



मानव संसाधन प्रबंधन विभाग
Human Resources Management Department
प्रधान कार्यालय: लोकमंगल, 1501, शिवाजीनगर, पुणे-5
Head Office: LOKMANGAL, 1501, SHIVAJINAGAR, PUNE-5
टेलीफोन/TELE-020 : 25614321-477
ई/मेल-e-mail : bomrpcell@mahabank.co.in

AX1/ ST/ RP/ Chief Compliance Officer/ Notification/ 2024-25

Date : 13th August, 2024

Recruitment Notification

Recruitment of Chief Compliance Officer (CCO) on Contractual basis Project 2024-25

Date for submission of application (in hardcopy) starts from 14.08.2024 to 31.08.2024

BANK OF MAHARASHTRA, a leading listed Public Sector Bank, having its Head Office in Pune and more than 2270 network of branches invites **Offline Application** from candidates for recruitment of **Chief Compliance Officer (CCO) on Contract Basis** to be posted at Head Office, Pune or any other office as per Bank's requirement.

A. The number of Posts and Details thereof:

Sr	Post	No. of post/s	Nature of Engagement	Age in years	Selection Procedure
1	Chief Compliance Officer (CCO)	01	Contractual	Max 55 years	Screening of Application, Shortlisting for Interview / discussions, Interview discussion process, CTC Negotiation.

B. Cut-off date for Eligibility Criteria and other details: - Age, Qualification, Experience, etc. as of **31.08.2024**.

C. The eligibility & other terms of engagement are furnished as under:

1.	Post	Chief Compliance Officer (CCO)) on a fixed term contractual basis
2.	No. of Post	01 (One only)
3.	Tenor for appointment	The CCO shall be appointed for a minimum fixed tenure of not less than 3 years initially and extendable by one year at a time, subject to maximum term of five years.
4.	Qualification	Mandatory Qualification - Bachelor's degree in any discipline from Institute / University recognized by Govt. of India or its regulatory bodies. Desirable Qualification - Post Graduate degree or Professional certification in Finance / Risk management / Legal etc. Preference will be given to those who have additional qualification/s such as CA / ICWA/ CS / CFA/ MBA / LLB or equivalent) from recognized University / institution or Diploma / Degree in compliance and Ethics or its equivalent.
5	Experience	The candidate should have an overall experience of at least 15 years in the banking or financial services, out of which minimum 5 years shall be in the Audit / Finance / Compliance / Legal / Risk Management functions. Candidate shall have good understanding of industry and risk management, knowledge of regulations, legal framework and sensitivity to supervisors' expectations
6	Age	Maximum 55 Years
7	Compensation	The remuneration will be offered based on candidate's qualifications, experience and overall suitability for the respective posts based on the negotiations and shall not be a limiting factor for suitable candidate. The compensation will be on CTC basis. The contract employee will be liable for tax liabilities as per Income Tax Act & Rules in force and the tax will be deducted at source. The amount of

		compensation being cost to the Bank will be inclusive of any statutory payments that Bank may be required to pay on behalf of the contract appointee.
8	Leave	<p>(a) Casual Leave :- 12 in a calendar year, the rate @ 1 CL for every month of service with prior approval / intimation of the Competent Authority, out of which not more than 4 days' leave can be taken at a time. However, if his / her absence exceeds eligible leave in a month, proportionate amount shall be deducted for each day of his / her absence over and above the one-day permissible leave from the consolidated payment. Balance of the leave shall not be allowed to carry over to the next year.</p> <p>(b) Privilege Leave :-15 PL in a calendar year can be availed with prior approval / intimation to the Competent Authority not more than 5 days at a stretch, provided no PL will be availed up to first 6 months of service. The accumulated leave will not be encashable.</p> <p>Any other absence shall be treated as on Loss of Pay affecting the Fixed Component of the compensation package.</p>
9	Perks	The selected candidate will also be eligible for the Vehicle & Quarter facility (in lieu of HRA) as applicable to General Managers.
10	Place of posting	The position / place of posting of candidate will ordinarily be at Head Office, Pune. He / She will be required to visit various zones as per bank's requirement
11	Reporting Authority	Chief Compliance Officer will directly report to Managing Director & CEO and / or Board / Board Committee (ACB) of the Bank.
12	Duration of the contract	<p>1. The candidate shall be appointed on a fixed contractual term of three years initially and extendable at the discretion of bank subject to periodic performance review and prevailing guidelines at that point of time. The day to day performance on half yearly basis shall be reviewed by MD& CEO. However, the annual performance of the CCO shall be reviewed by Board/ACB of the Bank.</p> <p>2. The Bank will be entitled to terminate the contract at any time without assigning any reason whatsoever, by giving 30 days' notice or on payment of fixed Component Compensation equivalent to one Month's fixed component of the compensation in lieu of such Notice.</p> <p>3. In case the appointee desires to terminate the contract before the expiry of the contractual period of three years, he / she will have to give to the Bank clear one month's notice or make payment of one month's fixed component of the compensation in lieu of such notice.</p>
13	Working Hours	Working hours and weekly off / holidays shall be as applicable to the serving employees of the Bank.
14	Terms & Conditions	The terms & conditions of engagement are whole and simple governed by the provisions of the contract and the engagement shall not be construed as employment in the Bank and the provisions of PF/Gratuity/Pension etc. shall not apply in this case. No other allowance /payment /benefit facility from the Bank other than what has been specifically mentioned above, shall be payable
15	Outstation official duties	Travelling expenses / Halting allowance and eligibility for stay in hotel while on official duty, outside the Head Quarter, will be as applicable to the General Manager cadre
16	Job profile	<p>(i) To apprise the Board and senior management on regulations, rules and standards and any further developments.</p> <p>(ii) To provide clarification on any compliance related issues.</p> <p>(iii) To conduct assessment of the compliance risk (at least once a year) and to develop a risk-oriented activity plan for compliance assessment. The activity</p>

