

No. X-20/41/2022-SPN-II  
Government of India  
Ministry of Communications  
Department of Posts  
\*\*\*

Dak Bhawan, Sansad Marg,  
New Delhi – 110 001.  
Dated: 9<sup>th</sup> February, 2023

To

The Chief Postmasters General  
All Postal circles

Subject: Advertisement for IT Professionals on deputation from DoP to  
IPPB –reg.

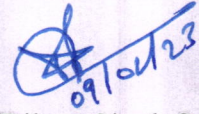
Madam/Sir,

I am directed to forward IPPB's Advertisement No. IPPB/HR/CO/RECT./2022-23/04 containing notification for recruitment of 41 IT Professional with the request to circulate the copy of the Advertisement, along with the prescribed proforma of application to all concerned so that interested candidates may apply for.

2. This may be given wide publicity.

Encl: As above

Yours faithfully,



(Dileep Singh Sengar)  
Assistant Director General (SPN)

Copy to:

GM, CEPT for uploading the order on the India Post web site



(A Government of India Undertaking)

Corporate Office, Speed Post Centre Building, Bhai Veer Singh Marg, New Delhi -110001

**RECRUITMENT OF 41 INFORMATION TECHNOLOGY VACANCIES ON DEPUTATION/FOREIGN SERVICE FROM  
DEPARTMENT OF POSTS (DoP)**

**Advertisement No.: IPPB/HR/CO/RECT./2022-23/04**

**Applicable only to the officers  
working with Department of  
Post (DoP)**

The IT Modernization Project 2.0 has been approved by the Cabinet on 19th January 2022. India Post was successful in computerization and networking of Post offices during the first phase of big-bang IT induction during 2012-2022. With the New Age Digital transformation under IT 2.0, Department will get the agility needed to respond to changes in the Citizen / Government demands and expectations. This step also helps in staying competitive and in business. This transformation will help Department in reducing costs, improving productivity, providing a better customer experience, ensuring governance and compliance, bringing in increased employee productivity and increase collaboration.

IPPB requires 41 Information Technology Professional on Deputation from DoP for bringing in IT structure for Banking, Insurance and other financial services by utilizing its strict banking regulatory norms of IT safety and security. Interested candidates who fulfill the eligibility criteria mentioned below may apply.

**1. Eligibility Criteria:**

**The Age and experience as on 01.02.2023 for the posts specified at Point 3 are prescribed as under:**

Post	No. of Vacancies	Age as on 01.01.2023	Experience in DoP
Junior Associate (IT)	15	Not more than 55 Years	03 Years
Assistant Manager (IT)	10		05 Years
Manager (IT)	9		07 Years
Senior Manager (IT)	5		09 Years
Chief Manager (IT)	2		11 Years

**Note: Number of vacancies are tentative and may increase or decrease as per requirement of the Bank.**

**Details of vacancies:**

S. No	Post	Function	No .of Vacancies
1	Junior Associate (IT)	CBS technical support (Finacle, Alert) and Insurance Systems support)	03
2		SLA Management, Vendor Management ,Billing & Payments	03
3		Infrastructure Support	03
4		IT asset management/patching/compliance	03
5		DC Operations	03
6	Assistant Manager (IT)	CBS technical support (Finacle, Alert) and Insurance Systems support)	02
7		SLA Management, Vendor Management ,Billing & Payments	02
8		Infrastructure Support	02
9		IT asset management/patching/compliance	02
10		DC Operations	02
11	Manager (IT)	CBS technical support (Finacle, Alert) and Insurance Systems support)	03
12		SLA Management, Vendor Management ,Billing & Payments	02
13		Infrastructure Support	02
14		IT asset management/patching/compliance	02
15	Senior Manager (IT)	CBS technical support (Finacle, Alert) and Insurance Systems support)	01
16		SLA Management, Vendor Management ,Billing & Payments	01
17		Infrastructure Support	01
18		IT asset management/patching/compliance	01
19		DC Operations	01
20	Chief Manager (IT)	SLA Management, Vendor Management ,Billing & Payments	01
21		Infrastructure Support	01

