

Tamilnad Mercantile Bank Ltd., one of the leading Private Sector Banks in India invites e-application for the following post of Specialist Officers (Regular) in Scale – I cadre in the below mentioned categories. Please read all the details, information and instructions carefully before applying.

- **Agricultural Officer**
- **Law Officer**
- **Marketing Officer**

Opening date for registering Online e-application - 22.09.2021

Closing date for registering Online e-application - 03.10.2021

Only e-applications registered online through Bank's website will be considered for the selection process

Ensure to register your correct email ID/ Mobile Number while creating User ID for e-application.

Agricultural Officer (Scale – I)

Minimum Qualification	Degree in Agriculture with 50% minimum marks specialisations such as Horticulture / Animal Husbandry / Veterinary Science / Dairy Science / Agricultural Engineering from recognised university will be additional preference.
Age	Not more than 30 years as on 31.08.2021
Scale	Scale I Cadre
Experience	Atleast 3 years' experience in relevant field

Roles and Responsibilities of Agricultural officers

1. Identify the potential and opportunities available for Agriculture advances in the command area (i.e.) Metro, Urban, Semi-urban, Rural areas.
2. Source the project and introduce the applicant to the nearest branch.
3. Be in touch with SLBC, DDM of NABARD, Dept. of Agriculture, Dept of Horticulture, Dept. of Animal husbandry, Fisheries who are involved in implementing various development schemes in the district and coordinate with our Branches for successful implementation of the schemes.
4. Guide the Branches in implementing priority sector schemes.
5. Review and guide the implementation of various Government sponsored schemes implemented in the Branches within the time limits.
6. Attend the meetings conducted by Lead Bank- DCC, DLRC, BLBC and other Government Agencies.
7. Guide the Branches in preparing, Technical appraisal of Agriculture credit proposal and guide in implementing & monitoring of the schemes.

8. Help/ guide/ monitor the branches to achieve of the targets for Agriculture, Govt. Sponsored schemes, etc.
9. Identify the sources for cluster financing/tie-up advances with Sugar mills, milk processors and procurers of fruits, flowers, vegetables, milk, poultry integrators, Companies, MNCs etc., and link to the nearby branches.
10. Form farmers club at Rural and Semi-urban areas and hold monthly/periodical meetings.
11. Help Branches in getting deposits from Govt. departments.
12. Help in recovery of Agricultural advances.
13. Hold Credit Campaigns, Recovery Campaigns in the Region.
14. Formulate area/activity specific schemes and get them implemented.
15. Be responsible for overall Agriculture Lending target in the Region.
16. Follow-up to get the subsidy for the eligible loans.
17. Other Banking related works allotted by the Department Head / Regional Head then and there.

Law Officer (Scale – I)

Minimum Qualification	A Graduate or Post Graduate in Law
Age	Not more than 35 years as on 31.08.2021
Scale	Scale I Cadre
Experience	Practicing as an Advocate for a period of not less than 4 years in Civil/DRT cases. Persons having work experience in a Bank or Financial Institution for atleast 2 years as an officer in legal department will be given preference.

Roles and Responsibilities of Law officers

1. Follow up of court cases/DRT cases and guiding the branches in relation to the cases.
2. Liasioning with our panel advocates for smooth conducting of court cases and monitoring their performance.
3. Conducting of legal audit for borrowal accounts.
4. Attending the customer complaints in various forums.
5. Analysing of the Bio-data of panel advocates applied for fresh empanelment and putting up a note to Regional Heads.
6. Assisting the authorised officer in the SARAFESI Act proceedings.
7. Verifying the draft plaints and formats to be filed before courts.
8. Scrutiny and vetting of various contracts to be entered with external agencies.
9. Follow-up of criminal cases in various courts and police stations.
10. Preparation of legal notices and documents for various legal processes involving/relating to Bank.
11. Provide Legal Assistance in issues related bank frauds, accusations etc.,
12. Safeguard the integrity and reputation of the Bank.
13. Assisting HRD / Vigilance / Recovery Department.
14. Other Legal / Banking related works allotted by the Department Head / Regional Head then and there.

Marketing Officer (Scale – I)

Educational Qualification	First class Arts/Commerce graduates / first class Post Graduation in Marketing/Finance in regular college course.
Scale	Scale I Cadre
Experience	In any private/public sector bank with at least 5 years experience, of which, 2 years in Scale I cadre. Experience in marketing area will be an added advantage. Knowledge in ADC products is preferable.
Age	Not exceeding 35 years as on 31.08.2021.

Roles and Responsibilities of Marketing Officer

1. To support their respective Regional Offices/Branches in gathering resources (CASA, Retail loans, Third Party products, etc.,)
2. Assist the new branches to be opened in the Region in resources gathering before and after the date of opening.
3. Engage in activities related to popularising the new products /services launched by the Bank.
4. Assist the branches in Para-banking activities.
5. Educate /Guide/motivate the branch staff members in marketing related activities.
6. Submit performance report of the marketing team every month for review by our MD&CEO.
7. Brand / image building of the Bank.
8. Achieve individual targets and help Region to achieve all its business targets.
9. Working with other Officers / Staffs within the bank to promote the products and services of our Bank.
10. Conduct various campaigns and mela's to promote our deposit and advance and other allied activities.
11. Submit report of feedback on various campaigns to your Regional Managers / Other higher authorities.
12. Analyse the effectiveness of a campaign.
13. To achieve the specific targets given by Business Development Department / Regional Manager.
14. Should have liaison with Government Department, Educational Institutions, Various associations, Corporate clients.
15. Source deposits and advances.
16. Assist in delivery of products and services.
17. Undertake door-to-door campaign.
18. Arrange business meets with the business community of their area.
19. Managing marketing campaigns.
20. Creating awareness of products among staff members.
21. Preparing materials for Marketing of Products.
22. Coordinating with advertisement agency.
23. Guide / Motivate all the staff members to perform in monthly minimum business target programme.
24. Other Banking works allotted by the Department Head / Regional Head then and there.

Procedure of Selection:

The shortlisted candidates will be called for personal interview through Video Conferencing. The date and time for interview will be communicated to the eligible candidates individually.

Application Fee: Nil**Exemptions:**

However, exemption of age/qualification may be considered for candidates having relevant experience in the respective field.

Place of posting: The selected candidates will be posted anywhere in INDIA.

General Conditions:

The following enclosures to be uploaded alongwith the e-application

- Self-attested photo copy of SSLC or Higher Secondary Mark Sheet/Transfer Certificate for age proof.
- Self-attested photo copy of Degree Certificate.
- Self-attested photo copy of Any other additional qualification Certificate
- Experience certificate/s and Relieving Letter.

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.

Disclaimer:

Please note that the e-applications with incorrect / incomplete particulars or without copies of certificates attached 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.
