RESERVE BANK OF INDIA SERVICES BOARD, MUMBAI

Advt. No 2A /2017-18

1. Applications are invited from Indian nationals for one post of '**Chief Financial Officer**' (**CFO**) in the rank of Executive Director (**ED**) in Reserve Bank of India. There is no reservation for SC, ST and OBC categories. However, they can apply as General candidates without being eligible for any concessions/relaxations. Candidates, who had applied earlier for the above post are not eligible to apply.

2. **Reservation for PWD:** There is no reservation for persons with Disabilities (PWD). However, following categories of PWD candidates are eligible to apply as General candidates without any concession except for age relaxation of maximum 10 years. (i) OH candidates: OA- One arm affected (Right or Left); BL- Both Legs affected but not arms; OL- One leg affected (Right or Left), (ii) HI candidates: PD-Partially Deaf; D-Deaf (iii) VH- candidates; B- Blind; LV – Low Vision. PWD candidates should possess a suitable certificate to this effect issued by an authorized Government of India/ State Government Department/ Hospital.

3. **Job Responsibilities:**

a) Responsible for accurate and timely presentation and reporting of financial information of the Bank.
b) Establish accounting policies and procedures wherever required.
c) Compliance with financial regulations and standards wherever applicable.
d) Communicate both the Bank's expected and actual financial performance.
e) Overseeing the budget process, collecting of inputs and comparing the Bank's actual performance vis-à-vis the budget estimates.
f) Flagging risks to the finances – operational, market etc. And developing strategies to counter / mitigate the same.
g) CFO will have oversight of the following departments but not necessarily be limited to:

i. Department of Government and Bank Accounts:

Formulating the accounting policy of the Bank, maintaining the internal accounts and reporting of financial results through various statements of accounts, Balance Sheet and Profit & loss Account (performing financial controller type function).

ii. Corporate Strategy and Budget Department:

1. Formulation of policy relating to Provident Fund, Actuarial valuation of investments of various staff welfare funds in eligible Government Securities, preparation of notes to Board on the position of various funds and on PF interest rates.
2. Policy work relating to Budget, including consolidation of budget for the Bank as a whole, notes to Board / Top Management, sanction of additional budget, review and amendment of Expenditure Rules.
3. Prepare the policy and broad guidelines regarding Business Continuity Planning (BCP); however, the same would be implemented

by departments concerned. Strategy for BCP would be framed by Risk Monitoring Department.

iii. Department of Corporate Services:

1. Framing guidelines for award of rate contracts for activities such as floatation of tenders for printing, distribution of publications.
2. Centralised procurement / arrangements of various stationery items, courier services etc.
3. Document Management System – framing policies and broad guidelines in respect of the system and preservation period of documents.

4. Eligibility Criteria (as on 01.10.2017):

(i) Age (**as on 01.10.2017**)**:** The applicant should be below 57 years of age. Candidates above 57 years of age can also be considered in exceptional cases. However, in case of such candidate, the appointment can be on contract basis only.

(ii) Qualifications (**as on 01.10.2017**)**:**

a. Essential: He/she should be a qualified Chartered Accountant / Cost Accountant / MBA (Finance). Applicants with qualification equivalent to Chartered Accountant / Cost Accountant / MBA (Finance) from foreign universities can also apply.

b. Desirable: Additional Degrees viz. CFA / Certificate in Financial Risk Management from internationally acclaimed University / Associations like GARP.

(iii) Experience (**as on 01.10.2017**)**:** A minimum of 15 years in overseeing financial operations in domestic / foreign Banks /FIs / reputable financial companies / financial services organizations / reputed public or private corporates post acquiring Chartered Accountant / Cost Accountant / MBA (Finance) qualification of which a minimum of 5 years should be as a full time Chief Financial Officer or Deputy to Chief Financial Officer or an equivalent position in a regular capacity – and **not** in a contractual / adhoc capacity.