**2. Job description and Minimum Eligibility Criteria:**

Function	Post	No. Vacancies	Job Description	Minimum Eligibility Criteria
Information Technology	Junior Associate (IT)	3	Should handle CBS technical support (Finacle, Alert) and Insurance Systems support)	<p><b>Minimum Educational Qualification:</b> Any Graduate</p> <p>Candidate with Bachelor of Science/Bachelor of Engineering/ Bachelor of Technology/MSC in Information Technology or Computer Science/BCA/MCA will be given preference.</p> <p><b>Minimum work Experience:</b> Candidate should have minimum 03 Years' experience in DoP out of which experience in handling Mobile Banking, Internet Banking, AML, Risk, Application Support for CBS, CIS, Testing &amp;</p>

				Release, worked in CEPT in CBS / Mccamish and/or, has a technical background.
Information Technology	Junior Associate (IT)	3	Should handle SLA Management, Vendor Management ,Billing & Payments	<p><b>Minimum Educational Qualification:</b> Any Graduate</p> <p>Candidate with Bachelor of Science/Bachelor of Engineering/ Bachelor of Technology/BCA/MSc in Information Technology or Computer Science/MCA will be given preference.</p> <p><b>Minimum work Experience:</b> Candidate should have minimum 03 years of experience in DoP out of which Candidate with experience in handling SLA Management, Billing &amp; Payments is preferred</p>
Information Technology	Junior Associate (IT)	3	Should handle Infrastructure Support	<p><b>Minimum Educational Qualification:</b> Any Graduate</p> <p>Candidate with Bachelor of Science/Bachelor of Engineering/ Bachelor of Technology/BCA/MSc in Information Technology or Computer Science/MCA will be given preference.</p> <p><b>Minimum work Experience:</b> Candidate should have minimum 03 years of experience in DoP out of which Candidate with experience in handling Server Support, Oracle DB, Wintel/Virtualisation, Network, Security.</p>
Information Technology	Junior Associate (IT)	3	Should handle IT asset management/patching/compliance	<p><b>Minimum Educational Qualification:</b> Any Graduate</p> <p>Candidate with Bachelor of Science/Bachelor of Engineering/ Bachelor of Technology/BCA/MSc in Information Technology or Computer Science/MCA will be given preference</p> <p><b>Minimum work Experience:</b> Candidate should have minimum 03 years of experience in DoP out of which Candidate with experience in handling CBS, CIS, Infrastructure, Licenses, Process Management is essential. Preference will be given to the candidate who has worked in CEPT in CBS / Mccamish and/or, has a technical background.</p>

Information Technology	Junior Associate (IT)	3	Should handle DC Operations	<p><b>Minimum Educational Qualification:</b> Any Graduate</p> <p>Candidate with Bachelor of Science/Bachelor of Engineering/ Bachelor of Technology/BCA/MSC in Information Technology or Computer Science/MCA will be preferred.</p> <p><b>Minimum work Experience:</b> Candidate should have minimum 03 of experience in DoP out of which Candidate with experience in handling DC operations, Understanding of DB, Administration is preferred.</p>
Information Technology	Assistant Manager (IT)	2	Should handle CBS technical support (Finacle, Alert) and Insurance Systems support)	<p><b>Minimum Educational Qualification:</b> Any Graduate</p> <p>Candidate with Bachelor of Science/Bachelor of Engineering/ Bachelor of Technology/MSC in Information Technology or Computer Science/BCA/MCA will be given preference.</p> <p><b>Minimum work Experience:</b> Candidate should have minimum 05 Years of experience in DoP out of which experience in handling Mobile Banking, Internet Banking, AML, Risk, Application Support for CBS, CIS, Testing &amp; Release, worked in CEPT in CBS / Mccamish and/or, has a technical background.</p>
Information Technology	Assistant Manager (IT)	2	Should handle SLA Management, Vendor Management ,Billing & Payments	<p><b>Minimum Educational Qualification:</b> Any Graduate</p> <p>Candidate with Bachelor of Science/Bachelor of Engineering/ Bachelor of Technology/BCA/MSC in Information Technology or Computer Science/MCA will be given preference</p> <p><b>Minimum work Experience:</b> Candidate should have minimum 05 Years of experience in DoP out of which Candidate with experience in handling SLA Management, Billing &amp; Payments is preferred.</p>

