



Appendix

Recruitment of Specialist Officer – 2026-27

Advertisement no. 8/ 2025-26

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. IT & MIS –

➤ Finacle Core Group (FCG)

The candidates should:

- Possess sound technical knowledge of Finacle 10X, development of new customization in Finacle 10 and upwards including integration of Interface with CBS on business requirement..
- Provide technical support of all existing Finacle licensed modules procured by the Bank. End-to-End management, maintenance Finacle Core Banking / Finacle Universal Core Banking Solution consists of Finacle Core Banking, CRM, SVS, SSO, Config Editor, Finacle Integrato, etc.
- Lead the team by providing high-quality and value-adding solutions at different stages (i.e. from problem definition to diagnosis to solution design, development, review of the code /scripts and deployment of changes in CBS).
- Provide guidance, and analyse the solutions defined for the business problems to identify any potential risks and issues.
- Identify change Management requirements and propose a structured approach and manage the change using multiple communication mechanisms.
- Anticipates Core Banking application and DB problems i.e. performance and implement preventive measures.
- Investigate and install enhancements and operating procedures that optimize Core Banking application availability.
- Functional support of the Core Banking system and interdependent interfaces
- Configure patches, update and upgrade management of the Core Banking system
- Handle and implement requests for application customizations
- Manage and support integration of the Core Banking system with other interconnected applications
- Maintain technology vendor relationship and comply with service level agreements/ contractual commitments
- Identify the processes and activities needing improvement, identify and communicate the new workable process

standards and best practices to approach those activities.

- Experience in Finacle customization in Finacle 10.x Connect-24/FI-APIs/Core Customization OR Strong technical knowledge includes IBM WebSphere Application Server, implementation, support workload management and performance tuning.

➤ **Information Security**

The candidates should:

- Have strong knowledge of IT, Information Security, Cyber Security (Desirable : Experience in Security/Operations Management/Threat Hunting)
- Be well-versed with vulnerability frameworks (CVSS, OWASP), NVD and CVEs.
- Have strong understanding of Infrastructure Architecture, Networking, Software Architecture, security and networking protocols.
- Be knowledgeable in key security areas: VAPT, input validation, access control, password policy, session management, authentication, encryption.
- Interact with stakeholders/vendors for procurement and installation of security systems.
- Be able to architect security systems and software to ensure the safety of internal products and information
- Manage security measures for IT systems in networked environments.
- Conduct regular inspections and apply system/network security updates.
- Apply system/application/database hardening techniques and best practices.
- Perform web application security assessments (OWASP Top 10: XSS, SQLi, CSRF, etc.).
- Conduct network security assessments (DDoS, WAF, IDS, Firewall, SIEM).
- Ensure IT infrastructure complies with global network security standards.
- Identify and report application/network vulnerabilities with recommended solutions.
- Stay updated on emerging security threats and remedies.
- Monitor server traffic, ticketing, and unusual events.
- Have deep VAPT skills across IT infra, web/mobile apps, APIs, thick clients, secure code review, cloud platforms.
- Demonstrate experience with complex Network Security technologies (Next-Gen Firewalls).
- Have hands-on experience with firewall rule configuration, review and change-management processes.
- Be proficient in at least two security tools: NAC, SIEM, SOAR, XDR, DDoS, WAF, DLP, DRM or similar.
- Have working experience on any leading PAM/PIM tool.
- Be competent in designing, implementing, and troubleshooting complex Network/Application Security issues.

- Lead Implementation/Service Improvement projects and maintain effective stakeholder rapport.

➤ **Network**

The candidates should:

