



# State Bank of India

CENTRAL RECRUITMENT & PROMOTION DEPARTMENT  
CORPORATE CENTRE, MUMBAI

Phone: 022-2282 0427; Fax: 022-2282 0411; E-mail: crpd@sbi.co.in

## RECRUITMENT OF SPECIALIST CADRE OFFICERS ON REGULAR & CONTRACTUAL BASIS

ADVERTISEMENT NO: CRPD/SCO/2018-19/12

**Online Registration of Application & Payment of Fees: from 09/01/2019 to 31/01/2019**

State Bank of India invites Online applications from Indian citizens for appointment to the following Specialist Cadre Officers posts.

Candidates are requested to apply Online through the link given on Bank's website <https://bank.sbi/careers> or <https://www.sbi.co.in/careers>

- The process of Registration is complete only when fee is deposited with the Bank through Online mode on or before the last date for payment of fee.
- Before applying, candidates are requested to ensure that they fulfil the eligibility criteria for the post as on the date of eligibility.
- Candidates are required to upload all required documents (brief resume, ID proof, age, educational qualification, experience etc.) failing which their candidature will not be considered for shortlisting/ interview.
- Short listing & interview will be provisional without verification of documents. Candidature will be subject to verification of all details/ documents with the original when a candidate reports for interview (if called).
- In case a candidate is called for interview & is found not satisfying the eligibility criteria (Age, Educational Qualification & Experience etc.) he/ she will neither be allowed to appear for the interview nor be entitled for reimbursement of any travelling expenses.
- Candidates are advised to check Bank's website <https://bank.sbi/careers> or <https://www.sbi.co.in/careers> regularly for details and updates (including the list of shortlisted/ qualified candidates). The Call letter/ advice, where required, will be sent by e-mail or will be uploaded on the Bank's websites (No hard copy will be sent).
- In case more than one candidate scores same marks as cut-off marks in the final merit list (common marks at cut-off point), such candidates will be ranked in the merit according to their age in descending order.
- HARD COPY OF APPLICATION & OTHER DOCUMENTS NOT TO BE SENT TO THIS OFFICE.**
- All revision / corrigenda will be hosted only on the Bank's above mentioned websites.

### A. Details of Post/ Nature of Engagement/ Vacancy/ Age/ Selection Process:

Post Sl no	Post	Total Vacancy	Grade	Regular/ Contractual	Vacancy (Category wise)								Age as on 01.12.18		Selection Process		
					Gen	OBC	SC	ST	Total	LD	VI	HI	Min	Max			
1.	Deputy Manager (Statistician)	2	MMGS-II	Regular	2	--	--	--	--	2	1 <sup>ii</sup>	--	--	35	42 <sup>x</sup>	Shortlisting and Interview (one or more rounds of interview in post 11) (& CTC negotiation in post 7 to 11)	
2.	Project Development Manager (Digital Initiatives) – Agriculture/ International Banking/ Retail Banking/ Corporate Banking@	3	MMGS-III	Regular													
3.	Manager (Servicing-Digital Initiatives) - Agriculture/ International Banking/ Retail Banking/ Corporate Banking@	3															
4.	Manager (Business Analyst/ Customer Service Analyst) @	2															
5.	Manager (Online Fulfilment/ Integration & Journeys/ Superstore Fulfilment) @	3															
6.	Manager (Digital Marketing) – Agriculture/ International Banking/ Retail Banking/ Corporate Banking@	4															
7.	Head (Legal) #	1	Contractual <sup>6</sup>		1	--	--	--	1	--	--	--	50	62 <sup>y</sup>			
8.	DGM(NCLT) \$	1			1	--	--	--	1	--	--	--	42	62 <sup>y</sup>			
9.	DGM(Law) \$	1			1	--	--	--	1	--	--	--	42	62 <sup>y</sup>			
10.	Executive (Credit Monitoring) ^	10	Contractual <sup>7</sup>		7	2	1	--	10	1 <sup>z</sup>	--	--	22	30 <sup>x</sup>			
11.	Head (Product, Investment & Research) \$\$ - SBI Wealth	1	Contractual <sup>8</sup>		1	--	--	--	1	--	--	--	35	50 <sup>y</sup>			

@	-Candidates are not allowed to apply for more than one post.	#	-Comparable Grade TEGSS-I in SBI	⌘	-OA and / OL may apply	∇	-No Upper age relaxation
*	-Contract period of 2 years (renewable for further 2 years)	\$	-Comparable Grade TEGS-VI in SBI,	☆	-OL may apply	⌘	-Upper age relaxation as per GOI guidelines
**	-Contract period of 5 years	\$\$	-Comparable Grade TEGS-VII in SBI	◆	-OL or BL may apply		
&	-Contract period is of 3 years	^	-Comparable Grade JMGS-I in SBI				

**ABBREVIATIONS:** Grade: MMGS-II/ III: Middle Management Grade Scale-II/III, TEGS-VI/VII, TEGSS-I: Top Executive Grade Scale-VI/VII, Top Executive Grade Special Scale-I. Category: Gen: General, OBC: Other Backward Classes, SC: Scheduled Caste, ST: Scheduled Tribe, LD: Locomotive Disability, VI: Visually Impaired, HI: Hearing Impaired.

