

 बैंक ऑफ महाराष्ट्र Bank of Maharashtra भारत सरकार का उद्योग एक परिवार एक बैंक	मानव संसाधन प्रबंधन विभाग Human Resources Management Department प्रधान कार्यालय: लोकमंगल, 1501, शिवाजीनगर, पुणे-5 Head Office: LOKMANGAL, 1501, SHIVAJINAGAR, PUNE-5 टेलीफोन/TELE-020 : 25614270-74 ई/मेल-e-mail : bomrpsell@mahabank.co.in	 75 Azadi Ka Amrit Mahotsav
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AX1/ST/RP/Recruitment Scale: II, III, IV & V/2022-23

Date: 05.12.2022

Recruitment Notification

Recruitment of Officers in Scale II, III, IV and V - Project 2023-24

Date for submission of online application starts between 06.12.2022 and 23.12.2022

Bank of Maharashtra, leading listed Public Sector Bank with Head Office in Pune and more than 2067 branches all over India invites online application from eligible candidates for following posts. It is intended to sustain financial performance, demystifying and accelerating banking journey in terms of digital transformation, expansion of branch network with more growth through a combination of strategies *inter-alia* opening of verticals such as Corporate Finance branches, setting up Centralized Processing Centers for Retail and MSME customers, Business Development Officers, etc. for development of bank's business.

01. Details of number of Posts, Reservation & Age:

Sr	Name of the Post	Scale	No of Vacancies						Of which PwBD			
			SC	ST	OBC	EWS	UR	Total	OC	VI	HI	ID
01	AGM Board Secretary & Corporate Governance	V	0	0	0	0	1	1	0	0	0	0
02	AGM Digital Banking	V	0	0	0	0	1	1	0	0	0	0
03	AGM Management Information System (MIS)	V	0	0	0	0	1	1	0	0	0	0
04	Chief Manager, Management Information System (MIS)	IV	0	0	0	0	1	1	0	0	0	0
05	Chief Manager, Market Economic Analyst	IV	0	0	0	0	1	1	0	0	0	0
06	Chief Manager, Digital Banking	IV	0	0	0	0	2	2	0	0	0	0
07	Chief Manager, Information System Audit	IV	0	0	0	0	1	1	0	0	0	0
08	Chief Manager, Information Security Officer	IV	0	0	0	0	1	1	0	0	0	0
09	Chief Manager, Credit	IV	2	1	4	1	7	15	0	0	0	0
10	Chief Manager, Disaster Management	IV	0	0	0	0	1	1	0	0	0	0
11	Chief Manager, Public Relation & Corporate Communication	IV	0	0	0	0	1	1	0	0	0	0
12	Generalist Officer	III	15	7	27	10	41	100	1	1	1	1
13	Generalist Officer	II	60	30	108	40	162	400	4	4	4	4
14	Forex / Treasury Officer	II	3	1	6	2	13	25	1	0	0	0
Total			80	39	145	53	234	551	6	5	5	5

*Age Relaxation to reserved category is applicable as per Government guidelines. Abbreviations: SC: Scheduled Caste, ST: Scheduled Tribe, OBC: Other Backward Classes, EWS: Economically Weaker Section, UR: Unreserved, PwBD: Persons with Benchmark Disabilities, OC: Orthopedically Challenged, VI: Visual Impairment, HI: Hearing Impairment, ID: Intellectual / Multiple Disabilities, AGM: - Asstt. General Manager.



02. Eligibility Criteria:

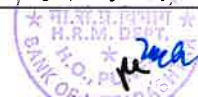
1. Recruitment of AGM- Board Secretary & Corporate Governance (Scale V):

