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AX1/ST/RP/Recruitment/Phase III/2024-25

Date: 04.03.2025

**Recruitment Notification**  
**Recruitment Project 2024-25 ~ Phase III**  
**In Scale III, IV, V, VI & VII**

**BANK OF MAHARASHTRA** is one of the leading and top performing Bank in the Industry in several growth and profitability parameters in the industry. The Bank is setting up its IFSC Banking Unit at GIFT City, Gandhinagar and requires result-oriented professionals to support its growth trajectory, strengthen governance and compliance. The Bank invites online applications from candidates for recruitment of **Officers in Scale III, IV, V, VI & VII** to be posted at IFSC Banking Unit (IBU).

**Details of number of Posts, Reservations, Qualifications, Experience, Age and Job Profile:**

Sr	Name of the Post	Scale	Employment Type	No. of Vacancies					Total	of which PwBD			
				SC	ST	OBC	EWS	UR		OC	VI	HI	ID
1	General Manager - IBU	VII	Permanent					1	1				
2	Deputy General Manager - IBU	VI	Permanent					1	1				
3	Assistant General Manager - Treasury	V	Permanent					1	1				
4	Assistant General Manager - Forex Dealer	V	Permanent					1	1				
5	Assistant General Manager - Compliance/Risk Management	V	Permanent					1	1				
6	Assistant General Manager - Credit	V	Permanent					1	1				
7	Chief Manager - Forex/Credit/Trade Finance	IV	Permanent			1		3	4				
8	Chief Manager - Compliance/Risk Management	IV	Permanent					2	2				
9	Chief Manager - Legal	IV	Permanent					1	1				
10	Senior Manager - Business Development	III	Permanent					2	2				
11	Senior Manager - Back Office Operations	III	Permanent			1		4	5				
<b>Total</b>						<b>2</b>		<b>18</b>	<b>20</b>				

\*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.

## 1. Recruitment of General Manager – IBU (Scale VII):

Post	:	General Manager – IBU
Qualifications	:	2 Years Full Time Post Graduation (MBA / PGDM/ PGDBF) with a specialization in Finance / Banking/International Business from recognized University/Institution Or Chartered Accountant (CA) <b>Preferred:</b> CFA (CFA Institute –USA) / FRM (GARP)/ PRM (PRMIA)
Experience	:	15 years of experience in Officer Cadre of Public/Private/Foreign Banks,  with Minimum 5 Years of Relevant work experience in Global Trade Business (GTB) and International Banking Or With Minimum 5 years of Experience in any Offshore Banking Unit  And Current Assignment must be on the Role of DGM (equivalent role in private/foreign banks) with Minimum 1 Year in Present cadre or AGM (equivalent role in private/foreign banks) with Minimum 3 Years in present Cadre  <b>Desirable Experience:</b> Exposure of Forex business in Foreign Banks & IFSC Banking Unit of Public/Private Banks.
Desired Key Skills	:	<ol style="list-style-type: none"> <li>1. Appropriate mix of knowledge, skills and operational expertise to ensure effective management of the IBU commensurate with nature, scale and complexity of the business.</li> <li>2. Skills to understand regulations and coordinate with stakeholders in the Bank for business development, compliance, Risk and all other functions as required.</li> <li>3. Skills to understand Risk and Internal Control functions and ability to represent and coordinate for the functions with the governing board and other authorities.</li> <li>4. Awareness of compliance, non-financial and business risks in the applicable region.</li> <li>5. Ability to build and develop contacts at the appropriate level with target clients to support business mobilization with strong negotiation skills.</li> <li>6. Strong track record in client facing role for fund management and trade finance to financial institutions</li> </ol>
Age	:	Maximum 55 years
Reporting Authority	:	The selected candidate will report to CGM / Executive Director handling the portfolio of IFSC Banking Unit (IBU)
Job Profile	:	<ol style="list-style-type: none"> <li>1. Implementation of Board strategy and directions related to establishment of International Banking Unit (IBU) with business development &amp; target achievement.</li> <li>2. Overall control &amp; supervisory responsibility of the IBU including administrative, governance and business development.</li> <li>3. Collaborating with colleagues to leverage the Bank's existing relationships &amp; develop a strategy to increase promotion / revenue from such client base.</li> <li>4. Assist and coordinate business development for the IBU</li> <li>5. Responsibility for expanding the Deposits, Trade Finance &amp; Lending portfolio across existing and New-to-Bank (NTB) clients. Execute agreed strategy and meet agreed revenue targets.</li> <li>6. Work and coordinate with other product teams in the bank in building out custom solution for clients. Liaising with Product Management for new and innovative solutions</li> <li>7. Extensive client interaction, interaction with risk, legal, compliance, CRM and tax authorities.</li> <li>8. Managing business risk, control over daily risks metrics and ensure the IBU is always audit-ready and compliant. Ensure timely completion of Mandatory Trainings and compliance with all risk- (both non-financial and financial) related obligations (non-financial risk, financial risk)</li> <li>9. Uphold relevant legal, regulatory and Bank policy requirements for all Sales activities.</li> <li>10. Being in charge of Know-Your-Customer (KYC) reviews and on-boarding of new customers.</li> <li>11. People Management: Being a Senior member of the team, need to have good communication skills with all internal Stakeholders to deliver services to Financial Institutional clients.</li> </ol>

	<p>12. To communicate effectively at varying levels of seniority (internally and externally)</p> <p>The above roles &amp; responsibilities are indicative and bank at its own discretion may assign KRA or other Roles as per Business need.</p>
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## 2. Recruitment of Deputy General Manager –IBU (Scale VI):

Post	:	Deputy General Manager –IBU
Qualifications	:	<p>2 Years Full Time Post Graduation (MBA / PGDM/ PGDBF) with a specialization in Finance / Banking/ International Business from recognized University/Institution Or Chartered Account (CA)</p> <p><b>Preferred:</b> CFA (CFA Institute –USA) / FRM (GARP)/ PRM (PRMIA)</p>
Experience	:	<p>12 years of experience in Officer Cadre of Public/Private/Foreign Banks,</p> <p>with Minimum 5 Years of Relevant work experience in Global Trade Business and International Banking</p> <p>Or</p> <p>With Minimum 5 years of Experience in any Offshore Banking Unit</p> <p><b>And</b></p> <p>Current Assignment must be on the Role of AGM (equivalent role in private/foreign banks) with Minimum 1 Year in Present cadre or Chief Manager (equivalent role in private/foreign banks) with Minimum 3 Years in present Cadre.</p> <p><b>Desirable Experience:</b> Exposure of Forex business in Foreign Banks &amp; IFSC Banking Unit of Public/Private Banks.</p>
Desired Key Skills		<ol style="list-style-type: none"> <li>1. Appropriate mix of knowledge, skills and expertise to ensure effective management of the IBU commensurate with nature, scale and complexity of the business.</li> <li>2. Skills to understand regulations and coordinate with stakeholders in the Bank for business development, compliance, Risk and all other functions as required.</li> <li>3. Skills to understand Risk and Internal Control functions and ability to represent and coordinate for the functions with the governing board and India functional heads.</li> <li>4. Awareness of compliance, non-financial and business risks in the applicable region.</li> <li>5. Ability to build and develop contacts at the appropriate level in target clients to support business attraction. Strong negotiation skills essential.</li> <li>6. Strong track record in client facing role for fund management and trade finance to financial institutions</li> </ol>
Age	:	Maximum 50 years
Reporting Authority	:	The selected candidate will report to General Manager/ Vertical Head handling the portfolio of IFSC Banking Unit.
Job Profile	:	<ol style="list-style-type: none"> <li>1. Assistance in implementation of Board strategy and directions related to establishment of International Banking Unit (IBU) with business development &amp; target achievement.</li> <li>2. Collaborating with colleagues to leverage the Banks's existing relationships &amp; develop a strategy to increase promotion / revenue from such client base.</li> <li>3. Managerial responsibility of the IBU including administrative, governance and business development.</li> <li>4. Support the implementation and rollout of Other Permissible business in IBU &amp; to assist and coordinate business development for the IBU.</li> <li>5. Responsible for managing top tier set of clients across Multinational Corporates and Local Large Corporates from hunting and farming corporate relationships.</li> <li>6. Responsibility for expanding the Trade Finance &amp; Lending portfolio across existing and New-to-Bank (NTB) clients. Execute agreed strategy and meet agreed revenue targets.</li> <li>7. Supporting the organization and management of events.</li> </ol>