(iv) Staff Candidates: Staff candidates with the prescribed qualifications currently working as Chief General Manager, or, as General Manager with five years' experience in the grade are eligible to apply**.**

5. Service conditions / Career Prospects:

(i) Nature of appointment: Candidates can choose between Regular Appointment (on permanent basis) on Pay Scales of the Bank or on Contract Appointment on Cost to Company (CTC) basis.

(ii) Compensation for the Post:

a. For regular appointment (on permanent basis) on Pay Scales of the Bank

i. Selected Candidate will draw a starting basic pay of ₹ 1,20,500/ p.m. in the scale of ₹ 1,20,500 – 3500 (2) – ₹ 1,27,500 (3 years) applicable for the post of Executive Director.

ii. The selected candidate will also be eligible for Dearness Allowance, House Allowance, Special Allowance and Local Compensatory Allowance and JAIIB / CAIIB Allowance as per rules in force from time to time.

iii. The Gross monthly emoluments for the post will be ₹ 2,57,840 (Approx.)

iv. The selected candidate will be eligible for all the perquisites as available to the post of Executive Director. Perquisites for the post of Executive Director include: Bank's accommodation subject to availability, reimbursement of expenses for maintenance of vehicle for official purpose, newspaper, telephone charges, book grant, allowance for furnishing of residence, etc. as per eligibility. Free dispensary facility besides reimbursement of medical expenses for OPD treatment / hospitalization as per eligibility. Interest free festival advance, Leave Fare Concession (once in two years for self, spouse and eligible dependents). Loans and advances at concessional rates of interest for Housing, Car, Education, Consumer Articles, Personal Computer, etc. Selected candidate will be governed by 'the defined contribution New Pension Scheme (NPS)' , in addition to the benefit of Gratuity.

v. The selected candidate will be eligible for superannuation benefits as per applicable rules.

vi. The candidate selected will be governed by RBI Staff Regulations 1948.

vii. Initial appointment will be on probation for a period of one year. At Bank's discretion, the probationary period may be extended by one year, if necessary.

b. For Contract Appointment on Cost to Company (CTC) basis.

i. The cost per month works out as ₹ 200,000/ per month with housing and ₹ 4,00,000/ per month without housing (due for revision).

ii. An annual increase @ 3% to 5% of Gross CTC or the regular revision of CTC itself as applicable, may be given.

iii. Besides the advertised remuneration, no other money / allowance / perks would be payable. However, facility of the Lounge and Dispensary at the office will be allowed.

iv. The appointment will initially be made for a period of three years, which could be extended further subject to annual review.

v. The appointee will be governed by "Code of Conduct".

c. Place of Posting: The position / place of posting of candidate will ordinarily be Central Office, Mumbai.

6. Selection Procedure: Selection will be through interview only. A preliminary screening of the applications may be carried out for making, if necessary, a short-list of eligible candidates to be called for the interview. While shortlisting candidates the Board may apply a criteria which may consider additional qualifications, greater experience and level of responsibilities handled. Hence, merely fulfilling the minimum requirements laid down for the post would not automatically entitle any candidate for interview. The place and date of interview will be advised to the short-listed candidates in due course.

7. How to apply:

(i) The candidates applying for the post must submit their application by post/courier to **"The General Manager, Reserve Bank of India Services Board, IIIrd Floor, RBI Building, Opp. Mumbai Central Railway Station, Byculla, Mumbai - 400008"** in the prescribed format (as given below in this advertisement).

(ii) A recent photograph is to be pasted at the appropriate place and application should be signed by the candidate. Incomplete and illegible applications will be rejected.

(iii) The cover containing the application should be super scribed with the name of the post applied for i.e. 'APPLICATION FOR THE POST OF CHIEF FINANCIAL OFFICER-OCTOBER-2017'.

(iv) The following documents should be submitted along with the application:

(a) Proof of age (copy of passing Secondary/High School/10th standard Certificate or Higher Secondary School /12th Standard Certificate mentioning the DoB).

