



ADVERTISEMENT FOR THE POST OF ADVISER (TAXATION)
ON CONTRACT BASIS

IDBI Bank Ltd., a banking company under the Companies Act 1956, having majority share holding by Government of India, is a leading provider of complete range of retail and corporate banking services to its clients. The Bank is aggressively expanding its operations.

Recruitments in IDBI Bank are strictly on all India basis by open competition and the Bank has not hired or authorized any agency or organization or any individual to recommend or recruit any personnel on its behalf or collect any money or commission or charges for recruitment or training or coaching, etc.

Applicants are advised to submit the application form hosted on the Bank's website at www.idbi.com/www.idbibank.com on the dates mentioned below after carefully going through all the instructions contained in the Application Form and the instructions given in the advertisement. **No other means/mode of application form/ printout would be accepted.**

The Bank invites application from the eligible and suitable applicants for the post of Adviser (Taxation) on contract basis directly reporting to the Chief Financial Officer (CFO).

Name of the Post	No. of Post	Job Profile (in brief)
Adviser (Taxation) on contact basis	1	The Adviser (Taxation) should: <ul style="list-style-type: none">• handle matters relating to filing of Tax Returns, Wealth Tax Returns, Service Tax Returns and related assessment & appeals.• handle independently Corporate Tax disputes and should be well conversant with Tax Laws.• deal with matters relating to Excise Department.• be able to guide the Taxation Cell of the Bank in framing and devising tax related policy issues.• be able to guide the Bank in all Tax related aspects and issues.

- i) **Applicants are required to go through the following instructions and apply only if they satisfy the stipulated eligibility criteria.**
- ii) The cutoff date for age, qualification and experience for the above post is April 01, 2012 (i.e. upto and inclusive of March 31, 2012).

1. Terms and conditions of employment:

- 1.1. **Period:** The contract would be for a period of 3 years from the date of appointment and reviewed after completion of every year. The contract will come to an end automatically on completion of the contract period, unless renewed or on attaining 60 years of age as the case may be. There shall be no obligation on the part of the Bank either to renew the contract at the end of 3 years or to issue a formal order of termination of contract.

- 1.2. **Remuneration**: The remuneration shall be consolidated upto ₹ 1.5 lakh per month.
- 1.3. **Accommodation**: The officer will get ₹ 25,000/- per month toward accommodation.
- 1.4. **Admissible Leaves**:
The officer shall be eligible for leave as under:
 - 12 days of Casual Leave (CL) for every calendar year. However, if the contractual period starts mid of a calendar year, proportionate CL shall be accordingly granted.
 - 30 days of Ordinary Leave (OL) per year, on cumulative basis. Balance of leave, if any, will be encashable at the end of the contractual term.
- 1.5. **LFC**: ₹ 50,000 per annum on declaration basis.
- 1.6. **Telephone**: The telephone charges shall be reimbursed on actual basis.
- 1.7. **Travel**: By Air (economy class).
- 1.8. **Travelling Allowance and Halting Allowance (TAHA)**: As per rules prevailing in the Bank.
- 1.9. **Termination of appointment**: The appointment may be terminated by either party giving to the other one month notice or pay in lieu thereof
- 1.10. **Superannuation benefits**: The candidate will not be entitled for any superannuation benefits with respect to service rendered during the period of contract.
- 1.11. **Service Rules**: During the contractual period, the service condition of the candidate will be governed by the IDBI Bank Ltd. Officer Conduct Discipline and Appeal Rules, 2006.
- 1.12. **Residual matters**: The decision of the Bank shall be final and binding.
- 1.13. No other perquisites and facilities shall be provided by the Bank.
2. **Reservation**:
The position is unreserved.
3. The selected candidate will be located at Corporate Office at Mumbai. However, depending upon the requirement, the Bank reserves the right to post the applicant at any of its centers/offices.
4. **Eligibility Criteria**:
 - 4.1 Cut-off date: April 01, 2012 (upto and inclusive of March 31, 2012).

4.2 Applicant 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 1st January 1962) with the intention of permanently settling in India or (v) a person of Indian origin, who have migrated from Pakistan, Myanmar (formally Burma), Sri Lanka, East African Countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malwai, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India. Provided that a applicant belonging to categories (ii), (iii), (iv) or (v) above shall be a person in whose favour a certificate of eligibility has been issued by Government of India. The applicant, in whose case a certificate of eligibility is necessary, may be admitted to the selection process conducted by the Bank, but on final selection, the offer of appointment may be given only after the necessary eligibility certificate have been issued to him/ her by the Government of India.

