TMB Tamilnad Mercantile Bank Ltd *Be a step ahead in life*	**Recruitment of Assistant General Manager for Information Technology Department (with CISA Qualified) on regular basis**

Tamilnad Mercantile Bank Ltd., one of the leading old Private Sector Banks, on a high growth path invites applications from dynamic and result oriented individuals for the following post. <mark>Please read all the details, information and instructions carefully.</mark>

❖ Assistant General Manager (IT) – CISA Qualified

Opening date for registering Online e-application – 17.10.2024

Closing date for registering Online e-application - 03.11.2024

Candidates are requested to apply only ON-LINE through TMB's website www.tmbnet.in/tmb_careers/. No other mode of submission of application will be accepted by the Bank.

Register your correct email ID/ Mobile Number while creating User ID.

Assistant General Manager (IT) – CISA Qualified	
Age	Minimum – 38 years and not more than 45 years as on 31.03.2024
Educational Qualification	Engineering Graduate (Computer Science/IT) or MCA or equivalent qualification from a recognized University/Institution with any one of the following certifications: (1) Certified Information System Auditor (CISA) (2) Certified Information Systems Security Professional (CISSP) (3) Certified Information Security Manager (CISM) (or) Graduation/Post Graduation with CISA/CISSP/CISM certification will be preferred.
Experience	8 years of work experience in supervisory or managerial cadre in handling Information Technology (IT) related functions of which 2 years of experience in information security domain in the Bank.
Tenor	Regular basis
Remuneration	As applicable to Scale V officer (under new pay structure)
Others	No vigilance case or adverse observation from RBI/Statutory Authority, shall be pending against the candidate identified for appointment as the AGM (IT).

Roles & Responsibilities

1. Working out computerisation plan for the Bank, keeping information on all mechanisation projects, i.e. implemented, under implementation, sanctioned but to be started, etc.,
2. Resource planning and development of trained manpower for manning computerisation projects at all levels.
3. Maintaining track of problems in hardware and software areas in branches, assisting branches in solving them, monitoring progress and ensuring maintenance of proper fall-back systems.
4. Assisting other departments, identifying in / purchasing of software and hardware for operations.
5. Analysis of technology oriented new product in market.
6. Identification of core problem areas and development of problem solving strategies.
7. Keeping abreast of latest technological developments.
8. Implementation of appropriate data, security measures and disaster control procedures.
9. Control and monitoring of outside computer processing agencies, cost effectiveness and developing plans for alternative, in-house processing system.
10. Studying latest technological developments and suggesting Board of Directors.
11. Monitoring benefits of mechanisation in terms of improved customer service, up-to-date house-keeping and accuracy, scope for diversion of time and manpower resources for developing additional business.
12. Allocating available resources, both manpower and hardware, to facilitate smooth functioning of the Data Processing schedule.
13. Maintaining liaison with external computer agencies to ascertain the services they can offer to our various offices/departments, whenever required, and arranging such services.
14. Collecting and storing data related to all aspects of the Bank's operations and supplying processed data to user departments.
15. Identifying the sources - both internal and external - of the data that would be of use to the Branch Head at various levels.
16. Analysis and developing of Digital banking products.
17. Other works related to Information Technology Department.

Procedure of Selection:

The shortlisted candidates should appear for interview. They will be called for personal interview through Direct / Video Conferencing. The mode of interview, date and time will be communicated to the eligible candidates individually.

Application Fee: Nil

General Conditions:

- The posting will be at **Chennai, Tamilnadu.**
- Canvassing in any form will be a disqualification
- The application should reach the Bank on or before **03.11.2024**

How to apply:

Before applying online, candidates should go through the detailed advertisement by clicking the "**Download Advertisement"** available under the title "**Recruitment of Assistant General Manager (I.T)"** in our website **(**www.tmbnet.in/tmb_careers/**)** and ensure the eligibility before applying for the said post.

The eligible candidates are required to have a valid personal email ID and Contact number. It should be kept active till completion of this recruitment project. Bank may send call letters for personal interview and/ or Selection Process on 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.

- ✓ Candidates are requested to log on to the Bank's website (www.tmbnet.in/tmb_careers/). Click "**Apply Online**" and register themselves for the appropriate post of "**Recruitment of Assistant General Manager (I.T)"**

- ✓ On successful registration, the activation link will be sent to the registered E-mail ID of the candidates and the Registration Number and Password will be sent to the registered mobile number for applying online. **Candidates should note this Unique Registration Number and Password for future reference failing which they will not be able to proceed further.**

- ✓ Now, Candidates have to click the activation link, which will be sent to the registered E-mail ID and it will direct to the Careers portal.

- ✓ The candidate should login with the Application number (Registration Number/ Username) and password in the right side of the career portal. Candidates should fill all the details in the online application at appropriate places very carefully and click "Save/ Continue" to continue the filling on every page. The name of the candidate or his/ her father/ husband etc. should be spelt correctly in the application as it appears in the certificate/ mark sheets. Any change/ alteration found may disqualify the candidature.

- ✓ Candidates are required to upload their photograph with the dimension of 390 X 520 pixels (preferred) and ensure the size of the scanned image is not more than 120 KB.

- ✓ Signature in Capital letters shall NOT be accepted. Candidates are upload their signature with the dimension of 240 X 240 pixels (preferred) and ensure the size of the scanned image is not more than 60 KB.

- ✓ The following enclosures to be uploaded along with the e-application and ensure the size of the scanned image is not more than 250 KB.

  - ➢ Self-attested photo copy of SSLC or Higher Secondary Mark Sheet/Transfer Certificate for age proof.
  - ➢ Self-attested photo copy of Degree Certificate/s.
  - ➢ Experience certificate/s and Relieving Letter.
  - ➢ Last Month Salary Slip.

- ✓ On successful submission of the Online Application form, click confirm/ submit on bottom of the page and a message "Registration is successful" will be displayed.

- ✓ A copy of the system generated online application form will be sent to the registered Email ID and the Candidates should take a printout of the same for future reference.

- ✓ Kindly note that the candidates are advised to adhere to the eligibility conditions given strictly. Any information found to be wrong or any candidate found ineligible at any stage of the process or later will result in disqualification of the candidate.

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Disclaimer:

Please note that the e-applications with incorrect / incomplete particulars or without copies of certificates attached as required above are liable to be rejected.

The Bank reserves the right to reject any application without assigning any reason and Bank's decision in the matter of eligibility, interview and selection would be final. The Bank reserves the right to eliminate the ineligible candidates at any point of time before, during or after the personal interview / selection. The decision of the Bank is final.

The e-applications will be scrutinized and the shortlisted applicants will be communicated individually by post / e-mail with details of the interview. The Bank reserves the right to reject any application at any point of time without assigning any reason and Bank's decision in the matter of eligibility, conduct of interview and selection would be final. No correspondence in this regard will be entertained by the Bank.

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