- Should possess sound technical knowledge of Networking (Routers, Switches, Load balancers, Firewalls, IPS, IDS and its associated protocol and underlying technologies)
- Provides technical consultation to end users on network service related requirements. Acts as the primary technical staff to provide network technical expertise to implement various network related projects. equipment and devices to ensure the secure operation, performance, and maintenance of the mission-critical enterprise"
- Plans, analyses, and develops the process of deployment, implementation, and maintenance procedures for the Bank's network projects Recommends, develops, implements, and maintains network security standards and performs administration tasks for various layers of network security levels. Identifies, troubleshoots and resolves issues relating to network outages and performance; makes recommendations for upgrades or improvements
- Responds to user reported problems and service requests related to network services efficiently and effectively.
- Monitors and analyses network and systems resource utilization and performance to determine and resolve potential issues and ensures services are delivered efficiently Monitors the performance and stability of multiple hardware and software platforms at the most complex level to maximize network resource throughput.
- Supports interfaces with servers and other network devices at operating system and application levels to ensure services are provided efficiently.
- Stays abreast on updated technology and new developments related to networks and collaborates with internal resources and vendors in the evaluation and acquisition of internetworking equipment, solutions, and new technology.
- Ensures the execution of proper operational procedures, change controls and documentation.
- Monitor and Manage the Network using Monitoring tool.
- Raise ticket with provider and track the incidents till the resolution.
- Timely updating of issues and status to all the required stakeholders.
- Experience with protocols/technologies such as OSPF, EIGRP, BGP, STP, HSRP, VRRP, VLAN, VXLAN
- Troubleshoot routing protocol issues and issues related to route-map and prefix-list configurations etc.
- Knowledge of SDWAN, Load Balancer, Core Network Technologies such as CISCO ACI.
- Maintain accurate and up-to-date documentation of network infrastructure, configurations, and troubleshooting procedures.
- 24x7 rotational shifts, for supporting NOC operations.

- Responsible for performing initial troubleshooting of network issues. This involves identifying problems, tagging, and escalating issues to higher-level teams if necessary
- Vendor Management and Asset & Inventory Management.

➤ **Data Analytics**

The candidates should:

- Have Strong knowledge in preparing Predictive, Prescriptive Models and Auto Decision making reports.
- Have Sound experience in any of the analytical tools like (SAS Viya, Apache Spark, Python, etc).
- Solve Data Science problems and consult with stakeholders to initiate projects aligned to business needs.
- Work with business and customer stakeholders (both internal and external) to define product objectives and requirements applying data science principles to products and solutions across business units.
- Be highly driven individual who goes that extra mile to deliver an outstanding product.
- Be Analytical and Problem Solver – Understand the needs and requirements, conceptualize, and design solutions for the problems.
- Have effective communication and interpersonal skills, with proven ability to take initiative and build strong, productive relationships.
- Liaise with data engineers on building end to end solution (data mining, data cleansing and data preparation activities) as part of end-to-end data lifecycle
- Gather vast amounts of structured and unstructured data and convert them into actionable insights.
- Identify the data-analytics solutions that hold the most significant potential to drive the growth of organizations.
- Use analytical techniques like text analytics, machine learning, and deep learning to analyse data, thereby unravelling hidden patterns and trends.
- Encourage data-driven approach to solve complex business problems.
- Ensure cleansing and validating of data to optimize data accuracy and efficacy.
- Communicate all the productive observations and findings to the stakeholders via data visualization.
- Collaborate with external vendors for implementing new technologies in Data Analytics.

➤ **Infrastructure**

The candidates should:

- Possess sound technical knowledge of maintaining Tier 3+ Data Centres, its setup operations and maintenance
- Deep knowledge of programming languages operating systems and components (ex: Microsoft Exchange, Active Directory), current equipment and technologies, enterprise backup and recovery procedures, and systems performance monitoring
- Ensure network, server, storage components work together seamlessly to meet business needs, using their full range of capabilities, and stay informed about new features and competitor solutions.
- Ensure that systems, processes and methodologies are maintained, followed to ensure effective monitoring, control and support of service delivery.
- Responsible for overall system and infrastructure availability and develop a resilient infrastructure to reduce failures.
- Troubleshoot issues and provide technical support, when needed.
- Have expertise in implementing, configuring, and testing IT solutions.
- Analyse departmental needs, identify vulnerabilities, and boost productivity, efficiency, and accuracy to inform business decisions.
- Analyse processes, technologies, and vendors continually to find areas for improvement
- Develop and execute disaster planning and maintain data backups.
- Direct involvement in incidents or problems (irrespective of priority) that cause service impact and acts as escalation point for incidents not being resolved in a timely manner.
- Monitor and evaluate the efficiency and effectiveness of infrastructure service delivery methods and procedures.
- Prepare cost–benefit analysis when upgrades are necessary, monitor vendors to ensure that they are offering the best-possible service and value for business needs.
- Have experience in managing privilege Identity and Access solutions, credential vaulting and Log monitoring.

➤ **Vendor Management Group**

- Should possess sound technical knowledge of IT and IT enabled services
- Assessment of the need for IT Products/ Services such as urgency of the requirement, off-the-shelf availability vis.-a-vis. software development.
- Assist business verticals by handling all the procurement related activities for hardware and software (new, existing, customizations, upgrade, middleware, hardware for branches etc.).

