



**Central Recruitment & Promotion Department  
Corporate Centre, Mumbai**

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**RECRUITMENT OF SPECIALIST CADRE OFFICERS ON REGULAR/CONTRACT BASIS**

ADVERTISEMENT NO: CRPD/ SCO / 2021-22/01

**ONLINE REGISTRATION OF APPLICATION & PAYMENT OF FEES: FROM 13.04.2021 TO 03.05.2021**

State Bank of India invites Online application from Indian citizen for appointment to the following Specialist Cadre Officers posts. Candidates are requested to apply Online through the link given on Bank's website <https://bank.sbi/careers> or <https://www.sbi.co.in/careers>

- The process of Registration is complete only when fee is deposited with the Bank through Online mode on or before the last date for payment of fee.
- Before applying, candidates are requested to ensure that they fulfil the eligibility criteria for the post as on the date of eligibility.
- Candidates are required to upload all required documents (brief resume, ID proof, age proof, educational qualification, experience etc.) failing which their candidature will not be considered for shortlisting/ interview.
- Short listing will be provisional without verification of documents. Candidature will be subjected to verification of all details/ documents with the original when a candidate reports for interview (if called).
- In case a candidate is called for interview and is found not satisfying the eligibility criteria (Age, Educational Qualification and Experience etc.) he/ she will neither be allowed to appear for the interview nor be entitled for reimbursement of any travelling expenses.
- Candidates are advised to check Bank's website <https://bank.sbi/careers> or <https://www.sbi.co.in/careers> regularly for details and updates (including the list of shortlisted/ selected candidates). The Call letter/ advise, where required, will be sent by e-mail only (No hard copy will be sent).
- ALL REVISIONS/ CORRIGENDUM (IF ANY) WILL BE HOSTED ON THE BANK'S WEBSITE ONLY.**
- In case more than one candidate scores same marks as cut-off marks in the final merit list (common marks at cut-off point), such candidates will be ranked in the merit according to their age in descending order.
- Hard copy of application & other documents not to be sent to this office.

**A. DETAILS OF NATURE OF ENGAGEMENT/ VACANCY/ AGE/ SELECTION PROCESS/ LIKELY PLACE OF POSTING:**

Post	Nature of engagement	Grade	Vacancy <sup>§</sup>							Age (as on 01.12.2020)		Selection Process	Likely place of posting <sup>#</sup>
			Gen	OBC	SC	ST	EWS	Total	LD (OL)*	Min	Max		
Manager (Risk Management)	Regular	MMGS-III	1	--	--	--	--	1	1	28	35	Shortlisting & Interview	Mumbai
Manager (Credit Analyst)	Regular	MMGS-III	2	--	--	--	--	2	1	28	35		
Senior Special Executive (Compliance)	Contractual	Contractual	1	--	--	--	--	1	1	28	35		
Senior Special Executive (Strategy-TMG)	Contractual		1	--	--	--	--	1	1	28	35		
Senior Special Executive – (Global Trade)	Contractual		1	--	--	--	--	1	1	26	30		
Senior Executive (Retail & Subsidiaries)	Contractual		1	--	--	--	--	1	1	25	35		
Senior Executive (Finance)	Contractual		1	--	--	--	--	1	1	25	35		
Senior Executive (Marketing)	Contractual		1	--	--	--	--	1	1	25	35		

§ - The number of vacancies mentioned are provisional and may vary according to the actual requirement of the Bank.

# - The place of posting is only indicative. The selected candidate may be posted anywhere in India.

\* - PWD mentioned under clauses 'd' & 'e' u/s 34(i) of RPWD Act, 2016.

ABBREVIATIONS (Category): Gen - General; OBC - Other Backward Classes; SC - Scheduled Caste; ST - Scheduled Tribe; EWS- Economically Weaker Section, LD - Loco motor Disability.

