

**RECRUITMENT OF VARIOUS POSITIONS FOR FIXED TERM ENGAGEMENT ON CONTRACT BASIS
 IN FINANCE & DEFENCE BANKING DEPARTMENT IN BANK OF BARODA**

BOB/HRM/REC/ADVT/2024/07

Online Registration of Application starts from : 20.11.2024	Last date for Submission of Application & Payment of fees: 10.12.2024
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IMPORTANT TO NOTE

A.	The process of Registration of application is complete only when fee is deposited with the Bank through On-line mode on or before the last date for fee payment. Candidates are requested to note down the acknowledgement number and a copy of application form for their future reference.
B.	Before applying, candidates should ensure that they fulfill all the eligibility criteria for the post as on the date of eligibility. Short-listing and interview / selection method will be purely provisional without verification of documents. Candidature will be subject to verification of details/documents as and when called by the Bank.
C.	Candidates are advised to check Bank's website (Current Opportunities) regularly for details and updates. Call letters/advices, wherever required will be sent by E-mail only. All revisions/corrigendum/modifications (if any) will be hosted on the Bank's website only.
D.	Shortlisting will be provisional without verification of Documents, candidature will be subject to verification of all details/Documents with the original as and when advised by the Bank.
E.	All correspondence will be made only on the E-mail ID mentioned by the candidate in their online application form and the same has to be kept active for receiving communication viz., call letters/Interview Dates/advices etc.
F.	Post qualification experience below 6 months in any organization & Experience in Clerical cadre would not be considered.
G.	Only Candidates willing to serve anywhere in India, should apply.

1. Details of Positions:

Department	Position	Vacancy	Location *	Selection Procedure
Finance	Dy. Head – Investor Relations	01	Mumbai	Shortlisting, Interview & CTC Negotiation
Defence Banking	Defence Banking Advisor (DBA)	05	Bhopal	Shortlisting & Interview
			Jaipur	
			Chennai	
Jammu				
Mumbai				
	Dy. Defence Banking Advisor (DDBA)	01	Jodhpur	

* Bank reserves the right to transfer the selected candidate anywhere within India as per the requirement of the Bank

2. Eligibility Criteria (As on 01.11.2024):

Position	Age	Education	Post Qualification Experience	
Dy. Head – Investor Relations	Min: 35 Yrs Max: 40 Yrs	A Bachelor Degree (Graduation) in any discipline and CA / MBA (preferably in Finance stream)	Minimum 12 years of experience in BFSI Sector, out of which at least 8 years of experience in Investment Banking / Institutional Broking / Institutional Sales. Applicants with experience in Investment Research / Networking with large institutional players shall be preferred	
Defence Banking Advisor (DBA)	Max: 60 Yrs	A Bachelor Degree (Graduation) in any discipline	Place	Last Rank Held
			Bhopal	Retired Officials who held the rank of Brigadier in the Indian Army
			Jaipur	
			Chennai	Retired Officials who held the rank of Brigadier in Indian Army/Commodore in Indian Navy/ Air Commodore in Indian Air Force
			Jammu	Retired Officials who held the rank of Brigadier in the Indian Army / Air Commodore in the Indian Air Force
Mumbai	Commodore in the Indian Navy			
Dy. Defence Banking Advisor (DDBA)	Max: 57 Yrs	A Bachelor Degree (Graduation) in any discipline	Place	Last Rank Held
Jodhpur	Retired Officials who held the rank of Col. or Lt. Col in the Indian Army/ Gp Capt or Wg Cdr in the Indian Air Force			

The educational qualifications should have been obtained from the Institute recognized by AICTE/UGC/Government of India. Please note that the Bank may modify the number of vacancies depending on its requirement.

Credit History: The candidate applying shall ensure that, they maintain a healthy Credit history and shall have a minimum CIBIL score of 650 or above at the time of joining. The minimum credit score will be as per the Bank's policy, amended from time to time.

3. **Roles & Responsibilities:**

The detailed roles and responsibilities are appended herewith as **Annexure-I**. However, Bank reserves the right to modify and/or include any of the KRA(s) for any of the positions from time to time.

