

## **Applications are invited for one post of Deputy Managing Director (DMD) in IDBI Bank Ltd.**

IDBI Bank invites applications from qualified candidates for one post of Deputy Managing Director (DMD). Interested candidates who fulfil the eligibility criteria may please visit the Bank's website [www.idbibank.in](http://www.idbibank.in) for detailed terms & conditions and the requisite application form. *The place of posting shall be Mumbai.*

**The Last dates for submitting the complete application is January 15, 2024 by 1800 Hrs IST.**

Before applying candidates are advised to ensure that they fulfill the stipulated eligibility criteria.

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### A. Competency/skill requirement

1. Proven domain expertise in Retail and or Corporate Banking. Preference shall be given to candidates having proven exposure in area(s) such as Retail Assets, Liabilities, Agri, MSME, Branch Operations etc.
2. DMD acts as the second-in-command to the MD & CEO of the bank and should be a go getter, an excellent team player having the ability to motivate and drive the bank and its employees.
3. DMD is a member of the Board and assists the Board in all matters related to management, supervision and administration of the Bank especially in the areas/ domain allotted to him/ her.

### B. Eligibility criteria

1. **Age:** 50-58 years (*as on 31-December-2023*)
2. **Educational qualifications:** Candidate should be a minimum Graduate. Post Graduate degree in Economics / Commerce / Business Administration/ Finance or professional qualification of Chartered Accountancy, Cost Accountancy, Chartered Financial Analyst or equivalent shall be desirable.

**3. Criteria:-**

**Experience** (on 31-December-2023):

- a. At least 20 years of experience in Retail and or Corporate Banking. Preference shall be given to candidates having proven exposure in area(s) such as Retail Assets, Liabilities, Agri, MSME, Branch Operations etc.
- b. Of these 20 years applicants should have at least 2 years of experience as under:
  - As Chief General Manager / General Manager in Public Sector Banks OR
  - At one level below the Board in Private Sector entities
- c. Eligibility conditions (above) can be relaxed if warranted and would be at the sole discretion of the bank without assigning any reason whatsoever.

**Other Requirements:**

- a. Proven management and/or leadership skills and innovative mindset to build an inspired team.
- b. Excellent communication skills.

### C. Tenure, Remuneration and Allowances

- 1. Tenure:** The assignment shall be initially for a period of three years, extendable by further periods at the discretion of the Board (*subject to regulatory approvals as applicable*).
- 2. Remuneration and Allowances:** Consolidated remuneration/ allowances shall be based on the experience / seniority and as decided by the Board from time to time (*subject to regulatory approvals*).

### D. Selection procedure

Selection will be based on Shortlisting and Personal Interview. Applications received shall be screened and shortlisted based on experience, eligibility, qualification and overall suitability for the position. Final selection of the candidate will be done consequent to screening, shortlisting and personal interview of applicants by a nominated Selection Committee Constituted for the purpose.

### E. Application guidelines

**1. Application Procedure**

All applicants are required to apply as per the format appended in this notification

**PLEASE DO NOT SUBMIT MULTIPLE APPLICATIONS.**

## 2. Documents

The following documents need to be forwarded along with the application form:

- i) Detailed Resume,
- ii) Self-Attested Photo Identity Proof viz., Passport/ Aadhaar/ PAN Card/Driving Licence (to verify age),
- iii) Self-Attested mark sheets & certificates for educational qualifications from graduation level onwards,
- iv) Work Experience: Documentary proofs such as Experience Certificates from past and current employer's viz., Appointment letters, Relieving Letters to ascertain the designation at the time of joining / exit, Promotion Orders etc,
- v) Candidates **servicing** in Government / quasi Government offices/ Public Sector Undertakings (including Nationalized Banks and Public Sector Organizations in financial sector) / Parastatals are required to provide a "No Objection Certificate" from their current employer,
- vi) Any other relevant documents in support of eligibility.

## 3. Action against candidates found guilty of misconduct

Candidates are advised that they should not furnish any particulars/ details/ information or make statements that are false, incorrect, tampered, fabricated and should not conceal or suppress any material information while filling up the application form and submitting the attested copies of testimonials. In case it is detected at any time that the candidate has indulged in any of the above mentioned activities, he/ she will not only be disqualified, but he/ she will also be liable to be dismissed from the services of IDBI Bank anytime, even after being selected and after joining IDBI Bank in service.

## 4. General eligibility

The appointment of selected candidates may be subject to their being declared medically fit as per IDBI Banks extant pre recruitment medical standards.

## 5. General instructions

- i. The contents here to be read along with the advertisement.
- ii. Location of the post will be in Mumbai.
- iii. **CLOSED** cover containing the application filled in its entirety should be super scribed 'APPLICATION FOR THE POST OF DMD' and sent to the following address only by registered post/courier:

**MD & CEO's Sectt.  
IDBI Bank Limited  
24<sup>th</sup> Floor, IDBI Tower,  
WTC Complex,  
Cuffe Parade, Mumbai - 400 005.**