**B. DETAILS OF EDUCATIONAL QUALIFICATION/ OTHER QUALIFICATIONS/ EXPERIENCE:**

Post	Educational Qualification	Work experience
Manager (Risk Management)	<b>Basic Qualification: (As on 01.12.2015)</b> MBA / PGDBM or its equivalent as fulltime course from a recognised university/ institution. Specialisation in Finance is preferred. <b>Other Professional Qualification Required: (As on 01.12.2020):</b> CFA/FRM/PRM (mandatory)	Minimum 5 years of post-qualification work experience (as on 01.12.2020) in Risk management in Supervisory cadre in a Bank or Listed Financial institution. <b>Essential experience:</b> Work experience in risk management and working knowledge in Excel and power point. <b>Preferred experience:</b> Knowledge of any programme language and experience of risk model development will be preferred. <b>Specific skills required:</b> CFA/FRM/PRM (mandatory)
Manager (Credit Analyst)	<b>Basic Qualification: (As on 01.12.2015)</b> MBA/ Master's Degree in Management / Post Graduate Diploma in Management or their equivalents OR Chartered Accountant/ Cost Accountant <b>Other Professional Qualification Preferred: (As on 01.12.2020)</b> Chartered Financial Analyst (CFA) Program by the America based CFA Institute	Minimum 5 years of post-qualification essential work experience (as on 01.12.2020) in Credit related area in Supervisory Capacity in a Scheduled Commercial Bank or Financial Institution. <b>Preferred experience:</b> Corporate Credit Analysis or Corporate Credit Syndications. <b>Specific skills required:</b> Understanding of long-term credit appraisal process, Balance Sheet analysis, good marketing and communication skills.
Senior Special Executive (Compliance)	<b>Basic Qualification: (As on 01.12.2015)</b> Graduation in any discipline as full time course from a recognized university/institution. <b>Other Professional Qualification (Compulsory): (as on 01.12.2020):</b> Certified Anti Money Laundering Specialist (CAMS) / Certified Financial Crime Specialist (CFCS) (Professional)	Minimum 5 years of post-qualification essential work experience (as on 01.12.2020) in any Banking institution with overseas presence in any of the undernoted areas in Supervisory capacity. • Compliance with AML/CFT Regulations & Transaction Monitoring. • Sanction Compliance (EU, UN & OFAC) <b>Specific skill required:</b> a) The candidate should possess sound knowledge of banking operations. b) Sound understanding of the KYC – AML principles. c) Should be well versed in AML – CFT requirements at US, EU and Asia Pacific. d) Understanding of the various sanctions' regimes. e) The candidate should be a team player having strong inter-personal skills. f) The candidate should possess innovative analytical skills. g) The candidate should be proficient in spreadsheet, share-point, presentation skills.
Senior Special Executive (Strategy-TMG)	<b>Basic Qualification: (As on 01.12.2015)</b> MBA / PGDBM or its equivalent as fulltime course from a recognised university / institution. Specialization in Finance is mandatory. <b>Other Professional Qualification (preferred): (As on 01.12.2020):</b> FRM, CFA	Minimum 5 years of post-qualification essential work experience (as on 01.12.2020) in Investment Banking activity (Supervisory capacity) in areas related to treasury products and advisory at a Foreign Bank / Private Bank / Public Sector Bank. <b>Specific skills required:</b> a) The candidate should possess good knowledge of fund-raising activity through foreign currency bonds, syndicated loans, multilateral institutions, development banks etc. b) Adequate experience in ALM. c) The candidate should be a team player having strong inter-personal skills. d) The candidate should possess innovative analytical skills. e) The candidate should be proficient in spreadsheet, share-point, presentation skills
Senior Special Executive – (Global Trade)	<b>Basic Qualification: (As on 01.12.2016)</b> MBA/ PGDM or its equivalent as regular two-year programme from a recognised university/Institute. Specialisation in Finance/Marketing is preferred. <b>Other Professional Qualification (preferred): (as on 01.12.2020):</b> Any certification/course in International Trade Finance will be preferred.	Minimum 4 years of post-qualification essential work experience (as on 01.12.2020) in the domain of Finance/ Marketing in Supervisory Capacity in a Bank. <b>Specific skills required:</b> a) Data Analytical, Strong Communication, Problem solving and business analytical skills. b) The candidate should possess sound knowledge of banking operations He / She should have overview of Global / Country specific Economic environment. c) Should have analytical skill to analyse business performance and market trend. d) The candidate should be a team player having strong inter-personal skills The candidate should be proficient in spreadsheet, share-point, presentation skills, etc.

<b>Senior Executive (Retail &amp; Subsidiaries)</b>	<b>Basic Qualification: (As on 01.12.2017)</b> MBA/ PGDBM or its equivalent as fulltime course from a recognized University/Institution. Specialisation in Finance is preferred.	Minimum 3 years of post-qualification essential work experience (as on 01.12.2020) in Banking/Finance in Supervisory Capacity <b>Specific skills required:</b> a) Proficiency in Computers (MS Office including Excel, Word, Power Point etc.). b) Data Handling and Analytical Skills. c) Excellent Communication Skills
<b>Senior Executive (Finance)</b>	<b>Basic Qualification: (As on 01.12.2017)</b> MBA/PGDBM or its equivalent as full time course from a recognized university/institution. Specialization in Finance is preferred.	Minimum 3 years of post-qualification essential work experience (as on 01.12.2020) in Banking/Finance in Supervisory Capacity <b>Specific skills required:</b> a) Proficiency in Computers (MS Office including Excel, Word, Power Point etc.). b) Data Handling and Analytical Skills. c) Excellent Communication Skills
<b>Senior Executive (Marketing)</b>	<b>Basic Qualification: (As on 01.12.2017)</b> PGDBM/ MBA or its equivalent as fulltime course from a recognized University/ Institute. Specialization in Marketing or Finance is preferred.	Minimum 3 years of post-qualification essential work experience (as on 01.12.2020) in the domain of Marketing / Finance in Supervisory Capacity in PSU/Pvt Banks/MNCs. Working Knowledge of International Trade Finance shall be preferred. <b>Specific skills required:</b> a) Develop written and oral communication skills including the ability to create and deliver professional ideas and presentations. b) Proficiency over MS Office, MS Excel. c) Ability to learn and adapt quickly.