NOTE:

1. Please note that change of category submitted by the applicant will not be permitted at any stage after registration of online application.
2. The above declared positions are allotted under Unreserved (UR) category only.
3. Persons affected by 1984 riots, relaxation in upper age limit by 5 years.
4. Caste/EWS/PWD certificate issued by Competent Authority on format prescribed by the Government of India will have to be submitted by the candidates applying under SC/ST/OBC/EWS/PWD category, while submitting their application/s.
5. The number of vacancy mentioned above are provisional and may vary according to the actual requirement of the Bank.
6. Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) at the time of Interview and/or at any subsequent stage of the recruitment process as and when required by Bank.
7. There is no reservation for Ex-Servicemen in Officers' Cadre.
8. Maximum age indicated is for General category candidates as on 01.11.2024.
9. For the position of Dy. Head Investor Relations, Maximum age indicated is for General category candidates. However, for Exservicemen, Commissioned Officers including Emergency Commissioned Officers (ECOs)/ Short Service Commissioned Officers (SSCOs) who have rendered at least 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within one year from the last date of receipt of application) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or physical disability attributable to military service or invalidment, relaxation in upper age limit by 5 years will be applicable.

4. **Remuneration:**

Position	Remuneration
Dy. Head-Investor Relations	Remuneration will be offered based on candidate's qualifications, experience, overall suitability, last drawn salary of the candidate and market benchmark.
Defence Banking Advisor (DBA)	Fixed Compensation of Rs 24.00 lakhs per annum
Dy. Defence Banking Advisor (DDBA)	Fixed Compensation of Rs 18.00 lakhs per annum

5. **Nature of Employment:**

The engagement under the contract is for a period of three (-3-) years or upto attaining the age of -62- years, whichever is earlier and can be subsequently renewed yearly for -1- year each in such a manner that the total engagement period is not more than -5- year, subject to satisfactory performance at the discretion of the Bank (subject to maximum age as -62- years).

6. **Application fees:**

- Rs.600/- + Applicable Taxes + Payment Gateway Charges for General, EWS & OBC candidates
- Rs.100/- + Applicable Taxes + Payment Gateway Charges for SC, ST, PWD & Women

The candidate is required to pay the non-refundable application fee/Intimation charges irrespective of whether online test is conducted or not and even if the candidate is shortlisted or not for the interview.

7. **Selection Procedure:**

- Selection will be based on short listing and subsequent round of Personal Interview and/or any other selection method.
- Bank reserves the right to change (cancel/ modify/ add) any of the criteria, method of selection and provisional allotment etc.
- Adequate number of candidates as decided by the Bank will be shortlisted based on their qualification, experience and overall suitability for Interview. Most suitable candidates will be called for the selection process

{Personal Interview (PI)/any other selection method} and merely applying / being eligible for the post does not entitle the candidate to be eligible for the selection process.

- The qualifying marks in Interview/selection procedure will be decided by the Bank.
- A candidate should qualify in all the processes of selection i.e. PI and/or other selection method (as the case may be) and should be sufficiently high in the merit to be shortlisted for subsequent process.
- In case more than one candidate scores the cut off marks (common mark at cut off point), such candidates will be ranked according to their age in descending order.
- Bank reserves the right to consider the candidature of the candidate to any other position and/or location mentioned in this advertisement other than for which he/she has applied for, subject to the condition that the candidate fulfil the eligibility criteria prescribed for the position for which the candidate is considered for.
- Bank reserves the right to combine two or more similar position/s as one position, if necessitated.

8. How to Apply:

Candidates are required to have a valid personal email ID and Contact Number. It should be kept active till completion of this recruitment project. Bank may send call letters for Personal interview and/or Selection Process on the registered Email ID. In case, a candidate does not have a valid personal email ID, he/she should create his/ her new email ID before applying.

a) GUIDELINES FOR FILLING ONLINE APPLICATION:

