

**Advertisement No. 16/ 2023-24****Appointment of Data Protection Officer (on Contract)**

IDBI Bank invites applications from eligible Indian citizens for the below mentioned post (on contract basis). Candidates fulfilling required eligibility criteria may send their application to [rec.experts@idbi.co.in](mailto:rec.experts@idbi.co.in) on or before **March 15, 2024**.

Start Date of receiving of Application:	<b>01/03/2024</b>
Last Date of receiving of Application:	<b>15/03/2024</b>

**1. Details of POSTS / VACANCY / AGE / CONTRACT PERIOD / SELECTION PROCESS / PLACE OF POSTING / ANNUAL CTC:-**

Sl. No.	Post	Vacancy	Age (as on 01.01.2024)	Contract Period	Likely Place of Posting	Annual CTC (approx.)
1	<b>Data Protection Officer</b>	1	Minimum 45 years to Maximum 60 years	<b>3 years*</b>	Mumbai / Navi Mumbai <i>Bank reserves right to post a candidate as per Bank's requirement.</i>	<b>Consolidated remuneration which will based on experience, Seniority level etc.</b> <b>Remuneration shall be subject to deduction of taxes/statutory deductions, as applicable.</b>

*\*Extendable up to 5 years at Bank's discretion subject to regulatory / statutory guidelines.*

**PLEASE NOTE**

- (i) Cut-off date for eligibility criteria is **January 01, 2024**.
- (ii) Before applying, candidates should ensure that they fulfill the eligibility as on the cut-off date. Admission to Personal Interview (PI), will be purely provisional without verification of documents. Candidature will be subject to verification of details/documents with the originals when the candidate reports for PI, if called.
- (iii) IDBI Bank reserves the right to place the selected candidates in any of the functional areas of the Bank other than those advertised, if found suitable for the same.
- (iv) Only Candidates willing to serve anywhere in India, should apply.

2. **Eligibility criteria**

2.01 **Nationality/Citizenship:**

Candidates must be either (a) a citizen of India, or (b) a subject of Nepal, or (c) a subject of Bhutan, or (d) a Tibetan refugee (who came over to India before 1st January 1962) with the intention of permanently settling in India or (e) a person of Indian origin, who have migrated from Pakistan, Myanmar (formally Burma), Sri Lanka, East African Countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India, provided that the candidate belonging to categories (b), (c), (d) or (e) above shall be a person in whose favour a certificate of eligibility has been issued by Government of India.

2.02 **Age, Educational qualification and Experience as on January 01, 2024:**

Sl No	Post	Educational Qualification	Specific Skill Required	Work Experience (as on 01-01-2024)	Job Profile
1	<b>Data Protection Officer</b>  <b>Age</b> <b>Min – 45 years</b> <b>Max – 60 years</b>	Graduation or Equivalent  <u>Additional requisite Professional Qualification:</u> Certified Information Privacy Professional (CIPP) (CIPP-Europe / CIPP-Asia) and/or Certified Information Privacy Manager (CIPM) and / or Fellow of Information Privacy (FIP) <u>Preferred Qualifications:</u> Certified Information Privacy Technologist (CIPT)/ Certified Data Privacy Solutions Engineer (CDPSE)/ PECB Certified Data Protection Officer (CDPO)/ Certified in Data Protection (CDP) / ISO 27001/ NIST 800-53/ CISM / CISA, etc Expert Knowledge of data privacy laws and practices. Exposure to Data Privacy Laws & Regulations such as General Data Protection	<ol style="list-style-type: none"> <li>1. Knowledge of data privacy laws and practices and exposure to Data Privacy Laws &amp; regulations such as General Data Protection ("GDPR"), UK Data Protection Act 2018 etc, Digital Personal Data Protection (DPDP) Act, 2023 underpinned by theory and experience.</li> <li>2. Knowledge of Information lifecycle, risk management, data security areas &amp; Information Governance disciplines</li> <li>3. Implementation knowledge / experience of data privacy processes and practices.</li> <li>4. Understanding of Indian Laws/guidelines/legislation related to Data Privacy and subsequent real time implementation.</li> <li>5. Ability to work with cross functional teams, attention to details, organizational skills, etc.</li> <li>6. Ability to manage &amp; lead the team, implement budgets &amp; meet training needs of the team</li> <li>7. Ability to drive large change management program within organizations.</li> <li>8. Ability to communicate across all organizational boundaries in an appropriate manner.</li> </ol>	Minimum 15 years work experience at managerial role in IT with at least 3-5 years of experience in Data Privacy and other relevant Data security areas (within overall experience as above) preferably in BFSI sector / Scheduled Commercial Banks.	<ol style="list-style-type: none"> <li>1. Responsible for ensuring that the bank complies with the requirements of data protection and privacy legislation of India (DPDP 2023) and other applicable laws.</li> <li>2. Develop and manage the Bank's data protection strategy in India/ offshore, including the development and implementation of Bank's data protection policy and procedures.</li> <li>3. Undertake periodic data protection audits or reviews, in order to ascertain Bank's compliance with Data Protection legislation. The DPO shall undertake any work necessary to remediate any deficiencies identified by the audit result.</li> <li>4. Conduct Data Protection Impact Assessment (DPIA) and periodically review the same.</li> <li>5. Submission of reports on data privacy laws to the top management/ Board.</li> </ol>

