



(A Government of India undertaking)

Corporate Office, 254-260, Avvai Shanmugam Salai, Royapettah, Chennai – 600014.

## ENGAGEMENT OF CONSULTANT FOR COMPLIANCE DEPARTMENT ON CONTRACTUAL BASIS - 2025

INDIAN BANK, a leading Public Sector Bank, with headquarters in Chennai having geographical presence all over India and abroad invites applications from Indian Citizens for engagement as **Consultant for Compliance Department on Contractual Basis**.

The eligibility and terms of service is furnished here under:

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| Age   | Maximum age - 65 years (inclusive of all relaxations)  |
| Cutoff date for eligibility criteria's (Age, Experience & Qualification, etc) | 01.05.2025   |
| Qualification   | <p><b><u>Mandatory Qualification</u></b></p> <p>Bachelor's degree in any discipline from Institute / University recognized by Govt. of India or its regulatory bodies.</p> <p><b><u>Desirable Qualification</u></b></p> <p>Post Graduate degree or Professional certification in Finance / Risk management /Legal etc.</p>   |
| Experience  | <p>The candidate should have an overall experience of at least 15 years in the banking or financial services, out of which minimum 5 years shall be in the Audit/ Finance / Compliance / Legal / Risk Management functions. Atleast one assignment not below the rank of General Manager or equivalent in Public Sector Bank/ Private Sector Banks.</p> <p>Candidate should have good understanding of industry and risk management, knowledge of regulations, legal framework and sensitivity to supervisors' expectations</p> <p><u>Others</u>-No vigilance case or adverse observation from RBI, should be pending against the candidate.</p> |
| Period of Engagement  | On contractual basis for an initial period of 2 years subject to half yearly review.   |
| Leave   | <p>15 Days per year on pro-rata basis.</p> <p>The existing leave balance will not be carried forward to subsequent years and no encashment of leave shall be permitted.</p>  |

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| Remuneration & Perquisites             | Negotiable and not a limiting factor for deserving candidate.   |
| Place of work                          | Chennai or as may be decided by the Bank  |
| Selection procedure                    | Selection will be by way of (1) Scrutiny of applications by Screening Committee and (2) Interview of shortlisted candidates by Selection Committee. In case no of applicants is substantially large, Written Test / Group Discussion / Preliminary interview process or a combination of aforementioned suitable processes may be adopted.  |
| Job Profile / Role & Responsibilities: | <p>The consultant will assist / support CCO/ Compliance Department in:</p> <ol style="list-style-type: none"> <li>1) Clarification on compliance related issues and advising on the overall compliance function.</li> <li>2) Advising about major changes / observations relating to the regulations and facilitating in its implementation in the organisation.</li> <li>3) Tracking / identification / reporting of compliance failures / regulatory breaches, conducting root cause analysis and advising remedial measures.</li> <li>4) Tracking and reporting of compliance of regulatory &amp; statutory actionable and timely dissemination across the organisation.</li> <li>5) Implementation of advisories / guidelines of different regulatory / statutory authorities in a time bound and sustainable manner.</li> <li>6) Advising / assisting in preparation of curriculum for compliance training and implementing in each of the training programme.</li> <li>7) Providing guidance / suggestions for framing / reviewing Compliance Policy and other internal policies / SOPs / advisories / internal circulars.</li> <li>8) Implementation of onsite and offsite Compliance Testing / Thematic Audits / Tranche Testing.</li> <li>9) Providing guidance to develop new digital products and other new products &amp; process in conformity with regulations / statutes.</li> <li>10) Gap analysis of existing digital products and other products / process / policies and suggesting remedial measures.</li> <li>11) Monitoring of prompt submission of periodical regulatory returns.</li> <li>12) Deepening and broadening of compliance culture across the organisation.</li> <li>13) Supporting in smooth conduct of regulatory inspections and timely compliance thereof.</li> </ol> |

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|                         | <p>14) Providing guidance in technical integration for effective compliance monitoring.</p> <p>15) Providing guidance in developing group compliance frame work.</p> <p><u>Remarks:</u> Job Description mentioned above is only illustrative and not exhaustive. Jobs, in addition to the above mentioned, may be assigned by the Bank from time to time for the above post.</p> |
| Termination of Contract | Three months' notice or three month's fixed component of the compensation in lieu thereof from either of the parties, at the sole discretion of the Bank   |
| Application Fees        | Rs 100/- (inclusive of GST) for SC/ST/PwBD candidates.<br>Rs 1000/- (inclusive of GST) for all other candidates.   |

