**(A Government of India Undertaking)**

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

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**Advt. No.: IPPB/CO/HR/RECT./2024-25/01**

## RECRUITMENT OF 54 INFORMATION TECHNOLOGY EXECUTIVES ON CONTRACT BASIS

India Post Payments Bank Limited (IPPB) has been setup under the Department of Post, Ministry of Communications with 100% equity owned by Government of India having presence all over India which aims to utilize all of India's 1,59,000 post offices as access points and 3~Lakh Postmen and Gramin Dak Sewaks (GDS) to provide doorstep banking services. IPPB is leading the next revolution of banking and financial literacy and this new model will pave the way for India's largest banking network to reach each and every corner of the nation.

In order to support our future growth and transformation challenges, we invite applications from qualified, energetic and dynamic candidates who will be appointed on contractual basis through online application mode in different disciplines of IT Department as per details given below. Interested candidates who fulfil the eligibility criteria may apply online from 04.05.2024 to 24.05.2024 by visiting our website www.ippbonline.com. No other mode of application will be accepted.

**IMPORTANT DATES:**

| (i) | Opening date for On-line Registration of Applications | 04.05.2024: 10.00 AM |
|---|---|---|
| (ii) | Last date of On-line Submission of Applications with Fee | 24.05.2024: 11.59 PM |

**Note:** Detailed instructions may be referred at the time of applying online application. Candidates in their own interest are advised, not to wait till the last date & time for applying online. IPPB shall not be responsible, if candidates are not able to submit their applications due to last time rush.

**1. Eligibility Criteria:**

a) **Age and post qualification experience as on 01.04.2024 and details of number of reserved vacancies (tentative):**

| Post/Designation | Age | Post qualification work experience | No. of Vacancies | Vacancy reserved for | | | | |
|---|---|---|---|---|---|---|---|---|
| | | | | UR | EWS | OBC | SC | ST |
| Executive (Associate Consultant) | 22 to 30 years | 01 Year | 28 | 13 | 02 | 07 | 04 | 02 |
| Executive (Consultant) | 22 to 40 years | 04 Years | 21 | 10 | 02 | 05 | 03 | 01 |
| Executive (Senior Consultant) | 22 to 45 years | 06 Years | 05 | 04 | - | 01 | - | - |
| | | Total | 54 | 27 | 04 | 13 | 07 | 03 |

**Horizontal Reservation is applicable for Persons with Disability (minimum 40% Disability) as per Government of India norms.**

**Abbreviations used: UR**: Un-reserved, **OBC (NCL)**: Other Backward Classes (Non-Creamy Layer), **EWS**: Economically Weaker Section, **SC:** Scheduled Caste, **ST**: Scheduled Tribe, **PWD:** Persons with Disability, **OC**: Orthopedically Challenged, **VI**: Visual Impairment, **HI**: Hearing Impairment.

**b) Details of no. posts and place of posting**

| Domain | Post | UR | EWS | OBC | SC | ST | Total | Place of Posting |
|---|---|---|---|---|---|---|---|---|
| Payment Application Support | Executive (Associate Consultant -Payment Application Support) | 4 | 0 | 1 | 0 | 0 | 5 | New Delhi |
| Payment Application Support | Executive (Consultant - Payment Application Support) | 1 | 0 | 1 | 0 | 0 | 2 | New Delhi |
| Payment Application Support | Executive (Senior Consultant - Payment Application Support) | 0 | 0 | 1 | 0 | 0 | 1 | New Delhi |
| IT Support | Executive (Associate Consultant - IT Support) | 9 | 2 | 6 | 4 | 2 | 23 | Delhi/Mumbai/Chennai |
| IT Support | Executive (Consultant - IT Support) | 9 | 2 | 4 | 3 | 1 | 19 | Delhi/Mumbai/Chennai |
| Core Insurance Solution | Executive (Senior Consultant -Core Insurance Solution) | 1 | 0 | 0 | 0 | 0 | 1 | Chennai |
| Data Governance /Data base activity Monitoring | Executive (Senior Consultant -Data Governance /Data base activity Monitoring) | 1 | 0 | 0 | 0 | 0 | 1 | New Delhi |
| DC Manager | Executive (Senior Consultant - DC Manager) | 1 | 0 | 0 | 0 | 0 | 1 | Mumbai/Delhi |
| Channels Lead | Executive (Senior Consultant - Channels Lead) | 1 | 0 | 0 | 0 | 0 | 1 | New Delhi |
| | **Total** | **27** | **4** | **13** | **7** | **3** | **54** | |

