

Designation	Asst. Gen. Manager / Chief Manager
Department	Vigilance Department
Location	Mumbai / Navi Mumbai
Qualification	Preferable Bachelor's Degree from Govt. recognized University.
Experience	Preferable min. 5 years relevant experience in Vigilance Department with reputed Co-operative / Nationalised / Private Bank or Financial Institution.
Age	Preferably below 50 years , however relaxation may be allowed for deserving case.
Probation	Candidate selected shall be on probation for period of 1 year from date of joining of bank.
Reporting	General Manager - Vigilance / Chief Executive Officer
Duties & Responsibility	i) To act as a Special Assistant / Advisor to MD/CEO in discharging functions of Vigilance Officer ii) To act as liaison officer between bank and the Police/other law enforcement authorities iii) To take appropriate preventive measures so as to prevent commission of misconducts/ malpractices by the staff. iv) To undertake study of existing procedure and practices prevailing in the bank and to modify those procedures & practices which may have scope of corruption/malfeasance. v) To review regulatory functions & their discharge of powers with a view to improve further. vi) To review all pending matters like investigation reports, disciplinary cases, complaints etc & to take necessary steps for expediting action vii) Timely submissions of periodical returns / statements to RBI, Head Office and such other regulatory authorities viii) Strict Compliance of RBI & other statutory guidelines in respect of vigilance scope. ix) Imparting training to staff at branches / departments on preventive vigilance for maintaining vigilant approach and awareness amongst them

*** Selection of candidate will be based on past experience & performance in interview, relaxations may be considered in age or qualification criteria if candidate found suitable for the post.**