- Gather and document business requirements from stakeholders and map it with the existing technical capabilities and identify the gaps
- Prepare and define the scope of Request for Proposal (RFP), get the RFP vetted by legal team along with the in-principle approval for procurement from the Business
- Familiar with General Financial Guidelines (GFR) and latest CVC guidelines
- Responsible for maintaining a forecast of demand, including Projects and Change Requests and the capacity planning of the delivery teams and 3rd Parties, tracking resource utilization vs. allocation, and monitoring impact of slippage on source allocations.
- Ability to draft the proposals for procurement of hardware, software and services to the delegated authority. Issuance of Purchase order to the vendor.
- Managing and monitoring services provided by vendors through SLA Review & audit, issuance of performance & completion Certificates and Document Management (Contract, PBG, NDA, SLA & Indemnity).
- Maintain all procurement details like the number of licenses procured the purchase order reference number and the start date/ end date along with all the documentation work. Centrally manage and track across the Bank the different types of licenses (core based license, enterprise wide license, user-based license etc.)
- Monitor and report on the performance of selected vendors to ensure delivery in line with contractual obligations and performance metrics.
- Manages assigned IT projects to ensure adherence to budget, schedule, and scope of project.
- Develops, maintains, and revises proposals for assigned projects including project objectives, technologies, systems, information specifications, timelines, funding, and staffing.
- Sets and tracks project milestones; manages and accounts for unforeseen delays, then realigns schedules and expectations as needed.
- Establishes and implements project communication plans, providing status updates to affected staff and stakeholders
- Collects, analyses, and summarizes information and trends as needed to prepare project status reports for providing updates to affected staff and stakeholders
- Maintain and enhance the various reports and dashboards used for Bank's internal management, internal and external audits, statutory and regulatory purpose.

➤ **Financial Inclusion**

- Proficiency in system design, coding, SQL, and APIs.
- Knowledge of IT project management, enterprise architecture and digital payment solutions.
- Familiarity with regulatory frameworks related to Aadhaar based eco-system including payments and IT governance.
- Certifications in IT governance (e.g., ITIL, COBIT) or project management (e.g., PMP, Prince2, Agile) are a plus.
- Experience in setting up / configuration / maintenance of Financial Inclusion Gateway, Aadhaar based Payments systems.
- Interfacing with Aadhaar Data Vault.
- Understanding of Business Correspondents / Facilitator model and its operations.

➤ **Trade Finance**

- Proficiency in system design, coding, SQL, and APIs.
- Knowledge of IT project management, enterprise architecture and digital payment solutions.
- Familiarity with regulatory frameworks related to trade finance and IT governance.
- Certifications in IT governance (e.g., ITIL, COBIT) or project management (e.g., PMP, Prince2, Agile) are a plus.
- Experience in implementing large-scale trade finance platforms / Treasury Platforms and digital transformation projects.
- Understanding of financial instruments, risk management techniques, and cash flow forecasting.
- Familiarity with trade finance / treasury operations, systems, and technologies (e.g., SWIFT, Blockchain, Trade Portals, and Document Digitization).

➤ **Digital Lending**

- Expertise in Solution architecture, platform reengineering, API management, Fintech Integration for Digital lending Journeys.
- Proficiency in system design, coding, SQL, and APIs.
- Knowledge of IT project management, enterprise architecture and digital payment solutions.
- Familiarity with regulatory frameworks related to digital lending journeys and IT governance.
- Exposure in LOS/LMS for Priority Sector Lending / MSME.

➤ **Work Flow**

- Strong expertise in workflow automation tools (e.g. UiPath, Blue Prism, Power Automate, or Appian).
- Familiarity with process mapping, RPA, AI, and BPM technologies.
- Certifications in RPA (e.g., UiPath Advanced Developer, Blue Prism Developer) or BPM tools are a plus.

- Knowledge of agile methodologies and project management frameworks. Certification in Project management (e.g., PMP, Prince2, Agile) are an advantage.
- Proven experience in managing a COE for implementing best practices, workflow or process innovation, and continuous improvement.
- Experience in design, development, and implementation of automated workflows and innovation across business units to streamline business operations and reduce manual effort.
- Proven experience in technologies such as Robotic Process Automation (RPA), Artificial Intelligence (AI), and Business Process Management (BPM) tools.