**Procedure for applying: -**

1. Application complete in all respects as per the prescribed format (**Annexure A**) along with copies of all the credentials as enumerated in Clause 2 below should be sent in a closed envelope super scribed "**Application for the post of Consultant for Compliance Department on Contractual Basis - 2025**" to the following address:

**Chief General Manager (CDO & CLO)**  
**Indian Bank, Corporate Office, HRM Department, Recruitment Section**  
**254-260, Avvai Shanmugam Salai, Royapettah, Chennai, Pin - 600 014, Tamil Nadu.**

All eligible and interested candidates should apply in the prescribed application format to reach the address cited above on or before **31.05.2025**. Any application received after the due date will be summarily rejected. An advance signed and scanned copy of application may be sent to our email ID: [cohrmrecruitment@indianbank.co.in](mailto:cohrmrecruitment@indianbank.co.in).

**Application fees:**

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| Rs. 100 /- (inclusive of GST) for SC/ST/PwBD candidates  |
| Rs. 1000 /- (inclusive of GST)) for all other candidates |

Candidates shall pay the fees/charges in the below mentioned account through Internet Banking / NEFT/RTGS. The Reference number/UTR Number shall be specified in the Application form.

Account Name : Engagement of **Consultant for Compliance Department on Contractual Basis**  
Account Number : 6942794077  
Bank & Branch : Indian Bank, Royapettah  
Account Type : Current Account  
IFSC Code : IDIB000R021

2. The following credentials (photocopies only) are to be enclosed along with the application Form

- a. Proof of Date of Birth.
- b. Mark sheet and Passing certificate of all Educational, Technical / Professional qualifications.
- c. Experience certificate(s) specifying designation / job profile, period of service (with specific dates), emoluments, activity profile of previous and present employers, etc.
- d. Photo Identity proof and Address proof.

3. Candidates are required to have a valid personal email ID and Mobile number for contact. It should be kept active during the currency of this project. Bank may send call letters for interview through the registered email ID.

4. Candidates are advised to apply well in advance and Bank will not be responsible if candidates are not able to submit before the due date for any reason beyond the control of the Bank.

### **GENERAL INSTRUCTIONS**

a. Before applying for the post, candidate should satisfy himself/herself that he/she fulfils the eligibility and other norms mentioned in this notice. Bank would be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible. The decision of the Bank shall be final in deciding about qualification, experience and other eligibility norms and it will be binding on the candidates.

b. The terms & conditions of engagement is whole and simple governed by the provisions of the contract and the engagement shall not be construed as an employment in the Bank and the provisions of PF / Gratuity / Pension, etc. shall not apply in this case.

c. His / Her engagement on contract is for a specific period as stated above, and as such should not be construed as an offer of employment or a regular employment in the Bank.

d. On completion of the contractual period, his / her engagement shall automatically come to an end. There will not be a need for issuance of communication by the Bank for termination of the contract after the above said period.

e. The Bank takes no responsibility for any delay in receipt or loss in postal transit of any Application or Communication.

f. 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 notice, including criteria for qualifying/method and procedure for selection.

g. Only those candidates who fulfil the eligibility criteria will be called for interview and intimated by email.

h. Candidates will have to produce original certificates for educational qualifications, experience, age, category etc. at the time of interview, in support of his/her eligibility, as per the details furnished in the application, failing which the candidate will not be allowed for interview and their candidature will be cancelled.

i. Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of interview, selection and any other matter relating to recruitment will be final and binding on the candidates. No correspondence or personal enquiries shall be entertained by the Bank in this regard.

j. No Travelling Allowance is payable to candidates who are called for interview.

k. Any dispute arising out of and/or pertaining to the process of recruitment under this Advertisement shall be subject to the sole jurisdiction of the Courts situated at Chennai.

l. Request for change of contact no./address/ email ID/interview centre/interview date & time will not be entertained.

m. In case any dispute arises on account of interpretation of version other than English, English version will prevail.

n. Engagement of selected candidates is subject to their being declared medically fit as per the requirements of the Bank. Such engagement will also be subject to the Rules & Policies of the Bank.

o. Canvassing in any form will be a disqualification.

Dated: 21.05.2025

Chennai

Chief General Manager (CDO & CLO)