



The South Indian Bank Ltd., Regd. Office: Thrissur, Kerala

**RECRUITMENT OF SECURITY OFFICERS**

**The South Indian Bank Ltd., a Premier Scheduled Commercial Bank in India, invites applications from Indian Nationals for the post of Security Officers in Scale I Cadre.**

**READ THIS NOTIFICATION CAREFULLY BEFORE APPLYING.**

Eligible applicants are requested to apply ONLINE through Bank's website [www.southindianbank.com](http://www.southindianbank.com) No other means/modes of applications will be accepted. Before the registration, applicants are requested to ensure that there is a valid email id in his/her name. Applicants are advised to use Internet Explorer 7 & higher or Mozilla Firefox browsers for the registration of applications.

**All future communications in this regard will be notified in our website.**

**a) IMPORTANT DATES**

Online Application - Start Date	<b>22.10.2020</b>
Online Application - End Date	<b>30.10.2020</b>

**b) NO. OF VACANCY: 5**

**c) SCALE & DESIGNATION OF APPOINTMENT**

Scale I	Probationary Officer (Security)
---------	---------------------------------

**d) ELIGIBILITY CRITERIA (as on 30.09.2020)**

Age	<ul style="list-style-type: none"><li>• Not more than 28 years</li><li>• 5 years of age relaxation for SC/ST candidate.</li></ul>
Minimum Educational Qualification	<ul style="list-style-type: none"><li>• B. E/ B. Tech in ECE/ EEE/ Instrumentation/ CS/ IT</li><li>• 60% marks in X/SSLC, XII/HSC and B.E/ B. Tech</li></ul>
Preference	<ul style="list-style-type: none"><li>• NCC – C Certificate holders</li><li>• Cisco Certified Network Associate (CCNA)</li><li>• Cisco Certified Network Professional (CCNP)</li><li>• Cisco Certified Internetwork Expert (CCIE)</li></ul>

- Candidates who are meeting the requisite educational qualification only will be eligible to apply.
- Candidate should have passed X, XII and B. E. /B. Tech under regular course (full time course) from a recognised University/ Institute recognised by the Govt. of India. Educational qualification by mode of distance education will not be considered.
- If Grade/ CGPA is awarded instead of marks, only candidates securing CGPA/ Grade equivalent to 60% or more may apply. Equivalent percentage should be mentioned at the time of application and percentage conversion certificate to be produced on demand.
- Those who have scored less than 60% marks will not be eligible for applying. Rounding off to the nearest integer is not allowed (for e.g. 59.99 % cannot be rounded off to 60 %).
- The percentage of marks shall be arrived by dividing the total marks obtained in all the subjects in all the semester(s)/ year(s) by the total maximum marks in all subjects irrespective honours/ optional/ additional optional subject, if any.

#### e) **TERMS OF EMPLOYMENT**

Probation Period	<ul style="list-style-type: none"> <li>• 2 years.</li> <li>• Confirmation will be subject to satisfactory performance during probation.</li> </ul>
Service Agreement Period	3 years.

#### f) **COMPENSATION PACKAGE**

- IBA approved Pay Scale: Rs. 23,700 – 980/7 – 30,560 – 1,145/2 – 32,850 – 1,310/10 – 45,950
- Eligible for DA, HRA, allowances, Performance Linked Incentive as applicable to Scale I officers in the Bank.

#### g) **JOB DESCRIPTION**

- To carry out the duties allotted by the competent authority at Head Office, Administrative Office, Central Monitoring Station, Regional Offices etc.
- The detailed job description is attached as Annexure of this notification

#### h) **PLACE OF POSTING**

Anywhere in India at the sole discretion of the Bank

#### i) **MODE OF SELECTION**

##### **Preliminary Interview, Technical Interview and Final Interview**

- ✓ Committees formulated by the Bank will conduct the Preliminary Interview, Technical Interview and Final Interview
- ✓ Adequate number of shortlisted applicants will be called for the Interview.
- ✓ Mere eligibility will not vest any right on the applicant for being called for the Interview.