	<p>8. Work and coordinate with other product teams in the bank in building out custom solution for clients. Liaising with Product Management for new and innovative solutions.</p> <p>9. Extensive client interaction, interaction with risk, legal, compliance, CRM and tax authorities.</p> <p>10. Managing business risk, control over daily risks metrics and ensure the IBU is always audit-ready and compliant. Ensure timely completion of Mandatory Trainings and compliance with all risk- (both non-financial and financial) related obligations (non-financial risk, financial risk)..</p> <p>11. Uphold relevant legal, regulatory and Bank policy requirements for all Sales activities.</p> <p>12. People Management: Being a Second Senior member of the team, need to have good communication skills with all internal Stakeholders to deliver services to Financial Institutional clients.</p> <p>13. To communicate effectively at varying levels of seniority (internally and externally)</p> <p>The above roles &amp; responsibilities are indicative and bank at its own discretion may assign KRA or other Roles as per Business need.</p>
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### 3. Recruitment of Assistant General Manager – Treasury (Scale V):

Post	:	Assistant General Manager – Treasury
Qualifications	:	<p>2 Years Full Time Post Graduation (MBA / PGDM/ PGDBF) with a specialization in Finance / Banking/International Business from recognized University/Institution.</p> <p><b>Or</b> Chartered Accountant (CA)</p> <p><b>Or</b> Chartered Financial Analyst (CFA)</p> <p><b>With</b> Professional certifications in Certified Treasury Professional (CTP) / Certification in Forex Management (CFM) / from any recognized institute/ Certificate in International Trade Finance (CITF) / Certificate for Documentary Credit Specialists (CDCS).</p>
Experience	:	<p>Minimum 10 years' experience in Banking in Officer Cadre <b>out of which</b> Minimum 5 years' experience in front/Mid/Back office of Treasury in BFSI Institutions with key role in Forex business development, acquisition &amp; Forex Client Relationship Manager <b>Or</b> Minimum 5 years' experience in International Banking Department/ AD Branch with Key Role in International Trade Finance.</p> <p><b>Desirable Experience:</b> Exposure of Forex business in Foreign Banks &amp; IFSC Banking Unit of Public/Private Banks.</p>
Desired Key Skills	:	Applicant must have deep understanding of forex markets with Risk & Control surrounding this function, currency pairs, economic indicators, geopolitical events impacting forex trading, regulatory and compliance requirements.
Age	:	Maximum 45 years
Reporting Authority	:	The selected candidate will report to Dy. General Manager/ Vertical Head handling the portfolio of IBU/Treasury
Job Profile	:	<ol style="list-style-type: none"> <li>1. Drive the new Business for Forex products directly by actively managing the sales process i.e. lead generation, scheduling meetings, explaining the product, negotiation and closing. Ensure to achieve &amp; rise bank forex business targets defined for IBU.</li> <li>2. Overseeing risk exposure related to Forex activities. Monitoring market risks, liquidity risks, and operational risks, and ensuring compliance with regulatory requirements.</li> <li>3. Managing and leading a team of analysts, support staff of Back office/ International Business and others. Further providing guidance to teams of foreign exchange centers to achieve performance targets and maintain high standards of service.</li> <li>4. Building and maintaining relationships with key clients, correspondent Banks and high-net-worth individuals. Understanding client needs and providing customized Forex solutions.</li> </ol>

	<ol style="list-style-type: none"> <li>5. Staying updated with global economic trends, geopolitical events, and central bank policies that impact currency markets.</li> <li>6. To comply with the various RBI guidelines on FEMA, Trade control regulations FEDAI rules and UCPDC guidelines etc. Ensuring timely compliance with all other relevant regulatory requirements and internal policies. Monitoring changes in regulatory landscape and issuing guidelines based on the regulatory changes.</li> <li>7. Identifying opportunities for new Forex products or services that can attract new clients or expand the business with existing clients.</li> </ol> <p>The above roles &amp; responsibilities are indicative and Bank at its own discretion may assign KRAs or other roles as per business need.</p>
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#### 4. Recruitment of Assistant General Manager – Forex Dealer (Scale V):

Post	:	Assistant General Manager – Forex Dealer
Qualifications	:	<p>2 Years Full Time Post Graduation (MBA / PGDM/ PGDBF) with a specialization in Finance / Banking/International Business from recognized University/Institution.</p> <p><b>Or</b> Chartered Accountant (CA) <b>Or</b> Chartered Financial Analyst (CFA)</p> <p><b>With</b> Professional certifications in Certified Treasury Professional (CTP) / Certification in Forex Management (CFM) from any recognized institute.</p>
Experience	:	<p>Minimum 10 years' experience in Banking in Officer Cadre out of which Minimum 5 years' experience in Front/Mid/Back office of Treasury in BFSI Institutions with key role in Forex Trading (Inter-Bank &amp; Corporate), Investment Banking &amp; Derivative Experience</p> <p><b>Desirable Experience:</b> Exposure of Forex business in Foreign Banks &amp; IFSC Banking Unit of Public/Private Banks.</p>
Desired Key Skills	:	Applicant must have deep understanding of forex markets with Risk & Control surrounding this function, currency pairs, economic indicators, geopolitical events impacting forex trading, regulatory and compliance requirements.
Age	:	Maximum 45 years
Reporting Authority	:	The selected candidate will report to Deputy General Manager / Vertical Head handling the portfolio of IBU / Treasury
Job Profile	:	<ol style="list-style-type: none"> <li>1. Drive the new Business for Forex products. Ensure to achieve &amp; rise bank forex business targets defined for IBU.</li> <li>2. Overseeing risk exposure related to Forex trading activities. Monitoring market risks, liquidity risks, and operational risks, and ensuring compliance with regulatory requirements.</li> <li>3. Managing and leading a team of Forex dealers, Analysts, support staff of Forex Back office/ International Business and others. Further providing guidance to teams of foreign exchange centers to achieve performance targets and maintain high standards of service.</li> <li>4. Developing strategic partnerships and alliances with other financial institutions, technology providers, or regulatory bodies to enhance service offerings or expand market reach.</li> <li>5. Staying updated with global economic trends, geopolitical events, and central bank policies that impact currency markets. Make informed trading decisions and provide market insights to clients and internal stakeholders.</li> <li>6. Keeping abreast of technological advancements in Forex trading platforms, algorithmic trading, and risk management tools. Implementing innovative solutions to improve efficiency and client experience.</li> <li>7. Manage the Forex trading business of the Bank, ensuring profitability, managing risks, and providing strategic direction in a dynamic and competitive market environment.</li> </ol> <p>The above roles &amp; responsibilities are indicative and Bank at its own discretion may assign KRAs or other roles as per business need.</p>