		<p>plan should be submitted to the ACB for approval and be made available to the internal audit.</p> <p>(iv) To report promptly to the Board / ACB / MD & CEO about any major changes / observations relating to the compliance risk.</p> <p>(v) To periodically report on compliance failures/breaches to the Board/ACB and circulating to the concerned functional heads.</p> <p>(vi) To monitor and periodically test compliance by performing sufficient and representative compliance testing. The results of the compliance testing should be placed to Board/ACB/MD & CEO.</p> <p>(vii) To examine sustenance of compliance as an integral part of compliance testing and annual compliance assessment exercise.</p> <p>(viii) To ensure compliance of Supervisory observations made by RBI and/or any other directions in both letter and spirit in a time bound and sustainable manner.</p> <p>(ix) Be responsible to frame up a comprehensive Compliance Policy for the Bank and implement the same as per the directions of the Board / ACB / Senior Management.</p> <p>(x) Vetting of guidelines/circulars issued, for compliance with regulatory guidelines before these are disseminated amongst the operational units.</p> <p>(xi) Circulation of Instances of compliance failures among staff, Preventive instructions. Identify level of compliance risk in each business line, products and processes and mitigation of such risks.</p> <p>(xii) At frequent intervals, interact with Legal Department, Operational Risk Management Department, Taxation Department and Audit / Inspection Department of the Bank to take stock of the latest developments.</p> <p>(xiii) Submission of reviews on quarterly/ annual basis to Board/ Board level committee-</p> <ul style="list-style-type: none"> (a) Compliance failures, if any during the preceding year and consequential losses and regulatory action as also steps taken to avoid recurrence of the same. (b) List of all major regulatory guidelines issued during the preceding year and steps taken by the Bank to ensure compliance. (c) Independence of compliance procedures and processes. (d) Scope of compliance procedures and processes. (e) System of internal control to minimize compliance risk. (f) Compliance with fair practices codes and adherence to standards set by self-regulatory bodies and accounting standards. (g) Progress in rectification of significant deficiencies pointed out in the internal audit, statutory audit inspection reports and position of implementation of recommendations made therein. (h) Strategy for the next year including restructuring of compliance department, if necessary, posting/transfer/training of staff. (i) Review of all policies. <p>(xiv) Subjecting "new products launches" to compliance test and monitor the product for the first six months of introduction to ensure that the indicative parameters of compliance risk are mitigated.</p> <p>(xv) Arrange to put in place a comprehensive compliance manual documenting and recording for posterity. Oversight of risk based compliance programme.</p>
--	--	--

