



State Bank of India

CENTRAL RECRUITMENT & PROMOTION DEPARTMENT,
CORPORATE CENTRE, MUMBAI

Recruitment of Senior Executive (Compliance) (Contractual Appointment)

(Advertisement No. CRPD/SCO/2014-15/06)

State Bank of India, India's largest and leading commercial Bank, is looking for qualified and experienced candidate for the position of **Senior Executive (Compliance) on contractual basis** at its Corporate Centre, Mumbai.

Online registration of application and payment of fees from : 08.10.2014 to 22.10.2014

Last date for receipt of printout of application along with copy of testimonials : 05.11.2014

ELIGIBILITY as on 01.10.2014

A. JOB PROFILE :

The Senior Executive (Compliance) will be responsible for achieving the Compliance Function targets of the Bank and setting up compliance protocol & process / methodology of compliance assessment, reviews etc. Besides this, he will perform the following functions;

- Assist with managing all aspects of Regulatory compliance need of the Bank. To play the role of a high level expert in performing banking compliance functions and compliance audit.
- Develop appropriate technical requirements of Regulatory laws, regulatory strategies & interpret data, perform fair and responsible banking analysis and validate results.
- Help in identification and prioritization of compliance issues and also development and implementation of compliance plans.
- Assess compliance risk reviews and provide guidance for risk assessment in various business areas and evaluate effectiveness of internal control system.
- Provide guidance and assist with the oversight in maintenance of responsible banking compliance – policies, procedures, processes, checklists, controls and inputs for training programmes. This would include review of new / modifications of products and processes.
- Provide guidance for testing, monitoring, auditing and investigations related to banking compliance.
- Assist in responding to inquiries and investigation by Regulatory agencies in general and with specific reference to – Regulatory risk assessments, KYC/AML/CFT reviews, Management and Corporate governance reviews.
- Maintain liaison with the concerned Regulator on behalf of the Bank.
- Train personnel to ensure that they understand their responsibilities in complying with regulations.
- Advisory role and will groom officers within the Bank for compliance Department.
- Assistance in implementation of Automated Compliance Management Solution (ACMS).

Type of Job	Contractual
Age limit	Minimum 40 years and Maximum 55 years
Educational Qualification	Chartered Accountant / Post Graduate Diploma in Company Secretary / Post Graduate in any other discipline from a recognized university or a reputed institute.
Experience	Minimum 15 years experience in the Banking Sector with in-depth exposure to Compliance Functions in Banking Sector.

OTHER DETAILS:

Responsibilities	Responsible for identification, management, monitoring and reporting of all aspects of Regulatory compliance need of the Bank and implementation of Automated Compliance Management Solutions (ACMS). Maintaining liaison with the Regulators on behalf of the Bank.
Remuneration	Total compensation package (CTC) shall be about 25.00 lacs per annum but will not be a limiting factor for suitable candidate.
Period of Contract	The term of office of the holder of the post shall be for 3 years initially, extendable at the discretion of the Bank. The contract can be terminated at 3 months notice on either side on payment / surrender of three months emoluments in lieu thereof.
Outstation official duties	Travelling expenses / Halting allowance and eligibility for stay in hotel while on official duty, outside the Head Quarters, will be as applicable to the Deputy General Manager of the Bank.
Leave Details	The official will be eligible for leave as under : <ul style="list-style-type: none"> ☞ 12 days Casual Leave (CL) in a year at the rate of 1 day for every month of service. ☞ Privilege Leave (PL) computed at one day for every 11 days of service on duty, provided that at the commencement of service no PL can be availed of before completion of 11 months of service on duty. ☞ If the officer leaves the job during the contract period, Bank shall have the discretion to adjust the unavailed PL not exceeding 15 days per year against the notice period. ☞ The leaves are not en-cashable and will lapse on termination of contract.
Provident Fund/ Bonus/ Pension/ Gratuity	The Official is not eligible to claim Provident Fund/Bonus/Pension during the period of contract or thereafter. He will not be eligible for membership of SBI Pension Fund / Defined Contribution Pension Scheme (New Pension Scheme) and SBI Employees Provident Fund

B. SELECTION PROCEDURE :

- i) Selection will be based on short listing and Personal Interview.
- ii) Candidates will be short-listed for Personal interview, based on their qualification and experience.

