



Human Resources Department
Head office: Manipal

ADVERTISEMENT

Ref.No.HRD:HRMD:REC:2033

Recruitment of Company Secretary in Scale - IV or V and Asst. General Manager (Risk Management) on regular basis.

IMPORTANT DATES:

Opening date for receipt of application	07.02.2018
Last Date for receipt of scanned application & resume through e-mail	21.02.2018
Last date of receipt of hard copy of application along with enclosure	28.02.2018

SyndicateBank invites applications from Indian citizens for appointment as Company Secretary in Scale-IV or V and Asst General Manager (Risk Management) on regular basis. Aspirants are requested to send scanned copy of application duly filled & signed along with resume to e-mail ID horecruitments@syndicatebank.co.in . Original application along with relevant copies of documents (i.e. ID proof, proof of date of birth, educational & professional qualification certificates, experience certificates & NOC) should be sent to:

The Dy. General Manager (HR), SyndicateBank, HRD:HRMD, Head Office, Manipal, Udupi District, Karnataka, Pin – 576 104.

Vacancy details, eligibility criteria, job role :

Name of the Post/ Particulars	Company Secretary	Asst. General Manager (Risk Management)
No. of Posts	One	One
Scale	SMGS-IV or V (Bank reserves the right to select the candidate either in Scale – IV or V depending on his/her experience and expertise in the field)	SMGS-V
Age Limit as on 01.01.2018 (inclusive of all relaxations)	Min. 35 years and Maximum 45 years	Min. 35 years and Maximum 50 years
Educational qualification as on 01.01.2018	Qualified Company Secretary (ACS); Law degree is desirable. Must be a member of Institute of Company Secretaries of India (ICSI) and should have acquired/passed Certified Banking Compliance Professional course conducted by IIBF.	Masters Degree in any discipline with preference to Mathematics & Statistics/CA /CFA (USA)/ICWA/ MBA (Finance) from a reputed institution. Candidate who has completed Financial Risk Manager (FRM) from Global Association of Risk Professionals or PRM from Professional Risk Managers International Association or 2 years PG in Risk Management / Financial Engineering will be given preference



Name of the Post/ Particulars	Company Secretary	Asst. General Manager (Risk Management)
Relevant full-time post qualifications experience & skill set (as on 01.01.2018)	Min. 8 Years experience (5 years if the recruitment is in Scale-IV) in Public/Private Sector Bank/ a listed company as Company Secretary.	Minimum 7 years experience in BFSI. Within the overall experience, a minimum of 6 years experience in Credit/Treasury/experience in Risk Management verticals like credit Risk, Market Risk, Operational Risk Including RCSA/KRI, Basel Implementation-moving towards Advanced Approaches, Risk Modeling and Quantitative Models etc. Should be working as Sr.Manager/Scale-III for atleast 3 years or Chief Manager/Scale IV.
Job role & responsibilities	<p>The major responsibility areas of the Company Secretary in the Bank include acting as :-</p> <ol style="list-style-type: none"> 1) Compliance Officer as per the Listing Regulations. 2) Secretary to the Audit Committee of the Board as per the Listing Regulations and ensuring the compliance of the stipulations by RBI in respect of the requirement of the coverage of the Audit Committee of the Board. 3) Complying with various clauses of the Listing Regulations which inter alia, includes the following: <ol style="list-style-type: none"> a) Reporting of Price Sensitive Information to the Stock Exchanges on an ongoing basis. b) Intimating the Stock Exchanges of the Board meetings for considering the financial results, declaration of dividends, etc c) Informing within 30 minutes (or as stipulated by SEBI) of the closure of the Board meetings the financial results. d) Filing of shareholding pattern and distribution schedule within the stipulated time. e) Giving Notice for the Book Closures/Record Date. f) Promptly notifying the changes in the Bank's Board. g) Publication of financial results. h) Reporting on Corporate Governance in accordance with Listing Regulations including the certification by the Central Statutory Auditors. 6) Ensuring the process of Share Transfers and disposal of investors references as a convener of Share Transfer/ Shareholder Grievance Committees and placing the Minutes of the meetings to the Board of Directors of the Bank. 	<p>The Assistant General Manager has the primary responsibility in the development and implementation of Bank's risk management functions. This includes enhancement to existing risk management systems, policies, processes, quantitative models and reports as necessary to ensure that Bank's risk management capabilities are robust and effective to fully support its strategic objectives/risk appetite. The job profile will include the following:</p> <ol style="list-style-type: none"> 1) Formulating, designing and implementing an overall risk management process in the organization particularly as per RBI /Basel guidelines, including policy formulation. 2) Risk assessment which involves analyzing risks as well as identifying and estimating the risks affecting the business including the Risk Profile of the bank, the assessing the risk level and the direction for each underlying risk. 3) Reviewing of the risk appetite framework (i.e. the level of risk the organization is prepared to accept) and the risk appetite matrix. 4) Risk reporting in an appropriate way for information of management e.g. the Board of Directors, the most significant risks, to business heads to ensure that they are aware of risks relevant to their business. 5) Assist with policies, manuals & internal documentation as well as management of models pertaining to credit, market & operational risks and effective management of model risk.