➤ **Other IT functions**

- Should possess sound technical knowledge of IT and IT enabled services
- Assessment of the need for IT Products/ Services such as urgency of the requirement, off-the-shelf availability vis.-a-vis. software development.
- Assist business verticals by handling all the procurement related activities for hardware and software (new, existing, customizations, upgrade, middleware, hardware for branches etc.).
- Gather and document business requirements from stakeholders and map it with the existing technical capabilities and identify the gaps
- Prepare and define the scope of Request for Proposal (RFP), get the RFP vetted by legal team along with the in-principle approval for procurement from the Business
- Responsible for maintaining a forecast of demand, including Projects and Change Requests and the capacity planning of the delivery teams and 3rd Parties, tracking resource utilization vs. allocation, and monitoring impact of slippage on source allocations.
- Managing and monitoring services provided by vendors through SLA Review & audit, issuance of performance & completion Certificates and Document Management (Contract, PBG, NDA, SLA & Indemnity). "
- Maintain all procurement details like the number of licenses procured the purchase order reference number and the start date/ end date along with all the documentation work. Centrally manage and track across the Bank the different types of licenses (core based license, enterprise wide license, user-based license etc.)
- Monitor and report on the performance of selected vendors to ensure delivery in line with contractual obligations and performance metrics.
- Manages assigned IT projects to ensure adherence to budget, schedule, and scope of project.

- Develops, maintains, and revises proposals for assigned projects including project objectives, technologies, systems, information specifications, timelines, funding, and staffing.
- Sets and tracks project milestones; manages and accounts for unforeseen delays, then realigns schedules and expectations as needed.
- Establishes and implements project communication plans, providing status updates to affected staff and stakeholders
- Collects, analyses, and summarizes information and trends as needed to prepare project status reports for providing updates to affected staff and stakeholders
- Maintain and enhance the various reports and dashboards used for Bank's internal management, internal and external audits, statutory and regulatory purpose.

➤ **AI & ML**

- Utilize machine learning and deep learning models to create customer intelligence - Cross sell/Upsell / Churn / Behavioral models. Write production level test driven code in python and SQL. Analyze datasets to uncover insights that inform marketing and customer centric investments. Work collaboratively with product managers, other data scientists, in an agile / scrum to fulfil modelling needs.
- Ensure applications adhere to industry regulations such as RBI guidelines and comply with data privacy laws, security framework while development and implementation.
- Coordinate with cross-functional teams to ensure smooth integration with existing banking systems and processes. Work with internal stakeholders to gather requirements and translate them into technical specifications. Engage with external vendors and partners to adopt innovative technologies and solutions.
- Maintain clear communication and build strong relationships with all stakeholders through regular updates and prompt responses.
- Oversee and manage audits by ensuring compliance with regulations, preparing necessary documentation, and addressing audit findings promptly.
- Ensure system stability and proactive monitoring/maintenance to avoid unplanned downtime. Track incidents and RCA and preventive Actions
- Identify the Key Risk in the area and take action. Maintain and closely monitor RCA in the area
- Comprehensive monitoring and tracking of project progress by overseeing activities, deliverables, and milestones. This includes establishing clear timelines, ensuring alignment with project objectives, and maintaining detailed records of progress.

- Regularly review and assess project activities to identify potential risks or delays, implement corrective actions, and ensure timely delivery.

➤ **Cloud Management**

- Should have good knowledge in public and private cloud, its architecture, operations and maintenance
- Should have deep knowledge of VMware virtualization, AWS and Google cloud setup operation and maintenance
- In depth knowledge of VMware vSphere, Multi-instance VMware Cloud, VMware Horizon VDI, vRealize Operations Manager (vROPS), vRLI (VMware Log Insight) VMware Aria Automation etc.
- Should have experience in implementing and administering VDI solutions.
- Experience in Redhat Linux and Windows operating system administration
- Responsible for overall monitoring and management of private and public cloud infrastructure, and management
- Should have deep knowledge of setting up FinOps for cost control on public cloud
- Responsible for developing a resilient infrastructure to reduce failures.
- Troubleshoot issues and provide technical support when required
- Analyze departmental needs, identify vulnerabilities, and boost productivity, efficiency, and accuracy to inform business decisions
- Develop and execute disaster recovery planning and maintain data backups
- Direct involvement in incidents or problems (irrespective of priority) that cause service impact and acts as escalation point for incidents not being resolved in a timely manner
- Experience with IT Asset and Service Management Tools.