### B. Details of Educational Qualification/ Experience & place of posting:

Post Sl. No.	Post	Educational Qualifications (As on 01.12.2018)	Post qualification Experience (As on 01.12.2018)	Likely place of posting
1.	Deputy Manager (Statistician)	Post Graduate in Statistics or Data Analytics with Minimum 60% marks or equivalent (The course should be of 2 years' full time duration. Course completed through correspondence/ part-time are not eligible. The Institute should be recognised/ approved by Govt., Govt. Bodies/AICTE) <b>Other Qualification:</b> Candidates having M.Phil./Ph.D. in same field(Statistics) <b>will be preferred.</b>	<b>Essential Experience:</b> Minimum 5 years' post qualification experience as a Statistician/Executive in Supervisory/ Management Role in: i. Scheduled Commercial Bank/ Associate or subsidiaries of a Scheduled Commercial Bank or Major Private Sector Bank, OR ii. In a Public Sector or Listed Financial Institution/ Company. <b>Preferred Experience:</b> Candidates having experience in data validation, analysis and reporting to Top Management <b>will be preferred.</b> <b>Specific skills:</b> Good Analytical Skills	Mumbai or any other Centre at the discretion of the Bank.
2. to 6.	Post Sr. No. 2 to 6 under Para A	Candidate should have minimum qualification of B.E in Computer Science/Information Technology or B.Tech in Computer Science/Information Technology from recognized University. <b>Preference will be given to MBA or equivalent degree from recognized University/Institution.</b>	<b>Essential Experience:</b> Post qualification experience of minimum 4 years in relevant work in Bank/PSU/Corporate (any combination)	
7.	Head (Legal)	Degree in Law (3 years/ 5 years) and Post Graduate degree in Law from a recognized University or Institution in India. (Candidates who joined 5 years' course and left after 3 years are not eligible)	Should have practiced as Advocate for a minimum period of 3 years and Minimum Service of 20 years as law officer in Scheduled Commercial Bank/s and should have served in the capacity of General Manager for at least 1 year. <b>The experience should be after enrolment as advocate with Bar Council.</b>	
8.	DGM (NCLT)	Degree in Law (3 years/ 5 years) from a recognized University or Institution in India. (Candidates who joined 5 years' course and left after 3 years are not eligible) <b>Post graduate degree in Law will be preferable.</b>	Should have practiced as Advocate for a minimum period of 3 years and Minimum Service of 17 years as law officer in Legal Department of Scheduled Commercial Bank or Financial Institution or Asset Reconstruction Company or Combined experience in Law Department of Scheduled Commercial Bank and Asset Reconstruction Company and having extensive experience in Recovery and Rehabilitation. <b>The experience should be after enrolment as advocate with Bar Council.</b>	Mumbai
9.	DGM (Law)	Degree in Law (3 years/ 5 years) from a recognized University or Institution in India. (Candidates who joined 5 years' course and left after 3 years are not eligible) <b>Post graduate degree in Law will be preferable.</b>	Should have practiced as Advocate for a minimum period of 3 years and Minimum Service of 17 years as law officer in Scheduled Commercial Bank and should have served in the capacity of Assistant General Manager (Law) & above for at least 2 years. <b>The experience should be after enrolment as advocate with Bar Council.</b>	
10.	Executive (Credit Monitoring)	Chartered Accountant	Preference will be given to person having post qualification experience in corporate/ SME Credit as an Executive in supervisory/ management role in Schedule Commercial Bank/ Associate or Subsidiary of a Schedule Commercial Bank OR In a Public sector or listed Financial Institution/ Company	the discretion of Bank.
11.	Head (Products, Investments & Research)	Graduation/Post Graduation from Government recognized University/Institution or Reputed Colleges.  Other preferred qualification: Knowledge and Experience in Market Analytics and Passion for Research in Economics trend and Products.	<b>Essential Experience:</b> Minimum 12 years of relevant work experience in financial services, financial product development, investment advisory and private banking. Minimum 8 years of experience in Wealth Management. (Total 12 years' experience is inclusive of 8 years) Excellent knowledge of Equity Products, PMS, Alternate Investments, Mutual Funds. Experience in Product Development and Structuring for Private Wealth Clients. Experience in managing Investment Counsellors/Advisors at a National Level with Leading Banks/ Financial Institutions.	Mumbai