- i. Candidates should visit Bank's website www.bankofbaroda.in/career.htm and register themselves online in the appropriate Online Application Format, available through the link being enabled on the Careers-> Current Opportunities on the Bank's website & pay the application fee using Debit Card / Credit Card / Internet Banking / UPI etc.
- ii. Candidates need to upload their Bio-data while filling online application. Candidates are also required to upload their scanned photograph, signature and other documents related to their eligibility. Please refer to **Annexure II** regarding scanning of photograph & signature and upload of documents.
- iii. Candidates are advised to carefully fill in the online application themselves as no change in any of the data filled in the online application will be possible/ entertained. Prior to submission of the online application, candidates are advised to verify the details in the online application form and modify the same, if required. No change is permitted after clicking on **SUBMIT** button. Visually Impaired candidates will be responsible for getting the details filled in/carefully verifying, in the online application and ensuring that the same are correct prior to submission as no change is possible after submission.
- iv. The name of the candidate should be spelt correctly in the application as it appears in the certificates/ mark sheets. Any change/ alteration found, may disqualify the candidature.
- v. An online application which is incomplete in any respect and unsuccessful fee payment will not be considered as valid.
- vi. Candidates shall also be required to submit supporting documents such as Date of Birth Proof, Graduation Certificate, Other Certifications, **Discharge Book issued by the Armed Force (For DBA & DDBA's Only)**, Experience Letter (any document which substantiates relevant experience), Document showing Break up of CTC, Latest Salary Slip (e.g. August 2024 / September 2024/ October 2024), etc. at the time of submitting the online application form.
- vii. Candidates are advised in their own interest to apply online much 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.
- viii. Bank of Baroda 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 Baroda.

b) PAYMENT OF FEES:

- ix. Application fees and Intimation charges (Non-refundable) of Rs. 600/- (plus applicable GST & transaction charges) for General /EWS & OBC candidates and Rs.100/- (Intimation charges only) for SC/ ST/PWD/Women candidates (plus applicable GST & transaction charges) will be applicable. Bank is not responsible if any of the candidates makes more than one payment/s and no request for refund of fees shall be entertained.
- x. Fee payment will have to be made online through payment gateway available thereat.
- xi. After ensuring the correctness of the particulars of the application form, candidates are required to pay fees through the payment gateway integrated with the application. No change/edit will be allowed thereafter.
- xii. The payment can be made by using Debit Card / Credit Card / Internet Banking / UPI etc. by providing information as asked on the screen. Transaction charges for online payment, if any, will be borne by the candidates.
- xiii. On successful completion of the transaction, e-receipt and application form with the data entered by the

candidate will be generated, which should be printed and retained by the candidate.

- xiv. If the online transaction is not successfully completed, please register again and make payment online.
- xv. There is also a provision to reprint the application form containing fee details, at later stage.

c) GENERAL INFORMATION:

- xvi. The selected candidate will be required to sign an employment contract.
- xvii. Candidates should satisfy themselves about their eligibility for the post applied for as on the cut-off date (01.11.2024) and also ensure that the particulars furnished by him/her are correct in all aspects.
- xviii. In case of multiple applications, only the last valid (complete) application will be retained. Multiple appearance by a candidate for a single post in interview will be summarily rejected/candidature cancelled.
- xix. Candidates serving in Govt./Quasi Govt. offices, Public Sector undertakings including Nationalized 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. In case of selection, candidates will be required to produce relieving letter from the employer at the time of taking up the engagement and clearance from the respective authorities, wherever applicable.
- xx. 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 candidature will stand cancelled. If any of these shortcomings is / are detected even after appointment, his /her services are liable to be terminated without notice.
- xxi. Decisions of bank in all matters regarding eligibility, conduct of interviews, other tests and selection would be final and binding on all candidates. No representation or correspondence will be entertained by the bank in this regard.
- xxii. Intimations, wherever required will be notified on Bank's website and/ or sent by email and/ or sms only to the email ID and/ mobile number registered in the online application form. Bank shall not be responsible if the information/ intimations do not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of Bank. Candidates are advised to keep a close watch on the authorized Bank's website www.bankofbaroda.in for latest updates from time to time under Career section/web page → Current Opportunities.
- xxiii. 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 Mumbai and courts/tribunals/forums at Mumbai only shall have sole and exclusive jurisdiction to try any cause/dispute.
- xxiv. ix) The Bank reserves the right to modify the place of posting as per administrative requirements of the Bank from time to time.