- ✓ The Bank reserves the right to make required modifications in the selection process considering the number of applications for the post and also decide the number of applicants to be called for the Interview.
- ✓ In matters regarding eligibility and selection, Bank's decision will be final and **no further correspondence will be entertained.**

**j) APPLICATION FEE**

General	Rs.800/- (excluding GST and other applicable charges)
SC/ ST	Rs.200/- (excluding GST and other applicable charges)
<ul style="list-style-type: none"> <li>• Applicants meeting the stipulated norms only need to apply.</li> <li>• Application fee once remitted will not be refunded in any case.</li> </ul>	

**k) HOW TO APPLY**

Applicants can apply online through Bank's website [www.southindianbank.com](http://www.southindianbank.com) only from **22.10.2020 to 30.10.2020** and no other mode of application will be accepted.

- ✓ Ensure that the applicant fulfills all the eligibility criteria.
- ✓ The applicants are requested to ensure that the information provided in the Online-Application Form is correct before submitting the application form.
- ✓ There will not be any provision to modify the submitted online application. Applicants are requested to take utmost care while filling up the online application.
- ✓ Applicants making multiple registrations will be disqualified.
- ✓ Applicants will have to enter their basic details and upload the photograph, signature and Curriculum Vitae (CV) as per the specifications given below. Copies of the photograph may be retained for use at the time of Interview.

**❖ Guidelines for uploading Photograph:**

- A recent passport size colour photograph should be used.
- Make sure that the picture is taken in a white background.
- Casual photographs wearing caps/hats/dark glasses will not be accepted.
- Resolution: 140 pixels (height) x 110 pixels (width).
- Ensure that the size of the scanned image is not more than 50kb.

**❖ Guidelines for uploading Signature:**

- The applicant should sign on a white paper with black ink pen and upload the same
- Resolution: 110 pixels (height) x 140 pixels (width)
- Ensure that the size of the scanned image is not more than 50kb.

**❖ Guidelines for uploading Curriculum Vitae (CV):**

- The CV should be in PDF format
- Ensure that the size of the file is not more than 1 MB.

- ✓ Please note that there will be a system generated User Id (Application Ref. Id) for your registered application. Applicants should create their own password to login and for taking print of the application form. Please note down the User ID (Application Ref. ID) and Password carefully for future references. An e-mail containing details of the registration will be sent to the e-mail Id given by the applicant.
- ✓ Keep a copy of the application printout for future reference.

Applicants are advised to visit “careers” page in our website [www.southindianbank.com](http://www.southindianbank.com) for future updates. Please also note that the physical copy of the Application need not be sent to us.

#### **I) GENERAL CONDITIONS**

- ✓ Before filling in the online application form, the applicant must ensure that he/she fulfills all the eligibility criteria with respect to age, educational qualifications, work experience etc. in respect of the post for which he/she is making the application. The applicants will be called for the Interview based on the information provided in the online application form submitted by them. If any of the information furnished by the applicant is found to be false at later date, the selection / appointment shall be liable for termination.
- ✓ Upper age limit will be relaxed by five years, only in the case of SC/ST candidates. Candidates belonging to SC/ST should submit attested copies of certificates from a competent authority to prove their status in this regard as and when called for.
- ✓ Selected candidates will have to execute an agreement to the effect that they will serve the Bank for a minimum period of Three (3) years (active service) from the date of joining the Bank. In case he/she leaves the service of the Bank before the expiry of the said period, a sum of Rs.1,50,000/- (Rupees One Lakh Fifty Thousand only) will have to be paid towards expenses incurred by the Bank for recruitment, imparting training (both in house and external training including on the job training), compensation / liquidated damages on account of loss of opportunity for the Bank from deriving anticipated benefits out of the recruitment process, etc.
- ✓ Applicants are advised to retain two copies of the same photograph which is used in the application for use at the time of Interview.
- ✓ Canvassing in any form will be a disqualification.
- ✓ Applicants will have to appear for Interview at their own cost.
- ✓ Applicants willing to serve anywhere in India only need to apply.
- ✓ Appointment will also be subject to Medical fitness, Police Verification, satisfactory background verification and completion of other formalities as per the rules and regulations of the Bank from time to time.