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

**3. Job description and minimum eligibility criteria:**

| Position | No. of Vacancies | Minimum Eligibility Criteria |
|---|---|---|
| Executive (Associate Consultant - Payment Application Support) | 05 | **Minimum Educational Qualification**:<br><br>B.E./B.Tech. in Computer Science /Information Technology/Electronics<br>OR<br>Master of Computer Application (MCA) (03Years)<br>OR<br>BCA/B.Sc. in Computer Science /Information Technology/Electronics<br><br>**Job Description**:<br><br>1. Oversee the day-to-day operations related to payment products.<br>2. Monitor transaction processing and optimize operational workflows.<br>3. Experience of various Payment system application like Card management/AEPS/ IMPS/UPI etc.<br>4. Experience in production support, ITIL process, SDLC process.<br>5. Coordination with internal business functions to understand their requirement.<br>6. Periodic review with Vendors on assessment of operations and reporting to internal stakeholders.<br>7. Coordinate with various teams and raise support tickets for all the issues, analyze root cause and assist in efficient resolution of issues within defined SLA.<br>8. Maintain logs of all the issues.<br>9. Prepare RCA of Incident with technical review for permanent fix.<br>10. Manage and collaborate with teams for the implementation of new features related to NPCI products within the bank including coordination for UAT and fixes.<br>11. Collaborate with cross-functional teams to ensure seamless integration and operation of NPCI products.<br><br>12. Experience in Cards and Switch.<br><br>* The above list of job responsibilities is illustrative only and not exhaustive. Any responsibility other than the one listed above may be entrusted to any selected candidate as and when required depending on bank requirement. Candidate may be required to work in Shifts and Holidays as per Bank's requirement |
| Executive (Consultant - Payment Application Support) | 02 | **Minimum Educational Qualification:**<br><br>B.E./B.Tech. in Computer Science /Information Technology/Electronics<br>OR<br>Master of Computer Application (MCA) (03Years)<br>OR<br>BCA/B.Sc. in Computer Science /Information Technology/Electronics<br><br>**Job Description**:<br><br>1. Oversee the day-to-day operations related to payment products.<br>2. Monitor transaction processing and optimize operational workflows.<br>3. Experience of various Payment system application like Card management/AEPS/ IMPS/UPI etc.<br>4. Experience in production support, ITIL process, SDLC process.<br>5. Coordination with internal business functions to understand their requirement. |

