



(A Government of India undertaking)  
Corporate Office, 254-260, Avvai Shanmugam Salai, Royapettah, Chennai – 600014.

### **RECRUITMENT OF CHIEF FINANCIAL OFFICER**

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 the post of **CHIEF FINANCIAL OFFICER**.

The eligibility and terms of service is furnished here under:

Age	Minimum Age – 45 years and Maximum Age 59 years (as on 01.10.2021)
Minimum Qualification	He/she should be a qualified Chartered Accountant.
Experience	Fifteen years in overseeing financial operations, preferably accounting and taxation matters, in banks/large Corporates/PSUs/ FIs/financial services organizations of which 10 years should be in Banks/FIs (of which five years should be at senior management level).  The current/previous assignment should not be below the level of General Manager of Public Sector Bank or its equivalent.
Nature of employment and Term	On a fixed contractual term of 3 years, extendable by one year at a time, subject to a maximum term of five years. The contract may be terminated by either of the parties by giving one month's notice. The performance of the Chief Financial Officer will be reviewed on annual basis.
Remuneration	Compensation will not be a limiting factor for the right candidate and will be discussed on a case by case basis.
Perquisites	As applicable to General Manager cadre
Appointing Authority	MD & CEO
Selection procedure	The applications received from the candidates will be screened and shortlisted on the basis of eligibility and relevant experience.  <ol style="list-style-type: none"><li>1. The requisite number of shortlisted candidates will be called for interview for final selection.</li><li>2. The final selection will be made on the basis of eligibility, experience,</li></ol>

	<p>qualification and performance during interaction / interview.</p> <ol style="list-style-type: none"> <li>3. The interaction / interview will be conducted by a committee constituted for the purpose.</li> <li>4. Mere satisfying the eligibility norms do not entitle a candidate to be called for interview.</li> <li>5. The Bank reserves the right to reject any application not suiting the Bank's requirements without assigning any reason whatsoever and call only the requisite number of candidates out of those who fulfill the eligibility criteria as may be required for the post.</li> </ol>
<p>Role and Responsibility</p>	<ol style="list-style-type: none"> <li>1. <u>Financial reporting</u> <ol style="list-style-type: none"> <li>I. Oversee Statutory Audit function in the Bank and ensure timely completion of the Audit</li> <li>II. Reporting of Audit Results as per SEBI requirement</li> <li>III. Coordinating with National Financial Reporting Authority (NFRA) and RBI for auditor related issues</li> <li>IV. Support in discharging various requirements as per SEBI guidelines from Financial Reporting Perspective</li> <li>V. Keep the Top Management updated about Profitability, NPA and other related projections</li> <li>VI. Deal with matters relating to finalization of provisions, reserves and dividend</li> </ol> </li> <li>2. <u>Tax Compliance</u> <ol style="list-style-type: none"> <li>I. Optimization of Tax Liability of the Bank</li> <li>II. GST and TDS compliance</li> </ol> </li> <li>3. <u>Accounting Systems</u> <ol style="list-style-type: none"> <li>I. Developing and maintaining accounting systems as per the Accounting Standards and RBI Guidelines</li> <li>II. Development and Maintenance of Internal Control over Financial Reporting (ICOFR)</li> <li>III. Support Foreign Branches in compliance with the accounting and tax requirements as per local regulations.</li> <li>IV. Implementation of IFRS/IND AS in Bank</li> </ol> </li> <li>4. <u>Management Reporting</u> <ol style="list-style-type: none"> <li>I. Maintaining close coordination with Top Management for review of performance of the Zones and of the whole Bank and other related functions.</li> </ol> </li> </ol>

	<p>5. <u>Investor Relations and Joint Ventures</u></p> <p>I. Conducting Annual General Body Meetings (AGM/EGM)</p> <p>II. Conducting Analyst meet</p> <p>III. Publishing annual accounts to the Public and handling investor related queries and issues</p> <p>IV. Handling all issuances of shares of the Bank, transfer of shares amongst existing and new investors</p> <p>V. Raise capital in accordance with Capital Raising Plan of the Bank from time to time</p> <p>VI. Management of all subsidiaries and JVs of the Bank &amp; prepare the reports of the subsidiaries and JVs for reporting to the Board and RBI</p> <p>VII. Compliance of SEBI (List Obligations &amp; Disclosure Requirements) Regulations and other Regularity (SEBI) requirements and submission of quarterly, half yearly and annual returns to them.</p> <p>VIII. Apprising Board and Investors’/ Shareholder Grievance Committee</p> <p>IX. Preparation of policies on Dividend distribution, Determination and disclosure of Materials events/ information, Determining Material Subsidiaries, Related Party Transactions, Directors and Employees code of conduct and Prohibition of Insider trading.</p> <p>6. Any other assignment as given by higher authorities from time to time.</p> <p>Above roles &amp; responsibilities are illustrative and not exhaustive</p>
--	--

**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 Chief Financial Officer” to the following address:

**General Manager (CDO), Indian Bank  
Corporate Office, HRM Department, Recruitment Section  
254-260, Avvai Shanmugham Salai, Royapettah, Chennai, Tamil Nadu – 600 014**

All eligible and interested candidates should apply in the prescribed application format to reach the address cited above on or before 17.11.2021. Any application received after the due date will be summarily rejected.

Application fees:

Rs. 100/- (inclusive of GST) for SC/ST/Women/PWBD/EXSM candidates
Rs. 1000 /- (inclusive of GST) for all others

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 : Recruitment of Chief Financial Officer - 2021  
Account No : 7111682624  
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.

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. Unless the Bank extends the contract for further period, on completion of the contractual period of three years, 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. The Bank takes no responsibility for any delay in /non-receipt or loss of any communication

l. 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.

m. Request for change of contact no./address/ email ID/interview centre will not be entertained.

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

o. 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.

p. Candidate if selected for the said post, you are invariably have to join Bank on or before 31.12.2021.

q. Canvassing in any form will be a disqualification.

Chennai, 08.11.2021

General Manager (CDO)