Post	AGM - Board Secretary & Corporate Governance
No. of Post	01 [One Only]
Qualification	Professional qualification of CS from the Institute of Company Secretaries of India (ICSI). Preference will be given for additional qualification/s like CA / CFA / CMA / Risk Management / Finance from a University / Institution / Board recognized by Govt. of India.
Experience	The minimum experience of 12 years in the Banking or Financial Services, out of which minimum 4 years should be in Investor Relations / Board Secretariat.
Age	Maximum 45 Years
Bond	The selected candidate shall execute a bond of Rs. 02.00 lakh for two years from the date of joining the Bank
Probation	Six months from the date of joining
Place of Posting	The position / place of posting of candidate will initially & ordinarily be at Head Office, Pune. However, the Bank reserves the right to post the selected candidate as per bank's requirement
Basic Pay	Basic Pay: 89890 - 2500/2 – 94890 - 2730/2 – 100350 The official shall be eligible for D.A, H.R.A / Lease rental, C.C.A, Medical and other allowances etc. & perquisites applicable for Scale V cadre as per prevailing rules of the Bank. Allowances may vary depending upon the place of posting.
Leaves	The selected candidate shall be entitled for leaves as per the then rules and regulations of bank
Perquisites	The selected candidate shall be eligible for the perquisites / Quarter facility (in lieu of HRA) as applicable to the post of Asstt. General Manager (Scale V). The selected candidate shall also be eligible to avail mobile expenses, car expenses, petrol expenses, etc. as applicable to Scale V cadre.
Reporting Authority	The selected candidate will directly report to General Manager handling the portfolio Board Secretary / Executive Directors / MD & CEO.
Job Profile	<ol style="list-style-type: none"> 1. The Board Secretary should ensure that all Agenda / Reports be provided to Members of the Board with all necessary information. A copy of previous minutes of the Board meetings as well as information & documents should be given whenever required. The board secretary should be responsible for counseling the board through the Chairman on all Governance matters. Handling of all Board related activities. 2. Knowledge of SEBI & LODR related matters. Compliance Officer of SEBI/Gol Regulations / Implementation of Prevention of insider. Timely completion of all SEBI related audits/uploading compliances on Stock Exchanges. Liaison with Stock Exchanges/ RBI/Gol/SEBI/RTA/DPs/NSDL/Consultants for all issues including e-voting etc. Stakeholder Relationship maintenance. 3. Attending to all SEBI related compliance issues/ Prohibition of Insider Trading (PIT) regulations and other policies and timely disclosure of all regulatory filings. Providing compliances support and clarifications to all departments. Conducting / coordinating meetings of the Board and its various Committees. 4. Minutes of the Committees and Board meeting to be recorded as per professional standards mandated. Complying Resolution of NSE/BSE/SEBI and attending/replying other investor related complaints. Liaison with Government of India, Bank Board Bureau / FSIB and Reserve Bank of India on various administrative matters related to the Board functioning and procedures. Stakeholder Relationship maintenance. 5. To report to the Board about compliance with the provision of the applicable Acts and Laws. To ensure constitution / re-constitution of Board Committees are done

	<p>strictly as per laid down norms/customary practices. Ensuring Corporate Governance Norms of SEBI / Stock. Exchanges and ensuring Compliance with Banking laws, Nationalized Banks' Scheme, SEBI Rules/Regulations, Stock Exchange guidelines/rules, Companies Act, etc. while acting as Compliance Officer for Equity Shares, Bonds, Banker to issue and Debenture Trustee. Liaison with Authorities– SEBI, NSE, BSE, NSDL, CDSL and periodical reporting of mandated information. Raising of equity capital in consultation with Chief Financial Officer and getting the shares listed with stock exchanges.</p> <p>6. Handling Annual General Meeting of shareholders. Continuous monitoring of SEBI Scores Portal for Investor Grievances to ensure that no shareholder grievance is pending and the Bank is free from shareholders' complaints. Ensure that the management makes available the agenda items within the time frame stipulated by the Board and its committees. The minutes of the meetings of committee and the Board are to be recorded as per the professional standards mandated. Ensuring adherence to the "Code of Conduct for the Board of Directors and Senior Management" approved by the Board.</p>
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2. Recruitment of AGM - Digital Banking (Scale V):