**5. Recruitment of Assistant General Manager – Compliance/Risk Management (Scale V):**

Post	:	Assistant General Manger – Compliance/Risk Management
Qualifications	:	Graduate in any discipline from a recognized University/Institution <b>And</b> Financial Risk Management from GARP <b>Or</b> Professional Risk Management Certification from PRIMA Institute.  Desirable qualification: CFA/ CA/ ICWA/ 2 Years Full Time Post Graduation (MBA / PGDM/ PGDBF) with a specialization in Finance / Banking/International Business
Experience	:	Minimum 10 years' experience in Banking in Officer Cadre out of which Minimum 5 years' experience in Risk Management/Compliance Dept.  <b>Desirable Experience:</b> Exposure of Forex business/Compliance/Risk Management in Foreign Banks & IFSC Banking Unit of Public/Private Banks.
Age	:	Maximum 45 years
Reporting Authority	:	The selected candidate will report to Deputy General Manager / Vertical Head handling the portfolio of IBU
Job Profile	:	<ol style="list-style-type: none"> <li>1. The role will be of a Compliance &amp; Risk Officer of IBU</li> <li>2. Handle the vital role of KYC/AML compliance as key support to the Principal Officer of IBU and promoting compliance of the regulatory guidelines</li> <li>3. Handling various business and operations regarding IFSCA regulatory compliance and manage overall regulatory and other compliance in the business of IBU transactions.</li> <li>4. Carrying out, or overseeing the carrying out of, ongoing monitoring of business relations for compliance with the regulatory guidelines.</li> <li>5. Informing employees, officers, and representatives promptly of regulatory changes and dissemination of IFSCA regulations/guidelines/circulars relating to AML KYC of IBU.</li> <li>6. Ensuring a speedy and appropriate reaction to any matter in which ML/TF is suspected.</li> <li>7. Communicating Regulators, repository agencies such as RBI, FIU IND etc. from time to time.</li> <li>8. Responsible for ensuring implementation of AML scenarios as per extant regulatory guidelines, reviewing and dispose-off alerts/transactions and file regulatory reports under PMLA such as STR/CBWTR/ NTR or such other extant regulations as applicable from time to time.</li> <li>9. Stay abreast of developments in AML including updates from FATF/Sanctions etc.</li> <li>10. Interaction with the IFSCA Authority, if required.</li> <li>11. Formulation and Periodic review of Policies / Product Notes/SOP/SLA with respect to IBU.</li> <li>12. Undertaking activities as may be necessary and delegated from time to time.</li> <li>13. Perform activities related to IBU, as may be required, in coordination with HO Compliance, including data preparation for return submissions/ad-hoc data asked by regulators.</li> <li>14. To perform other Compliance activities as may be assigned by the governing body.</li> <li>15. To develop and implement risk management strategies to identify and mitigate potential risks in international markets, maintaining regulatory ratios including liquidity, ALM.</li> <li>16. To monitor global economic, political, legal, and cultural developments to assess potential risks.</li> <li>17. To work closely with cross-functional teams (finance, legal, operations) to analyze and manage risks related to currency exchange, legal compliance, and geopolitical factors.</li> <li>18. To recommend risk-reduction strategies and conduct regular risk assessments to ensure business continuity in foreign markets</li> <li>19. To manage financial risks associated with international operations, particularly those related to currency fluctuations, interest rates, and inflation.</li> <li>20. To develop strategies like hedging or using financial instruments to protect the business against adverse movements in currency exchange rates and other financial risks.</li> </ol>

	21. To analyze economic conditions in foreign markets and work with finance teams to forecast and mitigate financial risks. The above roles & responsibilities are indicative and Bank at its own discretion may assign KRAs or other roles as per business need.
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#### 6. Recruitment of Assistant General Manager – Credit (Scale V):

Post	:	Assistant General Manger – Credit
Qualifications	:	2 Years Full Time Post Graduation (MBA / PGDM/ PGDB) with a specialization in Finance / Banking/International Business from recognized University/ Institution. Or Chartered Accountant (CA)
Experience	:	Minimum experience of 10 years' post qualification experience as an officer out of which 5 years' experience should be in processing of Commercial Credit / Project Finance / Mid & Large Credit in Public Sector Banks/ Reputed Private Sector Banks.  <b>Desirable Experience:</b> Exposure of Forex/Credit/Trade Finance in Foreign Banks & IFSC Banking Unit of Public/Private Banks.
Age	:	Maximum 45 years
Reporting Authority	:	The selected candidate will report to Deputy General Manager / Vertical Head handling the portfolio of IBU.
Job Profile	:	<ol style="list-style-type: none"> <li>1. Undertake credit assessment process &amp; pitch the right product to the right customer as per their requirement.</li> <li>2. Monitoring Average TAT of proposals handled at IBU.</li> <li>3. Consider key market nuances in the credit underwriting process of IBUs</li> <li>4. Undertake comprehensive opportunity capturing while conducting credit assessment</li> <li>5. Ensure maintenance of Healthy credit portfolio of the offshore Unit of Bank.</li> <li>6. Manage the complete lifecycle of loan process.</li> <li>7. Keep a track of market factors, indices, policies and regulations and identify their impact on credit portfolio.</li> <li>8. Ensure post disbursement documents and covenant management</li> <li>9. Work closely with internal teams such as legal, technical valuation, filed investigation, risk containment amongst others</li> <li>10. Monitor loan utilization, repayment capacity, adherence to policy/guidelines and loan covenants and other critical processes and compliance checks.</li> <li>11. Risk assessment, risk quantification and risk mitigating strategies related to large project finance/large term loan proposals to top management.</li> <li>12. To convey a clear opinion regarding the feasibility of the proposed transaction, from a risk point of view covering business model, industry risk, structure and financial risk. Approval/recommendation of credit limits and transactions. Conduct ongoing monitoring for existing customers.</li> <li>13. Conduct periodic company and plant visits as per requirement.</li> <li>14. Be conversant with the policies &amp; guidelines issued by IFSCA, RBI &amp; GOI &amp; other regulatory bodies &amp; able to strategize Bank's policies in the same light.</li> <li>15. To review existing loan schemes and ensure proper updation of the policy guidelines as per regulatory guidelines issued from time to time.</li> </ol> <p>The above roles &amp; responsibilities are indicative and Bank at its own discretion may assign KRAs or other roles as per business need.</p>