### C. JOB PROFILE & KRAS

Post	JOB PROFILE & KRAS
<b>Manager (Risk Management)</b>	<p><b>Job Profile:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Key Risk Indicators:</b> Monitoring of KIs, KRIs &amp; KPIs is conducted to find out the Key risk areas for our Foreign Offices and action plans are drawn to address identified High Risk areas.</li> <li>➤ <b>Incident Reporting:</b> This involves data collection, analysis and reporting and of OR loss events / Near Miss events at Foreign Offices. Also, external loss incidents at other Banks / FIs are analysed to assess their applicability to the Foreign Offices.</li> <li>➤ <b>RCSA exercise:</b> RCSA exercise is conducted across all Business and support lines to outline all the risk areas and assess the efficacy of existing controls put in place to mitigate all the risks. The exercise involves preparation of extensive Risk Registers for all major business / support activities. For risk areas where control measures are found to be inadequate, additional mitigation measures are required to be formulated.</li> <li>➤ <b>Risk Committee Meetings (RMC-IBG, ORMC, CRMC, MPMC, EGRMC and RMCB):</b> The Risk Management Committee of IBG (RMC-IBG), ORMC, CRMC, MPMC, EGRMC, RMCB are normally conducted on a quarterly basis. The role involves overall responsibility for preparing the RMC-IBG presentation including data collection and PPT preparation, conducting the meeting, drawing up action points from the meeting and circulating to the concerned departments for necessary action. The role also involves providing necessary documents for discussion in the meeting besides implementation of action points emanating from RMC-IBG, ORMC, CRMC, MPMC, EGRMC, RMCB.</li> <li>➤ <b>Examination of Policies:</b> Risk related policies submitted by the FOs are scrutinized, FOs are advised to make necessary corrections (wherever required) and approval is taken for the policies.</li> <li>➤ <b>IT Risk:</b> In the area of IT Risk, the role involves taking up IT related issues pertaining to IBG (raised in IT Risk Committee and other Risk Committees) with concerned departments for appropriate resolution and driving the same through Quarterly RMC-IBG meetings.</li> <li>➤ Analysis of foreign subsidiaries data and submission of various returns and reports to Group Risk Management Department.</li> <li>➤ Analysis of credit risk data of various foreign offices and compliance with policy parameters.</li> <li>➤ Monitoring of market risk parameters of FOs &amp; OBSs.</li> <li>➤ Preparation of presentations.</li> <li>➤ Other activities include preparation of Risk related slides on ad hoc basis for meetings like IBO / LBO Trainings / Conclaves, Annual Conferences etc.</li> </ul> <p><b>KRAs:</b></p> <ol style="list-style-type: none"> <li><b>1. Key Risk Indicators (KRIs)</b> <ul style="list-style-type: none"> <li>➤ Preparation of KRI monitoring chart for IBG on a quarterly basis and putting up to approving authority.</li> <li>➤ Advising Business departments for formulation of action plans for KRIs appearing under 'Red' zone. Incorporation of Action plans submitted by concerned depts. in RMC-IBG presentations.</li> </ul> </li> <li><b>2. Incident Reporting (ILD / ELD / NME)</b> <ul style="list-style-type: none"> <li>➤ Compilation of Internal Loss Data and Near Miss Events at Foreign Offices on monthly basis and onward submission to ORMD on quarterly basis.</li> <li>➤ Analysis of External Loss Data (loss events at other banks) and studying their applicability to Foreign Operations of the Bank.</li> </ul> </li> <li><b>3. RCSA (Risk &amp; Control Self-Assessment Exercise)</b> <ul style="list-style-type: none"> <li>➤ ➤ Circulation of Risk registers to FOs selected for a new phase of the exercise.</li> <li>➤ ➤ Analyzing the Risk registers ("Risk" and "Control" descriptions) submitted by the FOs and putting up major findings / observations from the same to the RCSA Committee for validation.</li> <li>➤ ➤ Providing ongoing support to Foreign Offices regarding the new developments / enhancements in the Risk Registers under the overall guidance of ORMD. In the current phase of RCSA exercise, "Risk" and "Control" descriptions in each Risk register have been modified to filter out "Inherent Risk" and "Residual Risk" respectively.</li> </ul> </li> </ol> <p><b>Preparation of RPTs, PQIs &amp; Stress Test</b></p> <ul style="list-style-type: none"> <li>➤ Preparation of Risk Profile Templates for FOs &amp; OBSs.</li> <li>➤ Preparation of Portfolio Quality Index for the credit portfolio of foreign offices.</li> <li>➤ Preparation of stress test report for credit as well as market risk portfolios.</li> <li>➤ Preparation of scenario-based risk models.</li> </ul> <p><b>Reports &amp; Returns</b></p> <ul style="list-style-type: none"> <li>➤ Preparation of various reports &amp; returns for FOs as well as OBSs and submission</li> <li>➤ Preparation of country risk and Bank risk reports &amp; returns.</li> <li>➤ Analysis of R-Com reports received from FOs and putting it up to higher authorities.