Information Technology	Assistant Manager (IT)	2	Should handle Infrastructure Support	<p><b>Minimum Educational Qualification:</b> Any Graduate</p> <p>Candidate with Bachelor of Science/Bachelor of Engineering/ Bachelor of Technology/BCA/MSC in Information Technology or Computer Science/MCA will be given preference</p> <p><b>Minimum work Experience:</b> Candidate should have minimum 05 Years of experience in DoP out of which Candidate with experience in handling Server Support, Oracle DB, Wintel/Virtualization, Network, Security.</p>
Information Technology	Assistant Manager (IT)	2	Should handle IT asset management/patching/compliance	<p><b>Minimum Educational Qualification:</b> Any Graduate</p> <p>Candidate with Bachelor of Science/Bachelor of Engineering/ Bachelor of Technology/BCA/MSC in Information Technology or Computer Science/MCA will be given preference</p> <p><b>Minimum work Experience:</b> Candidate should have minimum 05 Years of experience in DoP out of which Candidate with experience in handling CBS, CIS, Infrastructure, Licenses, Process Management is essential. Preference will be given to the candidate who has worked in CEPT in CBS / Mccamish and/or, has a technical background.</p>
Information Technology	Assistant Manager (IT)	2	Should handle DC Operations	<p><b>Minimum Educational Qualification:</b> Any Graduate</p> <p>Candidate with Bachelor of Science/Bachelor of Engineering/ Bachelor of Technology/BCA/MSC in Information Technology or Computer Science/MCA will be preferred.</p> <p><b>Minimum work Experience:</b> Candidate should have minimum 05 Years of experience in DoP out of which Candidate with experience in handling DC operations, Understanding of DB, Administration is preferred.</p>
Information Technology	Manager (IT)	3	Should handle CBS technical support (Finacle, Alert) and	<p><b>Minimum Educational Qualification:</b> Any Graduate</p> <p>Candidate with Bachelor of Science/Bachelor of Engineering/ Bachelor of Technology/BCA/MSC in</p>

			Insurance Systems support)	<p>Information Technology or Computer Science/MCA will be preferred.</p> <p><b>Minimum work Experience:</b> Candidate should have minimum 07 Years of experience in DoP out of which experience in handling Mobile Banking, Internet Banking, AML, Risk, Application Support for CBS, CIS, Testing &amp; Release, worked in CEPT in CBS / Mccamish and/or, has a technical background.</p>
Information Technology	Manager (IT)	2	Should handle SLA Management, Vendor Management ,Billing & Payments	<p><b>Minimum Educational Qualification:</b> Any Graduate</p> <p>Bachelor of Science/Bachelor of Engineering/ Bachelor of Technology/BCA/MSC in Information Technology or Computer Science/MCA.</p> <p><b>Minimum work Experience:</b> Candidate should have minimum 07 Years of experience in DoP out of which Candidate with experience in handling SLA Management, Billing &amp; Payments is preferred.</p>
Information Technology	Manager (IT)	2	Should handle Infrastructure Support	<p><b>Minimum Educational Qualification:</b> Any Graduate</p> <p>Candidate with Bachelor of Science/Bachelor of Engineering/ Bachelor of Technology/BCA/MSC in Information Technology or Computer Science/MCA will be preferred.</p> <p><b>Minimum work Experience:</b> Candidate should have minimum 07 Years of experience in DoP out of which Candidate with experience in handling Server Support, Oracle DB, Wintel/Virtualization, Network, Security.</p>
Information Technology	Manager (IT)	2	Should handle IT asset management/patching/compliance	<p><b>Minimum Educational Qualification:</b> Any Graduate</p> <p>Bachelor of Science/Bachelor of Engineering/ Bachelor of Technology/BCA/MSC in Information Technology or Computer Science/MCA.</p> <p><b>Minimum work Experience:</b> Candidate should have minimum 07 Years of experience in DoP out of which Candidate with experience in handling CBS, CIS, Infrastructure, Licenses, Process Management is essential.</p>

