



Recruitment of Deputy General Manager and Assistant General Manager for Accounts Department 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 posts.

Please read all the details, information and instructions carefully.

- ❖ Deputy General Manager for Accounts Department
- ❖ Assistant General Manager for Accounts Department

Opening date for registering Online e-application – 05.08.2024

Closing date for registering Online e-application - 17.08.2024

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.

Deputy General Manager (Deputy CFO) for Accounts Department on regular basis	
Age	Minimum – 45 years and not more than 55 years as on 31.07.2024
Educational Qualification	Chartered Accountant by Qualification
Experience	Ten years of experience in overseeing financial operations, preferably accounting and taxation matters, in Banks/ Large corporates / PSUs/ FIs/ Financial services organizations.
Tenor	Regular basis
Remuneration	As applicable to Scale VI 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 DGM.

Assistant General Manager for Accounts Department on regular basis	
Age	Minimum – 40 years and not more than 50 years as on 31.07.2024
Educational Qualification	Chartered Accountant by Qualification
Experience	Seven years of experience in overseeing financial operations, preferably accounting and taxation matters, in Banks/ Large corporates / PSUs/ FIs/ Financial services organizations.
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.
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Role of Deputy General Manager/ Assistant General Manager for Accounts Department:

- Managing the financial affairs, including management and statutory accounts together with longer term financial projections and to ensure that the most efficient and effective financial control systems and reporting mechanisms are in place.
- Preparing the year-end financial accounts for audit and to liaise with the Auditors prior to finalisation.
- Liaise with Inland Revenue, Customs and Excise, Income Tax Department and the Auditors.
- Takeover all GST matters and keeping abreast of current GST legislation.
- Managing all external contracts and to ensure that all the banks expenditure is correctly authorised and accounted for.
- To ensure the overall smooth running of the banks internal administration and its cost-effectiveness.
- To ensure the banks legal responsibilities are met, in particular that all necessary insurance is properly in place.
- Direct accounting processes, overseeing the compliance of applicable legal regulations. perform all kind of banking and financial operations.
- To follow the Long Form Audit report submitted by statutory auditors.
- Implementation of Ind As.
- Developing financial strategies at an organisational level by leading financial and accounting information, analysis, and recommendations to strategic thinking and direction of the Bank.
- Participating in the corporate decision-making process as a member of the management team with joint responsibility for the development of long-term corporate strategies and company policies.
- Management and Information Analysis: will be an advisor to the top management for providing financial insights on the following: competitive benchmarking, performance analytics, forecasting and budgeting, headcount and compensation forecasting, balance sheet management / ROE, unit costing, client profitability, regional profitability and product profitability. The Chief Financial Officer will also leverage corporate resources to standardize reporting and automate processes.
- Have a deep understanding of capital and liquidity management. He will be tasked with assisting on all funding decisions and helping to manage the balance sheet, capital dividend policy, and allocation of capital.
- Monitoring and review finance related policies, procedures and practices in line with international accounting standards, legal requirements and industry best practices.
- Along with the senior leadership team will be responsible for driving transformation and delivering shareholder value.

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 the Bank's Head Office at Thoothukudi, Tamilnadu
- Canvassing in any form will be a disqualification
- The application should reach the Bank on or before 17.08.2024

How to apply:

Before applying online, candidates should go through the detailed advertisement by clicking the "**Download Advertisement**" available under the title "**Recruitment of Deputy General Manager / Assistant General Manager**" 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 Deputy General Manager / Assistant General Manager**".
- ✓ 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.