#### 7. Recruitment of Chief Manager – Forex/ Credit/ Trade Finance (Scale IV):

Post	:	Chief Manger – Forex/ Credit/ Trade Finance
Qualifications	:	2 Years Full Time Post Graduation (MBA / PGDM/ PGDBF) with a specialization in Finance / Banking/International Business from recognized University/ Institution. <b>Or</b> Chartered Accountant or Chartered Financial Analyst (CFA) <b>Desirable Qualification:</b> Professional certifications/Certificate Course in Foreign Exchange/Certificate Course in International Trade Finance/ Certified Credit Professional from recognized institutions.
Experience	:	Minimum 8 years' of work experience in Officer Cadre banking out of which 3 years' in Forex & Treasury in any Bank/Financial Institution with key role in Forex Branch, Operations analytical knowledge on forex exposure, Knowledge of FEMA/FEDAI

		related guidelines with regulatory requirements, Forex business development & client acquisitions. <b>Desirable Experience:</b> Exposure of Forex business in Foreign Banks & IFSC Banking Unit of Public/Private Banks.
Age	:	Maximum 40 years
Reporting Authority	:	The selected candidate will report to Deputy General Manager / Vertical Head handling the portfolio of IBU.
Job Profile	:	<p>The job profile will include a range of responsibilities and requires a combination of financial expertise, strategic thinking. The key roles are as under:</p> <ol style="list-style-type: none"> <li>1. Drive the Business for Forex Credit products at IBU</li> <li>2. Ensure to achieve Bank IBU's forex business targets and rise forex business portfolio to higher level.</li> <li>3. Building and maintaining relationships with key clients, correspondent Banks, FEDAI etc. Understanding client needs and providing customized Forex solutions.</li> <li>4. To comply with the various RBI guidelines on FEMA, Capital account transactions, Trade control regulations, FEDAI rules and UCPDC guidelines etc. Ensuring timely compliance with all other</li> <li>5. Compliance of relevant regulatory requirements and internal policies. This includes monitoring changes in regulatory landscape and issuing guidelines based on the regulatory changes.</li> <li>6. To ensure that the borrowers should not have been placed under Exporters Caution List of RBI or Specific Approval List of ECGC or Country with which the exporter wants to deal should not be under Restricted Cover Countries (RCC).</li> <li>7. To keep a track on FATF compliance and ensuring Credits exposure with various international sanctions in consideration.</li> <li>8. Conversant with all regulatory guidelines related to IFSCA/ FEMA/ Foreign Exchange Operations. Well versed with International Trade Finance related to Export / Import &amp; Export Import Credit Products.</li> <li>9. Sound knowledge of Capital account transactions. Capable of handling customer queries and providing guidelines related to retail remittance, ODI / FDI/ ECB/TRADE CREDIT/FEMA etc.</li> <li>10. Compliance of all statutory and regulatory requirements pertaining to forex business. All other functions entrusted by the Banks from time to time related for forex business.</li> </ol> <p>The above roles &amp; responsibilities are indicative and Bank at its own discretion may assign KRAs or other roles as per business need.</p>

#### 8. Recruitment of Chief Manager – Compliance/Risk Management (Scale IV):

Post	:	Chief Manager – Compliance/Risk Management
Qualifications	:	<p>Graduate in any discipline from recognized University/ Institution <b>And</b> Financial Risk Management from GARP <b>Or</b> Professional Risk Management Certification from PRIMA Institute.</p> <p>Desirable qualification: CFA/ CA/ ICWA/ 2 Years Full Time Post Graduation (MBA / PGDM/ PGDBF) with a specialization in Finance / Banking/International Business</p>
Experience	:	<p>Minimum 8 years' experience in Banking in Officer Cadre out of which Minimum 3 years' experience in Risk Management/Compliance Dept.</p> <p><b>Desirable Experience:</b> Preference will be given for exposure of Forex business in Foreign Banks &amp; IFSC Banking Unit of Public/Private Banks.</p>
Age	:	Maximum 40 Years
Reporting Authority	:	The selected candidate will report Deputy General Manager/ Vertical Head handling the portfolio of IBU.
Job Profile	:	<ol style="list-style-type: none"> <li>1. The role is primarily into Anti-money laundering (AML) and Know Your customer (KYC) compliance at GIFT City IBU and will be a supporting individual to the Compliance &amp; Risk Officer of IBU.</li> </ol>



	<ol style="list-style-type: none"> <li>2. Handle the vital role of KYC/AML compliance as key support to the Principal Officer of IBU and promoting compliance of the regulatory guidelines and supporting in all AML/CFT matters.</li> <li>3. Support various business and operations regarding IFSCA regulatory compliance and manage overall AML KYC Compliance risk in the business of IBU transactions.</li> <li>4. Carrying out, or overseeing the carrying out of, ongoing monitoring of business relations for compliance with the regulatory guidelines.</li> <li>5. Informing employees, officers, and representatives promptly of regulatory changes and dissemination of IFSCA regulations/guidelines/circulars relating to AML KYC of IBU.</li> <li>6. Ensuring a speedy and appropriate reaction to any matter in which ML/TF is suspected.</li> <li>7. Communicating Regulators, repository agencies such as RBI, FIU IND etc. from time to time.</li> <li>8. Responsible for ensuring implementation of AML scenarios as per extant regulatory guidelines, reviewing and dispose-off alerts/transactions and file regulatory reports under PMLA such as STR/CBWTR/ NTR or such other extant regulations as applicable from time to time.</li> <li>9. Stay abreast of developments in AML including updates from FATF/Sanctions etc.</li> <li>10. Interaction with the IFSCA Authority, if required.</li> <li>11. Assisting CO in formulation and Periodic review of Policies / Product Notes/SOP/SLA with respect to IBU.</li> <li>12. Assist CO in undertaking activities as may be necessary and delegated from time to time.</li> <li>13. Perform activities related to IBU, as may be required, in coordination with HO Compliance Contact and CO, including data preparation for return submissions/ad-hoc data asked by regulators.</li> <li>14. To perform other Compliance activities as may be assigned by the governing body.</li> <li>15. To develop and implement risk management strategies to identify and mitigate potential risks in international markets, maintaining regulatory ratios including liquidity, ALM.</li> <li>16. To monitor global economic, political, legal, and cultural developments to assess potential risks.</li> <li>17. To work closely with cross-functional teams (finance, legal, operations) to analyze and manage risks related to currency exchange, legal compliance, and geopolitical factors.</li> <li>18. To recommend risk-reduction strategies and conduct regular risk assessments to ensure business continuity in foreign markets</li> <li>19. To manage financial risks associated with international operations, particularly those related to currency fluctuations, interest rates, and inflation.</li> <li>20. To develop strategies like hedging or using financial instruments to protect the business against adverse movements in currency exchange rates and other financial risks.</li> <li>21. To analyze economic conditions in foreign markets and work with finance teams to forecast and mitigate financial risks.</li> </ol> <p>The above roles &amp; responsibilities are indicative and Bank at its own discretion may assign KRAs or other roles as per business need.</p>
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**9. Recruitment of Chief Manager – Legal (Scale IV):**

Post	:	Chief Manager – Legal
Qualifications	:	Bachelor's Degree in law from a recognized University/Institute <b>WITH</b> International Law as subject or Equivalent Certification in International Law.  Desirable qualification: Master's in law
Experience	:	Minimum experience of 8 years of practicing as an advocate independently or Law Firm of good repute before a District Court /High Court or DRT or working with any organization (public / private), out of which at least 2 years of working as a Law Officer in a Scheduled Commercial Bank dealing with documentation related to international banking, forex lending, trade finance etc.

