



Appendix

Recruitment of Specialist Officer – 2026-27

Advertisement no. 03/ 2026-27

Roles and Job Description (JD)

1. Audit (Information System) –

- Plan and execute the allotted system audits, review the efficiency & effectiveness of applications within stipulated controls and ensure compliance in coordination with stakeholders under ambit of Bank' internal policies, regulator guidelines & Industry' best practices.
- Perform general and application control reviews from simple to complex IT systems, system development standards, operating procedures, system security, programming controls, communication controls, backup, disaster recovery and system maintenance.
- Accurately interpret audit results against defined criteria and prepare high quality summary of findings, recommendations, systemic improvements, audit finding memoranda and working papers to ensure that adequate documentation exists to support the completed audit and conclusions.
- Follow up on audit findings to ensure that Auditee has taken corrective action(s) within time bound manner as per Bank' defined Policy.
- Responsible for staying current on regulatory requirements and technological changes and maintain currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems.
- Perform review of internal control procedures and security for systems under development and/or enhancements to current systems.
- Consult with and advise Business groups and respective stakeholders on various operational issues related to computerized information systems, new product developments and general business operations.
- Formulation of Policies and SOP as per latest legislative, statutory and regulatory requirements for IT and Cybersecurity.
- Perform miscellaneous job-related duties as assigned.

2. Risk Management - Information Security Group (ISG):

- In-depth knowledge of security concepts such as cyber-attacks and techniques, threat vectors, risk management, incident management etc.
- Handle Incident response to identify and mitigate the threat within Bank's approved TAT.
- In-depth familiarity with security policies based on industry standards and best practices.

- Responsible for reviewing security aspects of applications, before they are deployed in to production environment.
- Maintaining standard information security policy, procedure, and services.
- Strong knowledge of common vulnerability frameworks (CVSS, OWASP), NVD & CVEs.
- Strong Knowledge of security and networking protocols.
- Managing web application security assessments.
- Experience of investigating security events, resolving vulnerability in enterprise networks.
- Performing regular inspections of security systems and network processes.
- Experience of participating in Cyber Drills and Red teaming exercises.

3. Legal –

The scope of work includes

- without limitation examining legal issues (including RTI) referred by various departments / branches / zones of the Bank and opining thereon, drafting, vetting and negotiating agreements, contracts, documents, loan & security documents & debt restructuring documents. Supporting the business team in understanding and advising Bank on mitigation of legal risk in contracts, negotiations, projects, etc.;
- conducting due diligence, conducting legal audit, reviewing and submitting legal audit reports; attending various meetings;
- Investigation of title in respect of the immovable properties mortgaged to the Bank, examining title investigation reports, Genuineness Certificates, etc. prepared by the advocates and accepting / commenting on acceptability of title, handling and advising on the issues pertaining to employee relations/industrial relations, handling cases before courts/tribunals/forums filed by or against the Bank including identification of advocates, negotiation of fees & obtaining the approval, briefing advocates/senior advocates, attending court hearings and following up with the Advocates in respect of all cases filed by / against the Bank;
- Strategizing the recovery action, offering opinion on various legal issues including those related to recovery, alternate dispute resolution, restructuring, resolution, insolvency and bankruptcy, data collation and submission of the requested information to the management. Review the performance of the panel advocates.
- Updating about the latest legal developments and disseminating knowledge on the same to the Bank and generally to advise the Bank on all corporate and banking issues.

4. Security -

- Responsible for all security measures and resources viz Manpower & equipment (electronic/ non electronic).
- Coordinate deployment & responsible for functional efficiency of fire safety resources & personal (manpower).
- Assist in conducting training/ refresher practice of security and fire staff during drill also responsible for Business Continuity Management including Emergency Management/ Mock drills.
- To coordinate, liaison with police, fire safety authorities and other law enforcing agencies for smooth security & fire safety.
- Conducting security visits/ audits of branches/ bank infrastructures as per approved schedule and assist in timely compliances of observations. To enhance security and fire safety awareness among the staff/ stakeholders through continuous training and other innovative methods.
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- Coordinate arrangements in organizational functions like AGM/ Republic Day/ Independence Day etc. and be responsible for protocol duties.
- Daily Checking & signing of Gate passes of stores / items, ID Cards, Vehicles for to & fro movement within the Bank's premises and manage smooth ingress and egress of authorized personnel, employees, equipment of the Bank and oversee security arrangements of Bank's premises as and when strikes/ agitation program (in conjunction with HRD/ LD), if any are announced.
- Responsible for any other related tasks as assigned by the bank.
