



RECRUITMENT OF HUMAN RESOURCE ON CONTRACT BASIS FOR DIGITAL BANKING DEPARTMENT IN BANK OF BARODA

[Revised Advertisement]

Join India's International Bank For A Challenging & Progressive Career

Online Registration of Application starts from : 16.10.2020	Last date for Online Registration of Application & Payment of fees: 05.11.2020
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As a part of Bank's ambitious strategy to cater to its varied clientele Bank of Baroda is looking for Professionals in Smart Cities space with proven skills and requisite experience for its Digital Banking Department.

PLEASE NOTE THAT

1.	Candidates are advised to check Bank's website www.bankofbaroda.co.in/careers.htm regularly for details and updates. Call letters/advices, where required will be sent by e-mail only. All revisions/corrigendum(if any) will be hosted on the Bank's website only.
2.	All correspondence will be made only on the email ID mentioned by the candidate in their online application form and the same has to be kept active for receiving communication viz., call letters/Interview Dates/advices etc.
3.	A candidate can apply for only one post under this project.
4.	The process of Registration of application is complete when fee is deposited with the Bank and documents in support of eligibility are uploaded/submitted on Bank's online portal.
5.	Before applying, candidates should ensure that they fulfill the eligibility criteria for the post as on the date of eligibility.
6.	Post qualification experience below 6 months in any organization would not be considered.
7.	Only Candidates willing to serve anywhere in India, should apply.
8.	Those applicants who have applied in response to our advertisement dated 16.06.2020 for the below positions are not required to apply again .

VACANCIES AND OTHER DETAILS IN RESPECT OF VARIOUS POSTS

Eligibility Criteria with regards to Age, Educational Qualification and Post Qualification Work Experience would be taken as on 16.10.2020)

Sn	Post	Vacancies	Age	Qualification
1	Project Manager – Smart Cities	01	Min 27 Years – Max 45Years	B.E. / B. Tech OR MCA (with any graduation) or its equivalent OR 2 Years Post Graduation in Computer Sciencee / Computer Applications / Information Technology / Electronics The Institute should be recognized by Govt./Govt. Bodies/AICTE /UGC.
2	Project Associate – Smart Cities	01	Min 25 Years – Max 35Years	B.E. / B. Tech OR Gaduation / Post Graduation in Computer Sciencee / Computer Applications / Information Technology / Electronics The Institute should be recognized by Govt./Govt. Bodies/AICTE /UGC.

Sn	POST	Post Qualification Work Experience
1	Project Manager - Smart Cities	<p>Minimum 5 year of post qualification work experience of which at least 2 years shall be in Smart City Project implementation and management as mentioned below.</p> <p>Planning, designing, execution and management of projects related to Smart Payment Cards (NCCM based), electronic ticketing/automatic fare collections systems, tariff acquiring systems, transit payments, EMV and contactless payment technologies etc.,</p> <p>Candidates having the below mentioned additional qualifications/exposure shall be given preference:-</p> <ul style="list-style-type: none"> ▪ 2 year full time post-graduation degree/diploma in management with major specialization as Operations/Systems (Minor Specialization in these areas and Part – Time/Correspondence courses and General Degree/Diploma shall not be considered) and The Institute should be recognized by Govt./Govt. Bodies/AICTE /UGC. ▪ Certification in PRINCE2/PMP ▪ Exposure in implementation of Integrated Transit Management System/Intelligent Transportation System, installation and management of card issuance and acquiring solution, route network planning, operations of integrated command and control center, HCE (Host Card Emulation) and Tokenization Solutions, transit data collection, processing and analysis, etc., will be an added advantage. ▪ Exposure to offline payment processing solutions related to transit/para-transit domains in Indian Smart Cities will be given weightage.
2	Project Associate – Smart Cities	<p>Minimum 3 year of post qualification work experience of which at least 1 year shall be in Smart City Project implementation and management as mentioned below.</p> <p>Planning, designing, execution and management of projects related to Smart Payment Cards (NCCM based), electronic ticketing/automatic fare collections systems, tariff acquiring systems, transit payments, EMV and contactless payment technologies etc.,</p> <p>Candidates having the below mentioned additional qualifications/exposure shall be given preference:-</p> <ul style="list-style-type: none"> ▪ 2 year full time post-graduation degree/diploma in management with major specialization as Operations/Systems (Minor Specialization in these areas and Part – Time/Correspondence courses and General Degree/Diploma shall not be considered) and The Institute should be recognized by Govt./Govt. Bodies/AICTE /UGC. ▪ Exposure in implementation of Integrated Transit Management System/Intelligent Transportation System, installation and management of card issuance and acquiring solution, route network planning, operations of integrated command and control center, HCE (Host Card Emulation) and Tokenization Solutions, transit data collection, processing and analysis, etc., will be an added advantage. ▪ Exposure to offline payment processing solutions related to transit/para-transit domains in Indian Smart Cities will be given weightage.

