents.
- 2) Last date for submission of application is 07.12.2019. No application shall be entitled beyond the stipulated date.
- 3) Incomplete applications or not supported requisites documents will be rejected.
- 4) Application fee to be remitted by the applicants along with the application for Recruitment is as under inclusive of GST @ 18% on application fee (**Non-Refundable**) :-

Sr	Category	Application Fee + Intimation Charges	GST	Total
01	All candidates	1,000.00	180.00	1,180.00

- 5) Address the application, superscribing "**APPLICATION FOR THE POST OF CHIEF RISK OFFICER**" to

**General Manager**  
**Bank of Maharashtra, H.R.M Department,**  
**Head Office, " Lokmangal ", 1501, Shivajinagar,**  
**Pune 411 001.**

**6) Mode of Payment:-**

Application fees of Rs:-1,180.00 inclusive of GST payable by the way of Demand Draft (**Non-refundable**) drawn on any Nationalized Bank in favour of "**Bank of Maharashtra- Recruitment of Chief Risk Officer**" payable at Pune. No other mode of payment is acceptable.

**b) Documents to be enclosed with application forms.**

- A recent recognizable passport size colour photograph should be firmly pasted on the application, signed across by the candidates and be forwarded.
- Self-attested photocopy of documents / mark-sheets & certificates having your Date of Birth mentioned therein – documents like PAN Card, Driving License, Passport, Birth Certificate,



School Leaving Certificate, SSC / HSC Mark-sheet or certificate wherein Date of Birth is mentioned etc.

- Discharge Book/NOC issued by the competent authority.
- Attested copies of certificates / mark sheets and testimonials in proof of Educational Qualification from SSC/SSLC/X STD, PUC/10+2/Intermediate, Graduation, Post-Graduation and Professional Qualification. Professional certification in Financial Risk Management from Global Association of Risk Professionals, or Professional Risk Management Certification from PRMIA Institute;
- Appropriate document(s) in support of experience.
- Attested copy of community /status certificate in the prescribed format in case of candidates belonging to SC/ST/OBC/PH/ Ex- Serviceman category issued by competent authority. Any other relevant documents.

#### 8) GENERAL INFORMATION:-

01. The date of passing eligibility examination will be the date appearing on the mark sheet or provisional certificate issued by the University/ Institute. In case the result of a particular examination is posted on the website of the University/ Institute, a certificate issued by the appropriate authority of the University/ Institute indicating the date on which the result was posted on the website will be taken as the date of passing.
02. Candidate should indicate the percentage obtained in Graduation calculated to the nearest two decimals in the application. Where CGPA/ OGPA is awarded, the same should be converted into percentage and indicated in the application. If called for interview, the candidate will have to produce a certificate issued by the appropriate authority inter alia stating the norms of the University regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of these norms.
03. Calculation of Percentage:- The percentage marks shall be arrived at by dividing the total marks obtained by the candidate in all the subjects in all the semester(s)/ year(s) by aggregate maximum marks in all the subjects irrespective of honours/optional/ additional optional subject, if any. This will be applicable for those Universities also where Class/ Grade is decided on basis of Honours marks only. The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60%.
04. Candidates should satisfy themselves about their eligibility for the post applied for. The Bank would admit to the test all the candidates applying for the posts with the requisite fee on the basis of the information furnished in the application and shall determine their eligibility only at the time of interview.
05. Candidates are advised in their own interest to apply well before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability/ failure to log on to the website on account of heavy load on internet or website jam.
06. Bank of Maharashtra does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of aforesaid reasons or for any other reason beyond the control of Bank of Maharashtra.
07. Not more than one application should be submitted by a candidate. In case of multiple applications, only the last valid (completed) application will be retained and the application fee/ intimation charges paid for the other registrations will stand forfeited. Multiple attendance/ appearance by a candidate in examination/ interview will result in summary rejection/ cancellation of candidature.
08. Candidates serving in Government/ Quasi Government Offices, Public Sector Undertakings including Nationalised 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 and travelling expenses, if any, otherwise admissible, will not be paid.
09. In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment.



10. The original documents regarding eligibility criteria and proof of date of birth should be produced for verification on the date of interview. Candidate will not be allowed to attend the interview if original certificates are not produced for verification on the date of interview
11. Caste certificate issued by Competent Authority on the format prescribed by the Government of India will have to be submitted by the SC/ ST candidates, if called for interview.
12. A declaration will have to be submitted in the prescribed format by candidates seeking reservation under OBC category stating that he/ she does not belong to the Creamy Layer.
13. Benefit of reservation under EWS category can be availed upon production of an 'Income and Asset Certificate' issued by a Competent Authority on the format prescribed by Government of India.
14. Candidates are advised to keep their e-mail ID alive for receiving advices till completion of process.
15. Appointment of selected candidates is subject to his/ her/ their being declared medically fit as per the requirement of the Bank.
16. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/ or an application in response thereto can be instituted only in Pune and Courts/ Tribunals/ Forums at Pune only shall have sole and exclusive jurisdiction to try any cause/ dispute

**9) ANNOUNCEMENTS:**

All further announcements/ details pertaining to this process will be published/ provided only on <https://bankofmaharashtra.in> from time to time. No separate advertisement will be issued in this regard.

**10) DISCLAIMER:**

In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/ or that he/ she has furnished any incorrect/ false information or has suppressed any material fact(s), his/ her/ their candidature will stand cancelled. If any of these shortcomings is/ are detected even after appointment, his/ her/ their services are liable to be terminated. Decisions of bank in all matters regarding eligibility, selection would be final and binding on all candidates. No representation or correspondence will be entertained by the Bank in this regard. **Bank reserves all rights pertaining to this recruitment and would be final.**

For more details please visit bank's website (<https://www.bankofmaharashtra.in>).

