



State Bank of India

CENTRAL RECRUITMENT & PROMOTION DEPARTMENT,
CORPORATE CENTRE, MUMBAI

(Phone : 022-2282 0427; Fax : 022-2282 0411; E-mail : crpd@sbi.co.in)

RECRUITMENT OF VICE PRESIDENT - COMPLIANCE (COMPANY SECRETARY) ADVERTISEMENT NO. CRPD/CON/VPCS/2015-16/08

ONLINE REGISTRATION OF APPLICATION : 02.02.2016 TO 13.02.2016
PAYMENT OF FEES – ONLINE : 02.02.2016 TO 13.02.2016

**LAST DATE FOR RECEIPT OF APPLICATION PRINT OUT WITH SCANNED COPY OF
TESTIMONIALS THROUGH EMAIL: 17.02.2016**

State Bank of India, looking for qualified and experienced candidate for the position of Vice President – Compliance (Company Secretary) on contract basis at its Corporate Centre, Mumbai.

1. VACANCIES & PLACE OF POSTING : 1 (One), Corporate Centre, Mumbai

2. JOB PROFILE :

The Vice President – Compliance (Company Secretary) will report to General Manager (Shares & Bonds) and ensuring compliance of various regulations/provisions/Act of SEBI/RBI/GOI. The detailed roles and responsibilities are mentioned in Annexure - I.

3. ELIGIBILITY CRITERIA:

(A) Age Limit: (As on 01.02.2016): Not above 45 years as on 01.02.2016

(B) Essential Qualifications: (AS ON 01.02.2016)

- I. The candidate should essentially Graduate from a recognized University (preferably with minimum 60% marks) and Associate Membership of the Institute of Company Secretary of India.
- II. Candidates with additional degree in Law, MBA (Finance) from reputed 'A' grade B-School/ University and qualification of Chartered Accountants will be an added advantage

(C) Experience:

Minimum 7 years of experience in a Private/ Public Sector Bank or a reputed Listed Company as Company Secretary with adequate exposure to compliance / Secretarial function.

4. NATURE OF ENGAGEMENT: CONTRACTUAL

- (i) PERIOD OF CONTRACT:** The term of office of the holder of the post shall be for 5 years, initially, extendable at the discretion of the Bank.
- (ii) TERMINATION OF CONTRACT:** The contract can be terminated at one months' notice on either side or on payment / surrender of one month's compensation amount in lieu thereof.

5. SELECTION PROCEDURE:

- (i) Selection will be based on personal interview.
- (ii) Candidates will be short-listed for personal interview, based on their qualification, experience and overall suitability.

6. REMUNERATION:

Remuneration payable over the period of 5 years of contractual agreement by each Bank will be as under:

| Years of contract | Cost to Bank Basis | |
|---|--------------------------|--------------------------------|
| | Fixed Component | Performance based variable pay |
| 1 st Year | Rs. 30.00 lacs per annum | ---NIL--- |
| 2 nd & 3 rd Years | Rs. 30.00 lacs per annum | 15% of Fixed Component |
| 4 th & 5 th Years | Rs. 30.00 lacs per annum | 30% of Fixed Component |

- Remuneration shall be a negotiable for suitable candidate

- Reimbursement of medical insurance premium for self and family of not exceeding two children (actual basis), amount not exceeding Rs. 30,000/-, shall be paid extra.
- No perquisites are envisaged. No other increment during the contract period payable.
- The remuneration will be paid monthly equivalent of lump-sum monetary compensation of annual CTC without any perquisites and without prejudice to his/ her pension in other Bank if any. The monetary compensation will be paid for the contractual period on monthly basis @ 1/12th of annual CTC which may be distributed on the components of Basic Pay, HRA, Conveyance Allowance etc.
- Income Tax or any other tax liabilities on such monetary compensation/ remuneration will be deducted at source, as per prevailing rate(s) mentioned in the Income Tax Rules.

7. LEAVE DETAILS: The official shall be entitled to leave of 30 days per financial year. Leave may be permitted on pro-rata basis in a given financial year with the approval of the Bank.

8. APPLICATION FEE (Non Refundable) : Rs. 600/- (Rupees Six hundred only)

Application Fee once paid will NOT be refunded on any account nor can it be held in reserve for any other examination or selection.

