



# 480, 1st Floor, Khivraj Complex 1, Anna Salai, Nandanam, Chennai 600035  
Ph.no 044-24313094-97

Indbank Merchant Banking Services Limited (IBMBS LTD), a subsidiary of Indian Bank, with headquarters in Chennai, engaged in Stock Broking, Depository Participant Activities, Distribution of Mutual Fund and other Investment Products, Merchant Banking, Advisory Services and Retail Loan Counselors, invites applications from eligible candidates for the post of (a) Head – Account Opening Department (b) Account Opening Staff (c) DP Staff (d) Dealer- for Stock Broking Terminals (e) Back Office Staff- Mutual Fund (f) Back Office Staff- Registered Office & Help Desk (g) Systems & Networking Engineer (h) Research Analyst (i) Vice President- Retail Loan Counselor (j) Branch Head – Retail Loan Counselor and (h) Field Staff- Retail Loan Counselor.

Last date for receipt of duly filled in application with the copy of the enclosures	26.04.2022
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**1. Details of position(s) / discipline(s):**

S.No	Name of the Position(s) / Discipline(s)	Vacancies
1	Head – Account opening Department	1
2	Account Opening Staff	4
3	DP Staff	2
4	Dealer- for Stock Broking Terminals	8
5	Back Office Staff- Mutual Fund	2
6	Back office Staff- Registered Office & Help Desk	3
7	Systems & Networking Engineer	1
8	Research Analyst	1
9	Vice President- Retail Loan Counselor	1
10	Branch Head – Retail Loan Counselor	7
11	Field Staff- Retail Loan Counselor	43
	Total	73

**2.Compensation :**

S.No	Name of the Position(s) / Discipline(s)	Compensation
1	Head – Account Opening Department	Rs 5.00-6.00 lakh p.a.
2	Account Opening Staff	Rs.1.50-2.00 lakh p.a.
3	DP Staff	Rs.3.00-4.00 lakh p.a.
4	Dealer- for Stock Broking Terminals	Rs.3.50 lakh p.a.
5	Back Office Staff- Mutual Fund	Rs.1.50-2.00 lakh p.a.
6	Back Office Staff- Registered Office & Help Desk	Rs.1.50-2.00 lakh p.a.
7	Systems & Networking Engineer	Rs.3.00-4.00 lakh p.a.
8	Research Analyst	Rs.4.00-5.00 lakh p.a.

9	Vice President- Retail Loan Counselor	Rs.8.00-10.00 lakh p.a.
10	Branch Head – Retail Loan Counselor	Rs 5.00-6.00 lakh p.a.
11	Field Staff– Retail Loan Counselor	Rs.1.50-2.00 lakh p.a.

Over and above, performance linked incentive will also be paid depending on the individual performance.

**3. Age, Educational Qualification, Experience and Place of Vacancy:**

Description	Minimum Qualification	Experience	Age	Place of Posting	Mode of Selection
Head – Account Opening Dept.,	Any Graduation with NISM DP, SORM Certificate	Minimum 10 years experience in Account Opening Operations, opening Demat and Trading A/c preferably handled both NSDL and CDSL DPs	Not exceeding 50 years	Chennai	Mode of selection is based on the Interview. A Screening Committee will screen the applications received for the post for identifying eligible candidates.
Account Opening Staff	Any Graduation with NISM DP, SORM Certificate	Minimum 2years experience in Account Opening Operations Opening Demat and Trading A/c	Not exceeding 40 years	Chennai	
DP Staff	Any Graduation with NISM DP Certificate	Minimum 5 years experience in DP Operations	Not exceeding 35 Years	Chennai	
Dealer- for Stock Broking Terminals	Graduate with NISM / NCFM qualification	Minimum one year experience in dealing	21-30 Years	Lucknow, Kanpur, Varanasi, Kolkata, Jaipur, Patna, Tuticorin and Vellore	

Systems & Networking Engineer	<p>a) Graduation in Engineering (4 years)/ B.Tech Degree in Computer Science/Computer Applications/ Information Technology/ Electronics/ Electronics &amp; Telecommunications/ Electronics &amp; Communication/ Electronics &amp; Instrumentation OR</p> <p>b) Post Graduate Degree in Electronics/ Electronics &amp; Tele Communication/ Electronics &amp; Communication/ Electronics &amp; Instrumentation/ Computer Science/ Information Technology/ Computer Applications OR</p> <p>c) Graduate having passed DOEACC</p>	Minimum one year experience in system related operations such as Unix, Windows server & Networking	21-30 Years	Chennai
Back Office - Mutual Fund	Any Graduation	Minimum 1 year experience in back end processing of investments made by clients in Mutual Funds. NISM in Mutual Funds preferred.	Not exceeding 35 Years	Chennai
Help Desk Staff	Any Graduation.	Minimum 1 year experience in Account opening / Demat / Trading operations. Experience in handling Customer	Not exceeding 35 Years	Chennai