| | | |
|---|---|---|
| | | 6. Periodic review with Vendors on assessment of operations and reporting to internal stakeholders. |
| | | 7. Coordinate with various teams and raise support tickets for all the issues, analyze root cause and assist in efficient resolution of issues within defined SLA. |
| | | 8. Maintain logs of all the issues. |
| | | 9. Prepare RCA of Incident with technical review for permanent fix. |
| | | 10. Manage and collaborate with teams for the implementation of new features related to NPCI products within the bank including coordination for UAT and fixes. |
| | | 11. Collaborate with cross-functional teams to ensure seamless integration and operation of NPCI products. |
| | | 12. Experience in Cards and Switch |
| | | 13. Should have experience in Managing teams. |
| | | |
| | | * The above list of job responsibilities is illustrative only and not exhaustive. Any responsibility other than the one listed above may be entrusted to any selected candidate as and when required depending on bank requirement. |
| Executive (Senior Consultant - Payment Application Support) | 01 | **Minimum Educational Qualification:**<br><br>B.E./B.Tech. in Computer Science /Information Technology/Electronics<br>OR<br>Master of Computer Application (MCA) (03Years)<br>OR<br>BCA/B.Sc. in Computer Science /Information Technology/Electronics.<br><br>**Job Description**:<br><br>1. Oversee the day-to-day operations related to payment products.<br>2. Monitor transaction processing and optimize operational workflows.<br>3. Experience of various Payment system application like Card management/AEPS/ IMPS/UPI etc.<br>4. Experience in production support, ITIL process, SDLC process.<br>5. Coordination with internal business functions to understand their requirement.<br>6. Periodic review with Vendors on assessment of operations and reporting to internal stakeholders.<br>7. Coordinate with various teams and raise support tickets for all the issues, analyze root cause and assist in efficient resolution of issues within defined SLA.<br>8. Maintain logs of all the issues.<br>9. Prepare RCA of Incident with technical review for permanent fix.<br>10. Manage and collaborate with teams for the implementation of new features related to NPCI products within the bank including coordination for UAT and fixes.<br>11. Collaborate with cross-functional teams to ensure seamless integration and operation of NPCI products.<br>12. Experience in Cards and Switch<br>13. Should have experience in Managing teams.<br>14. Review of Architecture of payment system. SLA monitoring, Vendor management, Java Application performance monitoring.<br>15. Experience in NPCI Certification and Compliance |

| | | |
|---|---|---|
| | | * The above list of job responsibilities is illustrative only and not exhaustive. Any responsibility other than the one listed above may be entrusted to any selected candidate as and when required depending on bank requirement.<br><br>**Note:** Candidate may be required to work in Shifts and Holidays as per Bank's requirement |
| Executive (Associate Consultant - IT Support) | 23 | **Minimum Educational Qualification:**<br><br>B.E./B.Tech. in Computer Science /Information Technology/Electronics<br>OR<br>Master of Computer Application (MCA) (03Years)<br>OR<br>BCA/B.Sc. in Computer Science /Information Technology/Electronics<br><br>**Skill Set & Experience required:**<br><br>1. Should have experience in Monitoring Java based application in 24*7 environment. Should be well versed with Linux commands, for reviewing logs, identification of Errors, timely reporting.<br>OR<br>2. Should have experience in monitoring of Core banking applications, Jobs, Log analysis, interface monitoring. Customization in Finacle will be an added advantage. Version control, PL/SQL scripting, Ticket resolution, Ticket reviews, SLA monitoring<br>OR<br>3. Should have experience in managing Enterprise Network devices, Routers, Switches in Data centre, policy review, User management, Patch deployment, User review, Failover testing. Performance monitoring<br>OR<br>4. Deployment of AIX/Redhat/Solaris servers. Configuration, monitoring of CPU/Memory, performance, Patching, Backup, Backup restoration, LDOM/PDOM, LPAR, inventory management, Config management, User management, Support Dr Drill<br>OR<br>5. Deployment of Oracle DB, Backup RMAN, Monitoring of DB performance, Query Tuning, Restoration, UAT setup, Data sync, DR Drill support and other allied activities including User management and its review.<br>OR<br>6. Deployment and monitoring of Mysql, Postgress, MS SQL servers, Tuning, backup, restoration testing<br>OR<br>7. Development of Workflows in Liferay Portal, Oracle APEX or other industry leading workflow tools, Automation of Jobs<br>OR<br>8. Testing of Java based and android based applications, Review the test cases as per bank requirement. Understanding of banking applications and coordinate for completion of testing in timely basis. Complete governance of test cases.<br>OR<br>9. Experience in UIDAI based Ekyc application support, Aadhar Vault support, Other enterprise application like OTP, SMS.<br><br>**Note:** Candidate may be required to work in Shifts and Holidays as per Bank's requirement |