		<b>Desirable Experience:</b> Exposure with Forex business/documentation etc. in Foreign Banks & IFSC Banking Unit of Public/Private Banks.
Age	:	Maximum 40 years
Reporting Authority	:	The selected candidate will report to Asst. General Manager/ Vertical Head handling the portfolio of IBU
Job Profile	:	<p>The broad functions of law officer posted at IBU are as under, which are indicative and may be expanded depending upon the peculiarities and specific requirements of the IBU-</p> <ol style="list-style-type: none"> <li>1. Drafting, vetting and verification of documents for various credit facilities including consortium facilities and vetting and approval of formats of bank guarantees.</li> <li>2. Drafting, vetting and counter vetting of documents/ notices etc. sent by various stake holders for approval. Vetting and approval of lease deed of premises and various other property documents. Project approval, opinion on project approval for financing.</li> <li>3. Giving opinion and guidance to IBU in matters involving complex legal issues and complications.</li> <li>4. Guidance to IBU in all legal matters which involves various facets of Banking. Attending to all legal cases before various courts like DRT, District courts, High court, Supreme Court, various Tribunals etc.</li> <li>5. Issuing legal notices on behalf of bank and replying legal notices received by the IBU.</li> </ol> <p>The above roles &amp; responsibilities are indicative and Bank at its own discretion may assign KRAs or other roles as per business need.</p>

#### 10. Recruitment of Senior Manager – Business Development (Scale III)

Post	:	Senior Manager – Business Development
Qualifications	:	<p>Two Year Full Time MBA/PGDM In Sales/ Marketing/Banking/Finance/International Business from recognized University/ Institution</p> <p>Preferred: Candidates having Passed Certificate Course in Foreign Exchange operations/Trade</p>
Experience	:	<p>Minimum 5 years' experience in Public / Private / Foreign Banks/ Financial Institutions with at least 2 years work experience in NRI Client Acquisition, Forex business development in Officer cadre.</p> <p><b>Desirable Experience:</b> Exposure of Forex business development in Foreign Banks &amp; IFSC Banking Unit of Public/Private Banks.</p>
Desired Key Skills		<ol style="list-style-type: none"> <li>1. Excellent Communication Skill</li> <li>2. Negotiation Skills</li> <li>3. Relationship Management Skill</li> <li>4. Structuring of the deal</li> <li>5. Soft Skills</li> <li>6. Proficient in creating and delivering presentations</li> </ol>
Age	:	Minimum: 25 Years & Maximum 38 Years
Reporting Authority	:	The selected candidate will report to Assistant General Manager/Vertical Head handling the portfolio of IBU.
Job Profile	:	<ol style="list-style-type: none"> <li>1. Identify and acquire new clients for forex products and services focusing on both domestic and international markets.</li> <li>2. Develop strategies to attract corporate clients, SMEs, and high-net-worth individuals (HNWIs) for forex services.</li> <li>3. Promote and sell forex-related products and drive revenue growth by achieving sales targets related to forex transactions and products.</li> <li>4. Analyze market trends, forex rates, and competitor offerings to identify new business opportunities.</li> <li>5. Provide regular market insights and performance reports to senior management and clients.</li> <li>6. Understand clients' specific forex requirements and recommend the best solutions to optimize their currency management strategies.</li> <li>7. Build and maintain long-term, strong relationships with new and existing clients, ensuring high levels of satisfaction and retention.</li> </ol>

	<p>8. Provide ongoing support to clients by offering timely advice, updates on market conditions, forex solutions and smooth transaction processing.</p> <p>9. Address client concerns, resolve issues, and ensure smooth execution of forex transactions.</p> <p>10. Meet or exceed monthly, quarterly, and annual sales targets for forex acquisition and revenue generation. Track performance and adjust strategies to meet business objectives</p> <p>The above roles &amp; responsibilities are indicative and Bank at its own discretion may assign KRAs or other roles as per business need.</p>
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#### 11. Recruitment of Senior Manager – Back Office Operations (Scale III):

Post	:	Senior Manager – Back Office Operations
Qualifications	:	2 Years Full Time Post Graduation (MBA / PGDM/ PGDBF) with a specialization in Finance / Banking/International Business from recognized University/ Institution.
Experience	:	Minimum 5 years' experience in Public / Private / Foreign Banks/ Financial Institutions with at least 2 years work experience in Back office of Treasury (Forex/Domestic) <b>Desirable Experience:</b> Exposure of Forex business in Foreign Banks & IFSC Banking Unit of Public/Private Banks.
Age	:	Minimum: 25 Years & Maximum 38 Years
Reporting Authority	:	The selected candidate will report to Asst. General Manager/ Vertical Head handling the portfolio of IBU
Job Profile	:	<ol style="list-style-type: none"> <li>1. To ensure receipt, accounting and maintenance of all transactional records.</li> <li>2. To ensure routing all FEX transactions through CBS Module/ Menu/ SWIFT, to ensure maintenance of accounts, registers, books, etc. relating to foreign business at IBU</li> <li>3. To assist supervisors at IBU in ensuring all compliance laid by authorities like IFSCA/RBI and SEZ Authority.</li> <li>4. Ensure proper bookkeeping to ensure IBU is always audit ready.</li> <li>5. Ensuring that forex and treasury transactions (such as foreign currency exchange, bonds, derivatives, and other financial instruments) are processed, settled, and reconciled accurately and on time.</li> <li>6. Verifying and reconciling daily trade and transaction data, ensuring all records match with bank statements and financial systems.</li> <li>7. Assisting in the monitoring and management of risk exposure by maintaining up-to-date records on positions and margin requirements.</li> <li>8. Ensuring that transactions comply with regulatory requirements, maintaining accurate documentation, and generating required reports for internal and external stakeholders.</li> <li>9. Supporting the treasury and forex systems to ensure smooth functionality, assisting with software upgrades, and troubleshooting issues.</li> <li>10. Monitoring and managing cash flows, ensuring that the required liquidity is available to meet operational needs and short-term funding requirements.</li> <li>11. Acting as a liaison between front office teams, accounting, and compliance departments to ensure accurate flow of information and timely resolution of any discrepancies.</li> </ol> <p>The above roles &amp; responsibilities are indicative and Bank at its own discretion may assign KRAs or other roles as per business need.</p>

#### A. Note:

1. The above number of vacancies are provisional and may vary according to actual requirement of the Bank, subject to availability of suitable candidates.
2. The candidates belonging to reserved category for which no reservation has been announced are free to apply for vacancies announced for unreserved categories. However, they must fulfil all the eligibility conditions of unreserved category.

