

RECRUITMENT OF HEAD POSITIONS FOR FINANCE DEPARTMENT ON FIXED TERM ENGAGEMENT ON CONTRACTUAL BASIS

Join India's International Bank for a Challenging and Progressive Career.

Online registration of Application & Payment of Fees		Start date : 09.12.2022	Last date : 29.12.2022
<u>PLEASE NOTE THAT</u>			
1	Candidates are advised to check Bank's website www.bankofbaroda.in/careers.htm (Current Opportunities) regularly for details and updates. Call letters/advice, where required will be sent by e-mail only. All revisions/corrigendum(if any) will be hosted on the Bank's website only		
2	All correspondence will be made only on the email 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/advice etc.		
3	The process of Registration of application is complete when fee is deposited with the Bank through On-line mode on or before the last date for fee payment.		
4	Before applying, candidates should ensure that they fulfill the eligibility criteria for the post as on the date of eligibility. Admission to any selection processes, will be purely provisional without verification of documents. Candidature will be subject to verification of details/documents as and when called by the Bank		
5	Post qualification experience below 6 months in any organization would not be considered (wherever applicable)		

Eligibility Criteria (as on 01.12.2022):

S.no	Post	Age	EDUCATION	POST-QUALIFICATION WORK EXPERIENCE
1	Head- Internal Control & Finance Governance	Min: 43 Years Max: 55 Years	Graduation (in any discipline) and Chartered Accountant by Qualification Preferred: Post-Graduation Degree in Management with Specialization in Finance or CFA/ ICWA/ CMA	Minimum 20 years of work experience in the fields of Internal Audit, Statutory Audit & Assurance in a large reputed firm with a proven track record of auditing large reputed Banks in India or overseas ; Headed Financial Control Function in a Bank or Financial Institution.
2	Head Reconciliation & Settlement			Minimum 20 years of work experience in managing reconciliation operations, treasury settlements, clearing settlement/ management, digital operations in a Bank or Financial Institution.
3	Head Data Analytics - Financial Control	Min: 36 Years Max: 55 Years	Graduation (in any discipline) and Chartered Accountant by Qualification Preferred: CISA, DISA, Certification course in Data Analytics	Minimum 15 years of work experience with Big Four Assurance Firms or in Data Analytics Team in the Internal Audit function of a large Bank. The candidate should have demonstrated track record of having applied Data Analytics to achieve financial control goals.

The educational qualifications shall be obtained from Institute recognized by AICTE/UGC/Government

Roles & Responsibilities	As detailed in Annexure I
Nature of Engagement	Contractual Engagement for a period of 5 years, with periodic performance review, extendable at the option of the Bank.
Compensation	Remuneration will be offered based on candidate's qualifications, experience, overall suitability, last drawn salary of the candidate and market benchmark, and shall not be a limiting factor for suitable candidates.
Location of Posting	Mumbai. However, the posting may be subject to change/modification depending on Bank's requirement from time to time.

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 Banks policy, amended from time to time.

NOTE:

1. Caste/EWS/PWD certificate issued by Competent Authority on format prescribed by the Government of India will have to be submitted by the candidates declaring themselves as belonging to SC/ST/OBC/EWS/PWD category, while submitting their application/s.
2. The number of vacancies mentioned above are provisional and may vary according to the actual requirement of the Bank.
3. Maximum age indicated is for General category candidates (the declared vacancies are allotted under UR category). However, for Ex-servicemen, 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.

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

a) 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.
- The Bank reserves its right to call candidates in a particular ratio, at its sole discretion, as per the Banks requirement.
- 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 (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 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.

b) 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 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, Experience Letter (any document which substantiates relevant experience), Document showing Break up of CTC, Latest Salary Slip (e.g. October 2022/ November 2022), 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:

- i. Application fees and Intimation Charges (Non-refundable) of Rs. 600/-for General /EWS and OBC candidates (plus applicable GST & transaction charges) 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.
- ii. Fee payment will have to be made online through payment gateway available thereat.
- iii. 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.
- iv. The payment can be made by using Debit Card / Credit Card / Internet Banking etc. by providing information as asked on the screen. Transaction charges for online payment, if any, will be borne by the candidates.
- v. 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.
- vi. If the online transaction is not successfully completed, please register again and make payment online.
- vii. There is also a provision to reprint the application form containing fee details, at later stage.