| Executive (Consultant - IT Support) | 19 | **Minimum Educational Qualification:**<br><br>B.E./B.Tech. in Computer Science /Information Technology/Electronics<br>OR<br>Master of Computer Application (MCA) (03Years)<br>OR<br>BCA/B.Sc. in Computer Science /Information Technology/Electronics<br><br>**Skill Set & Experience required**<br><br>1) Should have experience in Monitoring Java based application in 24*7 environment. Should be well versed with Linux commands, for reviewing logs, identification of Errors, timely reporting. Exp in managing teams<br>OR<br>2) Should have experience in monitoring of Core banking applications, Jobs, Log analysis, interface monitoring. Customization in Finacle will be an added advantage. Version control, PL/SQL scripting, Ticket resolution, Ticket reviews, SLA monitoring. Exp in managing teams<br>OR<br>3) Should have experience in managing Enterprise Network devices, Routers, Switches in Data centre, policy review, User management, Patch deployment, User review, Failover testing. Performance monitoring. Exp in managing teams<br>OR<br>4) Deployment of AIX/Redhat/Solaris servers. Configuration, monitoring of CPU/Memory, performance, Patching, Backup, Backup restoration, LDOM/PDOM, LPAR, inventory management, Config management, User management, Support in Dr Drill. Exp in managing teams<br>OR<br>5) Deployment of Oracle DB, Backup RMAN, Monitoring of DB performance, Query Tuning, Restoration, UAT setup, Data sync, DR Drill support and other allied activities including User management and its review. Exp in managing teams<br>OR<br>6) Deployment and monitoring of Mysql, Postgress, MS SQL servers, Tuning, backup, restoration testing, UAT environment, Exp in managing teams<br>OR<br>7) Development of Workflows in Liferay Portal, Oracle APEX or other industry leading workflow tools, Automation of Jobs<br>OR<br>8) Testing of Java based and android based applications, Review the test cases as per bank requirement. Understanding of banking applications and coordinate for completion of testing in timely basis. Complete governance of test cases. Exp in managing teams<br>OR<br>9) Experience in UIDAI based Ekyc application support, Aadhar Vault support, Other enterprise application like OTP, SMS. Exp in managing teams<br>OR<br>10) Experience in writing ETL jobs, Tuning of ETL jobs, Daily monitoring of Jobs, reporting coordinating for timely completion of Jobs and sanctity of data. Exp in managing teams<br>OR |
|---|---|---|

| | | |
|---|---|---|
| | | 11) Experience in managing Core insurance solution, monitoring of jobs, Managing Various teams, Integration of Channels with Core solution, MIS extraction. End to end lifecycle of Insurance solution. **Note:** Candidate may be required to work in Shifts and Holidays as per Bank's requirement |
| Executive (Senior Consultant - Core Insurance Solution) | 1 | **Minimum Educational Qualification:** B.E./B.Tech. in Computer Science /Information Technology/Electronics OR Master of Computer Application (MCA) (03Years) OR BCA/B.Sc. in Computer Science /Information Technology/Electronics **Skill Set & Experience required** Candidate should have experience in Implementation of Core insurance solution along with required channels.  Should act as a bridge between the Business requirement and Solution provider in understanding the requirement and getting the same implemented. Defining appropriate architectural design of deployment of the application with prudent Sizing of the infrastructure. Stake holder management, program management, SLA definition and monitoring. Governance of end to end implementation of the project. Setting up and Build of teams for periodic monitoring and enhancements through change control mechanism. Working with Delivery managers for timely delivery of project |
| Executive (Senior Consultant - Data Governance /Data base activity Monitoring) | 1 | **Minimum Educational Qualification:** B.E./B.Tech. in Computer Science /Information Technology/Electronics OR Master of Computer Application (MCA) (03Years) OR BCA/B.Sc. in Computer Science /Information Technology/Electronics **Skill Set & Experience required** Bank is looking of an experienced candidate in Data management, Data governance. The role is to define criticality of data basis various applications usage and Regulatory guidelines. Define roadmap of putting appropriate security controls in terms access/Roles. Implement and advise on various Rules to address the Data security in terms Activity monitoring, Encryption at rest, encryption at motion. Putting appropriate controls like masking, redaction, tokenization. Defining and tuning Policy around data governance. Should have exposure in Oracle AVDF, general security rules for Data access and alerts for incidents. Coordinate with Auditors for Closure of Data security related observations. Preference: ISO 27001, NIST security guidelines, Data privacy governance rules in India, Other market leading certification for Data security like CISSP/CISM, etc. |