09. HOW TO APPLY

For detailed guideline procedure - a) Application Registration, b) Payment of Fees, c) Photograph & signature scan & upload visit bank's website www.statebankofindia.com or www.sbi.co.in -> careers with us -> Recruitment of VPCS in State Bank of India – 2015-16.

The scanned copy of downloaded online application along with scanned copies of (i) Photo ID, (ii) Proof of Date of Birth (iii) Educational certificates/mark-sheets (iv) Experience certificates (indicating area and period of service), (v) Salary Statement, (vi) Brief resume & document indicating area of exposure (if any) should be sent to Central Recruitment & Promotion Department by 17.02.2016 on email address crpd@sbi.co.in. If scanned copies of application and testimonials are not received by 17.02.2016 application will be rejected.

10. GENERAL INFORMATION:

- (i) Candidates, called for interview will be paid Airfare (Economy) / 1 AC railway fare by the shortest route in India.
- (ii) Appointment of selected candidate is subject to his/her being declared medically fit as per the requirement of the Bank. Such appointment will also be subject to the service and conduct rules of the Bank for such posts in the Bank, in force at the time of joining the Bank.
- (iii) Decisions of Bank in all matters regarding eligibility, selection etc. would be final and binding on the candidates. No representation or correspondence will be entertained by the Bank in this regard.

Mumbai,
Date: 30.01.2016

GENERAL MANAGER
(CRPD)

**Roles & Responsibilities for
Vice President – Compliance (Company Secretary)**

1. Ensuring compliance of various Regulations of SEBI Listing Regulations, and related RBI/GOI provisions/Regulations and SBI Act/ Regulations.
2. Ensuring conformity with the regulatory provisions applicable to SBI in letter and spirit.
3. Co-ordination with and reporting to the SEBI, recognized stock exchange(s) and depositories and compliance with rules, regulations and other directives of these authorities.
4. Ensuring that the correct procedures have been followed that would result in the correctness, authenticity and comprehensiveness of the information, statements and reports filed by SBI under SEBI Listing Regulations. Periodical back testing of information.
5. Monitoring emails of grievance redressal division as designated by SBI for the purpose of registering complaints by investors.
6. Submission of periodical returns/ information to Stock Exchanges as per statutory/ regulatory requirement.
7. Submission of necessary disclosures to Stock Exchanges in terms of Bank's Fair Disclosure Policy.
8. Capital raising exercise i.e. Preferential Issue, QIP, and Rights issue, FPO, Bonds / Debt Capital etc.
9. To ensure compliance under Code of Conduct, Insider Trading Regulations and necessary reporting to Stock Exchanges.
10. Compliance related to conduct of Annual General Meeting (AGM) of shareholders of the Bank.
11. Preparation of probable questions & answers booklet for the AGM.
12. Reply to the queries raised by shareholders during the proceedings of the AGM.
13. Compliance related to conduct of General Meeting for election of Shareholder Directors.
14. Compliance related to conduct of General Meetings for capital raising, share-split or any other related activity.
15. Maintain minutes/proceedings of all General Meetings.
16. Intimation to Stock Exchanges on various developments, received from other departments of the Bank, which are required to be reported to Stock Exchanges, ensuring compliance with Bank's internal resources.
17. Announcement of quarterly results to Stock Exchanges through laid down procedure.
18. Advise/consult in preparation/drafting of Corporate Governance and other relevant sections of the Annual Report.
19. Reconciliation of Share Capital Audit (Secretarial Audit) — reporting to Stock Exchanges and putting up to the Chairman & ECCB.
20. Payment of quarterly (RNS) charges to London Stock Exchange and Singapore Stock Exchange, etc.
21. Payment of Annual Listing Fee to all Stock Exchanges including London Stock Exchange.
22. Payment of Annual Custodial Fee to NSDL/ CDSL.
23. Compliance of Corporate Governance Certificate after obtaining report from various departments and reporting the same to Stock Exchanges.
24. Submission of quarterly shareholding pattern to Stock Exchanges.
25. Submission of other regulatory returns on quarterly basis.
26. To obtain Corporate Governance Certificate from the Statutory Auditors.
27. Reengineering of Compliance Function in SBI.
- 28.** Providing compliance support and clarifications to all departments in SBI, and to other entities in group wherever required.
- 29.** Any other matter, as may be entrusted by the Bank from time to time.