Position	Roles and Responsibilities
Project Manager – Smart Cities	<ul style="list-style-type: none"> ▪ The Project Manager will be responsible for successful planning, design, execution, monitoring and completion/go-live of smart city projects mainly related to EMV/NCMC based open/closed loop card and digital payments for BRTS/City/State transport buses, metro rail, smart parking, digital toll collection, cashless hospitals, fleet management etc. ▪ Responsible for the management of tasks across project life cycle from project initiation, implementation, stakeholder management, go live, and post implementation support. ▪ Develop and obtain internal approval for the project charter, scope, requirements, implementation plan, in liaison with partner/s teams and oversee that execution is in accordance with project specifications and stipulations of partner and client contracts. ▪ Work closely with government organizations, partner/s, teams, system integrator, contractor agencies, project management consultants etc. and consistently work towards managing and improving customer service and experience. ▪ Drive successful project implementation and ongoing management, timely project completion, achieve cost optimization, meet compliance and required standards, transaction risk and fraud mitigation, change management etc., ▪ Maintain timely and accurate project progress information and report the same to internal team, communicate changes and their impacts and any other important issues faced during operations. ▪ Manage escalation, grievance handling, resolve issue issue and critical situations ▪ Assist business and technology teams in preparation of bidding documents, partner contracts, promotional campaigns etc., related to Smart Cities / other projects. Support business development by identifying market opportunity to expand and co-ordinate, to convert leads to business. ▪ Review work done by the partner/s teams to ensure all deliverables are as per the scope and agreed SLAs and assist in the finalization of their penalties / payments. ▪ Develop process guides, tool kits, and best practice for project executions. Prepare content and conduct capacity building sessions for Government Officers and other stake holders / beneficiaries as needed. ▪ Keep tab on technological eco system, bringing in relevant solutions to add accuracy, speed and implementation efficiency. Analyse data and implement solutions that improve operating processes, reduce costs and improve customer service. ▪ Work on various other assignments or tasks as and when required.
Project Associate – Smart Cities	<ul style="list-style-type: none"> ▪ The Project Associate will closely work with Project Manager and support successful implementation of smart city projects. ▪ Assist in management of task across project lifecycle from project initiation, implementation, stakeholder management, go-live and post implementation support. ▪ Prepare project charter, scope, requirements, implementation plan, and ensure that execution is in accordance with project specifications and stipulations of partner and client contracts. ▪ Timely project completion, achieve cost optimization, meet compliance and required standards, transaction risk and fraud mitigation, change management etc., ▪ Maintain timely and accurate project progress information and report the same to internal team, communicate changes and their impacts and any other important issues faced during operations. ▪ Manage and resolve escalations, grievances and critical challenges ▪ Support business development by identifying market opportunity to expand and coordinate to convert leads to business. ▪ Work in close coordination with partner/s teams to ensure all deliverables are as per the scope and agreed SLAs and assist in the finalization of their penalties/payments. ▪ Analyze data and implement solutions that improve operating processes, reduce costs and improve customer experience. ▪ Work on various other assignments or task as and when required.

APPLICATION FEES:Rs. 600/- for Unreserved, EWS & OBC candidates + applicable taxes & transaction charges
Rs. 100/- for SC, ST & PWD + applicable taxes & transaction charges

RESERVATION IN POSTS:

Post	SC	ST	OBC	EWS	UR	TOTAL	Out of which PWD			
							OC	VI	HI	ID
Project Manager	0	0	0	0	1	1	0	0	0	0
Project Associate	0	0	0	0	1	1	0	0	0	0

Abbreviations stand for: SC - Scheduled Caste, ST - Scheduled Tribe, OBC - Other Backward Classes, EWS - Economically Weaker sections, UR- Unreserved, PWD - Persons With Disability, OH-Orthopedically Handicapped, HI - Hearing Impaired, VI- Visually Impaired. Please note that change of category will not be permitted at any stage after registration of online application.

A. REMUNERATION:

B. Remuneration offered will on fixed pay basis as per market benchmarks and is based on candidate's qualifications, experience and overall suitability for the respective posts.

C. NATURE OF EMPLOYMENT

Contractual Engagement for a period of 3 years, with periodic performance review. The term of engagement may be extended at the option of the Bank.

D. **LOCATION OF POSTING :** The location of posting shall be Mumbai. The candidate may be deputed to work with the team(s) within the organization/ parent organization/ any subsidiary of the parent organization if and as deemed necessary.