		<p>(xvi) Focus on regulatory/statutory compliance, Compliance with fair practice codes and other codes prescribed/ suggested by self-regulatory organization, Government policies, Bank's internal policies and prevention of money laundering/ funding of illegal activities.</p> <p>(xvii) Compliance with legal and regulatory requirement by overseas branches/subsidiaries/joint ventures in different jurisdictions observing proper standards of market conduct.</p> <p>(xviii) Ensure timely rectification of Risk Mitigation Plan (RMP) and its sustenance, prompt rectification of Risk Assessment Report observations with action plan to resolve the same in coordination with functional departments.</p> <p>(xix) Monitoring and certifying the error free submission of Tranche data to RBI periodically by invoking rigorous verification mechanism and also test check Tranche III data submitted by the functional departments.</p> <p>(xx) Ensure prompt reply/action taken report to the communications received from GOI/Regulators.</p> <p>(xxi) Ensure preparation of curriculum for compliance training and imparting in each of the training programme, training of compliance officers and compliance executives every year.</p> <p>(xxii) Put in place a system to ensure on an ongoing basis:</p> <ol style="list-style-type: none"> a. integrity of regulatory/supervisory reporting b. overseas regulatory requirements, c. not to work around rules; but within rule, d. Compliance foreign exchange business with reference to FEMA and regulatory requirements. <p>(xxiii) The Roles and responsibilities of CCO will be governed by the Compliance Policy of the Bank and the guidelines issued by the RBI from time to time and any other work entrusted by the Bank from time to time. CCO Shall have the ability to independently exercise judgment, have the Stature and gravitas to interact.</p> <p>The job profile is indicative not exhaustive.</p>
--	--	---

D. Selection Process:

- (a) Selection will be through personal interview / discussion. A preliminary screening of applications may be carried out by the Bank to shortlist eligible candidates with reference to candidate's qualifications, suitability / experience etc. While short listing the candidates, the bank may consider additional qualifications, greater experience and level of responsibilities handled.
- (b) Final Selection will be on the basis of marks secured by the candidate in personal interview / discussion. Bank may change the mode of selection depending upon the number of candidates.
- (c) Thus, merely fulfilling minimum qualification and experience criteria would not automatically entitle a candidate for the interview. Bank reserves the right to change the modalities/ criteria of selection / recruitment process etc.

Mere eligibility / admission to interview does not imply that the Bank is satisfied beyond doubt about the candidate's eligibility and shall not vest any right in a candidate for selection. The Bank would be free to reject the candidature of any candidate at any stage of recruitment process, if he / she is found to be ineligible and / or furnished incorrect or false information / certificates /

documents or has suppressed any material facts, the fees paid by the ineligible candidates shall be forfeited. If appointed, such a candidate may be summarily removed / terminated from the services of the Bank.

E. Nationality / Citizenship:

A candidate must be either (i) a Citizen of India or (ii) a subject of Nepal or (iii) subject of Bhutan or (iv) a Tibetan Refugee who came over to India before Jan.1962 with the intention of permanently settling in India or (v) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (Formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India, provided that of a candidates belong to categories (ii), (iii), (iv) & (v) above shall be a person in whose favour certificate of eligibility has been issued by the Govt. of India.

A candidate in whose case a certificate of eligibility is necessary may be admitted to examination/discussions/interview conducted by the Bank, but on final selection, the offer of appointment will be given only after the necessary eligibility certificate issued to him by Government of India is submitted to the Bank.

F. Procedure for Application:

a) How to Apply:

1. Applicants have to submit their applications in the format enclosed as annexure along with self-attested documents.
2. Last date for submission of application is **31.08.2024**. No application shall be entertained beyond the stipulated date.
3. All eligible and interested candidates should apply in the prescribed application format to reach the address cited below on or before **31.08.2024**. Any application received after the due date will be summarily rejected.
4. Incomplete applications or not supported requisites documents will be rejected.
5. Application fee to be remitted by the applicants along with the application for Recruitment is as under inclusive of GST @ 18% on application fee (**Non-Refundable**):

Sr	Category	Application Fee + Intimation Charges	GST	Total
01	All candidates	1,000.00	180.00	1,180.00

6. Address the application, superscripting “**APPLICATION FOR THE POST OF CHIEF COMPLIANCE OFFICER (CCO) PROJECT 2024-25**” to

**“GENERAL MANAGER
BANK OF MAHARASHTRA, H.R.M DEPARTMENT,
HEAD OFFICE, “LOKMANGAL”, 1501, SHIVAJINAGAR, PUNE 411 005”.**

7. **Mode of Payment:** - Application fees of **Rs: 1,180/-** inclusive of GST payable by the way of Demand Draft (**Non- refundable**) drawn on any Nationalized Bank in favour of “**Bank of Maharashtra- Recruitment of Chief Compliance Officer (CCO) Project 2024-25**” payable at Pune. No other mode of payment is acceptable.