		Relations preferred.		
Back Office Staff -Regd Office (Accounts)	Any Graduation. B.Com Graduate preferred.	Minimum 2 years experience in Accounts / Financial background	Not exceeding 35 Years	Chennai
Research Analyst	MBA in Finance or any other equivalent Post Graduation And NISM – Research Analyst Certification	Minimum Four years' experience in equity research, analyzing trends of industries and economy, preparation of research reports, writing investment notes and report investment opinions on companies, Fundamental analysis, Mutual Fund and Bond market	Not Exceeding 40 Years	Mumbai

<b>Description</b>	<b>Vice President - RLC</b>	<b>Branch Head – RLC</b>	<b>Field Staff – RLC</b>
Minimum Qualification	Any Graduation	Any Graduation	12th pass or equivalent and above
Experience	Minimum 20 years of experience in Banking / NBFC having sufficient knowledge in Retail Loan Products	Minimum 15 year of experience in Banking / NBFC having sufficient knowledge in Retail Loan Products	Preferably minimum 1 year experience in Sales, Retail and Loan Products – Home Loan, Vehicle Loan, Credit Card etc.,

Age	Not exceeding 65 Years	Not exceeding 65 Years	Not exceeding 35 Years
Place of Posting	Chennai	Bangalore, Mumbai Pune, Ahmedabad Delhi, Coimbatore and Lucknow	Chennai ,Bangalore, Mumbai Ahmedabad, Pune, Kolkata, Delhi, Coimbatore and Lucknow
Mode of Selection	Mode of selection is based on the Interview. A Screening Committee will screen the applications received for the post for identifying eligible candidates.		

\*Cutoff date for Age, Educational qualification and Experience will be as on 31.03.2022.

**Note:**

- a. All Educational Qualification prescribed shall be from the University/ Institution/ Board recognized by Govt. of India/ approved by Govt. Regulatory Bodies.
- b. Experience relevant to the post will only be counted for reckoning the attribute of experience.

**4. Mode of Selection**

Mode of selection is based on the Interview. A Screening Committee will screen the applications received for the post for identifying eligible candidates. Interview and final selection will be carried out by the Committee of the company.

**5. How to Apply**

Candidates having above qualifications may download the application form from our website [www.indbankonline.com](http://www.indbankonline.com) and send duly filled in applications with the copy of the enclosures through courier / Registered Post to the below mentioned address, addressed to-

Head Administration  
No 480, 1<sup>st</sup> Floor Khivraj Complex I,  
Anna Salai, Nandanam  
Chennai-35.

Candidate can also send the scanned copy of the duly filled application with the enclosures to [recruitment@indbankonline.com](mailto:recruitment@indbankonline.com).

**6. General Instructions**

- a. Before applying for the post, candidate should verify and satisfy himself/herself that he/she fulfills the eligibility and other norms mentioned in this advertisement. Company would be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post for which he/she has applied. The decision of the Company shall be final in deciding about qualifications, experience and other eligibility norms.

- b. In case it is detected at any stage of recruitment that a candidate does not fulfill any of the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s), his/her candidature will be cancelled. If any of these shortcomings is/are detected even after appointment, his/her contract is liable to be terminated.
- c. The Company reserves the right to alter, modify or change the eligibility criteria and / or any other terms and conditions spelt out in this advertisement.
- d. Only those candidates who have met with the eligibility criteria for appearing in the Personal Interview will be intimated by email to the email address, furnished by them.
- e. The admission to personal interviews will be purely provisional without verification of age, qualification etc. of the candidates with reference to documents.
- f. Candidates will have to produce original relevant certificates like educational qualifications, experience, age, etc. at the time of interview, in support of his /her eligibility, as per the details furnished in the application, failing which his / her candidature will be cancelled.
- g. Decision of the Company in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of the, interview, selection and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Company in this regard.
- h. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated in Chennai.
- i. In case ,any dispute arises on account of interpretation inversion other than English, English version will prevail.
- j. Company does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of loss in transit or for any other reason beyond the control of the Company.

Chennai

Head Administration