3. **The selected candidates will be posted anywhere in India, depending on the requirement of the Bank. The job role / description is only indicative and not exhaustive, applicants must fulfil their duties in accordance with the tasks that are assigned to them.**
4. **The cut- off date for Eligibility Criteria (Age, Qualification, Work Experience) and other details is 28.02.2025.**
5. **Candidate must ensure continuity in service. If gap in service due to unexplainable reason is revealed in later stages, then candidature will be cancelled.**
6. Before applying, candidates are requested to ensure that they fulfill the eligibility criteria for the post as on the date of eligibility. **Incomplete application forms are liable for rejection.**
7. Candidates are advised to check Bank's website regularly for details and updates. No separate intimation / advertisement etc. will be issued in case of any change / update.
8. Vacancies reserved for OBC category are available only to the 'Non-creamy layer' OBC candidates. 'Creamy layer' OBC candidates should indicate their category as 'General'. Vacancies for PwBD category candidates are reserved horizontally. @ PWBD categories under clauses 'd' & 'e' of Section 34(i) of RPWD Act 2016 – (i) "Specific Learning Disability" (SLD); (ii) "Mental Illness" (MI); (iii) "Multiple Disabilities" (multiple disabilities amongst LD, VI, HI, SLD & MI).
9. Reservation for Economically Weaker Section (EWS) in recruitment is governed by Office Memorandum no. 36039/1/2019-Estt (Res) dated 31.01.2019 of Department of Personnel & Training, Ministry of Personnel, Public Grievance & Pensions, Government of India. Benefit of reservation under EWS category can be availed upon production of an 'Income and Asset Certificate' issued by a Competent Authority on the format prescribed by Government of India.
10. **Reservation for Persons with Benchmark Disabilities (PwBD):** 4% horizontal reservation has been provided to Persons with Benchmark Disabilities as per section 34 of "Rights of Persons with Disabilities Act, 2016".
11. Candidate should be proficient in computers; good in inter-personal communication skills, analytical skills and drafting skills. The appointment of officers is on pan India basis and the selected candidates are liable to be posted anywhere in India as an Officer as per Bank's requirement. Educational degree must be from recognized University / Institute approved by Govt. of India or its regulatory bodies.
12. The date of passing eligibility examination will be the date appearing on the mark sheet or provisional certificate issued by the University/ Institute. In case the result of a particular examination is posted on the website of the University/ Institute, a certificate issued by the appropriate authority of the University/ Institute indicating the date on which the result was posted on the website will be taken as the date of passing.
13. Candidate should indicate the percentage obtained in Graduation calculated to the nearest two decimals in the online application. Where CGPA/ OGPA is awarded, the same should be converted into percentage and indicated in the online application. If called for interview, the candidate will have to produce a certificate issued by the appropriate authority inter alia stating the norms of the University regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of these norms.

- 14. Calculation of Percentage:** The percentage marks shall be arrived at by dividing the total marks obtained by the candidate in all the subjects in all the semester(s)/ year(s) by aggregate maximum marks in all the subjects irrespective of honours /optional/ additional optional subject, if any. This will be applicable for those Universities also where Class/ Grade is decided on basis of Honours marks only. **The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60%.**
- 15.** In case of any candidate completed the Diploma Course and directly got entry into second year / semester in degree course by getting exemption of few semesters / years then only those semesters / years marks would be considered which are part of bachelor's degree, neither diploma marks nor any exempted semesters/ years marks shall be considered for eligibility. The same shall also be applicable for other degree courses.

**B. Age Limit: Relaxation in upper age limit (As on 28.02.2025):**

Sr.	Category	Age relaxation	
01	Scheduled Caste/ Scheduled Tribe	5 Years	
02	Other Backward Classes (Non-Creamy Layer)	3 Years	
03	Persons With Benchmark Disabilities (PWBD)	PwBD (SC/ ST)	15 Years
		PwBD (OBC)	13 Years
		PwBD (GEN/ EWS)	10 Years
04	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 6 months 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.	5 Years	
05	Persons affected by 1984 riots	5 Years	

**C. Category: -**

Please note that change of category will not be permitted at any stage after submission of online application. Candidates 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 'GEN' or 'GEN (OC)' or 'GEN (VI)' or GEN (HI) or GEN (ID) (as applicable).

**D. Candidates with record of default in repayment of loans/ credit card dues and/ or against whose name adverse report of CIBIL or other external rating agencies is available are not eligible for appointment. Candidates against whom there is / are adverse report regarding character & antecedents, moral turpitude are not eligible to apply for the post. Candidates who have been found guilty in any departmental investigation are ineligible for the positions.**

**E. Career Path, Joining and Training:**

1. The selected candidates, at the time of joining, will have to execute a Bond to serve the Bank for stipulated period. The Bond will be invoked by the Bank if the candidate resigns from the service of the Bank before expiry of bond period from the date of joining.
2. On joining, the selected candidates will be designated as above mentioned post and will be on probation for a period of 6 months. They will be subjected to continuous assessment during the probation period. Those candidates who qualify in the assessment as per standards determined by the Bank from time to time, will be confirmed in the Service of the Bank.
3. If any candidate fails to achieve minimum standards stipulated, his / her services may be terminated from the Bank. Bank provides immense opportunities for growth in career, including opportunities for posting in various sections. The attractive promotion policy of the Bank provides an opportunity to the meritorious and exceptionally brilliant officers to reach the Top Management Grade in a reasonably quick time.

**F. Emoluments:** Presently, the starting basic pay applicable is as under:

1	Scale of Pay : Scale VII	156500 – 4340/4 – 173860
2	Scale of Pay : Scale VI	140500 – 4000/4 – 156500
3	Scale of Pay : Scale V	120940 – 3360/2 – 127660 – 3680/2 – 135020
4	Scale of Pay : Scale IV	102300 – 2980/4 – 114220 – 3360/2 – 120940
5	Scale of Pay : Scale III	85920 – 2680/5 – 99320 – 2980/2 - 105280

The official will also be eligible for D.A, H.R.A / Lease rental, C.C.A, Medical and other allowances etc. & perquisites as per rules in force from time to time. Allowances may vary depending upon the place of posting.

**G. Confirmation:**

The confirmation of newly recruited officers will be subject to satisfactory completion of stipulated probation period i.e. 6 months.

**H. Probation Period & Bond:**

The selected candidates will be on probation for the under-mentioned period from the date of joining the Bank. There is mandatory provision of executing a service bond by selected candidates.

Scale	Probation Period	Bond	
		Amount Rs.	Minimum Service Period
Scale VII	6 Months	02.00 Lakh	2 Years
Scale VI	6 Months	02.00 Lakh	2 Years
Scale V	6 Months	02.00 Lakh	2 Years
Scale IV	6 Months	02.00 Lakh	2 Years
Scale III	6 Months	02.00 Lakh	2 Years

**I. Nationality / Citizenship:**

A candidate must be either (i) a Citizen of India or (ii) a subject of Nepal or (iii) subject of Bhutan or (iv) a Tibetan Refugee who came over to India before 01<sup>st</sup> Jan 1962 with the intention of permanently settling in India or (v) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (Formerly Tanganyika

and Zanzibar), Zambia, Malawi, Zaire, Ethiopia or Vietnam with the intention of permanently settling in India, provided that of a candidate belonging to categories (ii), (iii), (iv) & (v) above shall be a person in whose favor a certificate of eligibility has been issued by the Govt. of India.

A candidate in whose case a certificate of eligibility is necessary may be admitted to examination/Group discussions/interview conducted by the Bank, but on final selection, the offer of appointment will be given only after submitting certificate of eligibility, issued to him/her by Government of India, to the Bank.

#### **J. Selection Procedure:**

1. Selection will be through examination (if required) and personal interview / discussion. A preliminary screening of applications may be carried out by the Bank to shortlist eligible candidates with reference to candidate's qualifications, suitability / experience etc.
2. Final Selection will be on the basis of marks secured by the candidate in personal interview / discussion. The allocation of marks for personal Interview is 100. The candidate should score minimum 50 marks (45 in case of SC/ST/PwBD) to qualify in the interview. 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. Bank may change the mode of selection depending upon the number of applications received.
3. **While short listing the candidates, bank may consider additional qualification/s, greater experience and level of responsibilities handled etc. Thus, merely fulfilling minimum qualification and experience criteria would not automatically entitle a candidate for the interview and the bank as per decided criteria shall shortlist the candidates for interview and accordingly only such candidates will be allowed to participate in recruitment process.**
4. **Bank reserves the right to conduct written examination depending upon number of applications received, if deemed fit and proper.**
5. Mere eligibility / admission to Group Discussions / Interview / pass in GD/ interview does not imply that the Bank is satisfied beyond doubt about the candidate's eligibility and shall not vest any right in a candidate for selection.
6. The Bank would be free to reject the candidature of any candidate at any stage of recruitment process, if he / she is found to be ineligible and / or furnished incorrect or false information / certificates / documents or has suppressed any material facts and the fees paid by the ineligible candidates shall be forfeited. If appointed, such a candidate may be summarily removed from the services of the Bank.