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		Regulation ("GDPR"), UK Data Protection Act 2018 etc.			<p>6. Review record of processing operations personally identified information (PII) &amp; Data Inflow Diagram (DFD).</p> <p>7. Collaboration with supporting functions (Legal, IT &amp; Info Sec etc.) to stay up to date with new processes and policies.</p> <p>8. Provide education, training and awareness to all members of staff on the requirements of data protection legislation and the care and handling of personal data in order to ensure that relevant business functions are made aware of their legal responsibilities and how to comply with them.</p> <p>9. Provide advice in the development of new IT systems and procedures, the drafting of data protection notices, the obtaining of consent from data subjects.</p> <p>10. Ensure processes and procedures in place to deal with data subject access requests and assist / provide advice in relation to, such requests.</p> <p>11. Provide advice/ assist management of any data breaches which may arise, including liaising with the Supervisory Authority on behalf of the Bank.</p> <p>12. Possess strong management, motivational and leadership skills</p> <p>13. Any other task/role as may be decided by the Bank from time to time.</p>

### 3. Terms of Appointment

No.	Particulars	Terms & Conditions
(i)	Period	Contract for a period of 3 years (extendable up to 5 years at Bank's discretion and subject to statutory and regulatory guidelines) to be reviewed every year.
(ii)	Nature of appointment	Contractual
(iii)	Remuneration	Consolidated remuneration which will be based on experience, Seniority level etc. Remuneration shall be subject to deduction of taxes/statutory deductions, as applicable. CTC comprises of all the emoluments/allowances/benefits/perquisites, etc. paid as one time/ monthly/ periodically/ annually except as mentioned in the terms and conditions separately.
(iv)	Leave	12 days of Casual Leave (CL) for every calendar year. In addition to CL, appointee will be entitled for 15 days of leave. However, if the contractual period starts mid of a calendar year, proportionate CL and other leaves shall be accordingly granted on pro-rata basis. Unavailed leaves, if any, shall neither be eligible for encashment nor carried forward.
(v)	Other facilities for official purposes	<ul style="list-style-type: none"> <li>• TA/HA, mobile and laptop facility as per entitlement for GM grade officer.</li> <li>• Air travel entitlement as applicable for GM grade officer.</li> </ul> The facilities will be payable subject to approval of the supervisor.
(vi)	Termination of contract	<ul style="list-style-type: none"> <li>• The contract may be terminated by either party by giving to the other one month's notice or pay in lieu thereof. Further, absence beyond 15 days would result in termination of the contract, unless approved by the competent authority.</li> </ul>
(vii)	Superannuation benefits	No superannuation benefit shall be applicable.
(viii)	Service rules	In addition to the terms and conditions of appointment, during the contractual period, the appointee shall generally be governed by the IDBI Bank Limited Officer's Conduct, Discipline and Appeal Rules, 2006 as amended from time to time.
(ix)	Accommodation	The applicants shall make own arrangements for his/her stay and it shall not be incumbent on the Bank to provide any residential accommodation.
(x)	Undertaking	The appointee shall furnish a non-disclosure undertaking in the prescribed format on the stamp paper of requisite value at the time of joining.
(xi)	Posting	Candidates are likely to be posted at Mumbai/Navi Mumbai. However Bank reserves the right to post to any offices of the Bank or to any place as per requirement of the Bank.
(xii)	Residual Matters	As may be decided by IDBI Bank Ltd. from time to time.