E. SELECTION PROCEDURE:

Selection will be based on short listing and subsequent round of Personal Interview and/or Group Discussion and/or any other selection method.

- Bank reserves the right to change (cancel/ modify/ add) any of the criteria, method of selection and provisional allotment etc.
- The Bank reserves its right to call for selection process, candidates in a ratio, at its sole discretion.
- Candidates will be shortlisted for Interview /any other method of selection based on their qualification, experience and overall suitability.
- Most suitable candidates will be called for GD/ & PI or any other method of selection and merely applying/meeting the minimum eligibility criteria for the post does not entitle the candidate to be eligible for the selection process.
- The qualifying marks in test/Interview/selection procedure will be decided by the Bank.
- A candidate should qualify in all the processes of selection, i.e. written test and/or GD and/or PI and/or other selection method (as the case may be) and only those who are sufficiently high in the merit will be shortlisted for subsequent processes
- In case more than one candidate scores the cut off marks (common mark at cut off point), such candidates will be ranked according to their age in descending order.

F. **HOW TO APPLY:**

Candidates are required to have a valid personal email ID and Contact No. It should be kept active till completion of this recruitment project. Bank may send call letters for GD and/or interview through the registered email ID. In case, a candidate does not have a valid personal email ID, he/she should create his/ her new email ID before applying Online.

a) **GUIDELINES FOR FILLING ONLINE APPLICATION:**

- i. Candidates will be required to register themselves online through Bank's website www.bankofbaroda.co.in/careers.htm and pay the application fee using Debit Card / Credit Card / Internet Banking etc.
- ii. Candidates need to upload their Bio-data while filling online application. Candidates are also required to upload their scanned photograph & Signature. Please refer to Annexure I regarding scanning of photograph & signature.
- iii. Candidates should visit Bank's website www.bankofbaroda.co.in/Careers.htm and open the appropriate Online Application Format, available through the link mentioned in the advertisement.
- iv. Candidates are advised to carefully fill in the online application themselves as no change in any of the data filled in the online application will be possible/ entertained. Prior to submission of the online application candidates are advised to use the "VERIFY" facility to verify the details in the online application form and modify the same if required. No change is permitted after clicking on **SUBMIT** button. Visually Impaired candidates will be responsible for carefully verifying/ getting the details filled in, in the online application form properly verified and ensuring that the same are correct prior to submission as no change is possible after submission.
- v. The name of the candidate should be spelt correctly in the application as it appears in the certificates/ mark sheets. Any change/ alteration found may disqualify the candidature.
- vi. An online application which is incomplete in any respect and unsuccessful fee payment will not be considered as valid.
- vii. Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date to avoid the possibility of disconnection / inability / failure to log on to the website on account of heavy load on internet or website jam.
- viii. Bank of Baroda 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 Bank of Baroda.
- ix. Candidates will also be required to submit documents in support of their eligibility in the Bank's portal / through any other process as required by the Bank

b) **PAYMENT OF FEES:**

- i. Application fees and Intimation Charges (Non-refundable) Rs. 600/- for General, EWS and OBC candidates (plus applicable GST & transaction charges) and Rs. 100/- (Intimation charges only) for SC/ ST/PWD candidates (plus applicable GST & transaction charges). Bank is not responsible if any of the candidates makes more than one payments.
- ii. Fee payment will have to be made online through payment gateway available there at.
- iii. After ensuring the correctness of the particulars of the application form, candidates are required to pay fees through the payment gateway integrated with the application. No change/edit will be allowed thereafter.
- iv. The payment can be made by using Debit Card / Credit Card / Internet Banking etc. by providing information as asked on the screen. Transaction charges for online payment, if any, will be borne by the candidates.
- v. On successful completion of the transaction, e-receipt and application form with the data entered by the candidate will be generated, which should be printed and retained by the candidate.
- vi. If the online transaction is not successfully completed, please register again and make payment online.
- vii. There is also a provision to reprint the application form containing fee details, at later stage.