**NOTE:**

- i. The number of vacancies including reserved vacancies mentioned above are provisional and may vary according to the actual requirement of the Bank.
- ii. The educational qualification prescribed for various posts are the minimum. Candidate must possess the qualification and relevant full-time experience as on 01.12.2018.
- iii. Candidate belonging to reserved category including Person with Disabilities for whom no reservation has been mentioned are free to apply for vacancies announced for unreserved category if they fulfil all the eligibility criteria applicable to unreserved category.
- iv. Caste certificate issued by Competent Authority on format prescribed by the Government of India will have to be submitted by the SC/ST/OBC (Non-creamy layer) candidates.
- v. Candidate belonging to OBC category but coming in the 'creamy layer' are not entitled to OBC reservation and age relaxation. They should indicate their category as 'GENERAL' or General (OH/VI/HI) as applicable.
- vi. A declaration will have to be submitted in the prescribed format by candidates seeking reservations under OBC category stating that he/she does not belong to the creamy layer as on 31.3.2018. OBC certificate containing the 'Non-creamy layer' clause, issued during the period 01.04.2018 to the date of interview should be submitted by such candidates, if called for interview.
- vii. Reservation for PWD (OH/HI/VI) is horizontal within the overall vacancies for the posts.
- viii. PWD candidate should produce a certificate issued by a competent authority as per the Government of India Guidelines
- ix. The relevant experience certificate from employer must contain specifically that the candidate had experience in that related field as required.
- x. Maximum age indicated for General category candidates. Relaxation in upper age limit will be available as detailed below:

Sr No	Category	Age Relaxation (Years)
1	Scheduled Caste/Scheduled Tribe	5
2	Other Backward Classes (Non-Creamy Layer)	3
3	Persons ordinarily domiciled of the State of Jammu & Kashmir during the period 01.01.1980 to 31.12.1989	5
4	Persons with Disabilities (PWD)	PWD (SC/ ST) - 15 PWD (OBC) - 13 PWD (Gen) - 10
5	Ex Servicemen, Commissioned officers including Emergency Commissioned Officers(ECOs)/ Short Service Commissioned Officers(SSCOs) who have rendered 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.	As per Government of India Guidelines

