BANK OF BARODA, UAE TERRITORY

invites applications for positions in IT / Digital Banking Department in Officers' cadre

1. **Officer Cadre (IT & Digital Banking Department)**

   A. Eligibility Criteria (as on 01.01.2025)*

POST CODE	Post	No. of vacancies	Maximum Age Limit	Educational Qualification	Experience
I	**Officer Cadre (IT) & Officer Cadre (Digital Banking)**	2 1 (IT) 1 (Digital)	40 years	Basic Qualification B.E/ B.Tech / M.Tech /BCA / MCA or equivalent degree in Information Technology / Computer Science from a recognized University	The candidate should possess at least 1-3 years of experience in Information Technology, Digital Banking Department of a Financial Institution in the UAE, or an IT company that offers services to such institutions. Candidates should provide a valid experience certificate or proof to confirm their post qualification experience. The candidate must have a proven track record in the UAE and possess the necessary competencies to efficiently manage the IT Department.

Note:- The Candidate should have

a. A thorough understanding of the business environment & market in India, UAE & other neighboring geographies.

b. Candidates presently working in Govt. / Public Sector Undertaking to submit their application along with NOC from his / her current employer

c. Existing Bank of Baroda Employees worldwide may not apply

d. His/ her integrity should not have been doubtful during his/her service.

e. No punishment/penalty should have been inflicted on him/her during his/her service.

f. Ready to work in any branch / office of Bank of Baroda in UAE Territory

g. Knowledge in Arabic Language would be an added advantage

h. Detailed non exhaustive Job Description, expected roles and responsibilities provided in Annexure I.

*Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. Candidates must necessarily produce the relevant documents pertaining to age, educational qualifications (both academic & professional), post qualification work experience etc. [scanned copy of the documents to be attached in support of their identity and eligibility as indicated in the application form].

Bank of Baroda
India's International Bank

Scale of Pay and Emoluments:-

Scale of Pay / Negotiable	Salary will be as per rules and regulations of the Bank & will commensurate with the professional qualification and experience of the selected candidate
Other benefits:	
Health Insurance Coverage as per DHA specification	Self, Spouse and max. 2 dependent children
Ex gratia Payment	Subject to the enough profitability of the bank and performance of an employee, bank may consider ex-gratia payment up to one month's basic salary in a year.
Leave Passage	As per Personnel Policy of our Bank for Local Employees of UAE
End of Service Benefit (SSI)	As per Personnel Policy of our Bank for Local Employees of UAE (applicable to employees other than UAE Nationals)
GPPSA	As per provisions applicable to GPPSA (applicable to UAE National candidate with family book only)

D.   Important Dates:-

Application to be sent to designed Email ID	**From 19.02.2025 to 12.03.2025**

E.   How to apply:-

Candidates are required to send their CV/Biodata and duly filled application form (to be downloaded from Bank's career page) on our Email Id - recruitment.uae@bankofbaroda-uae.ae Subject line – Recruitment of Officer IT / Digital – 2025 – Application (mention either IT or Digital) followed by their full name as per passport. Candidates will be provided a unique Application number after receiving an email and all future correspondences will be made using Application number only. No other means/ mode of application will be accepted. Applicants are required to submit their CV/Biodata along with application form at the time of submitting application/email. All updates will be available on Bank's career page only (https://www.bankofbarodauae.ae/about-us/careers)

E.   Selection Procedure: -

Only those candidates who are fulfilling the eligibility criteria will be shortlisted by a Committee constituted for the purpose by the Bank. A personal interview of the shortlisted candidates shall be conducted to assess the candidate's personality, level of communication, clarity & problem-solving approach, innovativeness, level of efficiency, willingness to work in any part of the country, suitability for the post etc. Merely applying for the position will not entitle any candidate to be shortlisted for Interview. Bank may adopt any other mode for selection at its discretion. In case number of candidates fulfilling eligibility criteria is more, Bank may shortlist most suitable candidates for Personal Interview. Details of such candidates will be displayed on Bank's website.

F.   Call letters for Interview: -

Call letters for the purpose of interview will be sent to the shortlisted/ eligible candidates only through email at the email address given by them in the application form.

G.   General Instructions: -

1. Before applying, the candidate should ensure that he/she fulfils the eligibility criteria and other norms mentioned in this advertisement. Decision of the Bank in all matters regarding deciding the 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 conduct of examination, interview, selection and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries will be entertained by the Bank in this regard.

2. In case, it is detected at any stage of recruitment that a candidate does not fulfill the eligibility criteria / 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 stand cancelled. If any of this shortcoming/s is/are detected even after appointment, his/her services are liable to be terminated instantly.

3. All candidates will have to produce duly signed printout of application, CV, communication regarding unique application number along with original as well as self-attested photocopies of certificates regarding Qualification, post qualification experience, Date of Birth, Passport, Visa details & Emirates ID etc., in support of their eligibility at the time of interview, failing which their candidature will be cancelled.

4. Candidates are required to have a valid personal email ID and Contact No. (the same email ID and Contact Number will be registered with us for all correspondence. It should be kept active during the currency of this recruitment exercise. Bank may send call letters for interview through the registered email ID. Under no circumstances, he/she should share/ mention email ID to/ or of any other person.

5. <u>Action against candidates found guilty of misconduct:-</u> Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated or should not suppress any material information while submitting application.

6. Bank reserves the right to change the selection procedure, if necessary. The change, if any, shall be communicated to the candidates in advance.