➤ **Data Science**

- Proficiency in data analysis and visualization.
- Strong knowledge of machine learning, deep learning, and data mining techniques.
- Proficiency in generic machine learning tools like TensorFlow, PyTorch, R, Python, Scala etc.
- Excellent problem-solving and critical thinking skills.
- Design and develop interactive and visually appealing dashboards/reports using Power BI / Tableau etc. collect process and clean data from various sources for analysis. Assist the team in analyzing large datasets to derive meaningful insights.
- Create visualizations and dashboards to help other departments understand and act on the findings.
- Learn and apply statistical testing and methods to provide actionable insights.
- Document findings to present to non-technical audiences.
- Continuously seek opportunities to learn and improve analytical skills and stay updated with industry trends.

- Promote best practices for data visualization, user experience and data governance within banking ecosystem.
- Build data pipelines for continuous data in batch/streaming capacity and assist Data Scientists for deployment activities as well.
- Ensure applications adhere to industry regulations such as RBI guidelines and comply with data privacy laws, security framework while development and implementation.
- Lead the end-to-end implementation of digital banking applications, including but not limited to internet banking, mobile banking and other channels
- Coordinate with cross-functional teams to ensure smooth integration with existing banking systems and processes. Work with internal stakeholders to gather requirements and translate them into technical specifications. Engage with external vendors and partners to adopt innovative technologies and solutions.
- Maintain clear communication and build strong relationships with all stakeholders through regular updates and prompt responses.
- Oversee and manage audits by ensuring compliance with regulations, preparing necessary documentation, and addressing audit findings promptly.
- Ensure system stability and proactive monitoring/maintenance to avoid unplanned downtime. Track incidents and RCA and preventive Actions
- Identify the Key Risk in the area and take action. Maintain and closely monitor RCSA in the area
- Comprehensive monitoring and tracking of project progress by overseeing activities, deliverables, and milestones. This includes establishing clear timelines, ensuring alignment with project objectives, and maintaining detailed records of progress.
- Regularly review and assess project activities to identify potential risks or delays, implement corrective actions, and ensure timely delivery.

➤ **Full Stack Developer**

- Front-End Development: Proficiency in HTML, CSS, JavaScript, and front-end frameworks like React, Angular, or Vue.js.
- Back-End Development: Strong knowledge of server-side languages such as Node.js, Python, Ruby, Java, PHP, or .Net. Knowledge of Low-Code/No-Code tools such as Microsoft Power Apps.
- Database Management: Experience with relational databases (e.g., MySQL, PostgreSQL) and/or NoSQL databases (e.g., MongoDB, DynamoDB).
- Version Control: Experience with Git and collaborative workflows using platforms like GitHub or GitLab.
- API Integration: Proficiency in RESTful APIs, GraphQL, and third-party integrations.

- Familiarity with cloud platforms (AWS, Azure, Google Cloud).
- Knowledge of DevOps tools and CI/CD pipelines.
- Familiarity with containerization technologies like Docker or Kubernetes
- Proven experience in Designing, developing, and implementing responsive, user-friendly web interfaces.
- Proficient in development and maintenance of server-side APIs, databases, and backend services.
- Expertise to work closely with cross-functional teams, including designers, product managers, and other developers, to define project requirements and deliverables.
- Knowledge to optimize SQL/ applications, for speed, scalability, and responsiveness.
- Ability to debug, test, and resolve application performance issues.

4. Junior Assistant Manager (Grade O): Security

- **Shift Supervision:** Act as a Security Supervisor and Shift-In-Charge to ensure smooth and seamless handover/ takeover between shifts. Prepare and submit shift reports to Security Officer
- **Discipline & Safety:** Maintain discipline among the security guards and ensure adherence to Bank's rules and regulations in addition to security policy. Assist in enforcing safety norms and emergency response drills. Basic knowledge of firefighting and able to handle minor emergencies.
- **Guarding and Vigilance:** Conduct regular patrolling in the Bank's premises. Monitor and ensure safety of vulnerable points and critical posts. Detect and report any suspicious, unsafe or irregular activity to Security Officer.
- **Access Control:** Ensure authorized ingress/ egress of men, material and vehicles in the Bank's premises.
- **Medical Fitness:** Applicants should have medical category of Shape-1 or equivalent at the time of the discharge from services. Applicant shall also be required to pass Bank's medical fitness test prior to joining and the final offer of employment would be issued to candidates who are found to be medically fit as per Bank's Medical Fitness Standards and/or by the Bank's Consultant Physician at Corporate Center, Mumbai and as per terms mentioned in para 5.11 (a to c) above.