c) GENERAL INFORMATION:

- i) The selected candidate will be required to sign an employment contract.
- ii) Candidates should satisfy themselves about their eligibility for the post applied for as on the cut-off date (01.10.2022) and also ensure that the particulars furnished by him/her are correct in all respects.
- iii) 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.
- iv) 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.
- v) 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.
- vi) 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.
- vii) **Intimations, wherever required will be sent by email and/ 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.
- viii) 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.
- ix) The Bank reserves the right to modify the place of posting as per administrative requirements of the Bank from time to time.

c) 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.

Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any of the recruitment process in the future. 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
09.12.2022

Chief General Manager (HRM)

ANNEXURE I

Job Description Detail

SI No	1
Position	Head- Internal Control & Finance Governance
Roles & Responsibilities	People - Lead a team charged with the “roles & responsibilities” mentioned as part of the scope of the role - As a unit head, responsible for staffing a team of adequate strength with personnel of appropriate qualifications / work experience - Staff the Internal Controls & Finance Governance Team with appropriately qualified individuals to ensure deliverables to the Vertical Head are met - Maintain Team Morale and ensure productivity norms are met as per agreed parameters - Responsible for training and continuing professional development of team members to ensure best in class/industry leading practices are imbibed - Keep the team abreast of latest regulatory changes/compliance frameworks Process - Monitor Compliance with extant regulatory guidelines for Monitoring & Control of Office Accounts by the Bank (Across Verticals) - Responsible for oversight of banks Internal Control Framework (IFC) and review by Internal Auditors & Statutory Auditors at pre-defined frequency - Responsible for establishing & maintaining the Internal Controls Framework in the Bank, in line with laid down guidelines and as per regulatory requirements. - Ensure corrective actions are taken by institution of Standard Operating Practises (SOP) to be followed by various business verticals - Periodic Review of Status of Reconciliation of Office Accounts Pan bank - Periodic review of the “Office Accounts” Policy of the bank in light of changes to regulations, or in order to incorporate and any additional checks and balances to mitigate deviations that are detected from time to time by Central Monitoring Unit, Internal Auditors or Statutory Central Auditors - Put up housekeeping report on a monthly frequency for review by Audit Committee of the Board (ACB) - Reporting to ACB of status of Action Taken in respect of gaps relating to Internal Controls and observations by Internal Auditors/Statutory Auditors on status of office accounts - Review and comment on system controls across the bank on a pre-defined frequency. Ensure adequate remedial action taken for any gaps/areas of improvement. - Establish a governance framework for General Ledger Analysis for ensuring correct capture of cost, eliminate possibility of revenue leakage, and ensure income recognition as per IRAC norms. Focus on ensuring any anomaly that is observed is rectified and dealt with appropriately. - Ensure adequate controls exist on system postings and adequate checks are in place to highlight deviations / gaps - Provide advice and guidance to business lines on the maintenance of an effective and adequate Internal Control environment. - Responsible for liaising with Statutory Auditors on Internal Financial Controls (IFC) audits - Ensure Internal Control Framework is implemented across the institution. Identify gaps and recommend risk mitigation measures, wherever required - Ensure adequacy of controls on General Ledger, financial reliability and compliance with all applicable directives and regulations - Within the Finance Function ensures appropriate policies and standard operating policies are maintained and updated in a timely fashion - Adequate checks in place on Financial Closure Process for Quarterly & Annual Reporting - Oversight of Internal Financial Controls (ICOFR) on Financial Reporting - Management of Central Monitoring Unit to review and highlight discrepant transactions in general ledger of the bank and more specifically office accounts Technology & Systems - Leverage technology platforms to use rule based methodology to detect anomalies in postings/discrepant entries in the General Ledger and more particularly office (impersonal) accounts - Instituting dashboards framework (using BI tools) to monitor process controls are in place - Ensure adequate substantiation for entire set of impersonal (office accounts) across the general ledger of the bank - Ensure adequate safeguards in place to prevent functionaries in the bank from putting through transactions exceeding the delegation of powers or limits specified for the respective business vertical/unit - Ensure various system proxies, system suspense accounts are duly reconciled in liaison with Technology Vertical and nullification entries passed from time to time - To ensure appropriate amendments to core systems are made for remediating issues highlighted by Central Monitoring team.