(b) Copy of Certificates and Mark sheets in respect of qualifications acquired.

(c) Appropriate document(s) in support of experience.

(d) PWD candidates should possess a suitable certificate to this effect issued by an authorised Government of India / State Government Department Hospital.

8. General rules/ instructions:

(i) Application format is given at the end. Candidate should apply strictly in conformity with the format as prescribed.

(ii) Candidates **should enclose copies of the relevant certificate/s (in support of age, educational qualification) and appropriate documents in support of the experience, with the application**. Their candidature will be considered on the strength of the information declared in the application and the copies of certificates/ documents

submitted therewith. If at any stage it is found that any information furnished in the application is false/incorrect or if according to the Board, the candidate does not satisfy the eligibility criteria, his/her candidature/appointment is liable to be cancelled/terminated.

(iii) Candidates called for interview, will be reimbursed to and fro actual Economy Class air fare by the shortest route from the place of their residence/place of work to the place of interview whichever is nearer.

(iv) Canvassing in any form will be a disqualification.

(v) In all matters regarding eligibility, conduct of interviews, assessment, prescribing minimum qualifying standards in interview, in relation to number of vacancies and communication of result, the Board's decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard.

(vi) Candidates already in service of Govt./Quasi-Govt. organisations and Public Sector Banks/Undertakings will have to produce discharge certificate from the employer at the time of appointment in RBI.

(vii) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai only.

9. CLOSING DATE: The application, enclosing all prescribed documents should reach the Board's Office on or before **5.00 P.M. on October 30, 2017.** The Board takes no responsibility for any delay in receipt of Application/s or loss thereof in postal transit.

RESERVE BANK OF INDIA SERVICES BOARD, MUMBAI

Application for the post of Chief Financial Officer, Reserve Bank of India

(Advt. No2A /2017-18)

(Receipt No.)

1. NAME IN FULL (IN ENGLISH IN CAPITAL LETTERS) :

_____

(ONLY FOR OFFICE USE)

2. CATEGORY: _____(General/PWD)

3. SEX: _____ (F / M)

4. NATIONALITY_____

5. DATE OF BIRTH: _____(DD/MM/YYYY)

6. AGE (AS ON 01.10.2017): _____ (Years)_____(Months_____(Days)
(Please attach documentary evidence)

Paste a Latest Passport size coloured Photograph

7. ACADEMIC QUALIFICATIONS (AS ON 01.10.2017)
(A) Essential

Name of the Exam.	Main Subject	Date of Result	University/Institute	Overall % of marks	Class / Division

(B) Desirable

Name of the Exam.	Main Subject	Date of Result	University/Institute	Overall % of marks	Class / Division

8. EXPERIENCE WITH REFERENCE TO THE ADVERTISEMENT (AS ON 01.10.2017)
(Please furnish in reverse chronological order i.e latest experience first)

(A)Relevant Experience (use separate sheet, if required)

Sr. No.	Name and address of the employer/institution	Designation	Nature of responsibilities	Period		Duration	
				From	To	Yrs	Mths

(B) Other Experience (use separate sheet, if required)

Sr. No.	Name and address of the employer/institution	Designation	Nature of responsibilies	Period		Duration	
				From	To	Yrs	Mths

9. CONTACT DETAILS:

a. Postal address: _____

_____

_____(Pin Code)_____

b. E-mail:_____

c. Mobile (Cell Phone) No.:_____

10. LIST OF ENCLOSED DOCUMENTS:

(i) Date of Birth / Age
(ii) Academic qualification - Essential
(iii) Academic qualification – Desirable
(iv) Experience – relevant
(v) Experience - other

I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that if at any stage, it is found that any information given in this application is false/ incorrect or that I do not satisfy the eligibility criteria according to the Board, my candidature /appointment is liable to be cancelled/ terminated. I have read and understood the stipulations given in the advertisement and hereby undertake to abide by them.

_____

PLACE: (Signature of the Applicant)
DATE :

Name: _____