				Preference will be given to the candidate who has worked in CEPT in CBS / Mccamish and/or, has a technical background.
Information Technology	Senior Manager (IT)	1	Should handle CBS technical support (Finacle, Alert) and Insurance Systems support)	<p><b>Minimum Educational Qualification:</b> Any Graduate</p> <p>Candidate with Bachelor of Science/Bachelor of Engineering/ Bachelor of Technology/BCA/MSC in Information Technology or Computer Science/MCA will be preferred.</p> <p><b>Minimum work Experience:</b> Candidate should have minimum 09 Years of experience in DoP out of which experience in handling Mobile Banking, Internet Banking, AML, Risk, Application Support for CBS, CIS, Testing &amp; Release, worked in CEPT in CBS / Mccamish and/or, has a technical background.</p>
Information Technology	Senior Manager (IT)	1	Should handle SLA Management, Vendor Management ,Billing & Payments	<p><b>Minimum Educational Qualification:</b> Any Graduate</p> <p>Candidate with Bachelor of Science/Bachelor of Engineering/ Bachelor of Technology/BCA/MSC in Information Technology or Computer Science/MCA will be preferred.</p> <p><b>Minimum work Experience:</b> Candidate should have minimum 09 Years of experience in DoP out of which Candidate with experience in handling SLA Management, Billing &amp; Payments is preferred.</p>
Information Technology	Senior Manager (IT)	1	Should handle Infrastructure Support	<p><b>Minimum Educational Qualification:</b> Any Graduate</p> <p>Candidate with Bachelor of Science/Bachelor of Engineering/ Bachelor of Technology/BCA/MSC in Information Technology or Computer Science/MCA will be preferred.</p> <p><b>Minimum work Experience:</b> Candidate should have minimum 09 Years of experience in DoP out of which Candidate with experience in handling Server Support, Oracle DB, Wintel/Virtualization, Network, Security.</p>



Information Technology	Senior Manager (IT)	1	Should handle IT asset management/patching/compliance	<p><b>Minimum Educational Qualification:</b> Any Graduate</p> <p>Candidate with Bachelor of Science/Bachelor of Engineering/ Bachelor of Technology/BCA/MSC in Information Technology or Computer Science/MCA will be preferred.</p> <p><b>Minimum work Experience:</b> Candidate should have minimum 09 Years of experience in DoP out of which Candidate with experience in handling CBS, CIS, Infrastructure, Licenses, Process Management is essential. Preference will be given to the candidate who has worked in CEPT in CBS / Mccamish and/or, has a technical background.</p>
Information Technology	Senior Manager (IT)	1	Should handle DC Operations	<p><b>Minimum Educational Qualification:</b> Any Graduate</p> <p>Candidate with Bachelor of Science/Bachelor of Engineering/ Bachelor of Technology/BCA/MSC in Information Technology or Computer Science/MCA will be preferred.</p> <p><b>Minimum work Experience:</b> Candidate should have minimum 09 Years of experience in DoP out of which Candidate with experience in handling DC operations, Understanding of DB, Administration is preferred.</p>
Information Technology	Chief Manager (IT)	1	Should handle SLA Management, Vendor Management ,Billing & Payments	<p><b>Minimum Educational Qualification:</b> Any Graduate</p> <p>Candidate with Bachelor of Science/Bachelor of Engineering/ Bachelor of Technology/BCA/MSC in Information Technology or Computer Science/MCA will be preferred.</p> <p><b>Minimum work Experience:</b> Candidate should have minimum 11 years of experience in DoP out of which Candidate with experience in handling SLA Management, Billing &amp; Payments is preferred.</p>

Information Technology	Chief Manager (IT)	1	Should handle Infrastructure Support	<b>Minimum Educational Qualification:</b> Any Graduate  Candidate with Bachelor of Science/Bachelor of Engineering/ Bachelor of Technology/BCA/MSC in Information Technology or Computer Science/MCA will be preferred.  <b>Minimum work Experience:</b> Candidate should have minimum 11 years of experience in DoP out of which Candidate with experience in handling Server Support, Oracle DB, Wintel/Virtualisation, Network, Security.
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### 3. How to Apply:

Interested candidates who fulfill the eligibility criteria mentioned above may send an email with a scanned copy of the signed application in the prescribed format (enclosed as Annexure I) along with a detail Resume to [careers@ippbonline.in](mailto:careers@ippbonline.in) from candidate's same email id as mentioned in the application form latest by 28<sup>th</sup> February, 2023, 23:59 hrs.