#### **NOTE:**

**The Access to the Bank’s website could be delayed towards the closing date for submitting the Online Registration due to heavy Internet Traffic. Hence the applicants are advised to avoid last minute rush and make use of the time span available for submitting the applications online. The Bank does not assume any responsibility for the applicant not being able to submit his/her application due to non-availability of internet or any other reason beyond the control of the Bank.**

#### **For queries please contact:**

Our Toll Free Customer Care Number **1800-425-1809/ 1800-102-9408** or mail us at **careers@sib.co.in**

**General Duties**

- To ensure the Physical Security of branches, ATMs, offices and premises of the bank shall be the primary duty of Security Officers.
- To work under the direct supervision, control and directions of the Chief Security Officer (CSO) of the bank on all security matters.
- To assess the requirement of deploying guards from State Industrial Security Force (SISF) or Private Security Agencies (PSA) in Branches, ATMs, Offices and Currency Chests of the bank as per their risk profile as well as policy and regulatory guidelines.
- To ensure timely payment to security guards deployed by the bank as well as to ensure timely renewal of existing contracts with PSAs.
- To ensure serviceability of all surveillance equipment installed in branches, ATMS, Currency Chests and offices of the bank through physical inspection.
- To ensure network connectivity of surveillance equipment installed in branches, ATMs and Currency Chests to the Centralised Monitoring Station (CMS) of the bank.
- To supervise the staff deployed for live monitoring of ATMs, Currency Chests and Strong/Safe rooms of branches.
- To ensure prompt rectification of all complaints pertaining to serviceability of CCTV, Burglar Alarm Systems and all related paraphernalia initiated by branches and offices through close coordination with empaneled vendors and monitor the progress.
- To ensure adequate fire protection measures and devices are installed in all branches, ATMs and offices of the bank and to ensure their serviceability.
- To train staff on use of surveillance and fire protection equipment.
- To assist Administrative / Regional Head in security affairs and facility management.
- To advise all branches / Administrative offices on physical security matters.
- To carry out surprise inspection of branches, offices and ATMs of the bank.
- To maintain close liaison with the State Police.
- To advise the Management in consultation with the police and other local functionaries, on the selection of site for new branches, ATMs and Currency Chests.
- To carry out any other jobs as allotted by the competent authority.

**Duties at Administrative Buildings**

- Review and report the working of Facility Management Company.
- Maintain and check the documents related to the various jobs being carried out by Security and Facility Management Services.
- Carry out firefighting drill at least once in six months and train all the members in firefighting.
- Verify the PSA documents related to statutory obligations on monthly basis.
- Ensure proper working of Electrical systems and fire sensors system of Administrative Building.
- Ensure proper working of Access control and CCTV.
- Review the visitor entry.
- Ensure proper parking of the vehicles.
- Review all reports and returns initiated by the facility management and PSAs and process their monthly payments as per Service Level Agreements.
- Ensure timely process of payment vouchers submitted by empaneled vendors.
- To carryout surprise check of deployed security guards.
- To work in close coordination with CMS, IT Operations Department and empaneled vendors to ensure serviceability and network connectivity of all surveillance equipment installed in bank premises across the country.
- To carry out any other jobs allotted by the competent authority.

### **Duties at Central Monitoring Station (CMS)**

- The officers deployed at Central Monitoring Station shall be working in three shifts to ensure round the clock supervision.
- The officer on duty will ensure that all CCTVs are online and off-line connections if any will be rectified at the earliest (not more than 48 hrs).
- Liaison with IT Operations Department to resolve hardware, software and network related issues to ensure smooth functioning of CMS.
- A log of all the events/happenings during the day will be maintained and forwarded to HO security on daily basis.
- Check branches for safety and security at random. In case any suspicious activity observed, matter to be reported to higher authorities.
- Real time coordination from CMS with technicians at sites, to ensure rectification of connectivity and serviceability issues of security gadgets installed in branches, ATMs, Offices and Currency Chests of the bank.
- The recording of all incidents detected / reported by / to Central Monitoring Station will be preserved in CMS in the computer/ External Hard Disk available in CMS.

\*\*\*\*\*