



RECRUITMENT OF CHIEF ETHICS OFFICER ON CONTRACT IN STATE BANK OF INDIA ADVERTISEMENT NO. CRPD/SCO-ETHICS/2016-17/18

1. Online Registration of Application starts from: **30.01.2017** 2. Last date for Online Registration of Application & Payment of Fees: **10.02.2017**

3. Last date for receipt of the print out of Online application along with enclosures at undernoted address: **15.02.2017**

Address: State Bank of India, Central Recruitment and Promotion Department, 3rd Floor, Atlanta Building, Nariman Point, Mumbai - 400021

State Bank of India invites online applications from Indian citizens for appointment in the position of Chief Ethics Officer {on contract for a period of 3 (three) years, subject to review after 2 years}. Candidates are requested to apply Online through link given in “careers with us” section of SBI website www.statebankofindia.com or www.sbi.co.in

1 VACANCY & OTHER DETAILS (AGE, EDUCATIONAL QUALIFICATION, EXPERIENCE) AS DETAILED BELOW:

Post No.	Post Name / Posting Place	Vacancies		Post Qualification as on 01.02.17
		Gen	Total	
A	Chief Ethics Officer Posting Place: Mumbai	1	1	Minimum 20 years of experience in Banking or Financial Institution or Corporate Sector, as well as experience in the rank of General Manager or equivalent, preferably for 3 to 5 years.

2. AGE BRACKET (as on 01.02.2017): 55 - 62 YEARS.

3. TRAITS, EXPERIENCE AND PLACEMENT:

The Chief Ethics Officer will head the Ethics and Business Conduct Department of State Bank of India and will be placed at the rank of Chief General Manager. He will report to the Managing Director (Compliance and Risk) of the Bank. The Chief Ethics Officer, possessing proven leadership qualities, wide experience in the field of Corporate Governance and association with propagation of Culture of Ethics in a large organization may also be engaged from outside of the Bank but preferably with Banking and / or Financial Service sector background.

4. ROLES AND RESPONSIBILITIES: The primary responsibility of the Chief Ethics Officer would be to oversee the Ethics and Conduct Programme in the Bank with the objective of anchoring and promoting a positive ethical culture in the organization leading to enhancement in brand equity and market reputation.

The various roles to be performed by the Chief Ethics Officer are as mentioned below:

- ☞ To develop, maintain and periodically review and update standards of conduct and expected behavior, operational policies and procedures on ethics programme and related activities to prevent illegal, unethical or improper conduct.
- ☞ To develop, streamline and oversee a system for a uniform and expeditious handling of lapses of non-vigilance nature.
- ☞ Reviewing policies and procedures of Non-Vigilance administration of the Bank (but not involved in the operational issues) for uniform implementation across the Bank.
- ☞ Building up of a database of all DPD cases Circle wise, with the resultant penalty / exoneration, to provide an objective tool to the Disciplinary Authority decide on any future occurrence of similar nature.
- ☞ Reviewing policies to ensure that they demarcate responsibilities of the operating functionaries with minimum possible overlap.
- ☞ To identify, assess and document the ethics and procedural lapses risk for the Bank on activities as well as products.
- ☞ To serve as a reference point for the operational departments for seeking clarifications of various codes and guidelines.
- ☞ To act as an independent review and evaluation point to ensure that ethical issues / concerns within the organization are being appropriately evaluated, investigated and resolved.
- ☞ To interact with other related departments like Risk Management, Internal Audit, Human Resources, Strategic Training Unit to remain abreast of the latest developments.
- ☞ To identify potential areas of ethical vulnerability and to provide corrective action plans for resolution and provide guidance on avoidance of similar future recurrence.
- ☞ To periodically circulate instances of ethical failures among the employees.
- ☞ To ensure adherence to corporate ethics statement by all employees annually.
- ☞ To collaborate with Internal Audit Department in identifying areas of audit that addresses ethical violations.
- ☞ To provide reports regularly as well as when directed by the Senior Management, providing information on progress of ethics efforts. Formulate annual disclosures on ethics issue.
- ☞ To work with the Strategic Training Unit Department to develop an effective ethics training programme including appropriate introductory training for new recruits as well as ongoing training for maximum possible employees with detailed attention to actions and consequences.
- ☞ To monitor performance of ethics programme on a continuing basis and initiating the proactive measures for continuous improvement in ethical matters.

5. SELECTION PROCEDURE:

- (i) Shortlisting of applicants based on their experience and overall suitability.
- (ii) Personal interview of shortlisted applicants.

6. MERIT LIST: Merit List for selection, will be prepared in descending order on the basis of scores obtained in interview only. In case of more than one candidate score the cut off marks (common mark at cut off point) such candidates will be ranked according to their age in descending order, both in the select list as well as in the wait list.