The email's subject line must contain the name of the post applied for and S No. of the post. E.g. - "APPLICATION FOR THE POST OF \_\_\_\_\_"

Before applying candidates are advised to ensure that they fulfil the stipulated eligibility criteria otherwise their application will be summarily rejected.

### 4. Selection Process:

- Selection will be made on the basis of Interview. However, Bank reserves the right to conduct assessment, Group Discussion or Online Test in addition to interview. Merely satisfying the eligibility norms do not entitle a candidate to be called for Interview/Group Discussion or Online Test.
- IPPB reserves the right to call only the requisite number of candidates for the Assessment/ Interview/ Group Discussion or Online Test after preliminary screening/ short listing with reference to candidates' qualification, experience, profile vis-a-vis job requirements, etc.
- Results of the candidates who have qualified for various stages of the recruitment process and the list of candidates finally selected will be made available on the website. Final select list will be published on the website.

### 5. Pay and allowances:

Officers on Deputation from DoP will be compensated with the parent pay drawn by the concerned officer/ employee plus deputation allowance (as per DoPT guidelines) thereon plus a project allowance at 20% of last drawn basic pay.

Other allowances & benefits shall also be paid as per that of parent organization except the following:

- i. Travel and halting allowances shall be paid as per eligibility of deputed staff in respect to equivalency matrix and extant policy/ guidelines of the Bank
- ii. The Bank shall be providing vehicle as per the eligibility of deputed staff in respect to equivalency matrix and guidelines of the Bank. In all such cases, TA and DA on TA shall not be payable to the deputed officer/ employee.
- iii. In cases where leased accommodation is provided by the Bank, HRA shall not be payable to the deputed officer/ employee. Leased accommodation shall be as per the eligibility of deputed staff in respect to equivalency matrix and guidelines of the Bank.

**6. Deputation Period:**

The period of deputation shall be for 2 years and may be extended for a further period of 1 years, after mutual agreement.

- 7. Posting:** The selected officers will be posted at Chennai/Delhi/Mumbai. However, officer may be posted anywhere in India. Candidates willing to serve anywhere in India should apply.

**8. Action against candidates found guilty of misconduct**

Candidates are advised in their own interest that they should not furnish any particulars/details/information or make statements that are false, incorrect, tampered, fabricated and should not conceal or suppress any material information while filling up the application form and submitting the attested copies of testimonials. In case it is detected at any time that the candidate has indulged in any of the above-mentioned activities, he/she will not only be disqualified but will be liable to be dismissed from the services of IPPB at any time, even after being selected and after joining IPPB's service. At the time of Interview, if a candidate is (or has been) found guilty of:

- i. Using unfair means during the selection process, or
- ii. Impersonating or procuring impersonation by any person, or
- iii. Misbehaving in the Personal Interview/ Group Discussion, or
- iv. Resorting to any irregular or improper means in connection with his/her candidature, including resorting to canvassing for his candidature, or obtaining support for his/her candidature, by any means, such candidate may, in addition to rendering himself/herself liable to criminal prosecution, shall also be liable:

- (a) To be disqualified from the selection process for which he / she is a candidate;
- (b) To be debarred, either permanently or for a specified period, from any examination or recruitment conducted by IPPB.