**C. Job Profile & KRAs:**

Post Sr No	Post	Job Profile & KRAs in Brief	
1.	Deputy Manager (Statistician)	Job Profile	<ul style="list-style-type: none"> <li>• Handling large data and quick analysis &amp; report to the Top Management.</li> <li>• Analyzing/ Forecasting Business and Profitability parameters and projecting various parameters making short and long term planning for the Bank.</li> <li>• Collection of several data points/Reports from various external sources and carrying out comparative analysis and preparation of reports.</li> <li>• Attending to queries from RBI/ GOI/ IBA/ BBB etc. through quick compilation of requisite data and Reporting the same in a time bound manner.</li> <li>• Carrying out comparative analysis of performance of Peer Banks both in private and public sector and putting up the same to the Top Management periodically.</li> <li>• Calculation and analysis of Bank's Market share in Business and several products on a regular basis.</li> <li>• Calculation and Analysis of Productivity ratios, Financial ratios and other business ratios on a regular basis.</li> <li>• Preparing various presentations/ documents relating to Bank's Quarterly result along with their analysis and validation.</li> <li>• Responsible for Data mining and its interpretation. Portfolio Analysis using software techniques.</li> </ul>
		KRA	<ul style="list-style-type: none"> <li>• Preparation/validation of all Board Memoranda.</li> <li>• Preparation of Market Share Report on a regular basis.</li> <li>• Data collection, analysis, validation and preparation of presentations.</li> <li>• Contribution to the preparation of Monthly Performance PPT to CENMAC.</li> <li>• Analysis of YOA, COD, NIM and Productivity ratios.</li> <li>• Preparation of Financial Calendar.</li> <li>• Quarterly preparation of presentations to the Board, Analysts and Press etc.</li> <li>• Automation of daily reports</li> <li>• Timely submission of reports to various stakeholders</li> <li>• Miscellaneous statistics.</li> </ul>
2.	Project Development Manager (Digital Initiative) – Agriculture/ International Banking/ Retail Banking/ Corporate Banking.	Job Profile	<ul style="list-style-type: none"> <li>• Identify and prioritize of core product/ processes to redesign for relevant Business Unit.</li> <li>• Identify potential staff redeployment and cost savings from redesign of prioritized processes.</li> <li>• Responsible for revised process approval in coordination with Business Unit.</li> <li>• Responsible for SOPs for revised processes</li> <li>• Revise processes based on 'on-ground' feedback from Managers.</li> <li>• Responsible for achievements of desired sales targets from launch of re-imagined customer journeys and products from Business Unit.</li> </ul>
		KRA	<ul style="list-style-type: none"> <li>• Identify, prioritize and redesign core product/ processes to redesign for relevant BU.</li> <li>• Responsible for revised process approval in coordination with BU's.</li> <li>• Monitoring, tracking and organizing of all required SOP, manual, e-circular, e-lessons for proposed new product</li> <li>• Responsible for collating the 'on-ground' feedback from the stakeholders.</li> <li>• Responsible for achieving cost savings targets from the digital transformation.</li> <li>• Achievements of targets for redeployment and staff from service to sales.</li> <li>• Responsible for design, development and execution of new products in assigned categories in coordination with vendor/ technical teams</li> <li>• Responsible for achieving manpower re-deployment targets from the digital transformation.</li> <li>• Achievement of desired sales targets from launch of re-imagined customer journeys and products from Business units.</li> <li>• Accurately complete item set up requirements and all related documents; communicate to procurement, quality department, marketing and sales.</li> <li>• Work to ensure product specifications are precise and up-to-date then communicate to concerned departments</li> <li>• Coordinate with Marketing Communications teams on launch of new products launch programs on assigned categories.</li> <li>• Understand competitive marketplace for assigned categories and document competitive cross references.</li> <li>• Responsible for achieving P&amp;L targets from the digital transformation.</li> <li>• Responsible for streamlining the process on regular interval to face the competitive market.</li> <li>• Work collaboratively with Marketing and Engineering team management to adjust priorities and clarify features.</li> </ul>
3.	Manager (Servicing – Digital Initiatives) - Agriculture/ International Banking/ Retail Banking/ Corporate Banking.	Job Profile	<ul style="list-style-type: none"> <li>• Create roadmap for various customer journeys and liaise with IT teams to ensure successful delivery of the customer journey.</li> <li>• Interact and coordinate with various stakeholders (such as third party vendors/ service providers/ IT team etc. for product development and follow up.</li> <li>• Co-ordinate with IT verticals, vendors and reconciliation team for refunds/ fulfilments.</li> <li>• Ensure stickiness to the product by improving customer experience and bringing new customers to the platform.</li> <li>• Drive implementation of initiatives to improve customer experience as directed by appropriate authority.</li> <li>• Obtain, monitor and track key metrics for customer experience (NPS, Service TAT for each product) for Digital Bank and present reports to manager, customer experience.</li> <li>• Study competition customer experience periodically and suggest changes/initiatives to improve customer experience.</li> <li>• Negotiations/ interactions with vendors/ Technology Solution Provider to have win-win situation.</li> <li>• Ensuring prompt customer service and complaint management.</li> </ul>
		KRA	<ul style="list-style-type: none"> <li>• Coordination with GITC and vendor for fulfilment i.e., reconciliation, refunds, etc.</li> <li>• Monitor, synthesize and collate customer feedback from online and social media channels.</li> <li>• Ensuring prompt customer service and complaint management.</li> <li>• Responsible for achieving customer acquisition and digital sales targets for the Digital Bank.</li> <li>• Responsible for achieving growth targets for on boarding of new customers.</li> <li>• Responsible for achieving growth targets for online loan products (Agriculture/ International Banking).</li> <li>• Track service requests regularly and identify repeated requests/trends and suggest initiatives to improve CEX.</li> <li>• Obtain, monitor and track key metrics for customer experience (NPS, Service TAT for each product) for Digital Bank and present reports to manager, customer experience.</li> <li>• Monitor, track the development of various journeys to ensure timely delivery.</li> </ul>
4.	Manager (Business Analysts/ Customer Service Analyst)	Job Profile	<ul style="list-style-type: none"> <li>• Tracking the competition and developments in the industry to manage the process of new product development and ongoing product development.</li> <li>• Analysis of seller data and outcome achieved.</li> <li>• To devise/construct campaigns based on analytics.</li> <li>• Managing the setting of overall user accounts penetration and account acquisition targets/objectives to develop top line and bottom line for the top down leg of budgeting process.</li> <li>• Identify customers' needs in the digital environment and ways to address them.</li> <li>• Monitor customer service levels and customer satisfaction.</li> <li>• Define proactive strategies for continuous improvement in Customer service levels.</li> <li>• Identify systemic areas that cause frequent customer complaints and arrange for their rectification.</li> <li>• Suggest measures to be adopted to delight customers based on feedback/analysis.</li> <li>• Providing quickly actionable through data management using advanced excel and data visualization tools like cognos, tableau.</li> <li>• Facilitate in implementation of analytics model for banking products and doing predictive analysis.</li> </ul>
		KRA	<ul style="list-style-type: none"> <li>• Data analysis and interpretation to provide key insights to senior management</li> <li>• Preparation of documents like User Stories, Use Cases, Business Require Document, etc.</li> <li>• Vendor and stake holder management for implementation of digital process</li> <li>• Actively engage users and stakeholders to effectively translate operational feedback into software requirement</li> <li>• Manage MIS reports and publishing it thorough data quality checks</li> <li>• Providing quick actionable through data management using advanced excel and data visualization tools like cognos, tableau</li> <li>• Facilitate in implementation of analytics model for banking products and doing predictive analysis</li> <li>• Collect customer insights / feedback and create new propositions / products for the Digital Bank</li> <li>• Review customer service requests and complaints periodically to suggest design changes (Products, process, UI / UX) to improve customer experience metrics.</li> <li>• Identify systemic areas that cause frequent customer complaints and arrange for their rectification.</li> <li>• Define Marketing strategy (target segments, customer profiles, and target journeys) for customer acquisition, cross sell, up sells.</li> </ul>



