

Deputy Managing Director – Chief Financial Officer

of

National Bank for Financing Infrastructure and Development (NaBFID)

BBB invites applications from qualified candidates for the post of the Deputy Managing Director - Chief Financial Officer (DMD - CFO) of NaBFID on a full-time basis. Interested candidates who fulfill the eligibility criteria may apply online on <https://banksboardbureau.org.in>.

The last date for submitting the complete online application is **22nd April, 2022 by 5 pm IST**. Before applying, candidates are advised to ensure that they fulfill the stipulated eligibility criteria. This advertisement contains the following details:

Section	Section Title	Details in Section
A	Job Profile and competency/Skill Requirements	Details on role of the post of DMD, along with the desired competencies/skills for the execution of the said role
B	Eligibility Criteria	Details on the eligibility criteria such as age, educational qualification, and experience
C	Tenure and Salary & Allowances	Details of the tenure and Salary & Allowances
D	Selection Procedure	Brief on the selection procedure

Appendix	Section Title	Details in Section
1	Application Guidelines	Guidelines on application submission and other general instructions

A. Job profile and competency/skill requirements

The DMD - Chief Financial Officer reports to the Managing Director (MD) and is a member of the Board of Directors of NaBFID. He/She is responsible for oversight of fund-raising activities, asset-liability management, finance, accounts, budgeting, taxation, and ensuring capital mobilization to meet the business goals of the institution.

Select duties and responsibilities:

- Drive access to diversified, low-cost, and long-term liquidity
- Develop innovative financial instruments to meet NaBFID's fund requirements
- Oversee bond market operations, take capital and fundraising decisions
- Manage, control, and regulate the Bank's funds and ensure that the liquidity position of the Bank is optimally cost-effective
- Asset and liability management and forecasting (both short-term and long-term)
- Develop and maintain treasury policies, procedures, systems and ensure that all treasury activities are carried out as per the approved policies and guidelines
- Ensure formulation of financial and accounting policies, programs, and systems; evaluate the financial position accordingly; manage collection and settlement of funds
- Ensure accurate accounting and reporting of treasury transactions, including month-end close, reconciliations, etc.
- Lead creation of a lean, digital, data-driven entity with robust project governance via online trackers, digital tools, and leadership dashboards across the project lifecycle
- Work with stakeholders on developmental initiatives such as deepening of the domestic bond market

B. Eligibility Criteria

Age Limit: **Not more than 59 years**, as of 31st January 2022.

Minimum Educational Qualification: **Graduate** or equivalent or professional qualification of CA / Cost Accountants / MBA or equivalent.

Experience: Minimum 20 years of experience as of 31st January 2022 in any mainstream banking or financial lending business such as Scheduled Commercial Banks (SCBs), AIFs, NBFCs, or multilateral institutions with

1. (a) Candidate should have at least **one year** of experience at a Board level position as of 31st January 2022, including part or whole of this experience in an institution with a balance sheet of more than ₹ 3 lakh crore, as of 31.03.2021

and

- (b) The candidate should have current or prior exposure to Treasury or CFO vertical as of 31st January 2022.

OR

Candidate should have at least **two years** of experience in the Finance or the Treasury function (in one or multiple stints) and should be at the highest level below with Board as of 31st January 2022 in such institutions with a balance sheet

of more than ₹ 3 lakh crore, as of 31.03.2021

OR

is the CFO (*Head of Finance*) or Head of Treasury, as of 31st January 2022 in such institutions with a balance sheet of more than ₹ 3 lakh crore, as of 31.03.2021

- The incumbency of Board level position/ highest level below with Board should not be older than three years prior to 31st January 2022.
- The required experience in Finance or Treasury function should not be older than five years as of 31st January 2022.