4.3 Age Limit, Educational Qualification & Work Experience (As on April 01,2012):

Maximum Age (Yrs)	Education Qualification	Experience
55*	<p>Minimum: Graduation in Commerce/ Accountancy from a recognized University.</p> <p>Post Graduation in Commerce / Accountancy, MBA / CA/ ICWA will be preferred.</p>	<p>Minimum 12 years of experience as an officer in areas of taxation and related issues out of which atleast 10 years should have been preferably in Income Department of Central Board and Direct Taxes (CBDT) as an Income Tax Officer or Assistant Commissioner of Income Tax (ACIT);</p> <p>OR</p> <p>Minimum 15 years of experience as an officer handling taxation matters in a big corporate i.e. with an annual turnover of Rs. 500 crore or above (as per the latest audited balance sheet).</p>

* In case of applicants presently employed. In case, of retired officers, in exceptional cases, upto age of 62 years as on April 01, 2012 may be taken.

4.4 Proficiency in computers is essential.

4.5 The Bank reserves the right to raise or modify the eligibility criteria pertaining to educational qualification and/or work experience. Depending upon the requirement, Bank reserves the right to cancel or restrict or curtail or enlarge any or all of the provisions of the recruitment process, if need so arises, without any further notice and without assigning any reason there for.

4.6 Applicants should have been employed **directly as an officer** with the organization in respect of which relevant experience is being reckoned. Experience through an outsourcing vendor, service provider, KPO/BPO or IT support services provider will not be considered.

5. **How to apply:**

- 5.1 The applicants are advised to fill their applications strictly as per the format provided by Bank on its websites (www.idbi.com/www.idbibank.com). The application form should be typed or neatly handwritten in English on a good quality "White A- 4 size" paper. The application must have the latest passport size photograph affixed and duly signed across. Application must be completed in all respects. Incomplete and illegible applications will be rejected.
- 5.2 **Application should be accompanied by attested copies of relevant certificate(s)/ documents, in support of proof of age, category, educational qualification, work experience, etc. as mentioned in the application form.**
- 5.3 The application form along with attested copies of relevant certificate/s may be sent **by ordinary post only**. The application form complete in all respects and duly signed should be sent in a cover super scribed as *“Application for the post of Adviser (Taxation) on contract basis - April 2012”* and addressed to The General Manager – Recruitment Section, Human Resources Department, IDBI Bank Ltd., IDBI Tower, 21st floor, WTC Complex, Cuffe Parade, Mumbai – 400 005.
- 5.4 The duly filled application form can also be deposited in box specially kept for the purpose at the Reception counter of IDBI Bank Ltd. IDBI Tower, Ground Floor, WTC Complex, Cuffe Parade, Mumbai – 400 005.
- 5.5 Applications complete in all respects alongwith attested copies of the required documents should reach the Bank on or before **May 25, 2012**. Applications received after May 25, 2012 will not be entertained.

6. **Selection Process:**

- 6.1 Selection process will consist of Personal Interview (PI) before the selection committee. The Bank will undertake a preliminary screening of the application for preparing, if necessary, a shortlist of eligible applicants to be called for PI. Thus, merely fulfilling the requirement laid down in the advertisement would not automatically entitle any candidate to be called for PI. PI shall be held at **Mumbai center** only.
- 6.2 The details regarding the time, date and address of the venue for the PI will be intimated to the short listed eligible applicants through **Call Letters**, which they should produce at the time of PI. Other instructions, if any, in this regard would also be displayed on the Bank’s websites. Applicants are, therefore, advised to visit the Bank's websites at regular intervals. Applicant will not be allowed to appear for the PI without the call letter.
- 6.3 The applicants may please note that the call-letter issued to them should not be construed as an offer of employment.
- 6.4 All applicants shortlisted in the PI would be referred for pre-recruitment medical examination on same day or next day. Being referred for medical examination does not imply final selection, which may please be noted. The final selection or offer of employment would be made based on applicant’s performance in the PI, being found medically fit and subject to fulfillment of all other eligibility criteria with regard to age and qualification as stipulated in the advertisement.

7. **General Instructions**

- 7.1 In case, it is detected at any stage that the applicants do not fulfill the eligibility criteria and/or have furnished incorrect information or suppressed any material information, their candidature will be cancelled and if appointed, their services may be summarily terminated without any compensation thereof.
- 7.2 In all matters regarding eligibility, minimum qualifying standards in PI, assessment thereof and communication of result, the Bank's decision shall be final and binding on the applicants and no correspondence shall be entertained in this regard.
- 7.3 Canvassing in any form will be treated as a disqualification.
- 7.4 The Bank reserves the right to reject any or all applications without assigning any reason/s thereto.
- 7.5 Applicants already in service of Government/Quasi Government Organizations and Public Sector Banks/Undertakings will have to produce a 'No Objection Certificate' from their employer, at the time of PI. Before appointment in the Bank, a proper discharge certificate/Release Order/ Relieving letter from the employer will have to be produced.
- 7.6 The Bank reserves the right to raise/modify the eligibility criteria pertaining to educational qualification and/or work experience at its sole discretion without assigning reasons thereof.
- 7.7 The Bank reserves the right to modify/amend/reverse/cancel any or all of the provisions of the recruitment process if need so arises, without any further notice and without assigning any reason thereof.