Post Sr No	Post	Job Profile & KRAs in Brief	
5.	Manager (Online Fulfilment/ Integration and Journeys/ Superstore Fulfilment)	Job Profile	<ul style="list-style-type: none"> <li>Ensure smooth and seamless customer experience/journeys for the online marketplace.</li> <li>Coordinate with relevant IT teams to ensure delivery on customer experience and fulfilment targets.</li> <li>Responsible for achieving fulfilment and Service request TAT targets for online marketplace.</li> <li>Good knowledge of Digital Marketing.</li> <li>Review service request, reconciliation request and complaints periodically to suggest design changes (Products, process, I/UX) to improve customer experience and fulfilment rates.</li> <li>Monitor and track key customer experience metrics periodically.</li> <li>Ensuring prompt customer service and complaint management.</li> <li>Responsible for integrating Financial Superstore platform with Group Companies.</li> <li>Responsible for marketing for the financial superstore.</li> <li>Define and implement marketing strategy (target segments, customer profiles, target geographies etc.) for acquisition and cross-sell.</li> <li>Responsible for achieving customer acquisition and cross-sell targets for the financial superstore.</li> <li>Design analytics program to identify and cross-sell.</li> <li>Design online and social media campaigns to promote the financial superstore.</li> </ul>
		KRA	<ul style="list-style-type: none"> <li>End to end owner of customer experience for the online marketplace.</li> <li>Liaise with relevant IT teams to ensure delivery on customer experience and fulfilment targets.</li> <li>Responsible for achieving fulfilment, Service request TAT and complaints targets for the online marketplace.</li> <li>Design CEX for online marketplace journeys (Process / UI / UX / fulfilment).</li> <li>Review service requests, reconciliation requests and complaints periodically to suggest design changes (Products, process, UI / UX) to improve customer experience and fulfilment rates.</li> <li>Monitor and track key customer experience metrics each fortnight.</li> <li>In-charge of marketing for the financial superstore.</li> <li>Responsible for achieving customer acquisition and cross-sell targets for the financial superstore.</li> <li>Define marketing strategy (target segments, customer profiles, target geographies etc.) for customer acquisition and cross-sell.</li> <li>Design analytics program to identify and cross-sell.</li> <li>Design online and social media campaigns to promote the financial superstore.</li> </ul>
6.	Manager (Digital Marketing) – Agri/ International Banking/ Retail Banking/ Corporate Banking)	Job Profile	<ul style="list-style-type: none"> <li>Providing Marketing support by suggesting new creative/products based on market/industry requirements.</li> <li>Tie ups done with merchants/online sellers.</li> <li>Acquisition of customers.</li> <li>Increase in income as per the targets relating to digital banking.</li> <li>Proactively arranging meeting with executives of e-Commerce players/Aggregators/IT vendors.</li> <li>Negotiations/Interactions with Vendors/Technology Solution Providers to enable to have win-win situation.</li> <li>Ensuring prompt customer service and complaint management.</li> <li>Arranging marketing campaigns including social media and digital marketing.</li> <li>Formulation and execution of business strategy/marketing plan in coordination with Business Analyst and Customer Service Analyst</li> </ul>
		KRA	<ul style="list-style-type: none"> <li>Collect customer insights / feedback &amp; create new propositions/ products for the various segment of the Bank through Online/ Offline and social media campaigns.</li> <li>Responsible for achieving growth targets for customer acquisition, sales, value chain financing for the Agriculture digital products.</li> <li>Ensure proper reconciliation of online transactions.</li> <li>Design and develop customer journeys and products for B2C and B2B marketplace.</li> <li>Responsible for achieving customer acquisition and GMV (Gross Merchandise Volume) growth targets from B2C and B2B partnerships.</li> <li>Signing of NDAs, Agreements, safe keeping of documents and taking care of legal aspects (including sourcing, negotiations and contracting).</li> <li>Design analytics program to identify and cross-sell (in co-ordination with IT analytics team).</li> <li>Co-ordinating the development of new journeys/ products in Digital Bank including business rules, defining standard operating procedure (SOP), process flow, Operating model elements etc.</li> <li>Responsible for working closely with key business &amp; regulatory stakeholders, technology partner, third party vendors/ service providers &amp; Government agencies.</li> <li>Ensuring prompt customer service and complaint management.</li> </ul>
7.	Head (Legal)	Job Profile	<ul style="list-style-type: none"> <li>Providing analytical and comprehensive in-house legal service across a broad range of legal issues (including those involving the affiliates of organization)</li> <li>Keeping oneself updated and also, wherever necessary, briefing the top management of the organization about the latest legal developments.</li> <li>Disseminating knowledge on relevant legal issues and developments to the operational functionaries and, if required, suggesting/ initiating necessary changes in the policy, procedure or functioning of the organization.</li> <li>Offering opinion on various legal issues including those related to recovery, restructuring, resolution etc.</li> <li>Analyzing, drafting, vetting and negotiating agreements, contracts, deeds or documents required in the course of business.</li> <li>Supporting the operational functionaries in understanding and mitigating the legal risk in contracts, negotiations, deeds, projects etc.</li> <li>Mapping out strategies, in coordination with the relevant operational functionaries, for effective litigation management.</li> <li>Coordinating with statutory authorities/ regulatory authorities/ self-governing bodies on issues involving legal aspects.</li> <li>Instructing and coordinating with advocates and other professionals wherever necessary.</li> <li>Supporting operational functionaries in conduct of litigations by and against the organization and attending the court or tribunal or any judicial/ quasi-judicial forum, whenever required.</li> <li>Supporting and developing the in-house legal team</li> <li>Any other work/ responsibility that may be assigned, from time to time, by the Bank.</li> </ul>