C. Tenure and Salary & Allowances :

1. **Tenure:** Candidate shall hold office for a term not exceeding five years as prescribed by Central Government and shall be eligible for re-appointment subject to an overall term not exceeding ten years; provided that he/she shall not hold office after attaining the age of sixty-two years
2. **Salary & Allowances :** *Total compensation (total of fixed pay and performance bonus) not exceeding Rs 2.62 crore per annum.*

D. Selection Procedure

Selection will be based on Shortlisting and Personal Interviews. Applications received shall be screened and shortlisted based on experience and eligibility conditions. The candidates may be called for preliminary interactions to determine their eligibility. Candidates will be shortlisted based on their qualifications, experience, and overall suitability for Personal Interviews. Selection of the candidate will be done by NaBFID on the recommendation of the Banks Board Bureau (BBB). In order to canvass/ reach out to a wider pool of candidates, NaBFID retains the right to additionally avail services of third parties (including recruitment agencies) to suggest potential candidates. Such potential candidates, if determined to be eligible, in terms of this advertisement (or recruitment notice) shall be invited to appear before the evaluation process to be carried out by BBB.

Confidentiality of the selection process will be maintained.

Application Guidelines

1. Application Procedure

All applicants are required to apply online by submitting the details and scanned copies of the relevant documents. The link to the application is available on the BBB website <https://banksboardbureau.org.in> under the 'Vacancies & Recommendations' tab.

KINDLY DO NOT SUBMIT MULTIPLE APPLICATIONS FOR THE SAME ROLE OR MULTIPLE ROLES. IN CASE OF MULTIPLE APPLICATIONS, THE LAST SUBMITTED APPLICATION WILL BE CONSIDERED BASED ON THE DATE/TIME OF SUBMISSION. IN SUCH CASES, NO PART OF THE EARLIER SUBMITTED APPLICATIONS, INCLUDING UPLOADS SHALL BE CONSIDERED.

INCOMPLETE APPLICATIONS SHALL NOT BE CONSIDERED.

2. Documents

BBB may call for the following documents in original. The same may be uploaded in the online application form under the relevant section.

- i) Resume (Annex 1)
- ii) Declaration of vigilance profile of candidate (Annex 2)
- iii) Self-certified documentary evidence to substantiate that the balance sheet of the firm in which the applicant has prior experience at a Board level position or at least two years of experience in the Finance or the Treasury function (in one or multiple stints) and should be at the highest level below the Board or has experience as CFO (Head of Finance), as of 31st January 2022, in such institution with balance sheet size of more than ₹ 3 lakh crore as on March 31, 2021
- iv) Photo Identify Proof such as Passport/Aadhaar/e-Aadhaar Card/PAN Card/Driving License/Voter's Card
- v) Mark sheets and certificates for educational qualifications
- vi) Work Experience: Documentary proofs such as Experience Certificates from past and current employers, Appointment Letters, Relieving Letters, Pay or Salary Slips to verify the date of joining and relieving, designation at the time of joining, date of promotion with designation, if any.
- vii) Candidates serving in Government / Quasi-Government offices / Public Sector Undertakings (including Nationalized Banks and organisations) must upload a "No Objection Certificate" from their employer.
- viii) Any other relevant documents in support of eligibility

It may be noted that incomplete applications or the applications submitted without the requisite documents in the desired format would be summarily rejected.

3. Action against candidates found guilty of misconduct

Candidates are advised in their interest that they should not furnish any particulars/details/information or make statements that are false, incorrect, tampered, fabricated, and should not conceal or suppress any material information while filling up the application form and submitting the attested copies of testimonials. In case it is detected at any time that the candidate has indulged in any of the above-mentioned activities, he/she will not only be disqualified, but he/she will also be liable to be dismissed from the services of NaBFID at any time, even after being selected and after joining NaBFID in

service. At the time of the personal interview, if a candidate is (or has been) found guilty of:

- i) Using unfair means during the selection process, or
- ii) Impersonating or procuring impersonation by any person, or
- iii) Misbehaving in the Personal Interview or
- iv) Resorting to any irregular or improper means in connection with his/her candidature, including resorting to canvassing for his candidature, or obtaining support for his/her candidature, by any means, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, shall also be liable:
 - (1) To be disqualified from the selection process for which he/she is a candidate.
 - (2) To be debarred, either permanently or for a specified period, from any recruitment conducted by Banks Board Bureau

4. General eligibility

The appointment of selected candidates may be subject to their being declared medically fit by a doctor or a panel of doctors.

Further, the appointment of selected candidates shall be subject to being meeting all the other requirements for position in terms of applicable statutes and guidelines.