C. HOW TO APPLY :

- Candidates to visit Bank's website www.statebankofindia.com or www.sbi.co.in and open appropriate Online Application Format, available in the 'Careers with us' link.

GUIDELINES FOR FILLING ONLINE APPLICATION

- i) Candidate will be required to register themselves online through Bank's website **www.statebankofindia.com** or **www.sbi.co.in** link - 'Careers with us' 'Recruitment of Senior Executive (Compliance)' and pay the application fee using debit card / credit card / Internet Banking.
- ii) Candidate should first scan their photograph and signature as detailed under guidelines for scanning the photograph and signature given in Annexure I. Online application will not be registered unless candidate uploads his / her photo and signature as specified.
- iii) Candidate should have valid email ID which should be kept active till the declaration of result. It will be help him/her in getting call letter / interview advices etc. by mail.
- iv) Fill the application carefully. Once the application is filled in completely, candidate should submit the data. In the event of candidate not able to fill the data in one go, he can save the data already entered. When the data is saved, a provisional registration number and password will be generated by the system and displayed on the screen. Candidates should note down the registration number and password. They can re-open the saved data using registration number and password and edit the particulars, if needed. This facility will be available for three times only. Once the application is filled in completely, candidate should submit the data and proceed for online fee payment.

PAYMENT OF FEES :

- i) Application fees Rs.500/-
- 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 with the application following the instructions available on the screen. No change / edit will be allowed thereafter.
- iv) The payment can be made by using debit card/ credit card / Internet Banking 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 date entered by the candidate will be generated, which should be printed.
- 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 e-receipt and application form containing fee details, at later stage.

D. DESPATCH OF APPLICATION :

A printout of the application registered online along with photocopies of (i) e-Receipt as proof of payment of application fee (ii) Proof of Date of Birth (iii) Educational certificates / mark sheets (iv) Experience certificates from the past / present employer (including area and period of service) should be sent to the address given below so as to reach the Bank by 05th November 2014.

The General Manager
State Bank of India
Central Recruitment & Promotion Department
Atlanta Building, 3RD Floor,
BBR, Nariman Point,
Mumbai 400 021 (Maharashtra).

E. GENERAL INFORMATION:

- (i) Candidates, called for interview will be reimbursed Airfare (Economy) / 1 AC railway fare by the shortest route in India.
- (ii) Candidates 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, candidate will be required to produce proper discharge certificate from the employer at the time of taking up the appointment.
- (iii) In case it is detected at any state of recruitment that a candidate does not fulfill 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.
- (iv) Decisions of Bank in all matters regarding eligibility, selection etc. would be final and binding on the candidates. No representation or correspondence will be entertained by the Bank in this regard.
- (v) 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 court/tribunals/forums at Mumbai only shall have sole and exclusive jurisdiction to try any cause /dispute.

CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.

Mumbai - 400 021
Dated : 08.10.2014

General Manager
(CRPD)

ANNEXURE I**(i) PHOTOGRAPH IMAGE :**

- Photograph must be a recent passport size colour picture.
- The picture should be in colour, 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 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 IMAGE :

- 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.
- If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Attendance Sheet, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred).
- Size of file should be between 10kb – 20kb.
- Ensure that the size of the scanned image is not more than 20kb.

SCANNING THE PHOTOGRAPH & SIGNATURE :

- Set the scanner resolution to a minimum of 200 dpi (dots per inch).
- Set Color to True Color.
- File Size as specified above.
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.

Candidates using MS Windows/MS Office can easily obtain photo and signature in .jpeg format not exceeding 50kb & 20kb respectively by using MS Paint or MS Office 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.

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 & Select the location where the Scanned Photo / Signature file has been saved.
- (iv) Select the file by clicking on it.
- (v) Click the 'Upload' button.