</li> </ul> <ol style="list-style-type: none"> <li><b>4. Risk Management Committees (RMC-IBG, ORMC, CRMC, MPMC, EGRMC, RMCB)</b> <ul style="list-style-type: none"> <li>➤ Formation of slides for RMCIBG, consolidating of ATRs of previous meeting agenda items from various departments and overall responsibility for preparing and conducting the presentation for RMC-IBG. Compliance with the ATRs of ORMC, CRMC, MPMC, EGRMC, RMCB and also preparation of feed backs of IBG for the said meetings needs to be prepared.</li> <li>➤ <b>ORMC (Operational Risk Management Committee)</b></li> <li>➤ Replying to ATR pertaining to IBG (based on Minutes of ORMC)</li> <li>➤ Providing all necessary papers for discussion in ORMC (quarterly status on Loss data / Near Miss, KRI, RCSA, ATR and any other specific areas highlighted by ORMD).</li> </ul> </li> <li><b>5. Miscellaneous:</b> <ul style="list-style-type: none"> <li>➤ <b>Operational Risk Policies:</b> Examining the Operational Risk policies submitted by Foreign Offices, suggesting necessary modifications / enhancements to the concerned FOs and obtaining approval from appropriate authority.</li> <li>➤ <b>IT Risk:</b> Taking up IT related issues pertaining to IBG (raised in IT Risk Committee and other Risk Committees) with O&amp;IS / IT-FO for appropriate resolution and driving the same through Quarterly RMCIBG meetings.</li> </ul> </li> </ol>
<b>Manager (Credit Analyst)</b>	<p><b>Job Profile:</b></p> <ul style="list-style-type: none"> <li>➤ Scan the environment/ media, collecting the details of industry/ economy in which the borrowers operate.</li> <li>➤ To analyze balance sheets, other project related information and carry out due diligence of credit proposals assigned.</li> <li>➤ Adhering to Turn around Time for processing New / Existing proposals.</li> <li>➤ Submission of control reports after sanction of credit proposal by credit committees.</li> <li>➤ To interact with finance teams of leading Indian Corporates.</li> <li>➤ Keep a tab on latest developments and news in all major industries and look for new business opportunities.</li> <li>➤ Assisting Relationship Manager in achieving Budgeted growth in Advances</li> <li>➤ To interact with credit and syndications team in various foreign branches of SBI.</li> <li>➤ To facilitate documentation work for the credit sanctioned in co-ordination with foreign offices.</li> <li>➤ Prepare Invite letter, information memorandum and presentations for syndication.</li> <li>➤ Ensure timely disbursement of loans and booking of income.</li> <li>➤ Follow-up with foreign branches for timely review of accounts</li> <li>➤ Assisting our foreign branches for post sanction approvals.</li> <li>➤ To attend to correspondence/ maintain liaison with internal and external agencies and extend support to Relationship Manager as required.</li> <li>➤ Preparing credit growth or income related data for Performance reviews.</li> </ul> <p><b>KRAs:</b></p> <ul style="list-style-type: none"> <li>➤ Number of New loans booked (Non-Personal excluding Trade)</li> <li>➤ Other Income (Income except Interest Income)</li> <li>➤ Loan outstanding at the last day of the month</li> <li>➤ Review/Renewal Completion</li> <li>➤ Operating profit of the Branch/Country/ Region / IBG "</li> </ul>
<b>Senior Special Executive (Compliance)</b>	<p><b>Job Profile:</b></p> <ul style="list-style-type: none"> <li>➤ To provide specialist support and advise to other business units in IBG for improving compliance risk management framework across the organisation.</li> <li>➤ To regularly review the Bank's capability to identify and manage new types of compliance risks.</li> <li>➤ Tracking the compliance related developments across the globe and periodic reporting to management with suggested actions required, if any.</li> <li>➤ Monitoring and analysing compliance related IT applications in FOs like Transaction Monitoring Application, Negative Media Tracking Solution, Sanctions Screening Software periodically and informing the updates to the country coordinators and controllers</li> <li>➤ Scrutinising the KYC/AML Policy, Compliance Policy, Anti-Bribery Policy submitted by the FOs, suggesting changes required, if any &amp; recommending for approval by the appropriate authority in Bank.</li> <li>➤ Collection of various quarterly reports from foreign offices, their consolidation and putting up analytical reports to top management</li> <li>➤ Collection of Quarterly report on Compliance Key Risk Indicators (KRIs) from foreign offices, scrutinising for deviation, if any, and putting up consolidated report to management</li> <li>➤ Scrutinising the transactions escalated by domestic branches from sanctions compliance perspective as per Bank's policy and recommending to the department head</li> <li>➤ Providing inputs for Bank's Presentation for the Supervisory College, organised by RBI, and collecting related background/ feedback papers from various departments for Top Management</li> <li>➤ Preparation of ATR on action points for Annual conference of Foreign Offices held each year for Compliance &amp; Risk Department.</li> </ul>

