



## Recruitment of Chief Security Officer(CSO) and Retired Officers on contract basis

Tamilnad Mercantile Bank Ltd., one of the leading old Private Sector Banks in India invites e-application for the following posts. **Please read all the details, information and instructions carefully.**

❖ **Chief Security Officer(CSO) - Scale V**

❖ **Retired Officers**

a) **To perform Back office functions in Branches.**

b) **For Inspection division - To conduct various audits of our bank.**

**Opening date for registering Online e-application - 01.06.2022**

**Closing date for registering Online e-application - 12.06.2022**

**Only e-applications submitted on line with due registration will be accepted**

**Register your correct email ID/ Mobile Number while creating User ID.**

### **Chief Security Officer (CSO)**

Age	45 years and above as on 31.03.2022.
Qualification	Graduation or any equivalent qualification
Experience	An officer with 5 years of commissioned service in Army/ Navy/ Air force atleast to the rank of Captain or equivalent or an Officer of identical rank in Para Military Forces or in Police Department with 5 years' experience. He should possess knowledge in handling technological gadgets available in the market for security purpose
Scale	Eligible candidates shall be appointed in the cadre of scale V
Location	Thoothukudi
Contract Period	3 Years
Consolidated pay	₹ 1,25,000/- as applicable for executives in Scale V Cadre in our Policy for engaging executives / officers on contract.

### **Roles and Responsibilities of the Chief Security Officer**

- ❖ To work under the general supervision, direction and control of the Top Management.
- ❖ To plan the strategy for the security and to maintain it in a state of high efficiency.
- ❖ To supervise, direct and control the Security Officer (SO) on all security matters.
- ❖ To Maintain close liaison with the Police and other central / State Government authorities, Fire Brigade and other local functionaries, so as to secure their co-operation and co-ordination.

- ❖ To collect intelligence data so as to keep himself informed of internal and external developments on matters affecting the security of the Bank. To take all steps necessary for formulating a security policy for the Bank in accordance with the guidelines issued by the government and the RBI from time to time.
- ❖ To undertake visits to the Regional Offices and surprise checks of branches / ATMs on security aspects from time to time.
- ❖ To formulate guidelines for the use of security staff in areas such as escorting cash from one place to another, both within the branch and outside, steps to be taken before, during and after a hold-up, what is to be done when there is a disturbance, riot, fire, search by police etc.,
- ❖ To maintain the Private Security Agency (PSA) security staff
- ❖ To assist Administrative / Regional Head in the security affairs.
- ❖ To advise all branches / Administrative offices on physical security matters.
- ❖ To carry out Security Audit of branches/ offices/ ATMs/Currency Chests
- ❖ To monitor Centralized e-surveillance mechanism' through CCTV for ATMs.
- ❖ To ensure proper working of CCTV and CCTV footage for all Branches and ATMs.
- ❖ To carry out any other jobs allotted by the competent authority.

### Retired Officers

Eligibility	<ol style="list-style-type: none"> <li>1. The retired officers of the bank are eligible for selection within 1 Year from the date of retirement (applicable for other bank employees).</li> <li>2. Other bank retirees who are competent for the post may also apply.</li> <li>3. Only suitable person with good track record to suit our requirement will be engaged on contract basis.</li> <li>4. The officer should have retired from Bank's Service on attaining superannuation and not under Voluntary Retirement Scheme.</li> <li>5. The officer who is removed / dismissed from the bank's service as disciplinary measures shall not be eligible.</li> </ol>
Period of Contract	1 year

### Terms and conditions

1. The selected Officers will be posted in their hometowns / Inspection division.
2. Age should not be more than 61 years as on 31.05.2022
3. Preference will be given to our Bank's retired officers.
4. Back office works will be like documentation, post sanction follow up, follow up of time lag accounts, credit proposal preparation in branch / Office, Credit Audit Monitoring, KYC document verification, etc.,
5. The officers selected for Inspection division will be utilized for conducting various audits at our branches and departments of our bank.
6. The officers with unblemished service alone will be eligible to apply.
7. Period of contract will be fixed as 1 year from the date of joining and after reviewing the performance may be extended for another one year.

## **Pay / Salary and allowances:**

(a) Consolidated pay as given in the table below. No other allowance or perquisites including bonus/ex-gratia, apparel allowance, LFC and medical reimbursement as admissible to the regular employees of the bank will be paid / given.

Category	Consolidated pay in Rs.
Assistant Manager	27,000/-
Manager	30,000/-
Senior Manager	35,000/-
Chief Manager	40,000/-

(b) The lodging expenses and halting allowance will be paid as applicable to one cadre less than the last held cadre. E.g. For a person retired as Senior Manager reimbursement will be done as applicable to Manager. For Assistant Managers, the same allowance to their cadre is applicable

### **Lodging expenses:**

Cadre	Mumbai, Delhi, Kolkata and Chennai	A class cities	Area I	Other places
Scale – I	₹ 2700	₹ 2700	₹ 2300	₹ 2000
Scale – II & III	₹ 3000	₹ 3000	₹ 2500	₹ 2300

### **Halting Allowance**

Cadre	Metro	A class cities	Area I	Other places
Scale - I to III	₹ 1950	₹ 1650	₹ 1425	₹ 1200

Metro : Delhi, Mumbai, Kolkata and Chennai  
A Class Cities : Ahmedabad, Begnaluru & Hyderabad.  
Area I Centers : Pune, Surat, Vadodara, Madurai, Coimbatore, Ernakulam, Visakapatnam, Ludhiana, Nagpur, Kanpur, Indore, Rajkot, Jaipur & Lucknow.

(C) Eligible for casual leave of 12 days per year.

## **Procedure of Selection:**

The shortlisted candidates should appear for interview. They will be called for personal interview through Direct / Video Conferencing. The mode of interview, date and time will be communicated to the eligible candidates individually.

## **Application Fee: Nil**

## **General Conditions:**

The following enclosures to be uploaded along with the e-application

- Self-attested photo copy of SSLC or Higher Secondary Mark Sheet/Transfer Certificate for age proof.
- Self-attested photo copy of Degree Certificate.
- Experience certificate/s and Relieving Letter.
- Last Month Salary Slip

Candidates are advised to adhere to the eligibility conditions given strictly. Any information found to be wrong or any candidate found ineligible at any stage of the process or later will result in disqualification of the candidate.

**Disclaimer:**

Please note that the e-applications with incorrect / incomplete particulars or without copies of certificates attached as required above are liable to be rejected.

The Bank reserves the right to reject any application without assigning any reason and Bank's decision in the matter of eligibility, interview and selection would be final. The Bank reserves the right to eliminate the ineligible candidates at any point of time before, during or after the personal interview / selection. The decision of the Bank is final.

The e-applications will be scrutinized and the shortlisted applicants will be communicated individually by post / e-mail with details of the interview. The Bank reserves the right to reject any application at any point of time without assigning any reason and Bank's decision in the matter of eligibility, conduct of interview and selection would be final. No correspondence in this regard will be entertained by the Bank.