7. REMUNERATION: Cost to the Company: ₹ 38.00 Lac P.A. without any perquisites. The remuneration will be without prejudice to pension, if applicable.

8. APPLICATION FEE (Non Refundable): ₹ 600/- (Rupees Six hundred only). Application Fee once paid will NOT be refunded on any account nor can it be held in reserve for any other examination or selection.

9. How to Apply:

(a) GUIDELINES FOR FILLING ONLINE APPLICATION:

- i) Candidates will be required to register themselves online through SBI website www.statebankofindia.com or www.sbi.co.in and pay the application fee using debit card/ credit card/ Internet Banking etc.
- ii) Candidates should first scan their latest photograph and signature. Online application will not be registered unless candidate uploads his/her photo and signature as specified.
- iii) Candidates should visit SBI website www.statebankofindia.com or www.sbi.co.in and open the appropriate Online Application Format, available in the 'Recruitment link'.
- iv) Candidates should fill the application carefully. Once the application is filled in completely, candidate should submit the data. In the event of candidate not able to fill the data in one go, he can save the data already entered. When the data is saved, a provisional registration number and password will be generated by the system and displayed on the screen. Candidate should note down the registration number and password. They can re-open the saved data using registration number and password and edit the particulars, if needed. This facility will be available for three times only. Once the application is filled in completely, candidate should submit the data and proceed for online fee payment.

b) PAYMENT OF FEES:

- i) Application fees and Intimation Charges (Non-refundable) ₹ 600/- for all candidates.
- ii) Fee payment will have to be made online through payment gateway available thereat.
- iii) After ensuring the correctness of the particulars of the application form candidates are required to pay fees through the payment gateway integrated with the application. No change/edit will be allowed thereafter.
- iv) The payment can be made by using debit card / credit card / Internet Banking etc. by providing information as asked on the screen. Transaction charges for online payment, if any, will be borne by the candidates.
- v) On successful completion of the transaction, e-receipt and application form with the date entered by the candidate will be generated which should be printed and retained by the candidate.
- vi) If the online transaction is not successfully completed, please register again and make payment online.
- vii) There is also a provision to reprint the e-Receipt and Application form containing fee details, at later stage.

c) Copies of the application (registered online) along with photocopies of (i) ID proof (ii) Proof of Date of Birth (iii) Educational Certificates: Mark-Sheets/ Degree Certificate (iv) Experience certificates (v) Brief resume (vi) e-Receipt for fee payment (vii) NOC from the employer, if presently employed with central/state govt. department/PSU/PSB/Nationalized Banks/Quasi Government Bodies, should be sent to "State Bank of India, Central Recruitment & Promotion Department, Corporate Centre, 3rd Floor, Atlanta Building, Nariman Point, Mumbai - 400 021" by post so as to reach us on or before 15.02.2017.

In case of non-receipt of photo copies of online application with required documents by the aforesaid date, their candidature will not be considered for short listing and interview.

10. General Instructions:

- ☞ While applying for the post, the applicant should ensure that he/she fulfils the eligibility and other norms mentioned above as on the specified date and that the particulars furnished by him/her are correct in all respects.
- ☞ The process of Registration of application is completed only when fee is deposited with the Company through Online mode on or before the last date for fee payment.
- ☞ In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/ or that he/she has furnished any incorrect/false information or has suppressed any material fact (s) his/her candidature will stand cancelled. If any of these shortcoming(s) is/are detected even after appointment, his/her services are liable to be terminated.
- ☞ Candidates should have valid e-mail ID which should be kept active during the currency of this recruitment exercise to receive call letters and other communications, if any.
- ☞ The candidates should be medically fit to move freely and undertake tours independently and should not be suffering from any major ailment(s) which may adversely impact his performance in the Bank. Appointment of the selected candidate is subject to his/her being declared medically fit by medical officer (s) appointed/authorized by the Bank.
- ☞ The Company takes no responsibility for any delay in receipt or loss of any communication in postal transit.
- ☞ The applicant should ensure that the application is strictly in accordance with the prescribed format and is properly and completely filled.
- ☞ Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/ or an application in response thereto can be instituted only in Mumbai and courts/tribunals/forums at Mumbai only shall have sole & exclusive jurisdiction to try any case/dispute.
- ☞ Outstation candidates, who will be called for interview after shortlisting, may be reimbursed Airfare (economy class)/ 2nd A.C. for the shortest route in India on the basis of actual journey.

Local transportation will not be reimbursed. A candidate, if found ineligible for the post during interviews, will not be reimbursed any fare.

COMPLETED APPLICATION WITH ENCLOSURES SHOULD REACH US LATEST BY 15TH FEBRUARY 2017.

Mumbai - 400021
Dated: 30.01.2017

**General Manager
(CRPD, SBI)**