c) **GENERAL INFORMATION:**

- i. The selected candidate will be required to sign an employment contract.
- ii. Candidates should satisfy themselves about their eligibility for the post applied for as on the cut-off date (16.10.2020) and also ensure that the particulars furnished by him/her are correct in all respects.
- iii. In case of multiple applications, only the last valid (complete) application will be retained and the application fee/intimation charge paid for other registration will stand forfeited. Multiple appearance by a candidate for a single post in interview will be summarily rejected/candidature cancelled.
- iv. Candidates will have to appear for the GD/interview at their own expense. However, eligible outstation SC/ST/Persons with Benchmark Disabilities category candidates called for GD/ interview will be paid II class to & fro railway/bus fare or actual expenses incurred, whichever is less, by shortest route on production of proof of travel (rail/bus ticket etc.). The above concession will not be admissible to SC/ST/Persons with Benchmark Disabilities category candidates who are already in service in Central / State Government, Corporations, Public Undertakings /Local Government, Institutions and Panchayats etc.
- v. Candidates serving in Govt./Quasi Govt. offices, Public Sector undertakings including Nationalised Banks and Financial Institutions are advised to submit 'No Objection Certificate' from their employer at the time of interview, failing which their candidature may not be considered and travelling expenses, if any, otherwise admissible, will not be paid.
- vi. In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment.
- vii. 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 candidature will stand cancelled. If any of these shortcomings is / are detected even after appointment, his /her services are liable to be terminated.
- viii. Decisions of bank in all matters regarding eligibility, conduct of interviews, other tests and selection would be final and binding on all candidates. No representation or correspondence will be entertained by the bank in this regard.
- ix. **Intimations, where required will be sent by email and/ sms only to the email ID and mobile number registered in the online application form.** Bank shall not be responsible if the information/ intimations do not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of Bank. Candidates are advised to keep a close watch on the authorised Bank's website www.bankofbaroda.co.in for latest updates.
- x. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or an application in response thereto can be instituted only in Mumbai and courts/tribunals/forums at Mumbai only shall have sole and exclusive jurisdiction to try any cause/dispute.

G. ANNOUNCEMENTS

All further announcements/Addendum or Corrigendum (if any)/details pertaining to this process will only be published/ provided on authorised Bank's website www.bankofbaroda.co.in from time to time under **Career section-Current Opportunities**. No separate communication/intimation will be sent to the candidates who are not shortlisted/selected in the process. All notification/communication placed on the Banks' website shall be treated as initiation to all the candidates who have applied for the said project.

Disclaimer: - Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection, process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any of the recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect. **Clarifications/Decisions of the Bank in respect of all matters pertaining to this recruitment would be final and binding on all candidates.**

Merely satisfying the eligibility criteria norms does not entitle the candidate to be called for test/ GD/ interview. The Bank reserves the right to call only the requisite number of candidates for test/GD/ interview after preliminary screening/ short-listing with reference to the candidate's age, qualification, essential requirements, suitability etc.

The Bank reserves the right to reject any application/candidature at any stage or cancel the conduct of test /GD/ interview or to cancel the Recruitment Process entirely at any stage without assigning any reason.

Mumbai
16.10.2020

General Manager (HRM)

GUIDELINES FOR SCANNING THE PHOTOGRAPH (4.5cmX3.5cm) & SIGNATURE :

Before applying online, a candidate will be required to have a scanned (digital) image of his/ her photograph and signature as per the specifications given below:-

(i) Photograph Image :-

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light coloured, preferably white background.
- Look straight at the camera with a relaxed face.
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
- If you have to use flash, ensure there's no "red-eye".
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable, religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of the file should be between 20kb - 200kb.
- Ensure that the size of the scanned image is not more than 200kb. If the size of the file is more than 200kb, then adjust the settings of the scanner such as the DPI resolution, no of colours etc during the process of scanning.

(ii) Signature Imaging :-

- The applicant has to sign on white paper with Black Ink Pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Call letter and wherever necessary.
- If the applicant's signature on the answer script at the time of the examination does not match the signature on the Call letter, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of the file should be between 10kb - 200kb.
- Ensure that the size of the scanned image is not more than 200kb.
- **Signature in CAPITAL LETTERS shall NOT be accepted**

(iii) Scanning the photograph & signature :-

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

Candidates using MSWindows/ MSOffice can easily obtain photo and signature in .jpeg format not exceeding 200kb by using MSPaint or MSOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 200kb (signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.

If the file size and format are not as prescribed, an error message will be displayed.

While filling in the Online Application Form, the candidate will be provided with a link to upload his photograph and signature.

(iv) Procedure for uploading the Photograph and Signature :-

- (i) There will be two separate links for uploading Photograph and Signature.
- (ii) Click on the respective link 'Upload Photograph/ Signature'.
- (iii) Browse and select the location where the scanned photograph/ signature file has been saved.
- (iv) Select the file by clicking on it.
- (v) Click the upload button.

Your Online Application will not be registered unless you upload your photograph and signature as specified.

Note :-

1. In case the face in the photograph or signature is unclear, the candidate's application may be rejected.
2. After registering online, candidates are advised to take a printout of their system generated online application forms.
3. In case, the photograph or signature is unclear, the candidate may edit his application and re-upload his photograph or signature.