8.	DGM (NCLT)	Job Profile	<ul style="list-style-type: none"> <li>Analyzing, drawing &amp; negotiating various kinds of agreements including Resolution Agreements/ Sale Agreements for Financial Assets/ Inter Creditor agreements etc.</li> <li>Drawing of Loan Restructure Documents/ Master Debt Recast and Restructuring Agreement etc.</li> <li>Offering opinion on restructuring of Corporate/ Infrastructure projects under prevalent legal provisions.</li> <li>Expertise in understanding and analyzing Sector Specific Concession. Agreement with various Authorities and the impact/ repercussions thereof.</li> <li>Familiarity with Insolvency Laws, Debt Recovery Laws, SARFAESI Act and current trends, updates and issues in the field.</li> <li>Guiding and advising sectoral teams, branches and other functionaries on queries regarding legal matters as and when required.</li> <li>Verifying the legal correctness of Information memorandum (IM) and other such documents and guiding the operational units whenever necessary.</li> <li>Handling matters relating to Corporate Debt Restructuring/ Strategic Debt Restructuring/ Scheme for Strategic Structuring of Stressed Assets (S for A) and other forms of restructuring.</li> <li>Vetting a Resolution Plan particularly in the context of provisions of IBC related law/ judgments.</li> <li>Knowledge in laws relating to Take-Over/ Merger/ Amalgamation of Corporates.</li> <li>Following up all the Insolvency, Debt Recovery cases</li> <li>To assist in empanelment of lawyers, insolvency professionals etc.</li> <li>Handling any other matter referred to for legal opinion/ advice.</li> <li>Any other work/ responsibility that may be assigned, from time to time, by the Bank.</li> </ul>
9.	DGM (Law)	Job Profile	<ul style="list-style-type: none"> <li>Providing analytical and comprehensive in-house legal service across a broad range of legal issues (including those involving the affiliates of organization)</li> <li>Keeping oneself updated and also, wherever necessary, briefing the top management of the organization about the latest legal developments.</li> <li>Disseminating knowledge on relevant legal issues and developments to the operational functionaries and, if required, suggesting/ initiating necessary changes in the policy, procedure or functioning of the organization.</li> <li>Offering opinion on various legal issues including those related to recovery, restructuring, resolution etc.</li> <li>Analyzing, drafting, vetting and negotiating agreements, contracts, deeds or documents required in the course of business.</li> <li>Supporting the operational functionaries in understanding and mitigating the legal risk in contracts, negotiations, deeds, projects etc.</li> <li>Mapping out strategies, in coordination with the relevant operational functionaries, for effective litigation management.</li> <li>Coordinating with statutory authorities/ regulatory authorities/ self-governing bodies on issues involving legal aspects.</li> <li>Instructing and coordinating with advocates and other professionals wherever necessary.</li> <li>Supporting operational functionaries in conduct of litigations by and against the organization and attending the court or tribunal or any judicial/ quasi-judicial forum, whenever required.</li> <li>Supporting and developing the in-house legal team</li> <li>Any other work/ responsibility that may be assigned, from time to time, by the Bank.</li> </ul>
10.	Executive (Credit Monitoring)	Job Profile	<ul style="list-style-type: none"> <li>To carry out post-sanction credit monitoring activity.</li> <li>Analysis of data generated in the post sanction monitoring tool.</li> <li>To analysis and prepare report for improvement of the assets quality of the Bank.</li> <li>Analysis of data from external sources and its implication on assets quality</li> </ul>
		KRA	<ul style="list-style-type: none"> <li>% of adaption of analytical tool across the Bank's portfolio.</li> <li>Maintenance of TAT.</li> <li>To create and submission of various reports to operative functionaries and top management.</li> <li>Design &amp; Update of various dashboards</li> <li>Analysis of emerging market trends and its applications to Bank's credit portfolio.</li> </ul>
11.	Head (Products, Investment & Research)	Job Profile KRA	<ul style="list-style-type: none"> <li>Designing the Value Proposition for the Wealth Management Business.</li> <li>Responsible for Management of Research Team and Investment Team.</li> <li>Ensure High Quality of Research Reports for Clients with Proper Coverage.</li> <li>Ensure Product Benchmarking is conducted at Quarterly intervals.</li> <li>Launch of Innovative and Superior Wealth Management Products after Competition, Scanning and Benchmarking.</li> <li>Liaison with other Departments and Outside Agencies to have Best in Class Technology driven Solutions.</li> </ul>