### 4. Selection Procedure :

4.01 The selection process will comprise of:-

(i) Preliminary screening and shortlisting based on the eligibility criteria, candidate's qualifications, suitability/ experience, etc. submitted with the applications.

(ii) The candidature, after preliminary screening and without verification of documents, will be provisional for both positions and will be subject to verification of all details/ documents with the originals when a candidate reports for PI (if called).

(iii) Only such shortlisted candidates who qualify in Personal Interview and are sufficiently high in the merit list will be shortlisted for further selection.

(iv) The center & address of the venue, time and date of interview will be informed to the shortlisted candidates through e-mail / call letter and candidates have to attend the same at their own cost. Request for change of center/date/time will not be entertained. However, the Bank reserves its right to change/ add/ cancel the date, time, center, venue for the PI or hold supplementary selection process on particular date/ session/ venue/ center for set of candidates at its discretion, under unforeseen circumstances, if any. The changes, if any, shall be intimated to the candidates through Bank's website and/or candidate's registered e-mail in advance.

(v) Selection will be on the basis of marks secured by the candidate in PI. Bank may change the mode of selection depending upon the number of suitable candidates.

(vi) The final selection of candidate is subject to qualification in PI, being sufficiently high in the merit list, being declared medically fit as per the Bank's standards of fitness and fulfilling the stipulated eligibility criteria as on the cut-off date.

(vii) In case, more than one candidate scores the cut off marks (common mark at cut off point); such candidates will be ranked according to their age in descending order.

(viii) The Bank reserves the right to call only the requisite number of candidates for the Interview after preliminary shortlisting with reference to candidates' aforesaid attributes.

(ix) IDBI Bank, at its discretion, reserves the right to make an offer for a post, one grade lower the advertised position, even though the candidate applies and fulfills the eligibility criteria for the higher grade post. Accordingly remuneration commiserating to the offered grade will be applicable to the selected candidate.

4.02 Mere eligibility, admission/qualification in PI does not imply that the Bank is satisfied beyond doubt about the candidate's eligibility and it shall not vest any right in a candidate for selection. The Bank would be free to reject the candidature of any candidate at any stage of recruitment process, if he/she is found to be ineligible and/or furnished incorrect or false information/ certificates/ documents or has suppressed any material facts. If appointed, such a candidate may be summarily removed from the services of the Bank.

***Important: The PI may be held at the Bank's Corporate Office in Mumbai or virtually. While appearing for PI, if called, the candidate should produce valid prescribed documents given below. In the absence of documents candidature of the candidates shall be cancelled. Bank takes no responsibility to receive/ collect any certificate/remittance/ document sent separately.***

5. **List of Documents to be produced at the time of PI (as applicable):**

The following documents in original together with a self-attested photocopy in support of the candidate's eligibility and identity are to be invariably submitted at the time of interview failing which the candidate may not be permitted to appear for the interview. Non submission of requisite documents by the candidate at the time of interview will debar his/her candidature from further participation in the recruitment process.