<p><b>Continued... Senior Special Executive (Compliance)</b></p>	<p><b>Job Profile: (continued...)</b></p> <ul style="list-style-type: none"> <li>➤ Providing inputs for Bank's presentations for events like IBO/JIBO training, Conclaves/ Annual Conference/workshops, etc. for compliance department</li> <li>➤ Working in collaboration with IT-FO for creation/enhancement of various IT platforms such as Compliance Dashboard/ other reporting platforms for Foreign Offices</li> <li>➤ Attending workshops/Video Conferences with Foreign Offices on Compliance, Risk &amp; Audit issues and preparing minutes of the deliberations</li> </ul> <p><b>KRAs:</b></p> <p><b>Providing Specialist Support:</b></p> <ul style="list-style-type: none"> <li>➤ To provide specialist support and advise to other business units in IBG for improving compliance risk management framework across the organisation.</li> <li>➤ To regularly review the Bank's capability to identify and manage new types of compliance risks.</li> <li>➤ Tracking the compliance related developments across the globe and periodic reporting to management with suggested actions required, if any.</li> </ul> <p><b>Monitoring and Reporting:</b></p> <ul style="list-style-type: none"> <li>➤ Monitoring and analysing compliance related IT applications in FOs like</li> <li>➤ Transaction Monitoring Application, Negative Media Tracking Solution, Sanctions Screening Software periodically and informing the updates to the country coordinators and controllers</li> <li>➤ Scrutinising the KYC/AML Policy, Compliance Policy, Anti-Bribery Policy submitted by the FOs, suggesting changes required, if any &amp; recommending for approval by the appropriate authority in Bank.</li> <li>➤ Collection of various quarterly reports from foreign offices, their consolidation and putting up analytical reports to top management</li> <li>➤ Collection of Quarterly report on Compliance Key Risk Indicators (KRIs) from foreign offices, scrutinising for deviation, if any, and putting up consolidated report to management.</li> <li>➤ Scrutinising the transactions escalated by domestic branches from sanctions compliance perspective as per Bank's policy and recommending to the department head.</li> </ul> <p><b>Presentation and Organising:</b></p> <ul style="list-style-type: none"> <li>➤ Providing inputs for Bank's presentation for the Supervisory College, organised by RBI, and collecting related background/ feedback papers from various departments for Top Management</li> <li>➤ Preparation of ATR on action points for Annual conference of Foreign Offices held each year for Compliance &amp; Risk Department</li> <li>➤ Providing inputs for Bank's presentations for events like IBO/JIBO training, Conclaves/ Annual Conference/workshops, etc. for compliance department.</li> </ul> <p><b>Miscellaneous:</b></p> <ul style="list-style-type: none"> <li>➤ Working in collaboration with IT-FO for creation/enhancement of various IT platforms such as Compliance Dashboard/ other reporting platforms for Foreign Offices.</li> <li>➤ Attending workshops / Video Conferences with Foreign Offices on Compliance, Risk &amp; Audit issues and preparing minutes of the deliberations</li> </ul>
<p><b>Senior Special Executive (Strategy-TMG)</b></p>	<p><b>Job Profile:</b></p> <ul style="list-style-type: none"> <li>➤ Introducing new products (assets, liabilities, treasury) for IBG, keeping in view RBI / foreign regulator guidelines.</li> <li>➤ Relationship management with multi-lateral institution and Central Banks for raising liabilities.</li> <li>➤ Investor relationship with existing and potential bond investors</li> <li>➤ IBG Balance sheet optimization to achieve targeted RORWA (Return on Risk Weighted Assets), Return on Equity.</li> <li>➤ Planning strategy for Libor transition &amp; other market related activities.</li> <li>➤ Tapping Foreign Portfolio Investment (FPI) business in coordination with SBI group entities.</li> </ul> <p><b>KRAs:</b></p> <ul style="list-style-type: none"> <li>➤ Introducing new products (assets, liabilities, treasury) for IBG keeping in view RBI / foreign regulator guidelines</li> <li>➤ Raise funds from multi-lateral institution and Central Banks.</li> <li>➤ Updating Offering Memorandum of the Bank for its Medium-term Note Program</li> <li>➤ Development of Investor relationship with existing and potential bond investors.</li> <li>➤ Framing strategy to optimize IBG Balance sheet to achieve targeted RORWA (Return on Risk Weighted Assets), Return on Equity.</li> <li>➤ Planning strategy for Libor transition &amp; other market related activities.</li> <li>➤ Tapping Foreign Portfolio Investment (FPI) business</li> </ul>
<p><b>Senior Special Executive – (Global Trade)</b></p>	<p><b>Job Profile:</b></p> <ul style="list-style-type: none"> <li>➤ Carryout ongoing market research on Banking &amp; Financial industry to tap opportunities for business development of Trade Finance in IBG.</li> <li>➤ Data collection and analysis from various sources (in house data and outside data) for marketing, business growth, and management requirements. Making PPTs, Spreadsheets, Other Presentations, business reports/other reports for the GTD Department.</li> <li>➤ Other jobs related to data extraction, collation, interpretation for MIS and business development purposes as allocated by Department Head/ other officials of GTD.</li> <li>➤ Analysis, follow up, collation, presentation, submission of all reports/returns and other statutory returns of GTD</li> <li>➤ Timely submission of all other trade related reports/returns/information as required by the Bank, RBI, and any other department of the Bank or outside agencies.