Name of the Post/ Particulars	Company Secretary	Asst. General Manager (Risk Management)
Job role & responsibilities Contd.....	<ol style="list-style-type: none"> 7) Coordinating with RBI, SEBI, Stock Exchanges, Government of India (Ministry of Finance) on relevant issues. 8) Organizing meetings of Directors. 9) Holding of General Body Meetings of shareholders (AGM/EGM). 10) Maintaining statutory registers and records. 11) Raising of capital – Obtaining requisite permission from the Regulatory Authorities and coordination with various intermediaries. 12) Monitoring of FDI limits with reference to allotment of shares to FII etc. 13) Preparing of MIS, follow up of legal matters with Bank's solicitors, legal authorities. 14) Inspecting of R&T A activities in relation to bank's shares. 15) Formulating requisite Policies for approval of the Board. 16) Coordinating the publication and distribution of Banks' Annual Report and Accounts, besides Notices etc. 17) Ensuring Payment of Dividends on declaration by the Board. 18) Appointing of required number of shareholder directors in general body meeting. 19) To ensure compliance under Code of Conduct, Insider Trading Regulations and necessary reporting to SEBI and stock Exchanges. 20) Preparation of probable questions & answers for the AGM/EGM. 21) Compliance related to conduct of general meeting for election of shareholder directors. 22) Maintaining Minutes/proceedings of all General Meetings. 23) Drafting of Corporate Governance and other relevant portions of the Annual Report. <p>Any other matter, as may be entrusted by the Bank from time to time. However, Bank reserves the right of utilizing the services as operational executive.</p>	<ol style="list-style-type: none"> 6) Identification of Key Risk Indicators (KRI), Conducting Risk and Control Self Assessment (RCSA) exercise, Implementation, review of risk systems and procedures, identifying and analyzing the risk in new products. 7) Asset liability management including Funds and Transfer Pricing Mechanism, Measurement of Interest Rate Risk and Liquidity Risk, Periodic monitoring and preparation of discussion and policy papers for ALCO, ORMC and CRMC. 8) Formulating ICAAP policy and framework, Stress Test Policy and conducting ICAAP/Stress Testing/ Pillar II risks like Model Risk, Strategic Risk and Reputational Risk. 9) Critically validate external, internal and other third party data and the parameter values and assess whether the data is representative of the bank's situation. 10) Considering, suggesting and applying methods to improve market and credit risk analysis and reporting to the Board, Audit, Risk and Compliance Committee, the Executive management team, Asset Liability Committee and the Risk Committee. 11) Monitoring the implementation of projects by the vendors/system integrators etc. 12) Ensuring Compliance to regulatory guidelines issued by GOI, RBI, IBA etc. 13) Refining the tranche data/write-ups for SPARC under Risk Based Supervision of RBI <p>Any other matter, as may be entrusted by the Bank from time to time. However, Bank reserves the right of utilizing the services as operational executive.</p>