7. Candidate will undergo the statutory probation period for -06- months required as per law. If during probation or after, the organization is not satisfied with the performance of the candidate, Bank shall reserve all its rights towards terminating such employment contract after fulfilling the necessary provisions applicable in law.

Note:

Merely satisfying the eligibility criteria / norms do not entitle the candidate to be called for interview. The Bank reserves the right to call only the required number of candidates for interview after preliminary screening / short-listing with reference to the candidate's age, qualification, essential requirements, suitability, and experience. The Bank reserves the right to reject any application/ candidature at any stage or cancel the conduct of interview/ process without assigning any reason. Decision of the Bank in respect of all matters pertaining to this recruitment would be final and binding on all candidates.

Date: 19th February, 2025   **Jagdish Tungaria**
                                                                                                            Chief Executive, GCC Operations

Annexure I

Roles & Responsibility

Position	Job Description / Roles & Responsibility (in brief only)
Officer Cadre (IT)	➤ Manage and Support IT Infrastructure of UAE Operations.
	➤ Liaison with Business Team, Regulators, Vendors and Corporate Office for Technology related matters.
	➤ End-to-end execution of Technology Projects and initiatives.
	➤ Ensure KPIs assigned to the department with respect to Service Availability and Uptime.
	➤ SLA monitoring and implementation with external/internal stakeholders.
	➤ BCP and DR drill implementation.
	➤ Day to day execution of operational tasks assigned to IT Department.
	➤ Handle incidents and service requests from all internal stakeholders with respect to IT.
	➤ Monitoring and day-to-day execution of IT Policy & IT Manual.
	➤ End-to-end procurement process including requirement finalization, negotiation/RFP, approval, payments and reporting.
	➤ Managing the local DC/DR Infrastructure, Desktops, ATMs, Internal Networks and other IT Infrastructure.
	➤ Level-3 Support of Applications hosted from Global DC/DR and ensure SLA terms.
	➤ Closely associate with higher management and business team for aligning IT Strategy with the business strategy of the operations.
	➤ Should have had IT Projects in any previous assignment
	➤ Analyzing and understanding the market best practices for various digital products and formalize the strategy for implementation of same.
	➤ Develop comprehensive project plans that align with the strategic goals of the digital banking department.
	➤ Define project scope, objectives, and deliverables in collaboration with respective teams and stakeholders.
	➤ Create and manage detailed project timelines, ensuring achievement of milestones.
	➤ Effectively manage relationships with vendors and service providers.
	➤ Ensure projects meets with all regulatory compliances/ timeline and banks norms.
	➤ Handling the operational activities of digital products and maintenance of Physical Asset like ATM, TAB etc.

	➤ Working closely with vendors, management and regulatory authorities regarding for digital products;
	➤ Preparing written proposals or requests;
	➤ Coordinate with cross functional teams including developers, tech team and business teams to implement new features and services.
Educational Qualification	Basic Qualification : B.E/ B.Tech. / M. Tech./BCA / MCA or equivalent degree in Information Technology / Computer Science from a recognized University
Experience	The candidate should possess at least 1-3 years of experience in Information Technology, Digital Banking Department of a Financial Institution in the UAE, or an IT company that offers services to such institutions. Candidates should provide a valid experience certificate or proof to confirm their post qualification experience. The candidate must have a proven track record in the UAE and possess the necessary competencies to efficiently manage the IT Department.

Position	Job Description / Roles & Responsibility (in brief only)
Officer Cadre (Digital Banking)	➤ Liaison with Business Team, Regulators, Vendors and Corporate Office for Product related matters.
	➤ End-to-end execution of New Digital Projects and initiatives.
	➤ Handle incidents and service requests from all internal stakeholders with respect to digital products and execution of day to day operational activities
	➤ Monitoring and day-to-day execution of Digital Function Policy and Manuals.
	➤ End-to-end procurement process including requirement finalization, negotiation/RFP, approval, payments and reporting.
	➤ Analyzing and understanding the market best practices for various digital products and formalize the strategy for implementation of same.
	➤ Develop comprehensive project plans that align with the strategic goals of the digital banking department.
	➤ Define project scope, objectives, and deliverables in collaboration with respective teams and stakeholders.
	➤ Create and manage detailed project timelines, ensuring achievement of milestones.
	➤ Effectively manage relationships with vendors and service

	providers.
	➢ Ensure projects meets with all regulatory compliances/ timeline and banks norms.
	➢ Handling the operational activities of digital products and maintenance of Physical Asset like ATM, TAB etc.
	➢ Working closely with vendors, management and regulatory authorities regarding for digital products;
	➢ Preparing written proposals or requests;
	➢ Coordinate with cross functional teams including developers, tech team and business teams to implement new features and services.
	➢ SLA monitoring and implementation with external/internal stakeholders.
Educational Qualification	Basic Qualification : B.E/ B.Tech. / M. Tech./BCA / MCA or equivalent degree in Information Technology / Computer Science from a recognized University. Candidate having Post graduation in Project Management will be preferred
Experience	The candidate should possess at least 1-3 years of experience in Information Technology, Digital Banking Department of a Financial Institution in the UAE, or an IT company that offers services to such institutions. Candidates should provide a valid experience certificate or proof to confirm their post qualification experience. The candidate must have a proven track record in the UAE and possess the necessary competencies to efficiently manage the Digital Department.