</li> </ul> <p><b>KRAs:</b></p> <p><b>Market Research:</b></p> <ul style="list-style-type: none"> <li>➤ Analyse the domestic and global trade data, available from multiple agencies like RBI/Govt of India/WTO/World Bank/ADB/IFC/EBRD/Other Agencies and prepare MIS for use by the department for business growth.</li> <li>➤ Calling customers/our domestic branches/other banks for business growth</li> </ul> <p><b>Providing Specialist Support</b></p> <ul style="list-style-type: none"> <li>➤ Prepare MIS data for GTD.</li> <li>➤ Prepare spreadsheets and presentation materials for the Department</li> <li>➤ Provide additional input/ support to the officials of the Department</li> </ul> <p><b>Monitoring and Reporting:</b></p> <ul style="list-style-type: none"> <li>➤ Collect various monthly /quarterly reports from foreign offices, Relationship Managers at SBI foreign offices and put-up analytical reports to top management.</li> <li>➤ Analyse reasons for variance in trade data of foreign offices and put up to Management with reasons for such variance, on monthly basis</li> <li>➤ Prepare and submit data/information requested by other departments/agencies, in time.</li> </ul> <p><b>Presentation and Organising:</b></p> <ul style="list-style-type: none"> <li>➤ Preparing Presentations/spreadsheets/Briefs /Talking Points for various meetings of GTD.</li> <li>➤ Preparation of ATR on action points of meetings of GTD</li> <li>➤ Preparation of presentations for events like internal presentations of the department/ Conclaves/ Annual Conference/workshops, etc.</li> </ul> <p><b>Miscellaneous:</b></p> <ul style="list-style-type: none"> <li>➤ Interdepartmental coordination within the SBI.</li> <li>➤ Coordination with FOs for various reports/returns and other issues</li> <li>➤ Coordination with all technology partners providing support in trade finance to our Bank</li> </ul> <p>Others works as and when entrusted by Department Head and other Officials of GTD.</p>
<p><b>Senior Executive, (Retail &amp; Subsidiaries)</b></p>	<p><b>Job Profile:</b></p> <ul style="list-style-type: none"> <li>➤ Preparation and presentation of performance related parameters of Overseas Banking Subsidiaries/JVs to appropriate authorities.</li> <li>➤ Presenting Review of Risk Profile of Overseas Banking Subsidiaries to the Board.</li> <li>➤ Audit of the Statement of Investment in Overseas Banking Subsidiaries/ JVs.</li> <li>➤ Collection and collation of Consolidated Financial Statements (CFS), FRT related returns, RBI ODI Return, Various monthly/ Quarterly/Half yearly Statements required by the IBG Risk and EGRM Dept.</li> <li>➤ Coordination and Compilation for data required for Analysts' Meet, CENMAC Presentation etc.</li> <li>➤ Collection of data related to Annual Tax return (Form 3CEB and TP Documentation) for Overseas Banking Subsidiaries, Collation of the same and filing of the return.</li> </ul> <p>This job requires coordination with all Foreign Subsidiaries and collation/ analysis/ maintenance of the data received from these subsidiaries for reporting and audit purposes in a time bound manner.</p> <p><b>KRAs:</b></p> <p>Same as the roles and responsibilities mentioned under job profile</p>
<p><b>Senior Executive (Finance)</b></p>	<p><b>Job Profile:</b></p> <ul style="list-style-type: none"> <li>➤ Analysis of financial and performance reports of foreign offices of the bank including variance analysis.</li> <li>➤ Viability study and related research work for opening new offices overseas</li> <li>➤ Preparation of Presentations relating to Bank's overseas expansion, P Reviews, RBI, Investors Meet and other events</li> <li>➤ Supervising Advertisement and Branding related activities of International Banking Group</li> <li>➤ Budgeting exercise of the branches and related proposals</li> <li>➤ MIS, reporting and related ancillary tasks</li> </ul> <p><b>KRAs:</b></p> <p>Same as the roles and responsibilities mentioned under job profile</p>
<p><b>Senior Executive (Marketing)</b></p>	<p><b>Job Profile:</b></p> <ul style="list-style-type: none"> <li>➤ Managing portfolio of Foreign Bank Guarantees (FBG) and maximize income under the segment.</li> <li>➤ Develop BG portfolio to increase wallet share from foreign banks and explore new relationships</li> <li>➤ Formulate and implement effective marketing plan for growth in the market share of bank guarantee (both inward and outward FBG)</li> <li>➤ Co-ordinating across domestic branches of SBI for issuance and delivery of FBG</li> <li>➤ Raising SBI Brand awareness through various meetings and events</li> <li>➤ Maintain relationship with domestic corporates and ensure maximum routing of bank guarantee business through SBI's Foreign Offices (FOs)</li> <li>➤ Maintain relationship with domestic banks for marketing of FBG business for our FOs</li> <li>➤ Analysis and profiling of target segment. Maintain networking with clients, Indian beneficiaries and their representatives</li> <li>➤ Data analysis for Market scanning/profiling</li> <li>➤ Providing Budgetary Support</li> </ul> <p><b>KRAs:</b></p> <ul style="list-style-type: none"> <li>➤ Data analysis for Market scanning/profiling</li> <li>➤ Mobilizing BG business from domestic market/ Correspondent Banks, Foreign Banks etc. c. Networking with CBs/FBs/FOs</li> <li>➤ Increase in number, value of business and fee income booked on inward and outward FBG</li> <li>➤ Improvement in routing of Outward FBG through our FOs</li> <li>➤ Providing budgetary support to AGM (CCC-FBG)</li> </ul>