| Executive (Senior Consultant - DC Manager) | 1 | **Minimum Educational Qualification:**<br><br>B.E./B.Tech. in Computer Science /Information Technology/Electronics<br><div align="center">OR</div>Master of Computer Application (MCA) (03Years)<br><div align="center">OR</div>BCA/B.Sc. in Computer Science /Information Technology/Electronics<br><br>**Skill Set & Experience required**<br><br>Candidate should be well versed with a complex Data centre environment and management of IT Infrastructure in Datacentre including but not limited to Servers, storage, Tape library, Network equipment. The overall management includes access control (physical/logical), configuration, change management. End to end planning of equipment replacement, migration, coordination with vendors for new IT setup configuration, license management, inventory of Software licenses. Coordination with Data centre facility provider for passive Infrastructure Power, Cooling, Security system and control systems.<br><br>Experience in data centre migration will be an added advantage<br><br>Should be well versed on Virtualization technologies on Sparc/redhat/Vmware, and other leading virtualization platforms Understanding of data base and Middleware configuration management, Monitoring tools for setup monitoring.<br><br>Overall Monitoring of teams, training and guiding new team members |
|---|---|---|
| Executive (Senior Consultant - Channels Lead) | 01 | **Minimum Educational Qualification:**<br><br>B.E./B.Tech. in Computer Science /Information Technology/Electronics<br><div align="center">OR</div>Master of Computer Application (MCA) (03Years)<br><div align="center">OR</div>BCA/B.Sc. in Computer Science /Information Technology/Electronics<br><br>**Skill Set & Experience required**<br><br>i. Understanding about mobile app development and various technologies used. This includes the whole process, from the first line of code to publishing in the store(s)<br>ii. Understanding of various data format XML/JSON/ISO<br>iii. Experience with profiling and debugging mobile applications including tuning of webservers for optimum performance.<br>iv. Understanding of hardware or sensors, like GPS or Bluetooth, that the app will use<br>v. Ensuring to adherence to frequent changes in Google Android landscape and getting the changes done in platform to be complaint with the regulator<br>vi. Experience in Fixing bugs and performance problems<br>vii. Cooperating with back-end developers, designers, and the rest of the team to deliver well-architected and high-quality solutions<br>viii. JAVA application management<br>ix. Oracle Application management, including operations and customization.<br>x. Experience in Linux and log analysis<br>xi. Change management with understanding of webservers (weblogic, jboss, tomcat).<br>xii. Integration for Log aggregation for monitoring of logs. |

| | | xiii. | Change management and version control on new deployment. |
| xiv. | CI/CD pipeline implementation for new deployment. |
| xv. | Automation of routine jobs like archival, tuning and monitoring |

## 4. Period of Contract:

The period of contract shall be for 3 years and may be extended for a further period of 2 years on the basis of Individual Performance.

## 5. General instructions for candidates applying for the above-mentioned positions:

a) The Degree/ PG Diploma/ PG Degree must be from the recognized University/Institute, recognized AICTE/UGC/Central or Deemed University**.** In case of any dispute arising about admissibility of any particular qualification, the decision of India Post Payments Bank Limited (IPPB) shall be final and binding.

b) In case the result of a particular examination is posted on the website of the University / Institute and web-based certificate is issued, then the date of passing will be reckoned from the original document / certificate issued and signed by the appropriate authority.

c) Candidates of SC/ST/OBC-NCL category can also apply for Unreserved Post/ vacancy but they cannot claim any relaxation otherwise applicable for reserved categories.

## 6. Selection Process:

a) 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.

b) 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.

c) 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.