- i) Print out of the original and valid Interview Call Letter.
- ii) Photo Identify Proof as indicated in Point 7 below.
- iii) Mark sheets & provisional / degree certificates for educational qualifications.
- iv) Work Experience: For the Past employer: Relieving Letters and Experience Certificate from the past employer and for the present employer: Experience certificate, Offer Letters, Pay or Salary Slips clearly indicating the date of joining and date of relieving for each of the past or previous employer(s) mentioning the functional area of experience. The experience certificate or testimonials produced by the candidates should indicate the date of joining and relieving, designation at the time of joining, date of promotion with designation, if any. In case the same is not mentioned in either the experience certificate or Relieving letter, a bonafide experience certificate is required mentioning the experience of the candidate in desired functional area along with the duration. Any adverse remark from the previous employer(s) or any act of misconduct/ wrong committed by the candidate would be a disqualification to apply and render the candidature for cancellation.
- v) Candidates serving in Government/ Quasi Govt. Offices/ Public Sector Undertakings (including Nationalized Banks and Financial Institutions) are required to produce a "No Objection Certificate" from their employer at the time of joining the Bank, in the absence of which their candidature will not be considered.
- vi) Candidates will not be allowed to appear for the interview if he/ she fail to produce the relevant eligibility documents as mentioned above.

Note: Inability to produce any of the above mentioned documents (both original and attested copy) at the time of interview will render the candidates ineligible for the selection. **No documents shall be directly sent to the Bank by candidates before or after the interview.**

6. **How to apply:**

- i. **Candidates are required to send their application to "[rec.experts@idbi.co.in](mailto:rec.experts@idbi.co.in)" mentioning the Name of the Post in the subject line.**
- ii. **Intimation will be sent to the candidate's email ID/ Mobile Number specified in the application form.**
- iii. An application which is incomplete in any respect such as without photograph and signature uploaded in the application form will not be considered as valid.
- iv. Any information submitted by a candidate in his/ her application shall be binding on the candidate personally and he/ she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at a later stage.

## 7. Identity Verification

At the time of PI, the original call letter along with a photocopy of the candidate's photo identity (bearing the same name as it appears on the call letter) such as PAN Card/ Passport/ Driving License/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer/ People's Representative along with a photograph / Identity Card issued by a recognized College/ University/ Aadhar card with a photograph/ Employee ID should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/ her details on the call letter, in the Attendance List and requisite documents submitted. **If identity of the candidate is in doubt the candidate may not be allowed to appear for the PI.**

In case of candidates who have changed their name, they will be allowed only if they produce original Gazette notification/ their original marriage certificate/ affidavit in original, mentioning the changed name.

Note: Candidates have to produce, in original, the same photo identity proof bearing the name as it appears on the application form/ call letter and submit photocopy of the same.

## 8. General Eligibility

Medical Fitness, Character and Caste (wherever applicable) verification of selected candidates: The appointment of selected candidates will be subject to their being declared medically fit as per medical fitness standards followed by the Bank and upon satisfactory verification of their character, antecedents and caste certificates (wherever applicable). Till such time, the appointment of the selected candidates in the Bank will be provisional. Such appointment will also be subject to the Service, Conduct Rules & Policies of the Bank.

## 9. General Instructions

- (i) Cut-off date: **January 01, 2024.**
- (ii) Before submitting the application form, the candidates must ensure that they fulfill all the eligibility criteria with respect to age, educational qualifications, experience, etc. as stated in this advertisement. If the candidates are not eligible, their candidature will be cancelled at any stage of the recruitment. If the candidate qualifies in the selection process and subsequently it is found that he or she does not fulfill the eligibility criteria, his or her candidature will be cancelled and if appointed, services would be terminated without any notice or compensation.
- (iii) **Candidates are required to send their application to "[rec.experts@idbi.co.in](mailto:rec.experts@idbi.co.in)" mentioning the Name of the Post in the subject line.**
- (iv) IDBI Bank reserves the right to modify or amend or reverse or cancel any or all of the provisions of the recruitment process including eligibility criteria.
- (v) IDBI Bank may at its sole discretion, re-hold PI or additional PI, wherever necessary in respect of a center or venue or specific candidates(s) and/or all centers or all candidates.
- (vi) Any resultant dispute arising out of this advertisement and the selection process shall be subject to the sole jurisdiction of the Courts situated in Mumbai only.

**Disclaimer: -**

*(i) 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 shortcomings is/are detected even after appointment, his/her services are liable to be terminated.*

*(ii) Decisions of Bank in all matters regarding eligibility, conduct of examination, 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.*

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