



(A Government of India Undertaking)

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

**RECRUITMENT OF 47 CIRCLE BASED EXECUTIVES ON CONTRACT BASIS**

**Advt. No.: IPPB/CO/HR/RECT./2023-24/06**

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 1,55,015 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 Executive on contractual basis through online application mode in different disciplines of Sales & Operations Department as per details given below. Interested candidates who fulfil the eligibility criteria may apply online from 15.03.2024 to 05.04.2024 by visiting our website [www.ippbonline.com](http://www.ippbonline.com). No other mode of application will be accepted.

**IMPORTANT DATES:**

(i)	<b>Opening date for On-line Registration of Applications</b>	<b>15.03.2024: 10.00 AM</b>
(ii)	<b>Last date of On-line Submission of Applications with Fee</b>	<b>05.04.2024: 11.59 PM</b>

**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.

**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.

**1. Posts:**

Post/Designation	No. of Vacancies	Age (as on 01-03-2024)	Vacancy reserved for				
			UR	EWS	OBC	SC	ST
Executive	47	21 to 35 years	21	04	12	7	3

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

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

## 1.1 CIRCLE-WISE BREAK-UP

Summary of state-wise break-up of 47 vacancies has been tabulated below. However, details of these 47 locations are furnished in Annexure-I.

S.No	Circle	No. of Vacancies
1	Bihar	5
2	Delhi	1
3	Gujarat	8
4	Haryana	4
5	Jharkhand	1
6	Karnataka	1
7	Madhya Pradesh	3
8	Maharashtra	2
9	Odisha	1
10	Punjab	4
11	Rajasthan	4
12	Tamil Nadu	2
13	Uttar Pradesh	11
	Total	47

- The candidate will have to apply for vacancy of one Circle only. A candidate applying against vacancy of one Circle will not be eligible to apply against vacancy of any other Circle.
- Candidature of the applicant will be considered only against the vacancies in the Circle for which he/ she has applied/ opted. Merit list will be drawn Circle wise.
- Selected candidates will be posted in the Circle against which they have applied and are selected

## 2. Job description and Minimum Eligibility Criteria:

Position	Job Description	Minimum Eligibility Criteria
Executive	<ul style="list-style-type: none"> <li>• Achievement of Monthly revenue targets through direct sales of Bank's products.</li> <li>• Support in organizing customer acquisition events and run campaigns in the area under Branch/ Office jurisdiction to increase financial literacy.</li> <li>• Conduct periodic training and education sessions for GDS on IPPB products and services.</li> <li>• Operate seamlessly with DoP Inspectors (Sub-division) and Postmasters to drive IPPB and 3rd Party sales.</li> <li>• Assist GDS in acquiring new customers for IPPB and its Partner Organizations. Assist IPPB Manager in Operations.</li> <li>• Acquire, grow and retain customer relationships by organizing customer events and run campaigns in the area to increase financial literacy.</li> <li>• Develop and manage the strategic relationship with all channel partners to drive sales and disseminate marketing information, events, training and promotions which will facilitate meeting the Bank's business goals.</li> </ul> <p>Any other duties assigned by the Bank from time to time.</p>	<p><b>Minimum Educational Qualification:</b></p> <p>Graduate in any discipline</p> <p><b>Note:</b> First preference will be given to candidate with MBA(Sales/Marketing).</p> <p><b>Post qualification work experience:</b></p> <p>Fresher</p> <p><b>Note:</b> The candidate with prior experience in sales/operations of financial products will be desirable.</p>

### 3. Period of Contract:

The contract would be initially for a period of 01 year and this may be reviewed for extension on Year-to-Year basis for a further period of 02 years, subject to satisfactory performance. The Maximum duration of this contract would be three (3) years.

### 4. Selection Process:

- a) Selection will be made on the basis of marks obtained in the graduation/Group Discussion/Personal Interview. However, Bank reserves the right to select the candidate only on the basis of marks obtained in the graduation/MBA (Mktg./Sales) and or conduct online test/Group Discussion. Merely satisfying the eligibility norms do not entitle a candidate to be called for Interview/Group Discussion or Online Test.
- b) In the event of two or more candidates having obtained the same score in selection process, merit order shall be decided as per the date of birth of the candidates.
- c) 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.
- d) 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:

- a) The Bank shall pay a lump sum amount of ₹30,000/- (rupees thirty thousand only) per month inclusive of statutory deductions.
- b) Tax deductions will be done as per Income Tax Act, considering the amendments from time to time.
- c) Annual increment of lump-sum pay and incentives based on performance in business acquisition/sales activities as decided by the Competent Authority from time to time.
- d) Further, it is clarified that no other pay/allowances/bonus etc. shall be paid except those mentioned above.

### 6. 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)

- a) Candidates should ensure their eligibility before paying the fees/applying online.
- b) 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.

## **7. 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.

## **8. 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 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.

## **9. General information**

- a) All the minimum educational qualifications must be from the recognized University/Institute, recognized AICTE/UGC/Central or Deemed University and should be regular/full time course. 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) 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.
- c) No TA/DA will be paid to any candidate for appearing in the Written Exam/ Interview.
- d) If any discrepancies are found between the data filled by the candidate online and the original testimonials, his candidature is liable to be rejected. 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.

- e) 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.
- f) 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.
- g) 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.
- h) For any queries please write to email id: [careers@ippbonline.in](mailto:careers@ippbonline.in). Please go through the detailed instructions before filling application form.

**Chief HR Officer  
HR Department**

Circle Name	Branch Name	No. of Vacancies
Bihar	Madhepura	1
Bihar	Lakhisarai	1
Bihar	Arrah	1
Bihar	Banka	1
Bihar	Buxar	1
Delhi	Delhi - Vikas Puri	1
Gujarat	Ahmadnagar	1
Gujarat	Rajpipla	1
Gujarat	Dahod	1
Gujarat	Palanpur	1
Gujarat	Amreli	1
Gujarat	Junagadh	1
Gujarat	Mahesana	1
Gujarat	Bardoli	1
Haryana	Bhiwani	1
Haryana	Fatehabad	1
Haryana	Narnaul	1
Haryana	Kurukshetra	1
Jharkhand	Latehar	1
Karnataka	Haveri	1
Madhya Pradesh	Morena	1
Madhya Pradesh	Narsinghpur	1
Madhya Pradesh	Bhopal	1
Maharashtra	Panaji	1
Maharashtra	Margao	1
Odisha	Rayagada	1
Punjab	Kapurthala	1
Punjab	Bathinda	1
Punjab	Nawanshahar	1
Punjab	Pathankot	1
Rajasthan	Baran	1
Rajasthan	Jalore	1
Rajasthan	Alwar	1
Rajasthan	Churu City	1
Tamil Nadu	Karaikal	1
Tamil Nadu	Kovilpatti	1
Uttar Pradesh	Saharanpur	1
Uttar Pradesh	Kanpur Dehat	1
Uttar Pradesh	Etawah	1
Uttar Pradesh	Hathras	1
Uttar Pradesh	Agra Fort	1
Uttar Pradesh	Chandauli	1
Uttar Pradesh	Siddharth Nagar	1
Uttar Pradesh	Aligarh	1
Uttar Pradesh	Sultanpur	1
Uttar Pradesh	Pratapgarh	1
Uttar Pradesh	Ambedkar Nagar	1