9. ANNOUNCEMENTS:

All further Announcements/Addendum or Corrigendum (if any)/details pertaining to this process will only be published/ provided on authorized Bank's website www.bankofbaroda.in from time to time under **Career section/web page → Current Opportunities**. No separate communication/intimation will be sent to the candidates who are not shortlisted/not selected in the process. All notification/communication placed on the Bank's website shall be treated as intimation to all the candidates who have applied for the said project.

If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect. **Clarifications/Decisions of the Bank in respect of all matters pertaining to this recruitment would be final and binding on all candidates.**

The Bank reserves the right to reject any application/candidature at any stage or cancel the conduct of interview/ any other selection process or increase/decrease the vacancies for any of the positions, as per the requirement of the Bank or to cancel the Recruitment Process entirely at any stage without assigning any reason.

Mumbai
20.11.2024

Chief General Manager (HRM & Marketing)

ANNEXURE-I

Position	Roles and Responsibilities
Dy. Head- Investor Relations	<ul style="list-style-type: none"> • Analyze and present financial trends, competitor behaviour, shareholder issues, and anything else that could impact the business • Monitoring performance and result oriented metrics on a daily/weekly/monthly/ quarterly basis. • Constant updating of the 'Investor Relations (IR)' section on the company website at a regular interval. • Tracking investors' perception and query on a regular basis and convey the same to the Top Management and to resolve issues, if any. • Arranging of Conferences, Meetings, Roadshows, Earnings transcript calls, and investors interactions whenever required. • Maintain database of investors, analysts and rating agencies and liaison with them to understand the sentiment. • Any other work as entrusted by the Bank from time to time
Defence Banking Advisor (DBA)	<ul style="list-style-type: none"> • Liaising with local Divisions/Regimental Centres/Units/Brigade Head Quarters etc. as well as local units of other Defence Forces/Paramilitary Forces/State Police for strengthening the relationship between Forces and Bank of Baroda at the Institutional level and also increasing the spread of Defence Banking business. • Servicing of the relationship along with Zones/ Regional Teams. • Arranging meetings with Commanding Officers/Formation Commanders of the above formations when senior functionaries of Bank of Baroda have to call on them. • Facilitating account opening/ loan campaigns in cantonments and military stations including participation in rallies and advising Zones/ Regions for marketing activities and enhancing visibility of the Bank. • Provide full support to Zones/ Regions to ensure that they tap maximum accounts of all new recruits in Regimental Centres including pension accounts and terminal benefits of pensioner. • Arranging cross selling of asset relationship to defence segment customers for achievement of targets allocated to Zones/Regions. • Identifying and obtaining permissions for setting up branches/ATMs/DBUs etc. for increasing visibility of the Bank in defence and police domain. • Identifying opportunities for digitisation in Defence and necessary liaison at each level for canvassing institutional business of the Bank. • Acting as one point of contact for the Army/Navy/Air Force/Paramilitary/State Police establishments for complaint redressal. • Assisting Bank in placing advertisements in the Defence/CAPF/State Police in-house magazine as and when they are published. • Coordinating with Chief Defence Banking Advisor at corporate level for marketing MSP/other institutional business and handling complaints. • The role will require to travel as per area of responsibility. • Any other roles & responsibilities assigned from time to time.
Dy. Defence Banking Advisor (DDBA)	<ul style="list-style-type: none"> • To assist DBA in expanding Defence Banking business within the area entrusted under his responsibility. • Liaison & coordination with local Divisions/ Regimental Centres/ Regiments/ Brigade Headquarters/ Medical units etc. as well as local units of other Defence Forces/ Para Military Forces/ State Police for strengthening relationship between the Forces and Bank at the institutional level and increasing the spread of Defence Banking business. • Servicing of the relationship along with Zones/ Regional Teams. • Facilitating account opening/ loan campaigns in cantonments and military stations including participation in rallies and advising Zones/ Regions for marketing activities and enhancing visibility of the Bank. • Provide full support to Zones/ Regions to ensure that they tap maximum accounts of all new recruits in Regimental Centres including pension accounts and terminal benefits of pensioner. • Arranging cross selling of asset relationship to defence segment customers for achievement of targets allocated to Zones/Regions. • Coordinating with DBA for marketing all defence schemes of the bank /other institutional business and handling complaints. • Identifying and obtaining permissions for setting up branches/ATMs/DBUs etc. for increasing visibility of the Bank in defence domain. • Identifying opportunities for digitisation in Defence and necessary liaison at each level for canvassing institutional business of the Bank. • Any other roles & responsibilities assigned from time to time