## D. REMUNERATION:

Post	Pay scale/CTC/ Annual Emoluments (approx.) & Contract Period
Manager (Risk Management)	As per existing pay scale for MMGS-III <b>Scale of pay:</b> ₹63840-1990/5-73790-2220/2-78230
Manager (Credit Analyst)	As per existing pay scale for MMGS-III <b>Scale of pay:</b> ₹63840-1990/5-73790-2220/2-78230
Senior Special Executive (Compliance)	Rs. 15 – 20 lacs - Non- negotiable (Contract period is for 3 years and renewable for further period of 2 years)
Senior Special Executive (Strategy-TMG)	Rs. 15 – 20 lacs -Non- negotiable (Contract period is for 3 years and renewable for further period of 2 years)
Senior Special Executive – Global Trade	Rs. 15 – 20 lacs -Non- negotiable (Contract period is for 3 years and renewable for further period of 2 years)
Senior Executive, Retail & Subsidiaries	Rs. 12 – 15 lacs -Non- negotiable (Contract period is for 3 years and renewable for further period of 2 years)
Senior Executive (Finance)	Rs. 12 – 15 lacs -Non- negotiable (Contract period is for 3 years and renewable for further period of 2 years)
Senior Executive (Marketing)	Rs. 12 – 15 lacs- Non- negotiable (Contract period is for 3 years and renewable for further period of 2 years)

Annual CTC will depend upon experience and emoluments of candidates in the present employment and place of posting.

## E. HOW TO APPLY:

Candidates should have valid email ID which should be kept active till the declaration of result. It will help him/her in getting call letter/Interview advices etc. by email.

### GUIDELINES FOR FILLING ONLINE APPLICATION:

- Candidates will be required to register themselves online through the link available on SBI website <https://bank.sbi/careers> OR <https://www.sbi.co.in/careers> and pay the application fee using Internet Banking/ Debit Card/ Credit Card etc.
- 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 on the online registration page (under 'How to Upload Document').
- Candidates should fill the application carefully. Once application is filled-in completely, candidate should submit the same. In the event of candidate not being able to fill the application in one go, he can save the information already entered. When the information/ application is saved, a provisional registration number and password is generated by the system and displayed on the screen. **Candidate should note down the registration number and password.** They can re-open the saved application using registration number and password and edit the particulars, if needed. This facility of editing the saved information will be available for three times only. Once the application is filled completely, candidate should submit the same and proceed for online payment of fee.
- After registering online, the candidates are advised to take a printout of the system generated online application forms

### GUIDELINES FOR PAYMENT OF FEES:

- Application fees and Intimation Charges (Non-refundable) is ₹750/- (₹ Seven hundred fifty only) for General, OBC and EWS candidates and Nil for SC/ ST/ PWD candidates.
- After ensuring correctness of the particulars in the application form, candidates are required to pay the fees through payment gateway integrated with the application. No change/ edit in the application will be allowed thereafter.
- Fee payment will have to be made online through payment gateway available thereat. 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.
- On successful completion of the transaction, e-receipt and application form, bearing the date of submission by the candidate, will be generated which should be printed and retained by the candidate.
- If the online payment of fee is not successfully completed in first instance, please make fresh attempts to make online payment.
- A provision is there to reprint the e-Receipt and Application form containing fee details, at later stage.
- Application Fee once paid will **NOT** be refunded on any account **NOR** can it be adjusted for any other examination or selection in future.

## F. CALL LETTER FOR INTERVIEW:

Intimation/ call letter for interview will be sent by email or will be uploaded on Bank's website. NO HARD COPY WILL BE SENT.

## G. SELECTION PROCESS:

The selection will be based on shortlisting and interview. Mere fulfilling minimum qualification and experience will not vest any right in candidate for being called for interview. The Shortlisting Committee constituted by the Bank will decide the shortlisting parameters and thereafter, adequate number of candidates, as decided by the Bank will be shortlisted and called for interview. The decision of the bank to call the candidates for the interview shall be final. No correspondence will be entertained in this regard.

**Merit List:** Merit list for selection will be prepared in descending order on the basis of scores obtained in interview only. In case more than one candidate score the cut-off marks (common marks at cut-off point), such candidates will be ranked according to their age in descending order, in the merit.

## H. HOW TO UPLOAD DOCUMENTS:

### a. Details of Document to be uploaded:

- Brief Resume (PDF)
- ID Proof (PDF)
- Proof of Date of Birth (PDF)
- Educational Certificates: Relevant Mark-Sheets/ Degree Certificate (PDF)
- Experience certificates (PDF)
- Form-16 (PDF)
- Recent Photograph
- Signature
- PWD certificate if applicable

### b. Photograph file type/ size:

- Photograph must be a recent passport style colour picture.
- Size of file should be between 20 kb - 50 kb and Dimensions 200 x 230 pixels (preferred)
- Make sure that the picture is in colour, taken against a light-coloured, 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.
- 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.

### c. Signature file type/ size:

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Call Letter and wherever necessary.
- If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Call Letter, the applicant will be disqualified.
- Size of file should be between 10 kb - 20 kb and Dimensions 140 x 60 pixels (preferred).
- Ensure that the size of the scanned image is not more than 20 kb.
- Signature in CAPITAL LETTERS shall NOT be accepted.

### d. Document file type/ size:

- All Documents must be in PDF.
- Page size of the document to be A4.

### Document file type/ size (contd...)

- Size of the file should not be exceeding 500 kb.
- In case of Document being scanned, please ensure it is saved as PDF and size not more than 500 kb as PDF. If the size of the file is more than 500 kb, then adjust the setting of the scanner such as the DPI resolution, no. of colors etc., during the process of scanning. Please ensure that Documents uploaded are clear and readable.