Post	AGM - Digital Banking
No. of Post	01 [One Only]
Qualification	Bachelor's / Master's Engineer Degree in IT / Computer Science with minimum 50% in aggregate of all semesters / years. Preference will be given to those who have certification(s) / Diploma etc. in Digital Banking.
Experience	The minimum experience of 12 years in the Banking or Financial Services , out of which minimum 5 years should be in Digital Banking Scenario / Digital Strategy / CBS Management in any Public Sector Banks / Private Sector Banks / NBFCs. Preference will be given to those who have experience in Digital Banking.
Age	Maximum 45 Years
Bond	The selected candidate shall execute a bond of Rs. 02.00 lakh for two years from the date of joining the Bank
Probation	Six months from the date of joining
Place of Posting	The position / place of posting of candidate will initially & ordinarily be at Head Office, Pune. However, the Bank reserves the right to post the selected candidate as per bank's requirement
Basic Pay	Basic Pay: 89890 - 2500/2 – 94890 - 2730/2 – 100350 The official shall be eligible for D.A, H.R.A / Lease rental, C.C.A, Medical and other allowances etc. & perquisites applicable for Scale V cadre as per prevailing rules of the bank. Allowances may vary depending upon the place of posting.
Leaves	The selected candidate shall be entitled for leaves as per the then rules and regulations of the bank.
Perquisites	The selected candidate shall be eligible for the perquisites / Quarter facility (in lieu of HRA) as applicable to the post of Asstt. General Manager (Scale V). The selected candidate shall also be eligible to avail mobile expenses, car expenses, petrol expenses, etc. as applicable to Scale V cadre
Reporting Authority	The selected candidate will directly report to General Manager handling the portfolio of Digital Banking Department
Job Profile	<ol style="list-style-type: none"> Define and implement digital strategy by working with cross-functional partners to map traditional processes to digital. Developing and execute plans to sustain and support the digital business, anticipating future trends. Lead end to end delivery of digital projects and change management required to improve, implement, and embed digital systems and processes. Drive and support ongoing digital transformation of the Bank by continuously improving the



	<p>effectiveness of the current processes which involve measuring ROI on digital projects, fine-tuning approaches as needed to ensure the Bank is investing in the right tools and resources.</p> <ol style="list-style-type: none"> 3. Maintain an overview of all digital products across the Bank, developing and promoting standards and processes to ensure quality, usability and consistency for Bank's customers. Responsible for the vision, roadmap, development, delivery, and value realization. 4. Create the roadmap and strategy to deliver bank's products and customer digital experience. To ensure effective solutions are in place and operating effectively. Develop an experience driven digital product roadmap that delivers new and enhanced features to accelerate growth and customer engagement. 5. Create key functionality that meets the product's KPIs to increase the current customer base and e-commerce revenue stream. Use analytics and knowledge of current market trends to continuously iterate and improve the online customer experience Strategic and Annual Planning. 6. To maintain bank's effectiveness and efficiency in digital eco-system by delivering, implementing and publicizing all digital channels such as Whats-App banking, Internet & Mobile Banking, Omni-channels, etc. 7. To improve customer engagement through continuous improvement of customer journey for seamless experience across all digital channels including journeys at customer service points.
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3. Recruitment of AGM - Management Information System (MIS- Scale V):

Post	AGM - Management Information System (MIS)
No. of Post	01 [One Only]
Qualification	Master's / Bachelor's Engineer Degree in IT / Computer Science with minimum 50% in aggregate of all semesters / years. Preference will be given to those who have additional qualification/s in data science / data analytics & MBA / Diploma / Certificate(s) of established institutions in the sector.
Experience	The minimum experience of 12 years in the Banking or Financial Services , out of which minimum 5 years should be in Oracle / MSSQL Database Administration / Machine Learning & Artificial Intelligence / Database Operations preferably on Banking Projects.
Age	Maximum 45 Years
Bond	The selected candidate shall execute a bond of Rs. 02.00 lakh for two years from the date of joining the Bank
Probation	Six months from the date of joining
Place of Posting	The position / place of posting of candidate will initially & ordinarily be at Head Office, Pune. However, the Bank reserves the right to post the selected candidate as per bank's requirement
Basic Pay	Basic Pay: 89890 - 2500/2 – 94890 - 2730/2 – 100350 The official shall be eligible for D.A, H.R.A / Lease rental, C.C.A, Medical and other allowances etc. & perquisites applicable for Scale V cadre as per prevailing rules of Bank. Allowances may vary depending upon the place of posting.
Leaves	The selected candidate shall be entitled for leaves as per the then rules and regulations of Bank.
Perquisites	The selected candidate shall be eligible for the perquisites / Quarter facility (in lieu of HRA) as applicable to the post of Asstt. General Manager (Scale V). The selected candidate shall also be eligible to avail mobile expenses, car expenses, petrol expenses, etc. as applicable to Scale V cadre.
Reporting Authority	The selected candidate will directly report to General Manager, IT Department