#### **K. List of document/s to be produced at the time of interview:**

**The following documents in original together with a self-attested photocopy in support of the candidate's eligibility and identity are to be invariably submitted at the time of interview failing which the candidate may not be permitted to appear for the interview.**

Non-submission of requisite documents by the candidate at the time of interview will debar his candidature from further participation in the recruitment process.

1. Printout of the valid Interview Call Letter.
2. Printout of the submitted application form.
3. Proof of Date of Birth (Birth Certificate issued by the Competent Municipal Authority or SSLC/ Std. X Certificate with DOB).

4. For the purpose of identification, please bring Passport /Aadhar Card/ PAN card / Voter ID / Driving License / any other Photo ID card issued by Statutory Authorities where photograph is affixed.
5. **Mark sheets / Certificates from SSC examination onwards to the highest examination passed.**
6. Certificates, as specified in the eligibility criteria.
7. Individual Semester / Year wise Mark sheets & certificates for educational qualifications including the final degree. Proper document from Board/ University for having declared the result on or before cut-off date has to be submitted.
8. Please bring a detailed specific and explicit experience certificate including details of full name, full address and telephone numbers of employers, period of experience with exact dates, designation held, nature of duties handled/ Job Profile, number of persons working under you, nature of Projects handled etc.
9. **Income and Asset Certificate** issued by competent authority, strictly in the prescribed format as stipulated by Government of India and **valid for the Year 2024-25**, in case of **EWS (Economically Weaker Sections)** category candidates.
10. Caste Certificate issued by competent authority, strictly in the prescribed format as stipulated by Government of India, in case of SC / ST / OBC (NCL) category candidates.
11. In case of candidates belonging to OBC category, candidate must produce OBC (Non-Creamy Layer) certificate **issued on or after 01.04.2024** & should specifically contain a clause that the candidate **does not belong to creamy layer** section excluded from the benefits of reservation for Other Backward Classes in Civil post & services under Government of India. OBC caste certificate containing the non-creamy layer clause should be valid as on the date of interview if called for. **Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification.**
12. An Ex-serviceman candidate has to produce a copy of the Service or Discharge Book along with pension payment order and documentary proof of rank last / presently held (substantive as well as acting) at the time of interview.
13. Persons eligible for age relaxation under B(5) (Persons affected by 1984 riots) must produce a certificate from the District Magistrate to the effect that they are eligible for relief in terms of the Rehabilitation Package for 1984 Riot Affected Persons sanctioned by the Government and communicated vide Ministry of Finance, Dept. of Financial Services Communication No.F.No.9/21/2006-IR dated 27.07.2007.
14. Any other relevant documents in support of eligibility.

**Note: Candidates will not be allowed to appear for the interview if he/ she fails to produce the relevant eligibility documents as mentioned in point no. 1 to 14.**

**L. How to apply:**

1. Applicants have to submit their applications on ([www.bankofmaharashtra.in/current-openings](http://www.bankofmaharashtra.in/current-openings)) along with self-attested documents.
2. Last date for submission of application is 15.03.2025. The Candidate will not be able to submit application after the stipulated date & time.
3. All eligible and interested candidates should apply on or before **15.03.2025**.
4. Incomplete applications or not supported by requisite documents will be rejected.
5. Application fee/Intimation Charges to be remitted by the applicants along with the application for Recruitment is as under inclusive of GST @ 18% on application fee (**Non-Refundable**):

Sr	Category	Application Fee / Intimation Charges	GST	Total
01	UR / EWS / OBC	1000	180	1180



02	SC / ST /PwBD	100	18	118
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6. Mode of Payment: - Application Fee/ Intimation Charges will be payable **Online** through payment gateway.
7. Applications once submitted will not be allowed to withdraw and fee once paid will not be refunded on any ground nor can it be held in reserve for any other examination or selection. Eligible candidate has to apply through online mode only and no other means / modes of application are acceptable.
8. Candidates are requested to apply online between **04.03.2025 and 15.03.2025**.

Particulars	Date
Last Date of Submission of Application	<b>15.03.2025</b>

**M. Documents required to be uploaded while submitting online application form (Mandatory):**

- (a) Educational Certificates: Relevant Mark-Sheets/ Degree Certificate
  1. 10<sup>th</sup> Certificate and Mark-sheet
  2. 12<sup>th</sup> Certificate and Mark-sheet
  3. Diploma certificate together with semester / year wise marksheets, wherever applicable
  4. Graduation semester / year wise mark-sheets along with degree certificate.
  5. Post-Graduation semester / year wise mark-sheets along with degree certificate
  6. Professional Degree: - semester / year wise mark-sheets along with degree certificate
  7. Certificates: Additional certificates, as specified in the eligibility criteria
- (b) Experience certificate/s.
- (c) Ensure Submission of brief resume along with one of the experience letter.

Note: Non-submission of documents mentioned above as per the Post Applied, leads to rejection of candidate application.

**Guidelines for Scanning and Uploading Documents online is annexed as Annexure 1.**

**N. General Information:**

1. Candidates are advised to keep a copy of their online application form.
2. Candidates should satisfy themselves about their eligibility for the Post applied for. The Bank would conduct written exam (if required) for all the candidates applying for the posts with the requisite fee based on the information furnished in the online application. The bank shall determine their eligibility at the time of interview and may verify thereafter at every stage of recruitment.
3. Candidates are advised in their own interest to apply online well before the closing date and not to wait till the last date.
4. Bank of Maharashtra 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 the Bank.
5. Candidates, if selected, should submit an unconditional / clear discharge from the present employer at the time of joining the Bank, failing which the candidature shall be liable for cancellation.
6. In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment.