5. General instructions

- i) Candidates should satisfy themselves about their eligibility for the post applied for.
- ii) Candidates may be required to execute a Non-Disclosure Agreement with the Banks Board Bureau before appearing for interactions.
- iii) In case of selection, **candidates who are expected to get NOC** may be required to produce a proper discharge certificate/NOC from the employer when taking up the appointment.
- iv) Candidates are advised in their own interest to fill in the application form and upload the necessary documents as per the application form much before the closing date and not to wait till the last date.
- v) BBB does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of aforesaid reasons or for any other reason beyond the control of BBB.
- vi) Candidates are advised to keep their e-mail ID alive for receiving advice, viz. Call Letters/Personal Interview date etc.
- vii) Decisions of BBB in all matters regarding eligibility, the conduct of Personal Interviews, other tests, and selection would be final and binding on all candidates. No representation or correspondence will be entertained by BBB in this regard.
- viii) The appointment of the selected candidate will be by the Board of Directors of NaBFID subject to the service and conduct rules of NaBFID.
- ix) Any legal proceedings regarding any matter of claim or dispute arising out of

this advertisement and/or an application in response thereto can be instituted in Mumbai, and courts/tribunals/forums at Mumbai shall have sole and exclusive jurisdiction to try any cause/dispute.

- x) Candidates called for Personal Interviews will be paid Airfare (Economy Class)/ 1-AC railway fare on production of actual bills

6. Announcements

All further announcements/details about this process will be published/provided on our official website <https://banksboardbureau.org.in> from time to time.

7. Disclaimer

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 canceled. If any of these shortcomings is/are detected even after the appointment, his/her services are liable to be terminated. No representation or correspondence will be entertained by BBB in this regard.

Secretary
Banks Board Bureau

Annex 1

**Resume Format
Application for DMD – CFO of National Bank for Financing Infrastructure and
Development**

Photograph

1	Name	
2	Present Designation	
3	Present Organisation	
4	Date of Birth	

Educational Qualification

Degree	University / Institution	Major Subjects

Details of 20 years of experience in mainstream banking or financial lending business as on 31-January-2022

Date from	Date To	Institution	Designation	Details of experience

Details of 1 year of experience in Board level position as on 31-January-2022

Date from	Date To	Institution	Balance Sheet Size of the Institution as on 31.3.2021	Designation	Details of experience

Details of current or prior exposure to Treasury or CFO vertical as on 31-January-2022

Date from	Date To	Institution	Designation	Details of experience

Details of at least two years of experience in the Finance or Treasury function (in one or multiple stints) and at highest level below the board as of 31st January 2022 OR details of experience as CFO (Head of Finance) as of 31st January 2022, in such institutions with a balance sheet of more than ₹ 3 lakh crore, as of 31.03.2021

Date from	Date To	Institution	Balance Sheet Size of the Institution as on 31.3.2021	Designation	Details of experience

Date:

Place:

Name and signature

Sign and Seal of HR Department

**Annex 2
Declaration Form**

Declaration for the post of DMD of National Bank for Financing Infrastructure and Development (NaBFID)

Applicant's Name (as per official records):

Designation of the Applicant (in full):

Name of the Organisation:

2. (a) Whether any penalty/punishment was awarded to the applicant during the last 10 years.

Yes	No
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If yes, the details thereof

i) Civil / Criminal

ii) Departmental Inquiry

(b) Whether any civil or criminal action or inquiry is going on against the applicant as far as his / her knowledge goes

If yes, the details thereof.

Yes	No
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i) Civil / Criminal

ii) Departmental Inquiry

3. I certify that I have not been disqualified to act as a Director under Section 164 or any other relevant sections of the Indian Companies Act, 2013.

I certify that the details furnished by me wherever applicable are true to the best of my knowledge & belief.

Date:

(Name & Signature of the Applicant)

To be filled by the Competent Authority (Chief Vigilance Office / Head of Organisation / Head of HR)

It is certified that the particulars furnished above have been scrutinized and found to be correct as per official records.

It is also certified that the Applicant is clear from Vigilance angle.

Signature
Name, Designation & Official Seal

Please provide email ID and Phone number / Mobile number of the signing authority

Email: _____

Phone: _____