Job Profile	<ol style="list-style-type: none"> 1. Management & monitoring of MIS Reports generate for various user departments and top management. Automation of processes for generation of regular reports to ensure timely submission of dash-boards. 2. Develop effective co-ordination with other user departments for timely submission of various reports including regulatory returns. Monitoring of regular backup of bank's MIS solutions to ensure business continuity during disasters. 3. Periodic evaluation of MIS architecture for improvement of MIS performance. 4. Schedule and produce periodic reports regarding MIS performance. Analyzes and recommends software and hardware to maximize productivity for all networks. 5. Collaborates with other departments and outside computer support vendors to schedule and coordinate upgrades and tests. Performs other related duties as assigned. 6. Develop and implement MIS policies to ensure data accuracy and security. Monitor MIS performance regularly to avoid unplanned outages and down times. Consults with management to analyze computer system capability for information, data, and functional operations, determine scope and priorities of projects and discuss system capacity and equipment acquisitions. 7. Processing and creating of MIS Hub w.r.t Data / MIS reports and analyzing as and when sought by the departments.
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4. Recruitment of Chief Manager - MIS (Scale IV):

Post	Chief Manager, MIS (Management Information System)
No. of Posts	1 [One Only]
Qualification	Master's / Bachelor's Engineer Degree in IT / Computer Science with minimum 50% in aggregate of all semesters / years. Preference will be given to those who have additional qualification/s in data science / data analytics & MBA / Diploma / Certificate(s) of established institutions in the sector
Experience	The minimum experience of 10 years in the Banking or Financial Services , out of which minimum 4 years should be in Oracle / MSSQL Database Administration / Machine Learning & Artificial Intelligence / Database Operations preferably on Banking Projects
Age	Maximum 40 Years
Bond period	The selected candidate shall execute a bond of Rs. 02.00 lakh for two years from the date of joining the Bank
Probation	Six months from the date of joining
Job profile	<ol style="list-style-type: none"> 1. Management & monitoring of MIS Reports generated for various user departments and top management. Automation of processes for generation of regular reports to ensure timely submission of dash-boards. 2. Develop effective co-ordination with other user departments for timely submission of various reports including regulatory returns. Monitoring of regular backup of bank's MIS solutions to ensure business continuity during disasters. 3. Develop and implement MIS policies to ensure data accuracy and security. Monitor MIS performance regularly to avoid unplanned outages and down times. Consults with management to analyze computer system capability for information, data, and functional operations, determine scope and priorities of projects and discuss system capacity and equipment acquisitions. 4. Processing and creating of MIS Hub w.r.t Data / MIS reports and analyzing as and when sought by the departments. 5. Create and maintain the network and database for the Bank. Ensures stable operation of network and database by consistently scheduling and implementing updates and functionality tests; identifies and resolve any issue that is identified during the testing process. Develop, manage, and implement hardware



