

BANK OF BARODA, UAE TERRITORY

INVITES APPLICATIONS FOR THE POST OF MANAGER / SENIOR MANAGER AS AN INTERNAL AUDITOR

A. Eligibility Criteria (as on 01.01.2023)*

POST CODE	Post	No. of vacancies	Maximum Age Limit	Educational Qualification	Experience
I	MANAGER / SENIOR MANAGER AS AN INTERNAL AUDITOR	2	Max. 45 yrs	Basic Qualification CA / Local CA equivalent Qualification UK (CA) / ACCA / ICWA etc. from Premier Institute (Preference to be given to CAMS / CISA /DISA/ FRM certified)	The Candidate should have minimum -02 / 03- years experience of working in Bank / Financial Institutions / Audit Firm particularly in UAE as an Internal Auditor/Auditor (requisite experience in Audit Function of the Bank / BFS). (Submission of Valid Experience Certificate / Proof is mandatory to confirm Employee's tenure) The Candidate should have basic knowledge in the areas of Risk, IT, Treasury, Compliance etc. apart from Banking Operations, Credit & IFRS Candidate must have proven track records & having competencies to handle the Internal Audit Functions.

Note:- The Candidate should have

- A thorough understanding of the business environment & market potential available in India, UAE & other neighboring geographies.
- Strong analytical skills
- Candidates should be able to liaise with various Regulatory Authorities.
- His/ her integrity should not have been doubtful during his/her service.
- No punishment/penalty should have been inflicted on him/her during his/her service.
- Conversant with various rules, regulations & regulatory guidelines related to Banking Business in global markets.
- Sound knowledge of international banking law / practice and products / services will be preferred particularly relating to India & UAE.
- Ready to work in any branch / office of Bank of Baroda in UAE Territory
- Knowledge in Arabic Language would be an added advantage

*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].

Job Description / Roles and responsibilities of Internal Auditor (in brief only):

- Formalization of audit and communication with the Branch / Territory and submission of audit report in time.

- To carry out various Audits independently for all the Branches of GCC Operations / Other Territories / Offices such as Credit Audit of eligible Accounts for each Month, Risk Based Internal Audit (RBIA), Half Yearly Revenue Audits, Investment and Forex Dealing Room Audits, Audit of Syndicated Loans Portfolio, Treasury Audit, Territorial Inspection of Administrative Office, Audit of Zonal Compliance and AML Department Function, Audit of Regional Back Office (RBO), System Audit of Dealing Room, Audit of Outsourced Services and Activities (Dubai, Oman & Singapore)
- To monitor timely submission of RCs with minimum pendency
- To submit Annual Audit Plan to UAE_AC and to ensure that branches are inspected as per plan during the year. Also submission of monthly DO letter and various statement/MIS to CIAD/other authorities.

B. Scale of Pay and Emoluments

Post Code	Post	Scale of Pay / Negotiable
I	Manager / Senior Manager as an Internal Auditor	Salary will be as per rules and regulations of the Bank & will commensurate with the professional qualification and experience of the selected candidate
House Rent Allowance is payable as permissible under Personnel Policy of the Bank		

Other benefits:	
Health Insurance Coverage as per DHA specification	Self, Spouse and dependent children (max 2 nos.)
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

D. Important Date:-

Website Link Opens	From 02.01.2023 to 31.01.2023
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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.

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. A list of all such candidates along with details such as date, time and venue of the interview will be hosted on the bank's website www.bankofbarodauae.ae. Candidates are requested to regularly visit the Bank's website and keep track of the status of their candidature.

G. How to apply:-

Candidates are required to apply only 'ONLINE' through website www.bankofbarodauae.ae. No other means/ mode of application will be accepted. Applicants are first required to go to the Bank's website www.bankofbarodauae.ae and open the link 'Careers - Ongoing Recruitment Exercises'. Thereafter, open the Recruitment Notification entitled Bank of Baroda **Recruitment of Manager / Senior Manager as an Internal Auditor - 2023'**.

H. 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 the system generated online application form submitted for the post, along with original as well as self attested photocopies of certificates regarding Qualification, 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. Action against candidates found guilty of misconduct:- 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 filling up the 'Online' 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: 31st December, 2022

**Nishant Ranjan
Chief Executive, GCC Operations**