Name of the Post/ Particulars	Company Secretary	Asst. General Manager (Risk Management)
Selection procedure	<p>❖ The applications received from the candidates will be screened and shortlisted on the basis of eligibility/qualification and relevant experience. The requisite number of shortlisted candidates will be called for interview and / or Group Discussion (GD) for final selection. The final selection will be made on the basis of performance in the interview and /or GD. The Interview and /or GD will be conducted by a committee constituted for the purpose.</p> <p>❖ 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.</p>	
Probationary period	One year	
Emoluments	For Scale-V	<p>₹. 59170 -1650/2 – 62470-1800/2-66070 {(Starting gross Salary will be ₹ 1,03,997.19 [(Basic 59170+DA* 30531.72 (51.60% January, 2018) +Special pay (10% of BP + DA) 8970.17)+ HRA 5325.30 (9% BP)]}</p> <p>Medical Aid, Leave Fare Concession and perquisites like conveyance, Quarters in lieu of HRA, CCA, etc. as admissible to the corresponding grade as per rules in force from time to time.</p> <p>* DA is subject to change once in 3 months based on All India Average CPI</p>
	For Scale-IV	<p>₹. 50030 -1460/4 – 55870-1650/2-59170 {(Starting gross Salary will be ₹ 87,932.73 [(Basic 50030+DA* 25815.48 (51.60% January, 2018) +Special pay (10% of BP + DA) 7584.55)+ HRA 4502.70 (9% BP)]}</p> <p>Medical Aid, Leave Fare Concession and perquisites like conveyance, Quarters in lieu of HRA, CCA, etc. as admissible to the corresponding grade as per rules in force from time to time.</p> <p>* DA is subject to change once in 3 months based on All India Average CPI</p>
Service Bond	For Scale-V	The selected candidate shall execute a Service Bond of ₹. 8.00 lacs at the time of joining the Bank undertaking to serve the Bank for a min Service period 3 years.
	For Scale-IV	The selected candidate shall execute a Service Bond of ₹. 6.00 lacs at the time of joining the Bank undertaking to serve the Bank for a min Service period 3 years.
Place of posting	Candidates are likely to be posted at Bengaluru. However, Bank reserves the right to post him/her as per requirement of the Bank.	

Note:

1. Bank reserve the right to modify/delete any criteria mentioned above.
2. Cutoff date for arriving age and experience is 01.01.2018.
3. Experience should be post qualification.
4. Application format to be downloaded from Bank's website (<https://www.syndicatebank.in/career>) and the application should be submitted in the same format only.
5. All Educational qualifications should be from a recognized Indian University.



6. Candidates should satisfy themselves about their eligibility for the post applied for.
7. Original application along with copies of ID proof, date of birth proof, educational & professional qualification certificates, experience certificates & NOC, should be sent to **The Dy. General Manager (HR), SyndicateBank, Head Office, HRD:HRMD, 3rd Floor, Manipal, Udupi District, Karnataka, Pin-576104 so as to reach on or before: 28.02.2018.**
8. Scanned copy of application along with resume should be sent to E-mail ID **horecruitments@syndicatebank.co.in on or before: 21.02.2018.**
9. Mere submission of application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him/her right to be called for interview.
10. Incomplete applications, application not in the prescribed format and / or applications without prescribed documents will be rejected outright.
11. Information regarding personal interview will be displayed on the Bank's website besides sending to shortlisted applicants on their email ID only.
12. While every effort will be made to ensure that the intimation to the eligible applicants, short listed for attending the personal interview will be sent sufficiently in advance, the Bank will not be held responsible for delay in receiving the intimation by the applicant for any reason whatsoever. The applicants are advised to keep track of the status of their candidature by visiting the Bank's website and their own email ID from time to time.
13. Candidates serving in Govt./Quasi Govt. Public Sector Undertakings including Nationalized Banks and Financial Institutions are advised to submit "No Objection Certificate" from their employer at the time of interview.
14. In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment.
15. Appointment of selected candidates is subject to his/her being declared medically fit as per the requirement of the Bank.
16. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Udupi.

Disclaimer:

In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and /or that he/she furnished any incorrect/false information or has suppressed any material fact(s), his /her candidature will stand cancelled. If any of these shortcomings is /are detected even after appointment, his /her services are liable to be terminated.

Decision of the Bank in all matters regarding eligibility, selection process would be final and binding on all candidates. No representation or correspondence will be entertained by the Bank in this matter.

Date: 02.02.2018
Place: Bengaluru



GENERAL MANAGER (HR)

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9. CATEGORY TO WHICH YOU BELONG:

Indicate by ✓ mark in appropriate box

[Please enclose photocopy of certificate in case of SC/ST/OBC]

SC
ST
OBC
GEN

Whether you belong to Minority Community?