### e. Guidelines for scanning of photograph/ signature/ documents:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Color to True Color
- Crop the image in the scanner to the edge of the photograph/ signature, then use the upload editor to crop the image to the final size (as specified above).
- The photo/ signature file should be JPG or JPEG format (i.e. file name should appear as: 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 photo and signature in .jpeg format not exceeding 50 kb & 20 kb respectively by using MS Paint or MSOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu. The file size can be reduced below 50 kb (photograph) & 20 kb (signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.
- While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph and signature.

### f. Procedure for Uploading Document:

- There will be separate links for uploading each document.
- Click on the respective link "Upload"
- Browse & select the location where the JPG or JPEG or PDF file has been saved.
- Select the file by clicking on it and Click the 'Upload' button.
- Click Preview to confirm the document is uploaded and accessible properly before submitting the application. If the file size and format are not as prescribed, an error message will be displayed
- Once uploaded/ submitted, the Documents uploaded cannot be edited/ changed.
- After uploading the photograph/ signature in the online application form candidates should check that the images are clear and have been uploaded correctly.** In case the photograph or signature is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature, prior to submitting the form. **If the face in the photograph or signature is unclear the candidate's application may be rejected.**

## I. GENERAL INFORMATION:

- Before applying for the post, the applicant should ensure that he/ she fulfils the eligibility and other norms mentioned above for that post as on the specified date and that the particulars furnished by him/ her are correct in all respects.
- Candidates belonging to reserved category including, for whom no reservation has been mentioned, are free to apply for vacancies announced for unreserved category provided they must fulfil all the eligibility conditions applicable to unreserved category.
- IN CASE IT IS DETECTED AT ANY STAGE OF RECRUITMENT THAT AN APPLICANT DOES NOT FULFIL 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 SHORTCOMINGS IS/ ARE DETECTED EVEN AFTER APPOINTMENT, HIS/ HER SERVICES ARE LIABLE TO BE TERMINATED.
- The applicant should ensure that the application is strictly in accordance with the prescribed format and is properly and completely filled.
- Appointment of selected candidate is subject to his/ her being declared medically fit as per the being able to submit their applications within the last date on account of aforesaid reasons or for any other reason beyond the control of SBI.
- DECISIONS OF BANK IN ALL MATTERS REGARDING ELIGIBILITY, CONDUCT OF INTERVIEW, OTHER TESTS AND SELECTION WOULD BE FINAL AND BINDING ON ALL CANDIDATES. NO REPRESENTATION OR CORRESPONDENCE WILL BE ENTERTAINED BY THE BANK IN THIS REGARD.
- The applicant shall be liable for civil/ criminal consequences in case the information submitted in his/ her application are found to be false at a later stage.
- Merely satisfying the eligibility norms does not entitle a candidate to be called for interview. Bank reserves the right to call only the requisite number of candidates for the interview after preliminary screening/ short-listing with reference to candidate's qualification, suitability, experience etc.
- In case of multiple application, only the last valid (completed) application will be retained and the application fee/ intimation charge paid for other registration will stand forfeited. Multiple appearance by a candidate for a single post in interview will be summarily rejected/ candidature cancelled.

requirement of the Bank. Such appointment will also be subject to the service and conduct rules of the Bank for such post in the Bank, in force at the time of joining the Bank.

- vi. Candidates are advised to keep their e-mail ID active for receiving communication viz. call letters/ Interview date advices etc.
- vii. The Bank takes no responsibility for any delay in receipt or loss of any communication.
- viii. Candidates serving in Govt./ Quasi Govt. offices, Public Sector undertakings including Nationalised Banks and Financial Institutions are advised to submit 'No Objection Certificate' from their employer at the time of interview, failing which their candidature may not be considered and travelling expenses, if any, otherwise admissible, will not be paid.
- ix. In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment.
- x. Candidates are advised in their own interest to apply online well before the closing date and not to wait till the last date to avoid the possibility of disconnection / inability/ failure to log on to the website on account of heavy load on internet or website jam SBI does not assume any responsibility for the candidates not

- xv. 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 and exclusive jurisdiction to try any cause/ dispute.
- xvi. Outstation candidates, who may be called for interview after short-listing will be reimbursed the cost of Train fare (3 A/C) for the shortest route in India OR the actual travel cost (whichever is lower) on the basis of actual journey. Local transportation will not be reimbursed. A candidate, if found ineligible for the post will not be permitted to appear for the interview and will not be reimbursed any fare.
- xvii. **BANK RESERVES RIGHT TO CANCEL THE RECRUITMENT PROCESS ENTIRELY AT ANY STAGE.**
- xviii. At the time of interview, the candidate will be required to provide details regarding criminal case(s) pending against him /her, if any. The Bank may also conduct independent verification, inter alia including verification of police records etc. The Bank reserves right to deny the appointment depending upon such disclosures and/or independent verification

For any query, please write to us through link "CONTACT US" which is available on Bank's website (URL - <https://bank.sbi/careers/psq.htm?action=pquery> OR <https://sbi.co.in/careers/psq.htm?action=pquery>)

**Mumbai,**  
**Date: 13.04.2021**

The Bank is not responsible for printing errors, if any

**GENERAL MANAGER**  
**(CRPD)**