b) Documents to be enclosed with application forms:-

1. A recent recognizable passport size colour photograph should be firmly pasted on the application, signed across by the candidates and be forwarded.
2. Self-attested photocopy of documents / mark-sheets & certificates having your Date of Birth mentioned therein – documents like PAN Card, Driving License, Passport, Birth Certificate, School Leaving Certificate, SSC / HSC Mark-sheet or certificate wherein Date of Birth is mentioned etc.
3. Selected candidate should produce a clear “Discharge Letter/ Relieving Letter” from current employer at the time of joining.
4. **Attested copies of certificates / mark sheets and testimonials in proof of Educational Qualification from SSC / SSLC / X STD, PUC / 10+2 / Intermediate, Graduation, Post-Graduation and Professional Qualification/s.**
5. Experience certificate(s) stating designation / job profile, period of service (with specific dates), emoluments, activity profile of previous and present employers, etc.
6. Attested copy of caste certificate in the prescribed format in case of candidates belonging to SC / ST / OBC / EWS / PH / Ex- Serviceman category issued by Competent Authority. Any other relevant documents.

G. General Information:

1. Before applying, candidates are requested to ensure that they fulfill the eligibility criteria for the post as on the date of eligibility. Candidates are advised to check Bank’s website regularly for details and updates. No separate intimation / advertisement etc. will be issued in case of any change / update. The above number of vacancies are provisional and may vary according to actual requirement of the Bank, subject to availability of suitable candidates.
2. The cut-off date for Eligibility Criteria and other details: - **Age, Qualification, Experience, etc. as of 31.08.2024.**
3. The terms & conditions of contract are whole and simply 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. 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.

Unless the Bank extends the contract for further period, on completion of the contractual period of three years, an 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.

4. The date of passing examination will be the date appearing on the mark sheet or provisional certificate issued by the University / Institute. In case the result of a particular examination is posted on the website of the University/ Institute, a certificate issued by the appropriate authority of the University / Institute indicating the date on which the result was posted on the website will be taken as the date of passing.
5. Candidate should indicate the percentage obtained in Graduation / Post-Graduation calculated to the nearest two decimals in the application. Where CGPA/ OGPA is awarded, the same should be converted into percentage and indicated in the application. If called for interview, the candidate will have to produce a certificate issued by the appropriate authority inter alia stating the norms of the University regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of these norms.
6. If any false / incorrect information furnished by the candidate is detected at any stage of recruitment process, he/she will be disqualified from the selection process. If the candidate knowingly or willfully furnishes incorrect or false particulars or suppresses material information, he/she will be disqualified

and if appointed, shall be liable for cancellation of contract without any notice or assigning any reasons whatsoever.

7. The decision of the Bank in all matters relating to recruitment shall be final and binding on all candidates, no individual correspondence will be entertained. Applications received after due date will not be entertained. The Bank is not responsible for any technical or other reasons or delay.
8. The Bank reserves the right to cancel the Recruitment at any stage through this Advertisement fully or partly on any grounds and such decision of the Bank will not be notified or intimated to the candidates.
9. The Bank reserves the right to change / modify the selection procedure / hold supplementary process, if necessary. The changes, if any shall be intimated to the candidates through Bank's website / registered e-mail in advance.
10. When called for Discussion and / or Interview, candidates have to bring submit original of documents for verifications. Candidates will not be allowed to participate in Discussion and / or Interview without production of the original documents.
11. The candidate called for Discussion / Interview will be informed through Bank's website / registered e-mail / SMS as per information provided by them in the application. Though bank puts maximum efforts to send the communication by e-mail/SMS, if any candidate does not receive the same due to technical or any other reasons, bank shall not be responsible for non-receipt of communication by the candidate. The candidates are advised to visit Bank's website frequently for updates.
12. Calculation of Percentage: - The percentage marks shall be arrived at by dividing the total marks obtained by the candidate in all the subjects in all the semester(s)/ year(s) by aggregate maximum marks in all the subjects irrespective of honours/optional/ additional optional subject, if any. This will be applicable for those Universities also where Class/ Grade is decided on basis of Honours marks only. The fraction of percentage so arrived will be ignored i.e., 59.99% will be treated as less than 60%.
13. **Candidates should satisfy themselves about their eligibility for the post applied.** The Bank would admit to the test / interview (as the case may be) for all the candidates applying for the posts with the requisite fee if any on the basis of the information furnished in the application and shall determine their eligibility only at the time of interview.
14. Bank of Maharashtra 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 Maharashtra.
15. Not more than one application should be submitted by a candidate. In case of multiple applications, only the last valid (completed) application will be retained and the application fee/ intimation charges paid for the other registrations will stand forfeited. Multiple attendance/ appearance by a candidate in examination/ interview will result in summary rejection/ cancellation of candidature.
16. Candidates serving in Government/ Quasi Government Offices, Public Sector Undertakings including Nationalized 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.
17. In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment.
18. The original documents regarding eligibility criteria and proof of date of birth should be produced for verification on the date of interview. Candidate will not be allowed to attend the interview if original certificates are not produced for verification on the date of interview.
19. Candidates are advised to keep their e-mail ID alive for receiving advices till completion of process.