Yes

No

If Yes, name of the community:

In case you belong to SC / ST / OBC category, indicate the Serial number of Sub-caste as appearing in the

Central Government list :

10. In case of persons with Disability [PWD], type of Disability [HI/VI/OC/any other disability]:

Percentage of Disability:

11. LANGUAGES KNOWN

READ	WRITE	SPEAK

12. EDUCATIONAL / PROFESSIONAL QUALIFICATIONS [AS ON 01/01/2018]

Educational Qualification	Board / University	Subjects studied	Year of Passing	% of marks
Graduation [Specify specialization]				
Post graduation [specify specialization]				
Certifications (such as Certified Banking Compliance Professional)				
Other Qualification/Skills, if any				



13. POST QUALIFICATION EXPERIENCE DETAILS [AS ON 01/01/2018]

NAME OF THE EMPLOYER /ADDRESS OF THE EMPLOYER	NATURE OF EMPLOYMENT/ JOB ROLE	DESIGNATION /SCALE	WORKING SINCE		YEARS OF SERVICE [YY/MM]
			FROM	TO	
TOTAL EXPERIENCE*					

*Experience should be supported with relevant documents/certificates.

14. Have you ever been arrested, prosecuted, kept under detention or bound down/ fined / convicted by a court of Law or whether any case is pending against you in a Court of Law? If yes, give full details	
15. [a] In case you are or were an employee of the Government / Public Sector / Nationalized Bank / Municipal corporation / Private Sector Organization, Please state whether there is any disciplinary case pending against you or whether any disciplinary case was taken against you during the last 3 years of your service. If so, please give details	
[b] Were you ever removed /dismissed/ made to resign from service in the past? If so, give details	

16. Any other information Candidate wishes to furnish [If required attach separate sheet]

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DECLARATION

I, hereby declare that I had read SyndicateBank advertisement Ref. No. HRD.HRMD.LAT.REC.0088. dt. .01.2018 published in Bank's website fully & thoroughly and understood the contents and I undertake to abide by all the terms & conditions. Further, I certify that all the information furnished in this application are true and correct to the best



of my knowledge and belief. I am aware that in case I have given a wrong information or suppressed any material fact or factual information or if I do not satisfy the eligibility criteria according to the advertisement, then my candidature will be rejected / services will be annulled even after permanent employment without giving any notice or reasons thereof. I shall abide and be bound by the Service & Conduct rules of the Bank applicable from time to time. I agree that any legal proceedings in respect of any matter or claims arising out of this application or out of the said advertisement can be instituted by me at Udupi only and the courts situated in Udupi only shall have sole and exclusive jurisdiction to try any cause / dispute.

Place:
Date:

Signature of the Applicant



Whether you belong to Minority Community? Yes No

If Yes, name of the community:

In case you belong to SC / ST / OBC category, indicate the Serial number of Sub-caste as appearing in the

Central Government list :

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10. In case of persons with Disability [PWD], type of Disability [HI/VI/OC/any other disability]:

Percentage of Disability:

11. LANGUAGES KNOWN

	READ	WRITE	SPEAK

12. EDUCATIONAL / PROFESSIONAL QUALIFICATIONS [AS ON 01/01/2018]

Educational Qualification	Board / University	Subjects studied	Year of Passing	% of marks
Graduation [Specify specialization]				
Post graduation [specify specialization]				
Certifications (FRM, PRM, etc.)				
Other Qualification/Skills, if any				

(All educational/professional qualifications should be supported by certified/self attested copies of certificates)



13. POST QUALIFICATION EXPERIENCE DETAILS [AS ON 01/01/2018]

NAME OF THE EMPLOYER /ADDRESS OF THE EMPLOYER	NATURE OF EMPLOYMENT/ JOB ROLE	DESIGNATION /SCALE	WORKING SINCE		YEARS OF SERVICE [YY/MM]
			FROM	TO	
TOTAL EXPERIENCE*					

*Experience should be supported with relevant documents/certificates.

<p>14. Have you ever been arrested, prosecuted, kept under detention or bound down/ fined / convicted by a court of Law or whether any case is pending against you in a Court of Law? If yes, give full details</p>	
<p>15. [a] In case you are or were an employee of the Government / Public Sector / Nationalized Bank / Municipal corporation / Private Sector Organization, Please state whether there is any disciplinary case pending against you or whether any disciplinary case was taken against you during the last 3 years of your service. If so, please give details</p>	
<p>[b] Were you ever removed /dismissed/ made to resign from service in the past? If so, give details</p>	

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according to the advertisement, then my candidature will be rejected / services will be annulled even after permanent employment without giving any notice or reasons thereof. I shall abide and be bound by the Service & Conduct rules of the Bank applicable from time to time. I agree that any legal proceedings in respect of any matter or claims arising out of this application or out of the said advertisement can be instituted by me at Udupi only and the courts situated in Udupi only shall have sole and exclusive jurisdiction to try any cause / dispute.

Place:
Date:

Signature of the Applicant