7. The original documents regarding eligibility criteria and proof of date of birth should be produced for verification on the date of interview. **Candidate will not be allowed to attend the interview if original certificates are not produced for verification on the date of interview.**
8. Caste certificate issued by Competent Authority on the format prescribed by the Government of India will have to be submitted by the SC/ ST /OBC(NCL)/EWS candidates, if called for interview.
9. Benefit of reservation under EWS category can be availed upon production of an 'Income and Asset Certificate' issued by a Competent Authority on the format prescribed by Government of India.
10. Candidates are advised to keep their e-mail ID alive for receiving advices / communications.
11. The Job Profile / Job Role / Reporting Authority as in the advertisement is indicative and subjected to change as per administrative requirements.
12. As the records for this project will not be maintained after one year on declaration of result, the information / data regarding this project will not be available thereafter.
13. After a candidate is selected but before joining the Bank, the candidate will be required to provide details regarding criminal case(s) pending against him/her, if any. The Bank may also conduct independent verification, inter alia including verification of police records etc. The Bank reserves right to deny the appointment depending upon such disclosures and/or independent verification.
14. 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 Pune and Courts/ Tribunals/ Forums at Pune only shall have sole and exclusive jurisdiction to try any cause/ dispute. Bank reserves right to change / modify / cancel the recruitment process at any stage fully or partly on any grounds and such decision of the Bank will not be notified or intimated to the candidates.
15. The cut-off date for Post qualification experience is as given in this notification (i.e. 28.02.2025). **Only experience after acquiring the educational qualification notified for eligibility will be considered.** The candidate must provide the proof of the claimed work experience. The experience certificate(s) for the period given in the application should be issued by the Competent Authority of the respective employer/s, clearly stating the period, **Post(s) held and nature of duties performed** by the applicant. Candidate must ensure continuity in service, any Gap in service due to unexplainable reason will lead to rejection of candidate's application.
16. The applicants will be called for the Interview on the basis of the information provided by them in their applications **without verification of their age or qualification or category or any other eligibility criteria. The applicants must, therefore, ensure that they fulfill all the notified eligibility criteria as on the cut-off date prescribed in this notification, have possession of the requisite documents / certificates specified by the Bank, and that the particulars furnished in their Application are complete, true and correct in all respects.**

Merely appearing in the Interview or being called by the Bank for the Interview shall not imply that the Bank is satisfied about the eligibility of the applicant. Bank may verify the eligibility of the candidates at any stage of recruitment or thereafter and reserves right to terminate the service of provisionally selected candidates if found ineligible for the post.

17. The Bank reserves the right to alter, modify or change the eligibility criteria and / or any of the other terms and conditions spelt out in this Notification.
18. Candidates should mention all the qualifications and experience in the relevant field over and above the minimum one suggested herein above and should attach attested copies of the certificates in support thereof. The Bank reserves the right to call only the requisite number of

candidates for the Group discussions/Interview after preliminary screening /short listing with reference to candidate's qualifications / suitability and experience etc.

19. The Bank reserves the right to change / modify the selection procedure / hold supplementary process, if necessary. The changes, if any, shall be intimated to the candidates through Bank's website / registered e-mail in advance. When called for Group Discussions (GD) and / or Interview, candidates must bring original documents for verification. Candidates will not be allowed to participate in GD and / or Interview without production of the original documents.
20. **The candidate called for Interview will be informed through Bank's website/registered e-mail ID/SMS as per information provided by them in the application. Though bank puts maximum efforts to send the communication by e-mail/SMS, if any candidate does not receive the same due to technical or any other reasons, bank shall not be responsible for non-receipt of communication. The candidates are advised to visit Bank's website frequently for updates.**
21. The Candidates should ensure that they fulfil all eligibility criteria. Their candidature at all the stages of recruitment process will be purely **provisional** subject to satisfying prescribed eligibility criteria mentioned in this advertisement.
22. The above number of vacancies are provisional and may vary according to actual requirement of the Bank, subject to availability of suitable candidates. The candidates belonging to reserved category for which no reserved vacancies have been announced are free to apply for vacancies announced for unreserved category. However, they must fulfil all the eligibility criteria of unreserved category.
23. If any false / incorrect information furnished by the candidate is detected at any stage of recruitment process, the candidate will be disqualified from the selection process and liable to terminate the services, if appointed.
24. If the candidate knowingly or willfully furnishes incorrect or false particulars or suppresses material information, the candidate will be disqualified and if appointed, shall be liable for dismissal from the Bank's service without any notice or assigning any whatsoever reasons.
25. The decision of the Bank in all matters relating to recruitment shall be final and no individual correspondence will be entertained. Applications received after due date will not be entertained. **The Bank is not responsible for any technical or other reasons or delay.**
26. The recruitment in Bank of Maharashtra is done strictly as per merit in a systematic way. **Canvassing in any form will disqualify the candidate.**
27. The Bank reserves the right to cancel the Recruitment at any stage through this Advertisement fully or partly on any grounds and such decision of the Bank will not be notified or intimated to the candidates.
28. 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 & Conduct Rules of the Bank.

29. The selected candidate will be on probation and after completion of active service from the date of joining, their confirmation in the Bank's service will be decided in terms of the provision of the Bank of Maharashtra (Officers) Service Regulations.
30. Candidates applying under reserved category should submit the related certificates in the format prescribed by the Government of India. Relaxation in age will be given to the reserved category candidates as per extant guidelines of Government of India.
31. The candidates against whom any Disciplinary Action is / was initiated and minor / major punishment is / was imposed, such candidates are not eligible to apply for any post.
32. During the examination (if required), at any stage, if it is observed that the scribe is independently answering the questions or violating the guidelines, the exam session may be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of scribe will also be cancelled if it is reported / transpired after the examination by the test administrator that the scribe independently answered the questions.

**O. Announcements:**

All further announcements/ details pertaining to this process will be published/ provided only on [www.bankofmaharashtra.in](http://www.bankofmaharashtra.in) from time to time. No separate advertisement will be issued in this regard.

**P. 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/ their candidature will stand cancelled.

If any of these shortcomings is/ are detected even after appointment, his/ her/ their services are liable to be terminated. ***Decisions of bank in all matters regarding eligibility, conduct of online examination / other tests / selection would be final and binding on all candidates. No representation or correspondence will be entertained by the Bank in this regard.***

For more details, please visit bank's website ([www.bankofmaharashtra.in/current-openings](http://www.bankofmaharashtra.in/current-openings)). Online applications for submission shall be open from **04.03.2025 to 15.03.2025**. Before applying candidates are advised to ensure that they fulfil the stipulated eligibility criteria as per the details on bank's website.

Helpdesk: In case of any problem in filling up the online application form, payment of fee / intimation charges, interview call letter contact helpdesk no. 020-25614561 & may be lodged on email [bomrpcell@mahabank.co.in](mailto:bomrpcell@mahabank.co.in). Candidates should mention "**Bank of Maharashtra- Recruitment Project 2024-25 ~ Phase III**" in the subject of the email.

Sd/-  
General Manager  
HRM

**Guidelines for Scanning and Uploading Documents online****1. Photograph: (4.5cm x 3.5cm)**

- Photograph must be a recent passport style color picture.
- Make sure that the picture is in color, taken against a light-colored, 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–50 kb
- File type: jpg / jpeg
- 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 colors etc., during the process of scanning.
- Photo uploaded should be of appropriate size and clearly visible.

**2. Signature:**

- The applicant has to sign on white paper with Black/Blue Ink pen.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb – 20kb
- File type: jpg / jpeg
- Ensure that the size of the scanned image is not more than 20kb
- Signature (NOT IN CAPITAL LETTERS) uploaded should be of appropriate size and clearly visible.

**1. Hand-written declaration Image:**

- The applicant has to write the declaration in English clearly on a white paper with black ink.
- File type: jpg / jpeg
- Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e. 10 cm \* 5 cm (Width \* Height)
- File Size: 50 KB – 100 KB
- Note: The hand written declaration has to be in the candidate's hand writing and in English only. The text should NOT BE IN CAPITAL LETTERS. If it is written by anybody else and uploaded or in any other language, the application will be considered as invalid. Below the typed declaration and upload the document as per specifications.

The text for hand written declaration is as follows:

*"I, \_\_\_\_\_ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required."*

**2. Required Supporting Documents:**

- Document must be clearly visible.
- File type: PDF format
- File Size: Max. 5 MB