## 9. General information

- a) Incomplete application, in any respect shall be rejected and no further correspondence shall be entertained. In addition, no other means/mode of submission of application shall be accepted under any circumstances.
  - b) No TA/DA will be paid to any candidate for appearing in the Written Exam/ Interview.
  - c) If any discrepancies are found between the data filled by the candidate online and the original testimonies, his candidature **is liable to be rejected**.
  - d) If any information provided by the candidate is found to be false or incorrect or not in conformity with the eligibility criteria, then his/ her candidature is liable to be rejected at any stage of the recruitment process or after recruitment or joining.
10. The management reserves the right to fill or not to fill or partially fill any of the above positions without assigning any reasons whatsoever. IPPB also reserves the right to cancel / restrict / modify / alter the recruitment process, if required.
11. Any modifications/ amendments /corrigendum in respect of the above advertisement shall be made available only on IPPB's official website. Hence prospective applicants are advised to visit IPPB's website regularly for this purpose.
12. All correspondence/announcements with respect to above recruitment process shall be done through e-mail/notices on the company's website. Important information regarding recruitment will be available in IPPB website and as such, candidates are advised to visit the same frequently. It is the responsibility of the candidate to download/print the Admit Card/ Interview Call Letters. Company will not be responsible for any loss of email sent, due to invalid/ wrong Email ID provided by the candidate or due to any other reason. Candidate's E-mail Id and Mobile No. should be valid for at least one year.
13. For any queries please write to email id: [careers@ippbonline.in](mailto:careers@ippbonline.in).
14. Please go through the detailed instructions before filling application form.

**Chief HR Officer  
HR Department**



इंडिया पोस्ट  
पेमेन्ट्स बैंक

IndiaPost  
Payments Bank

**APPLICATION FORM**

Affix your latest  
passport size  
Photo

**ADVT. NO.: IPPB/HR/CO/RECT./2022-23/04**

**APPLICATION FOR THE POST OF:** \_\_\_\_\_

**SUB FUNCTION:**

- ☐ CBS technical support (Finacle, Alert) and Insurance Systems support)
- ☐ SLA Management, Vendor Management ,Billing & Payments
- ☐ Infrastructure Support
- ☐ IT asset management/patching/compliance
- ☐ DC Operations

**ALL ENTRIES TO BE MADE IN CAPITAL BLOCK LETTERS**

S.N	Particulars	Surname	First Name	Middle Name
1.	Name in full (in block letters)			
2.	Date of Birth (DD/MM/YYYY)			
	Age as on Cut Off date			
3	Emp.Id at Department of Post (DoP)			
4	Current Pay Level			
5	Current Basic Pay			
5	Years of experience in Current Pay Level			
6	Current Place Of Posting			
7	Current Department			
8.	Present Correspondence Address with Pin Code (to which communications are to be addressed)			
	Mobile No.			
	Email ID			



9.	Permanent home address	
10.	State to which you belong:	
11.	Marital status (bachelor / spinster / married / widow / widower / divorcee).	
12.	State your nationality and religion.	
13.	Father's / Husband's name	
14.	Languages Known:	
15.	Whether any Vigilance case/Enquiry is pending against you? If Yes, Please specify.	
16.	State the hereditary/chronic diseases / physical handicap, if any.	
17.	Educational qualification & professional training, if any, please give details of your educational qualification & professional training in <b>Annexure I.</b>	
18.	Work Experience: (Please give details of your experience in the proforma attached as <b>Annexure II</b> )	
19.	Permanent Account Number (PAN):	
20.	AADHAAR No.:	

I hereby declare that the above particulars furnished by me are true to the best of my knowledge and belief.

Date

Signature of the applicant

**STATEMENT INDICATING THE DETAILS OF EDUCATIONAL QUALIFICATION AND  
PROFESSIONAL TRAINING OF THE APPLICANT**

**A-EDUCATIONAL QUALIFICATION**

Period From To		Name & address of the School/College attended	Examination Passed	University/ Board	Subjects taken	Division	%age of marks	Remarks

**B- PROFESSIONAL TRAINING**

Period From To		Name & Address of the Institution	Course contents	Examination Passed	Sponsored by	Division	% age of marks	Remarks

(Signature of the Candidate)

## STATEMENT INDICATING THE DETAILS OF EXPERIENCE IN RESPECT OF THE APPLICANT

Name & Address of the employer	Post Held	Period			Salary Details	Duties performed/ Performing (In Brief)
		From (DD/MM/YYYY)	To (DD/MM/YYYY)	Total	Pay Level	

I hereby certify that the contents/ information supplied above are true.

(Signature of the Candidate)