



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

ENGAGEMENT OF COLLECTION HEAD ON CONTRACTUAL BASIS

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 **COLLECTION HEAD** on contractual basis.

The eligibility and terms of service is furnished here under:

Age	Minimum Age – 40 years and Maximum Age 57 years as on 01.07.2022
Mandatory Qualification	Graduation from Recognized University / Institute as approved by Government of India.
Experience	The applicant must have minimum of 10 years of experience in Banking and Financial services out of which at least 3 years of experience in Recovery/ Collection functions at Corporate level of which some substantive years’ experience as Head of Collection/ Recovery in Retail and or Granular business in a leading Bank.
Desirable Skills & Knowledge	<ol style="list-style-type: none"> 1. Ability to conceptualize and effectively execute the various strategies related to Technology enabled collection system 2. Excellent interpersonal and communication skills 3. Experience in handling large team 4. Exposure to different markets in the country and understanding their nuances 5. Knowledge and hands on experience in collections work flow systems 6. Team development and experience of managing a diverse team of employees and external experts 7. Willingness to travel extensively 8. Passion for customer relationship building leading to brand value enhancement 9. Crisis/ customer complain handling exposure 10. Rapport in the risk industry Ability to develop and implement digital products and procedures

Nature of Engagement	On a fixed contractual term of 3 years. The performance will be reviewed on annual basis.
Remuneration and perquisites	Shall not be a limiting factor for deserving candidate. Shall also be eligible for Performance Linked Variable Pay which will be over and above the Fixed Salary but linked to the achievement of specific targets.
Termination	Three months' notice or three months' compensation in lieu thereof.
Place of work	At present Chennai, may change as per needs and requirement of the Bank.
Selection process	The applications received from the candidates will be screened and shortlisted on the basis of eligibility and relevant experience. <ul style="list-style-type: none"> • The selection process may consist of multiple rounds of shortlisting viz. personal interaction / interview / group discussion etc. • 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.
Role and Responsibilities (Indicative but not necessarily exhaustive)	<p>1. Identification/Recognition of Borrowers :</p> <ul style="list-style-type: none"> • To ensure to draft meticulous plan and its execution through development of comprehensive infrastructure in digital mode. • To pluck and recognize the borrowers through development of an intelligent data analytics using all financials, account conduct and market intelligence inputs. • To prepare a flexible collections policy with bottom-up approach • To classify the Borrowers in specific category like Corporate, MSME, Agri, Retail etc and in specific product segment. • To specify and quantify reasons and amount for stress, diversion/siphoning, fraudulent activity. <p>2. Resolution plan :</p> <ul style="list-style-type: none"> • To identify and mitigate factors detrimental to collection plan at all levels. • To set up an organisational structure for prompt remedial action to achieve the targets and ensure cross communication at every level. • To design and adhere to policy parameters to design a flexible resolution mechanism/plan for identified borrowers. • To develop a comprehensive MIS and Data base for ready reference and multi array reports. • To specify the parameters and deliverable to reduce delinquency/NPA.

	<p>3. Measurement of Recovery/Collection:</p> <ul style="list-style-type: none"> • To arrive at targeted economic value/sacrifice through co-ordination amongst stakeholders and inter-vertical authorities. • To undertake the assessment for settlement value. • To ensure deployment of various guidelines w.r.t SARFEASI, compromise, settlement, recovery, redressal etc. to arrive at logical conclusion. • To develop a comprehensive MIS and Data base for ready reference and multi array reports. <p>4. Target Collection :</p> <ul style="list-style-type: none"> • To ensure an efficient process distribution with well-defined SOP by placing an optimum mix of network personnel. • To nurturing the cross organisational support with participation of external agencies. • To develop a sustainable and robust control mechanism to arrest slippages and to rejuvenate the process adhering to regulatory compliances. • To develop a comprehensive feedback mechanism to ensure bottom-top participation. • To liaise with the top tier management of our Bank and other Banks to arrive at strategic conclusion. <p>Any other work in the scope of functioning of the Parent Department and/or specialized vertical</p>
Leave	<p>12 days Casual Leave and 15 days Privilege Leave. (During the first calendar year of engagement, the leave will be credited on pro rata basis.)</p> <p>Un-availed leave, up to maximum of 15 days in any year, can be carried forward to the next year.</p>
Application Fees	Rs 1000/- as application fee (Inclusive of taxes).

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 Collection Head on Contract Basis - 2022**” to the following address:

General Manager (CDO), Indian Bank
Corporate Office, HRM Department, Recruitment Section
254-260, Avvai Shanmugham 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 **28.12.2022**. Any application received after the due date will be summarily rejected.

Application fees:

Rs. 1000 /- (inclusive of taxes).

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 Collection Head
Account Number : 7366667172
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. 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 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: 14.12.2022

Chennai

General Manager (CDO)