Age	Maximum 40 Years
Bond period	The selected candidate shall execute a bond of Rs. 02.00 lakh for two years from the date of joining the Bank
Probation	Six months from the date of joining
Job profile	<ol style="list-style-type: none"> 1. Prepare the product development / enhancement plan for the products managed, prepare a product development /enhancement plan for various existing products on digital application platform and undertake development of the requirements for the products managed overlook progress of development throughout the life-cycle for on-time and bug-free delivery testing of the new developments for bug-testing / process gaps and take corrective action, undertake enhancements for the various products to keep it relevant at all times, business support regular interaction with implementation team seeking feedback on product, process. 2. Customer onboarding on digital channels, green channels. Working closely with the digital marketing team to ensure alignment on key messages, goals, and overall experience. Collaborate with cross functional team to gather requirements for digital transformation, stimulate and promote new digital capabilities. 3. Work with IT Digital transformation team to regularly monitor and review performance, suggest ideas for improvements and enhancing efficiency. Assist in developing Short, Mid and Long-term Digital Strategy of the Bank Implementation of the Digital Strategy of the Bank under collaboration with different verticals of the Bank involving all key stakeholders. 4. Identifying emerging technologies (IOT, Block-chain, Robotics etc.) that can support, enhance and re-define Bank's products, processes, digital assets and platforms. 5. Ensure collaboration, knowledge sharing, and digital best practices between partners and colleagues to help embed a robust digital ecosystem. 6. Customer Education initiatives on Digital products, developing robust & effective customer Grievance handling infrastructure. 7. Plan, Execute, Own and Monitor Digital Marketing Campaigns for incremental revenue to the Bank. Provide inputs and reports to the Top Management of the Bank on the industry trends. 8. Evaluating website traffic according to metrics such as a number of visitors, visitor demographics, session length, conversion rate, new customer acquisition cost, and more.

7. Recruitment of Chief Manager - Information System Audit (Scale IV):

Post	Chief Manager - Information System Audit
No. of Posts	01 (One Only)
Qualification	B. Tech / B.E. in Computer Science / IT / MCA / MCS / M.Sc. (Electronics / Computer Science) with minimum 55% marks in aggregate of all semesters / years. and Mandatory Certifications in CISA, CISSP OR DISA.
Experience	The minimum 10 years' experience for conducting Information Systems (IS) Audit including VA & PT and should have conducted Information System Audit of Systems such as Core Banking Solution, EFT Switch, Internet Banking, Mobile Banking, DC/DR Sites including Vulnerability Assessment & Penetration Testing etc. in at least one Commercial Bank / Public Sector Organization / Statutory Body during the last 3 years
Age	Maximum 40 Years
Bond period	The selected candidate shall execute a bond of Rs. 02.00 lakh for two years the from date of joining the Bank
Probation	Six months from the date of joining



Job profile	<ol style="list-style-type: none"> 1. Ensuring safety and effectiveness of computer systems and their security components, mainly focusing on computer systems that may be out of date and could be at risk. 2. Post security audit, detailed report preparation outlining the effectiveness of the system, explaining any security issues, and suggesting changes and improvements. 3. To plan, execute and lead security audits, inspect the efficiency, effectiveness, and compliance of operation processes and make sure they are under corporate security policies and related government regulations. 4. Accurately interpret audit results against defined criteria, create a written and verbal report of auditing result, create process for security audits across the entire network, Asses current risks and create steps to secure vulnerable systems, translate security audit results to company documentation, develop best practices for security procedures. 5. Providing an overview of the audit process, executing cybersecurity audits, analyzing/investigating any recent breaches or security concerns, evaluating internal security systems, controls and policies, Ensuring compliance with applicable laws and regulations. 6. The Information Systems Auditor will primarily be responsible for conducting or arranging for the conduct of Information Systems (IS) Audits. The Frequency of IS Audits, as per Extant IS Audit Policy is as under <ol style="list-style-type: none"> (a) IT systems are divided into critical, high, medium and low criticality systems based on risk matrix. (b) Frequency of system audits shall be as follows: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th></th> <th>Criticality</th> <th>Audit intervals</th> <th>Extension permissible by GM, Inspection Dept</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Critical</td> <td>6 months</td> <td>1 months</td> </tr> <tr> <td>B</td> <td>High</td> <td>9 months</td> <td>1 months</td> </tr> <tr> <td>C</td> <td>Medium</td> <td>15 months</td> <td>2 months</td> </tr> <tr> <td>D</td> <td>Low</td> <td>18 months</td> <td>2 months</td> </tr> </tbody> </table> 7. New IT systems or those systems, which have undergone major changes, shall be audited within 6 months of implementation. All the systems, domains and processes irrespective of their risk levels shall be covered within a period of two years. IS Audit of critical branches will be carried out on sample basis. Notwithstanding the above, IT governance, information security governance, data center, IT processes, critical business applications and MIS systems shall be subjected to audit at least once a year. Continuous auditing shall be introduced in critical areas in a phased manner. 8. As per the IS Audit Policy, IS Auditor shall audit the services of all service providers to ensure that they adhere to the contracted levels of service set out in the Service Level Agreements entered into / to be entered into with the Bank. IS Audit shall audit the compliances by the service providers to various regulatory and statutory requirements to ensure that Bank is not unduly exposed to any risk on account of acts of commission / omission by them. 		Criticality	Audit intervals	Extension permissible by GM, Inspection Dept	A	Critical	6 months	1 months	B	High	9 months	1 months	C	Medium	15 months	2 months	D	Low	18 months	2 months
	Criticality	Audit intervals	Extension permissible by GM, Inspection Dept																		
A	Critical	6 months	1 months																		
B	High	9 months	1 months																		
C	Medium	15 months	2 months																		
D	Low	18 months	2 months																		