**D: Remuneration:**

Post Sl.no.	Post	SCAEL OF PAY (₹)	CTC-ANNUAL EMOLUMENTS (APPROX)@
1.	Statistician	31705-1145/1-32850-1310/10-45950	₹15.09 Lakh
2. to 6.	Posts under Para A, Sr.2 to Sr.6	42020-1310/5-48570-1460/2-51490	₹18.00 Lakh
7.	Head (Legal)		CTC range ₹47-₹52 lakhs#
8.	DGM (NCLT)		CTC range ₹35-₹47 lakhs#
9.	DGM (Law)		
10.	Executive (Credit Monitoring)		Negotiable. Other than CTC, no other perks.
11.	Head (Product, Investment & Research)		Negotiable, Other than CTC, other perks as per relative terms & conditions

@ Any Emoluments will vary Centre/Place wise. The scale of pay applicable to different posts/ grades are furnished above. The official under regular engagement will be eligible for DA, HRA, CCA, PF, Contributory Pension Fund and perquisites as admissible to the corresponding grade etc. as per rules in force from time to time.

# The compensation package would comprise of fixed and variable components but not a limiting factor for a suitable candidate. No other perks except halting and lodging expenses as applicable.

**E. Probation:** As per Banks instructions/decided by the competent authority.

**F. Selection Process:**

The selection will be based on shortlisting and interview for all the posts. Additionally, selection process will include CTC negotiations for posts Sr.7 to Sr.11 (Para A).

Interview: Mere fulfilling minimum qualification and experience will not vest any right in candidate for being called for interview. The shortlisting committee constituted by the Bank will decide the shortlisting parameters and thereafter, adequate number of candidates, as decided by the Bank will be shortlisted for interview. The decision of the Bank to call the candidates for the interview shall be final. No correspondence will be entertained in this regard. The shortlisted candidates will be called for interview.

Merit list: Merit list for selection will be prepared in descending order on the basis of scores obtained in interview only. In case more than one candidate scores the cut-off marks (common marks at cut-off point), such candidates will be ranked according to their age in descending order, in the merit list.

**G. How To Apply:** Candidates should have valid email ID which should be kept active till the declaration of result. It will help him/her in getting call letter/Interview advices etc. by email.

**GUIDELINES FOR FILLING ONLINE APPLICATION:**

- Candidates will be required to register themselves online through the link available on SBI website <https://bank.sbi/careers> OR <https://www.sbi.co.in/careers> and pay the application fee using Internet Banking/ Debit Card/ Credit Card etc.
- Candidates should first scan their latest photograph and signature. Online application will not be registered unless candidate uploads his/her photo and signature as specified on the online registration page (under 'How to Apply').
- Candidates should fill the application carefully. Once application is filled-in completely, candidate should submit the same. In the event of candidate not being able to fill the application in one go, he can save the information already entered. When the information/ application is saved, a provisional registration number and password is generated by the system and displayed on the screen. Candidate should note down the registration number and password. They can re-open the saved application using registration number and password and edit the particulars, if needed. This facility of editing the saved information will be available for three times only. Once the application is filled completely, candidate should submit the same and proceed for online payment of fee.
- After registering online, the candidates are advised to take a printout of the system generated online application forms

**GUIDELINES FOR PAYMENT OF FEES:**

- Application fees and Intimation Charges (Non-refundable) is 600/- (Six Hundred only) for General/ OBC candidates and 100/- (One hundred only) for SC/ST/PWD candidates. No fees for the Post Sr. No. 11 under Para A
- Fee payment will have to be made online through payment gateway available thereat.
- After ensuring correctness of the particulars in the application form, candidates are required to pay the fees through payment gateway integrated with the application. No change/ edit in the application will be allowed thereafter.
- 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.
- On successful completion of the transaction, e-receipt and application form, bearing the date of submission by the candidate, will be generated which should be printed and retained by the candidate.
- If the online payment of fee is not successfully completed in first instance, please make fresh attempts to make online payment.
- There is a provision to reprint the e-Receipt and Application form at a later stage.
- Application Fee once paid will NOT be refunded on any account NOR can it be adjusted for any other examination or selection in future.