## 7. Pay and allowances:

| S. No | Designation | Maximum CTC (Per Annum) |
|-------|-------------|-------------------------|
| 1 | Executive (Associate Consultant) | ₹10,00,000/- |
| 2 | Executive (Consultant) | ₹15,00,000/- |
| 3 | Executive (Senior Consultant) | ₹25,00,000/- |

*Note: Candidate selected may be offered a hike up to 30 % on their last drawn CTC subject to suitability, skill set & experience etc.*

8. **Posting:** The initial place of posting will be at Delhi /Mumbai/Chennai. However, officer may be posted anywhere in India. Candidates willing to serve anywhere in India should apply.

## 9. Application Fee / Intimation Charges (Non-Refundable)

| Category of Applicant | Application Fee |
|---|---|
| SC/ST/PWD (Only Intimation charges) | INR 150.00 (Rupees One Hundred and Fifty Only) |
| For all others | INR 750.00 (Rupees Seven Hundred Fifty Only) |

i.   Candidates should ensure their eligibility before paying the fees/applying online.

ii.  Application once made will not be allowed to be withdrawn and fee once paid will NOT be refunded under any circumstances nor can it be held in reserve for any other future selection process.

## 10. 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.

## 11. Reservations & Relaxations:

(a) Reservations and relaxations for SC/ ST/ OBC (Non-Creamy Layer) / PWD (**Degree of Disability 40% or above**) candidates will be provided as per guidelines of Govt. of India for the purpose.

(b) Age relaxation for Ex-Servicemen category candidates is applicable as per Government of India guidelines.

(c) The upper age limit is relaxed by 5 years for SC/ST, 3 Years for OBC (Non-Creamy Layer) and 10 years for PWD-UR, 13 years for PWD-OBC (Non-Creamy layer) and 15 years for PWD-SC/ST candidates.

(d) The age of candidates claiming relaxation under point 1 should not exceed 56 years as on 01.04.2024.

(e) The OBC candidates who belong to 'Creamy Layer' are not entitled for concession admissible to OBC Category and such candidates have to indicate their category as General.

## 12. 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.

13. **Application Guidelines:** A candidate can apply for more than one post by filling separate applications for each post. Candidates can apply online only from 04.05.2024 to 24.05.2024. No other mode of application (other than online) will be accepted.

14. 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.

15. 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.

16. 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.

17. For any queries please write to email id: careers@ippbonline.in.

18. Please go through the detailed instructions before filling application form.

Sd/-
**Chief HR Officer**
**HR Department**

**(A Government of India Undertaking)**

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

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### DETAILED GUIDELINES/PROCEDURES FOR ONLINE APPLICATION

- A. **APPLICATION REGISTRATION**
- B. **PAYMENT OF FEES**
- C. **DOCUMENT SCAN AND UPLOAD**

**Candidates can apply online only from 04.05.2024 to 24.05.2024 and no other mode of application will be accepted.**

**IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION**

Before applying online, candidates should-

- **(i)** **scan their :**
  - - **photograph (4.5cm × 3.5cm)**
  - - **signature (with black ink)**
  - - **left thumb impression (on white paper with black or blue ink)**
  - - **a hand written declaration (on a white paper with black ink) (text given below)**
- **(ii)** **Signature in CAPITAL LETTERS will NOT be accepted.**
- **(iii)** **The left thumb impression should be properly scanned and not smudged. (**If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)
- **(iv)** **The text for the hand written declaration is as follows –**

  *"I, _____ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required."*
- **(v)** **The above mentioned hand written declaration has to be in the candidate's hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid. (**In the case of Visually Impaired candidates who cannot write may get the text of declaration typed and put their left hand thumb impression below the typed declaration and upload the document as per specifications.)
- (vi) Keep the Graduation and Resume (in PDF Format) ready.
- (vii) **Keep the necessary details/documents ready to make** Online Payment **of the requisite application fee/ intimation charges**
- (viii) **Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. IPPB may send intimation about various steps/procedures through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.**

**APPLICATION FEES/ INTIMATION CHARGES (NON-REFUNDABLE) PAYMENT OF FEE ONLINE**: 04.05.2024 to 24.05.2024

Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.

