



Department of Financial Services  
Govt. of India

**Inviting Applications for the post of Managing Director and Chief Executive Officer (MD & CEO) in Five Public Sector Banks viz. Bank of Baroda, Bank of India, Canara Bank, IDBI Bank Ltd. and Punjab National Bank.**

The Govt. of India proposes to fill-up the post of MD & CEO in Bank of Baroda, Bank of India, Canara Bank, IDBI Bank Ltd. and Punjab National Bank. The salary package payable to the appointees will be flexible. The other terms and conditions of appointment will be those as may be specified by the Government at the time of appointment. The MD & CEO shall hold the office for a term of three years from the date on which he/she enters the office as a MD & CEO subject to the age of superannuation as 60 years.

**2. Job Description:**

Job Title	: Managing Director & Chief Executive Officer
Job Type	: Professional
Location	: Delhi/Mumbai/Bengaluru
Recruitment Type	: Fixed tenure of 3 years subject to normal age of superannuation of 60 years
Closing Date	: 21.03.2015

**3. Duties & Responsibilities:**

(i) To establish vision, mission and values in consultation with Board of Directors

- To determine the company's vision and mission to guide and set the pace for its current operations and future development.
- To determine the values to be promoted throughout the organization.
- To determine and review organization's goals.
- To determine company policies

(ii) To set strategy and structure

- To review and evaluate present and future opportunities, threats and risks in the external environment and current and future strengths, weaknesses and risks relating to the organization.
- To determine strategic options, select those to be pursued, and decide the means to implement and support them.
- To determine the business strategies and plans that underpin the corporate strategy.
- To ensure that the organisational structure and capability are appropriate for implementing the chosen strategies.

(iii) To monitor and control

- To delegate authority to management, and monitor and evaluate the implementation of policies, strategies and business plans.
- To determine monitoring criteria to be used by the board.
- To ensure that internal controls are effective.
- To communicate with senior management.

(iv) To exercise accountability to shareholders and responsibility towards the stakeholders

- To understand and take into account the interests of shareholders and other stakeholders.
- To monitor relations with shareholders and other stakeholders by gathering and evaluation of appropriate information.
- To promote the goodwill and support of shareholders and other stakeholders
- Responsible for ensuring that proper books of account are kept.
- Must act in good faith in what they honestly believe to be the best interests of the company, and not for any collateral purpose.
- Must act with due skill and care.
- Must consider the interests of employees of the company.
- Clarifying board and management responsibilities;
- Planning and managing board and board committee meetings;
- Developing the effectiveness of the board.

Any other responsibilities/ duties assigned by the Board or the Govt. of India from time to time

#### **4. Eligibility Criteria:**

- a. Person of ability, integrity and standing with knowledge and experience in Banking
- b. Proven management, leadership and innovative skills to build and inspire team
- c. Experience in institutional development in banking sector
- d. Should have at least 15 years of experience in mainstream banking of which at least 3 years should be served at the Board level.
- e. Should be in the age group of 45 to 55 years on the date of advertisement
- f. Application received shall be screened and shortlisted on the basis of experience and eligibility conditions. The candidates will be called for preliminary interaction for the purpose of determining the eligibility. The decision of the Screening Agency shall be final. Candidates duly recommended by the Screening Agency will only be called for the interview.

5. Applications on the enclosed proforma, clearly demonstrating eligibility against each requirement, along with one passport size photograph, should be sent in closed cover super-scribed with the words "Application for the post of Managing Director & CEO in Public Sector Banks" to reach the address given below by 5:30 PM on 21.03.2015.

**The Under Secretary (BO.I),  
Department of Financial Services, Govt. of India,  
Jeevandeep Building (Third Floor),  
Parliament Street,  
New Delhi - 110001**

6. Government / public / regulatory sector applicants must forward the applications through their Head of Department / proper channel. Advance copies of applications may, however, be submitted in anticipation of obtaining necessary approvals. The application must be accompanied with:

- a) Duly attested Annual Confidential Reports of the last five years
- b) Integrity Certificate
- c) Vigilance clearance certification that no disciplinary proceedings or criminal proceeding are either pending or contemplated against the officer concerned.

d) List of major / minor penalties, if any, imposed on the candidate and, otherwise, a certificate confirming that no penalty has been imposed on the officer during service.

7. The selected candidate shall be required to resign/ retire from and be relieved from his / her current employment before joining the post. Restrictions on re-employment as prescribed, after tenure as MD & CEO of respective PSBs, would apply. Fiduciary declaration is required from every MD & CEO on or before his appointment as such.

**8. The selected candidate must join within 30 days from the date of offer of appointment. The period would be extendable for a further period of 30 days on the request of the candidate subject to approval of competent authority. If the selected candidate fails to join even after the notice or submits unwillingness, he/ she shall be debarred from consideration for appointment in all PSBs/Autonomous Bodies / Statutory Bodies/ Regulatory Bodies for a period of three years.**

10. The applications shall be screened by a Screening Committee/ Agency and suitable candidates meeting the eligibility criteria shall be shortlisted for an interaction with the Selection Committee, which will make a recommendation(s) to the Government for the appointment. The decisions/ recommendations of the screening / selection committee shall be final.

11. Incomplete applications or applications received after the due date will not be considered. Advance copies of applications may, however, be submitted in anticipation.

12. The Government retains the right to resolve / remove difficulties experienced in the course of this process.



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1. Name of the candidate :
2. Date of Birth :
3. Applying for MD&CEO in (multiple choice is allowed)
  - Bank of Baroda
  - Bank of India
  - Canara Bank
  - IDBI Bank Ltd.
  - Punjab National Bank
4. Name of the Present Organization :
5. Present Post held :
6. Present Pay and Scale of Pay :
7. Complete Postal Address, Telephone & E-mail particulars
  - (Permanent Address) :
  - (Present Postal Address) :
  - E-mail :
  - Telephone
    - Residence :
    - Office :
    - Mobile :

8. Educational Qualification (with details of University / Institutions, Year of Passing, Division, Marks etc.)

i. Academic :

ii. Professional :

9. Details of experience and brief service particulars

S. No.	Designation/ Post (regular / ad-hoc) and name / contact particulars of organization	From To	Scales of Pay and basic pay	Nature of duties	Remarks/ any other information relevant for the post
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10. Any other information in support of the application.

Date:

Signature of applicant

**Enclosures : Self attested copies of educational / professional certificates and suitable evidence of employment in the organization mentioned, proof of age.**

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