**H. How to Upload Documents:****a. Details of Document to be uploaded:**

- Brief Resume (DOC or DOCX)
- ID Proof (PDF)
- Proof of Date of Birth (PDF)
- Educational Certificates: Relevant Mark-Sheets/ Degree Certificate (PDF)
- Experience certificates (PDF)

- E-receipt for fee payment
- Caste certificate (SC/ST/OBC Candidates)
- PWD Certificate
- Form-16/IT Return as on 31.03.2018, current salary slip, etc.
- Recent photograph
- Signature

**b. Photograph file type/ size:**

- Photograph must be a recent passport style colour picture.
- Size of file should be between 20kb-50 kb and Dimensions 200 x 230 pixels (preferred)
- 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.
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

**c. Signature file type/ size:**

- 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.
- Size of file should be between 10kb - 20kb and Dimensions 140 x 60 pixels (preferred).
- Ensure that the size of the scanned image is not more than 20kb.

Signature in CAPITAL LETTERS shall NOT be accepted.

**d. Document file type/ size:**

- All Documents must be in PDF except Resume which should be in DOC or DOCX 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.

**e. Guidelines for scanning of photograph/ signature/ documents:**

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
  - Set Color to True Color
  - 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 photo/ signature file should be JPG or JPEG format (i.e. file name should appear as: 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 MS Windows/ MSOffice can easily obtain photo and signature in .jpeg format not exceeding 50kb & 20kb respectively by using MS Paint 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. The file size can be reduced below 50 kb (photograph) & 20 kb (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.
  - While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph and signature.
- f. Procedure for Uploading Document:**
- There will be separate links for uploading each document.
  - Click on the respective link "Upload"
  - Browse & select the location where the JPG or JPEG, PDF, DOC or DOCX file has been saved.
  - Select the file by clicking on it and Click the 'Upload' button.
  - 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
  - Once uploaded/ submitted, the Documents uploaded cannot be edited/ changed.
  - 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.

**I. Call Letter for Interview:** Intimation/ call letter for interview will be sent by email or will be uploaded on Bank's website. NO HARD COPY WILL BE SENT.

**J. General Information:**

- Before applying for a post, the applicant should ensure that he/she fulfils the eligibility and other norms mentioned above for the post as on the specified date and that the particulars furnished by him/her are correct in all respects.
- IN CASE IT IS DETECTED AT ANY STAGE OF RECRUITMENT THAT AN APPLICANT 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.
- The applicant should ensure that the application is strictly in accordance with the prescribed format and is properly and completely filled in.
- Appointment of selected candidate is subject to his/ her being declared medically fit as per the requirement of the Bank. Such appointment will also be subject to the service and conduct rules of the Bank for such post in the Bank, in force at the time of joining the Bank.
- Candidates are advised to keep their e-mail ID alive for receiving communication viz. call letters/Interview date advices etc.
- The Bank takes no responsibility for any delay in receipt or loss of any communication.
- 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 and travelling expenses, if any, otherwise admissible, will not be paid.
- In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment.
- Caste certificate issued by Competent Authority on format prescribed by Government of India will have to be submitted by SC/ST candidates, if called for interview.
- A declaration will have to be submitted in the prescribed format by candidates seeking reservation under OBC category stating that he/she does not belong to the creamy layer as on 31.03.2018. OBC certificate containing the 'Non-creamy layer' clause, issued during the period 01.04.2018 to the date of interview, should be submitted by such candidates, if called for interview.
- Candidates are advised in their own interest to apply online well 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. SBI 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 SBI.
- DECISIONS OF BANK IN ALL MATTERS REGARDING ELIGIBILITY, CONDUCT OF INTERVIEW, 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.
- The applicant shall be liable for civil/ criminal consequences in case the information submitted in his/ her application are found to be false at a later stage.
- Where interview without any written test is the mode of recruitment, merely satisfying the eligibility norms does not entitle a candidate to be called for interview. Bank reserves the right to call only the requisite number of candidates for the interview after preliminary screening/ short-listing with reference to candidate's age, qualification, experience, suitability etc.
- In case of multiple application for a single post, only the last valid (completed) application will be retained and the application fee/ intimation charge paid for other registration will stand forfeited. Multiple appearance by a candidate for a single post in interview will be summarily rejected/candidature cancelled.
- 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.
- Outstation candidates, who may be called for interview after short-listing will be reimbursed the cost of travel fare as detailed below for the shortest route in India or actual expenses whichever is lower. Local transportation will not be reimbursed. A candidate, if found ineligible for the post will not be permitted to appear for the interview and will not be reimbursed any fare.
  - Statistician & Executive (Credit Monitoring) - AC-III tier (Mail/Express only)
  - Posts under Para A Post Sr.2 to Sr.6 - Airfare (Economy Class)
  - Head (Legal)/DGM (Law)/ DGM(NCLT)/Head (PIR) - Airfare (Economy Class)
- BANK HAS RIGHT TO CANCEL THE RECRUITMENT PROCESS ENTIRELY AT ANY STAGE.

For any query, please write to us through link "CONTACT US" which is available on Bank's website (URL - <https://bank.sbi/careers/psq.htm?action=pquery> OR <https://sbi.co.in/careers/psq.htm?action=pquery>)

This advertisement is also available on Bank's Website <https://bank.sbi/careers> OR <https://www.sbi.co.in/careers>