SI No	2
Position	Head-Reconciliation & Settlement
Roles & Responsibilities	Process Improvement & Reconciliation Migration to Centralized Hub: - Evaluate Reconciliation Practises being followed across the entity by various verticals - Recommend Process Improvements - Constitute a Project for Automation of reconciliations using best in class technology solution - Issue RFP for “Reconciliation Automation” and follow process for hiring technology partner for Implementation of a reconciliation tool across the bank. - Create a reconciliation centre of excellence for phased migration of reconciliation processes across the bank to a centralized hub.

	Management of Centre of Excellence for Reconciliation of Office Accounts - Create a team structure to handle reconciliation operations with adequate supervisory levels, dashboards to monitor reconciliation progress, oversight on judgment calls being taken to complete reconciliations. - Hire and on-board relevant team members as per approved design for the department and impart training and handholding - Agreed KRA's of the department to be achieved in a timely manner. - Maintain Team Morale and ensure Productivity benchmarks are met as per agreed parameters. - Ensure that reconciliations taken over by COE are completed in a timely manner with adequate follow up for outstanding entries closure. - Establish Quality & Process Control Reviews in line with Industry Best Practise - Create Standard Operating Processes for reconciliation operations across the board - Minimise entries outstanding as per Service Level Agreements defined for each type of office account. - Liaise with Internal Audit and Statutory Auditors for Audits of Reconciliation outstanding at period end dates. - Evaluate ways to handle long unreconciled entries, by retrieving archived transactions and correspondence. - Ensure that there is adequate provision maintained for unreconciled entries as per policy of the Bank. - Ensure adequate follow up for moneys due to the Bank by third parties, through liaison with respective business verticals.
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SI No	3
Position	Head Data Analytics- Financial Control
Roles & Responsibilities	- Head the Centralized Monitoring Unit established under the GL Substantiation Project - Establish and own an inventory of rules being run in Central Monitoring Unit to analyse outliers - Ensure Alerts being generated are being attended by various business verticals - Ensure adequate staffing of the Centralized Monitoring Unit and to ensure KRAs of the team are being met - Keep team morale high and maintain productivity of the team - Ensure rules defined for the CMU are being continuously refined to keep them relevant, in light of advisories from Internal Audit, Statutory Auditors, Regulators and ACB - Evolve new rules to keep the CMU relevant in detecting anomalies in transactions passed in General Ledger of the Bank - Ensure completeness of transactions being reviewed by CMU - Working with external consultants from time to time to ensure that CMU is kept relevant and processes are best in class - Use Computerised Audit Techniques and exception reporting to detect any potential revenue leakages or income recognition failures in core systems. - Review Exception Limits, R Menu listing etc. to ensure that business verticals are restricted from passing transactions beyond the powers defined in the Delegation of Powers authorised by the board of directors.

ANNEXURE II

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) Scanning the photograph & signature :-

1. Set the scanner resolution to a minimum of 200 dpi (dots per inch).
2. Set the color to True Color
3. File size as specified above
4. 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).
5. 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.

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.

If the file size and format are not as prescribed, an error message will be displayed.

While filling in the Online Application Form, the candidate will be provided with a link to upload his photograph and signature.

(iv) Procedure for uploading the Photograph and Signature :-

- (i) There will be two separate links for uploading Photograph and Signature.
- (ii) Click on the respective link 'Upload Photograph/ Signature'.
- (iii) Browse and select the location where the scanned photograph/ signature file has been saved.
- (iv) Select the file by clicking on it.
- (v) Click the upload button.

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

Note :-

1. In case the face in the photograph or signature is unclear, the candidate's application may be rejected.
2. After registering online, candidates are advised to take a printout of their system generated online application forms.
3. In case, the photograph or signature is unclear, the candidate may edit his application and re-upload his photograph or signature.