8. Recruitment of Chief Manager - Information Security Officer (ISO) (Scale IV):

Post	Chief Manager, Information Security Officer
No. of Posts	01 [One Only]
Qualification	Bachelor / Master Engineering Degree or its equivalent in the following discipline with minimum 50% in aggregate of all years / semesters recognized by Government of India or its Regulatory bodies (a) Computer Science / Computer



	<p>(b) Information Technology (c) Electronics & Communication (d) Equivalent Courses related to Cyber Security Field</p> <p>The candidate should have one of the following certificates for being eligible for the post:</p> <p>(a) Certified Information Systems Security Professional (CISSP) (b) Certified Information Security Manager (CISM) (c) Certified Chief Information Security Officer (CCISO) (d) Certified Information Systems Auditor (CISA)</p>
Experience	<p>The IT related work experience of minimum 10 years of which at least 5 years should be in the core domain area of information security in financial organizations.</p> <p>Or</p> <p>Minimum 10-year work experience in handling IT related functions in Scheduled Commercial Banks of which minimum 4-year experience in the core domain area of information security at Middle Management Level & above.</p>
Age	Maximum 40 Years
Bond period	The selected candidate shall execute a bond of Rs. 02.00 lakh for two the years from date of joining the Bank
Probation	Six months from the date of joining
Job profile	<ol style="list-style-type: none"> 1. Bringing to the notice of Board/IT sub-committee of the Board about the vulnerabilities and cyber security risk, the Bank is exposed to. 2. As member secretary of Information Security and/or related committee(s), if any, may ensure <i>inter-alia</i>, current/emerging cyber threats to banking (including payment systems) sector and the Bank's preparedness in these aspects are invariably discussed in such committee(s). 3. Managing and monitoring SOC and drive cyber security related projects. 4. Maintaining and update a threat landscape for the organization on a regular basis. 5. Ensuring that periodic tests are conducted to evaluate the adequacy and effectiveness of technical security control measures, especially after each significant change to the IT applications/ systems/ networks as well as after any major incident.

9. Recruitment of Chief Manager - Credit (Scale IV):

Post	Chief Manager - Credit
No. of Posts	15 (Fifteen Only)
Qualification	<p>Graduate from recognized university with professional qualification of CA / CMA / CFA from the recognized Institute/Board</p> <p>OR</p> <p>Post Graduate Degree in any discipline preferably from Banking / Finance / Agriculture / any credit related area with minimum 50% marks in the aggregate of all semesters / years from a recognized University/ Institution/ Board recognized by Govt. of India / approved by Govt. Regulatory bodies.</p>
Experience	<p>Essential Experience:</p> <p>10 years post qualification experience as an officer out of which 5 years' experience should be in processing of Credit Commercial / Project Finance / Agriculture / Mid & Large Credit in Public sector Banks / Private sector Banks / Financial institutions.</p> <p>OR</p> <p>Professional qualification of CA / CMA / CFA with minimum 10 years' experience as an officer out of which 5-year experience should be in processing of Credit</p>