Place: Pune  
Date:- 21.11.2019

Sd/  
Dy. General Manager  
HRM Department.



## CONDITIONS

1. The Candidates should ensure that they fulfill all eligibility criteria. Their candidature at all the stages of recruitment process will be purely **provisional** subject to satisfying prescribed eligibility criteria mentioned in this advertisement. Bank will verify eligibility once the candidate has qualified for the interview.
2. The above number of vacancies are provisional and may vary according to actual requirement of the Bank, subject to availability of suitable candidates. The candidates belonging to reserved category for which no reservation has been announced are free to apply for vacancies announced for unreserved categories. However they must fulfil all the eligibility conditions of unreserved category.
3. If any false / incorrect information furnished by the candidate is detected at any stage of recruitment process, he/she will be disqualified from the selection process.
4. If the candidate knowingly or willfully furnishes incorrect or false particulars or suppresses material information, he/she will be disqualified and if appointed, shall be liable for dismissal from the Bank's service without any notice or assigning any reasons whatsoever.
5. The decision of the Bank in all matters relating to recruitment shall be final and binding on all candidates, no individual correspondence will be entertained. Applications received after due date will not be entertained. **The Bank is not responsible for any technical or other reasons or delay.**
6. The recruitment in Bank of Maharashtra is done strictly as per merit in a systematic way. **Canvassing in any form will disqualify the candidate.**
7. **The Bank reserves the right to cancel the Recruitment at any stage through this Advertisement fully or partly on any grounds and such decision of the Bank will not be notified or intimated to the candidates.**
8. Employees working in Government /Semi-Government Undertaking will have to produce "**No Objection Certificate**" at the time of GD/interview.
9. Appointment of selected candidate is subject to his/her being declared medically fit as per the requirement of the Bank. Such appointment will also be subject to the Service & Conduct Rules of the Bank.
10. Applications received after due date (for whatsoever reason) shall not be entertained.
11. Candidates should mention all the qualifications and experience in the relevant field over and above the minimum one suggested herein above and should attach attested copies of the certificates in support thereof. The Bank reserves the right to call only the requisite number of candidates for the Group discussions/interview after preliminary screening /short listing with reference to candidate's qualifications / suitability and experience etc.
12. The Bank reserves the right to change / modify the selection procedure / hold supplementary process, if necessary. The changes, if any shall be intimated to the candidates through Bank's website / registered e-mail in advance.
13. When called for Group Discussions (GD) and / or Interview, candidates have to bring submit original of documents for verifications. Candidates will not be allowed to participate GD and / or Interview without production of the original documents.

The candidate called for GD/ Interview will be informed through Bank's website / registered e-mail / SMS as per information provided by them in the application. Though bank puts maximum efforts to send the communication by e-mail/SMS, if any candidate does not receive the same due to technical or any other reasons, bank shall not be responsible for non-receipt of communication by the candidate. The candidates are advised to visit Bank's website frequently for updates.





**BANK OF MAHARASHTRA**

**APPLICATION FOR THE POST OF CHIEF RISK OFFICER ON CONTRACT BASIS.**

To,  
General Manager  
Bank of Maharashtra, HRM Department,  
"Lokmangal " 1501, Shivajinagar, Pune.411 001

Affix passport  
size photograph  
and sign across  
the photograph.

With reference to your advertisement for selection of Chief Risk Officer dated 21.11.2019 on Bank's website, I submit my application in prescribed format along with requisite documents.

01.	Application for the post of	Chief Risk Officer on Contract Basis.			
02	Applicant's Full Name.				
03	Father's / Husband's Name				
04	Date of Birth		Home state		
05	Gender		Marital status		
06	Landline No.		Mobile No.		
07	Email Address		Nationality		
08	Ex- Servicemen		Domiciled in Kashmir Division		
09	Religion		Category		
10	Minority Community		Person with disability	Yes / No.	
11	Whether you belong to the children / family members of those who died in the 1984 riots.		Type of disability		
			Knowledge of Computer		
12	Address for correspondence				
13	Permanent Address				
14	<b>Qualification Details:-</b>				
	Sr	Qualification	Stream	Month / Year of Passing	% Scored



15	<b>Work Experience Details:-</b>						
	Sr	Name of Organization	Post Held	Service Period		Nature of duties performed	Reason of leaving
				From	To		

**Exposure of Sector:-**

**Whether in Service: - Yes / No.**

01	Name of Organization	
02	Full Address	
03	Position	
04	Reporting to	
05	Salary / Compensation presently drawn	
06	Any other details	

**16 Reference Name:-**

Sr	Reference Name	Post Held	Mobile No.	Email ID.

**17 Languages Known:-**

Sr	Language	Read	Write	Speak

**Details of Non-Refundable Fee:-**

Sr	DD Issuing Bank	Place of Issuing	Date of Issue	Amount

**Declaration:-**

I hereby certify that the above information furnished is correct to the best of my knowledge and belief. I have not suppressed any material fact or factual information in the above statement. I am aware that in case I have given wrong information or suppressed any material fact or factual information or I do not satisfy the eligibility criteria accordingly to the advertisement then my candidature will be rejected / terminated even after engagement without giving any notice or reasons thereof.

I certify that I am satisfying the eligibility criteria for the post applied as per the advertisement in respect of age, educational qualification and experience.

I hereby agree that any legal proceedings in respect of any matter or claims or disputes arising out of application or out of said advertisement can be instituted by me at Pune only, shall have sole and exclusive jurisdiction to try any cause / dispute. I undertake to abide by all the terms and conditions of the advertisement given by the Bank.

Date:-

Place:-

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Name & Signature of Applicant