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- iv. Only those applications filled in entirety in prescribed format and received not later than **1800 Hrs (IST) on January 15, 2024**, will be considered.
- v. Individual privacy concerns of the applicants will be ensured by the Bank to the extent possible.
- vi. Candidates should satisfy themselves about their eligibility for the post applied for. Applicant should strictly conform to the format of the application as prescribed. Applications should not be handwritten except for the signatures. *All pages to be signed by the applicant.*
- vii. Candidature will be considered on the strength of the information declared in the application and the copies of certificates/ documents submitted therewith.
- viii. A recent photograph is to be affixed at the appropriate place.
- ix. Candidates serving in Government / quasi Government offices/ Public Sector Undertakings (including Nationalized Banks and Public Sector Organizations in financial sector) / Parastatals are advised to submit 'No Objection Certificate' from their employer at the time of Interview, failing which their candidature may not be considered.
- x. In an event of final selection, candidates presently in service of Government / quasi Government offices/ Public Sector Undertakings (including Nationalized Banks and Public Sector Organizations in financial sector) / Parastatals are required to furnish a letter from the current employer containing the following details to the Bank:
  - A discharge certificate / NOC from the current employer,
  - Vigilance clearance certificate that no proceedings are either pending or contemplated against the officer concerned,
  - List of all the major / minor penalties imposed on the candidate or, otherwise, a certificate confirming that no penalty has been imposed on the officer during service.
- xi. Candidates are advised to submit their application and resumes prior to the closing date and not wait till the last date.
- xii. Upon selection, the candidate must obtain/ provide Director Identification Number (DIN) and must also be qualified to become Whole-time Director in terms of provisions of the BR Act, 1949, the Companies Act, 2013 and other applicable provisions.
- xiii. IDBI Bank does not assume any responsibility for the candidates not being able to submit their applications within the last date for any other reason whatsoever.
- xiv. Decisions of IDBI Bank in all matters regarding eligibility, screening, shortlisting, conduct of personal Interview, other tests (if required) and final selection would be final and binding on all candidates. No representation or correspondence will be entertained by IDBI Bank in this regard.

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- xv. Appointment of selected candidate is subject to the Banks' extant service and conduct rules at the time of joining
- xvi. 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.
- xvii. Candidates called for interview will be reimbursed, on production of tickets, to and from Airfare (Economy Class) / I AC railway fare, by the shortest route, from the place of their residence to the place of interview on production of actual bills.

**6. Announcements**

All further announcements/ details pertaining to this process will only be published/ provided on IDBI Bank website <https://www.idbibank.in/> from time to time.

**7. Disclaimer**



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. Decisions of IDBI Bank in all matters regarding eligibility, screening, shortlisting, conduct of personal Interview, other tests (if required) and final selection would be final and binding on all candidates. No representation or correspondence will be entertained by IDBI Bank in this regard.

**Place: Mumbai**

**sd/-  
Authorized Signatory  
(IDBI Bank Limited)**

For office use:


**Application Performa**

1	<p><b>Name</b></p> <p><i>(First Name First and Surname last)</i></p>	<div data-bbox="1031 412 1356 716" style="border: 1px solid black; padding: 10px; text-align: center;"> <p>Affix your Passport size photograph duly signed across</p> </div>
2	<p><b>Date of Birth</b></p> <p><i>(dd/mm/yyyy)</i></p>	
3	<p>Indian Passport No. &amp; date of expiry <i>(dd/mm/yyyy)</i> and / or PAN Card No and /or Aadhar Card No. <i>(Copy to be enclosed with the application)</i></p>	
4	<p>Name of the Present or Last Organization</p>	
5	<p>Present or Last Post held</p>	
6	<p>Gross Remuneration drawn <i>(including perquisites)</i> in INR</p>	
7	<p>Present Postal Address + e-mail id + contact No.</p> <p><i>(one landline and one mobile)</i></p>	

8	<b>Employment history that would demonstrate eligibility and credentials for the post of DMD</b> (to be confined to two pages and in font 'Cambria' size '12') <i>Please attach separate sheets, duly signed on all pages, if required</i>	
	Name of the organization & period of employment (dd/mm/yyyy)	Brief description that clearly articulates the duties, role, responsibilities and achievements that would demonstrate credentials for the post of DMD.
i		
ii		
iii		
v		



Bank Aisa Dost Jaisa

8	<p><b>Employment history that would demonstrate eligibility and credentials for the post of DMD</b> (to be confined to two pages and in font 'Cambria' size '12')</p> <p><i>Please attach separate sheets, duly signed on all pages, if required</i></p>	
	<p>Name of the organization &amp; period of employment (dd/mm/yyyy)</p>	<p>Brief description that clearly articulates the duties, role, responsibilities and achievements that would demonstrate credentials for the post of DMD.</p>
vi		
vii		
viii		<p>Bank Aisa Dost Jaisa</p>
9	<p>Name and contact no. of individual(s) engaged with professionally in the past and can stand referee to vouch for the credentials listed out in this application. (Two references)</p>	



<b>10 Educational Qualifications</b>				
	Name of the Degree/Diploma etc/Full -Time/Part Time	Name of the Institution/College/ University	Year of passing	Class/Grade received
i				
ii				
iii				
<b>11 Details of Professional Certification, if any</b>				
	Name of the Degree/Diploma etc/Full -Time/Part Time	Name of the Institution	Year of passing	Class/Grade received
i				
ii				
iii				

**Declaration:**

If at any stage, it is found that any information furnished in this application is false/incorrect/incomplete or does not satisfy the eligibility criteria, I do fully understand that my candidature/appointment is liable to be cancelled/terminated without any notice. Further, if this application is received after the due date & time, I do understand that it will not be considered. I do understand that even if I meet the eligibility criteria, I would be subjected to a process of shortlisting and the Selection Committee will interact only with the shortlisted candidates.

**No. of enclosures \_\_\_\_\_ Sheets**

**Name & signature of the applicant**

**Date:**

**Place:**