A. **Application Registration**

   1. Candidates to go to the IPPB Ltd. website: https://ippbonline.com/web/ippb/current-openings click on the option "**APPLY ONLINE**" which will open a new screen.
   2. To register application, choose the tab "**Click here for New Registration**" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
   3. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
   4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the COMPLETE REGESTRATION BUTTON.
   5. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
   6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
   7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
   8. Candidates can proceed to fill other details of the Application Form.
   9. Click on the Preview Tab to preview and verify the entire application form before COMPLETE REGESTRATION.
   10. Modify details, if required, and click on 'COMPLETE REGESTRATION' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
   11. Click on 'Payment' Tab and proceed for payment.
   12. Click on 'Submit' button.

B. **PAYMENT OF FEES**

   **ONLINE MODE**

   1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
   2. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
   3. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE
   4. On successful completion of the transaction, an e-Receipt will be generated.

5. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.

6. Candidates are required to take **a printout of the e-Receipt** and online Application Form containing fee details. **Please note that if the same cannot be generated, online transaction may not have been successful**.

7. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.

8. To ensure the security of your data, please close the browser window once your transaction is completed.

9. **There is facility to print application form containing fee details after payment of fees.**

C.  **Guidelines for scanning and Upload of Documents**

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph, signature, left thumb impression and the hand written declaration as per the specifications given below.

Photograph Image: (4.5cm × 3.5cm)

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-colored, preferably white, background.
- Look straight at the camera with a relaxed face.
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

Signature, left thumb impression and hand-written declaration Image and Graduation and Resume:
- The applicant has to sign on white paper with Black Ink pen.
  - Dimensions 140 x 60 pixels (preferred)
  - Size of file should be between 10kb – 20kb for signature and 20kb - 50kb for left thumb impression.
  - Ensure that the size of the scanned image is not more than 20kb

- The applicant has to put his left thumb impression on a white paper with black or blue ink.
    - <u>File type:</u> jpg / jpeg
    - <u>Dimensions:</u> 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm * 3 cm (Width * Height)
    - <u>File Size:</u> 20 KB – 50 KB
- The applicant has to write the declaration in English clearly on a white paper with black ink.
    - <u>File type</u>: jpg / jpeg
    - <u>Dimensions</u>: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm * 5 cm (Width * Height)
    - <u>File Size:</u> 50 KB – 100 KB
- The applicant should upload the Graduation/ Resume which includes all the relevant information.
    - <u>File type</u>: PDF
    - <u>File Size:</u> 20 KB – 500 KB
- The signature, left thumb impression, the hand-written declaration and the Graduation/ Resume should be of the applicant and not by any other person.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

**Scanning the documents:**

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MSOffice can easily obtain documents in .jpeg format by using MS Paint or MSOffice Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

**Procedure for uploading the documents**

- While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph, signature, left thumb impression, hand written declaration, Graduation and Resume.
- Click on the respective link "Upload Photograph / signature / Upload left thumb impression / hand written declaration/ Graduation/ Resume certificates"
- Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration file/ certificates of Graduation/ Resume has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload'
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression, hand written declaration and certificates of Graduation/ Resume as specified.

Note:

(1) In case the face in the photograph or signature or left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.

(2) After uploading the Photograph / signature / left thumb impression / hand written declaration/ certificates of Graduation/ Resume in the online application form candidates should check that the images are clear and files have been uploaded correctly. In case the photograph or signature or left thumb impression or the hand written declaration or certificates of Graduation/ Resume is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or left thumb impression or the hand written declaration or certificates of Graduation/ Resume prior to submitting the form.

(3) Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.

(4) Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.

(5) If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.

(6) Candidates should ensure that the signature uploaded is clearly visible

(7) After registering online candidates are advised to take a printout of their system generated online application forms.

**Note:**

(1) In case the left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.

(2) After uploading the left thumb impression / hand written declaration / certificates of Graduation/ Resume in the online application form candidates should check that the images/files are clear and have been uploaded correctly. In case the left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her thumb impression / hand written declaration, prior to submitting the form.

After registering online candidates are advised to take a printout of their system generated online application forms.