20. Appointment of selected candidates is subject to declared medically fit as per the requirement of the Bank.
 21. Candidates with record of default in repayment of loans/ credit card dues and/ or against whose name adverse report of CIBIL or other external rating agencies is available are not eligible for appointment.
 22. Candidates against whom there is / are adverse report regarding character & antecedents, moral turpitude are not eligible to apply for the post. Candidates who have been found guilty in any departmental investigation are ineligible for the positions.
 23. The candidate will be required to provide details regarding criminal case(s) pending against him / her, if any. The Bank may also conduct independent verification, inter alia including verification of police records etc. The Bank reserves right to deny the appointment depending upon such disclosures and/or independent verification.
 24. No Travelling Allowance is payable to candidates who are called for interview.
 25. The recruitment in Bank of Maharashtra is done strictly as per merit in a systematic way. Canvassing in any form will disqualify the candidate.
 26. 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 Pune and Courts/ Tribunals/ Forums at Pune only shall have sole and exclusive jurisdiction to try any cause/ dispute.
- H. Announcements:** All further announcements/ details pertaining to this process will be published / provided only on <https://bankofmaharashtra.in> from time to time. No separate advertisement will be issued in this regard.
- I. Disclaimer:** 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/ their candidature will stand cancelled. If any of these shortcomings is/ are detected even after appointment, his/ her/ their services are liable to be terminated. Decisions of bank in all matters regarding eligibility, selection would be final and binding on all candidates. No representation or correspondence will be entertained by the Bank in this regard. **Bank reserves all rights pertaining to this recruitment.**

**Sd/-
General Manager
HRM**



BANK OF MAHARASHTRA,

Application for the post of Chief Compliance Officer (CCO) on contract basis

To,
General Manager
Bank of Maharashtra,
HRM Department, "Lokmangal" 1501,
Shivajinagar, Pune 411 001

Affix passport size
photograph
and sign across
the photograph.

Sir / Madam,

With reference to your advertisement for selection of **Chief Compliance Officer (CCO)** dated 13.08.2024 on Bank's website, I submit my application in prescribed format along with requisite documents.

01.	Application for the post of	Chief Compliance Officer (CCO)		
02	Applicant's Full Name.			
03	Father's / Husband's Name			
04	Date of Birth		Home state	
05	Gender		Marital status	
06	Landline No.		Mobile No.	
07	Email Address		Nationality	
08	Ex- Servicemen		Domiciled in Kashmir Division	
09	Religion		Category	
10	Minority Community		Person with Disabilities	Yes / No.
11	Whether you belong to the children / family members of those who died in the 1984 riots.		Type of disability	
			Knowledge of Computer	
12	Address for correspondence			

Exposure of Sector (Brief): -**Whether in Service: - YES / NO.**

01	Name of Organization	
02	Full Address	
03	Position	
04	Reporting to	
05	Salary / Compensation presently drawn	
06	Any other details	

16 Reference Name: -

Sr	Reference Name	Post Held	Mobile No.	Email ID.

17 Languages Known: -

Sr	Language	Read	Write	Speak

Details of Non-Refundable Fee: -

Sr	DD Issuing Bank & Branch	Place of Issuing	Date of Issue	DD No	Amount

Declaration: -

I hereby certify that the above information furnished is correct to the best of my knowledge and belief. I have not suppressed any material fact or factual information in the above statement. I am

aware that in case I have given wrong information or suppressed any material fact or factual information or I do not satisfy the eligibility criteria accordingly to the advertisement then my candidature will be rejected / terminated even after engagement without giving any notice or reasons thereof.

I certify that I am satisfying the eligibility criteria for the post applied as per the advertisement in respect of age, educational qualification, and experience.

I hereby agree that any legal proceedings in respect of any matter or claims or disputes arising out of application or out of said advertisement can be instituted by me at Pune only, shall have sole and exclusive jurisdiction to try any cause / dispute. I undertake to abide by all the terms and conditions of the advertisement given by the Bank.

Date: -

()

Place:-

Name & Signature of Applicant