ANNEXURE II

GUIDELINES FOR UPLOADING THE PHOTOGRAPH, SIGNATURE & OTHER DOCUMENTS

The following documents are required to be uploaded by the candidate:

- Resume (PDF)
- DOB Proof: 10th marksheet/ certificate (PDF)
- Educational Certificates: Relevant Mark-Sheets/Certificate (PDF) (All Educational Certificates should be scanned in a single PDF file)
- Work experience certificates (PDF) if applicable (PDF)
- Caste/ Category Certificate (PDF) if applicable (PDF)
- PWD certificate, if applicable (PDF)

Before applying online, a candidate will be required to have scanned (digital) image of the above documents as per the specifications given below:-

- All Documents must be in PDF format.
- Page size of the document to be A4.
- Size of the file should not be exceeding 500 KB.
- In case of Document being scanned, please ensure it is saved as PDF and size not more than 500 KB as PDF. If the size of the file is more than 500KB, then adjust the setting of the scanner such as the DPI resolution, no. of colors etc., during the process of scanning. Please ensure that Documents uploaded are clear and readable.

GUIDELINES FOR SCANNING THE PHOTOGRAPH (4.5cmX3.5cm) & SIGNATURE:

Before applying online, a candidate will be required to have a scanned (digital) image of his/ her photograph and signature as per the specifications given below:-

(i) Photograph Image :-

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light coloured, preferably white background.
- Look straight at the camera with a relaxed face.
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
- If you have to use flash, ensure there's no "red-eye".
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable, religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of the file should be between 20kb – 50kb.
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50kb, then adjust the settings of the scanner such as the DPI resolution, no of colours etc during the process of scanning.

(ii) Signature Imaging :-

- The applicant has to sign on white paper with Black Ink Pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Call letter and wherever necessary.
- If the applicant's signature on the answer script at the time of the examination does not match the signature on the Call letter, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of the file should be between 10kb – 20kb.
- Ensure that the size of the scanned image is not more than 20kb.
- **Signature in CAPITAL LETTERS shall NOT be accepted**

(iii) Guidelines for scanning of photograph, signature & documents :-

- Set the scanner resolution to a minimum of 200 dpi (dots per inch).
- Set the colour to True Colour
- Crop the image in the scanner to the edge of the photograph/ signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Image dimensions can be checked by listing the folder/ files or moving the mouse over the file image icon.
- Candidates using MSWindows/ MSOffice can easily obtain photo and signature in .jpeg format not exceeding 50kb and 20kb respectively by using MSPaint or MSOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50kb (photograph) & 20kb (signature) by using crop and then resize option (Please see point (i) & (ii))

above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.

1. If the file size and format are not as prescribed, an error message will be displayed.
2. While filling in the Online Application Form, the candidate will be provided with a link to upload his photograph and signature.

PROCEDURE FOR UPLOADING THE PHOTOGRAPH, SIGNATURE & DOCUMENTS :-

- (i) There will be separate links for uploading Photograph, Signature & Documents.
- (ii) Click on the respective link 'Upload'.
- (iii) Browse and select the location where the scanned photograph, signature or document files has been saved.
- (iv) Select the file by clicking on it & click the 'Upload' button.
- (v) Click Preview to confirm the document is uploaded and accessible properly before submitting the application. If the file size and format are not as prescribed, an error message will be displayed.
- (vi) Once uploaded/ submitted, the Documents uploaded cannot be edited/ changed.
- (vii) After uploading the photograph/ signature in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature, prior to submitting the form. If the face in the photograph or signature is unclear the candidate's application may be rejected.

Your Online Application will not be registered unless you upload your photograph, signature & documents as specified.

Note :-

- In case the face in the photograph or signature or documents is unclear, the candidate's application may be rejected.
- After registering online, candidates are advised to take a printout of their system generated online application forms.
- In case, *the photograph or signature or documents is/ are not prominently visible, the candidate may edit his/her application and re-load his/ her photograph or signature or documents, prior to submitting the form.*