



(भारत सरकार का उद्यम A Govt. of India Enterprise)  
वश्वस्त पारिवारिक बैंक TRUSTED FAMILY BANK

मानव संसाधन प्रबंधन, प्रधान कार्यालय, देना कार्पोरेट सेंटर,  
3री मंजिल, सी-10, जी-ब्लॉक, बांद्रा-कुर्ला कॉम्प्लेक्स,  
बांद्रा (पूर्व), मुंबई 400 051 (महाराष्ट्र)  
HRM Department, Head Office, Dena Corporate Centre,  
3rd Floor, C-10, G-Block, Bandra-Kurla Complex,  
Bandra (East), Mumbai - 400 051 (Maharashtra)

दूरभाष Telephone : 022-2654 5350, 2654 5332; फैक्स Fax : 022-2654 5999; ई-मेल E-mail : hrd@denabank.co.in

**APPLICATIONS ARE INVITED FOR APPOINTMENT OF  
ASSTT. GENERAL MANAGER (IT-CISO) IN SENIOR MANAGEMENT GRADE -V**

Last Date of Receipt of Application	24/10/2016
Last Date of Receipt of Application from Far-flung Areas	01/11/2016

**1. VACANCY**

Post	Grades & Scale	Total Vacancy	Maximum Age as on 01.10.2016
Asstt. General Manager (IT-CISO)	Senior Management Grade Scale-V	1	Not exceeding 45 years

**2. NATIONALITY / CITIZENSHIP:**

A candidate must be either:

- a citizen of India or
- a subject of Nepal or
- a subject of Bhutan or
- a Tibetan refugee who came over to India before 1st January 1962 with the intention of permanently settling in India or
- a person of Indian origin who has migrated from Pakistan, Myanmar (Formerly Burma), Sri Lanka, East African countries of Kenya, Uganda, The United Republic of Tanzania (Formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia or Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to categories (ii), (iii), (iv) or (v) above shall be a person in whose favour a certificate of eligibility has been issued by Government of India.

Candidates without requisite certificates/ testimonial may be provisionally permitted to attend the interview. However, on final selection, the offer of appointment will be issued only after submission of necessary eligibility certificate issued by the Competent Authority.

**3. QUALIFICATION / EXPERIENCE (In built in qualification as given below) :-**

**QUALIFICATION :**

Graduation in Computer Science Engineering or IT / MCA and Certified Information System Auditor (CISA) / CISSP certification of ISACA

or

Graduation in Engineering with Diploma in Computer Application and Certified Information System Auditor (CISA) / CISSP Certification of ISACA.



(भारत सरकार का उद्यम A Govt. of India Enterprise)

वश्वस्त पारिवारिक बैंक TRUSTED FAMILY BANK

मानव संसाधन प्रबंधन, प्रधान कार्यालय, देना कार्पोरेट सेंटर,

3री मंजिल, सी-10, जी-ब्लॉक, बांद्रा-कुर्ला कॉम्प्लेक्स,

बांद्रा (पूर्व), मुंबई 400 051 (महाराष्ट्र)

HRM Department, Head Office, Dena Corporate Centre,

3rd Floor, C-10, G-Block, Bandra-Kurla Complex,

Bandra (East), Mumbai - 400 051 (Maharashtra)

---

दूरभाष Telephone : 022-2654 5350, 2654 5332; फैक्स Fax : 022-2654 5999; ई-मेल E-mail : hrd@denabank.co.in

---

## **EXPERIENCE :**

- i) Hands-on experience on managing Information Security System devices.
- ii) Exposure to formulate and implement Information Security Policies and Procedures.
- iii) 10 years of working experience in handling IT related functions of which 3 years of experience in Information Security domain. IN case of applicant working in a Public Sector Bank / Private Bank / Foreign Bank / Financial Institution, 10 years of working experience is required in handling IT related functions, of which minimum 3 years of experience in Information Security domain.

In such cases, the applicant must be working minimum in Scale IV or equivalent in a Public Sector Bank / Private Bank / Foreign Bank / Financial Institution.

## **4. JOB PROFILE OF THE ASSTT. GENERAL MANAGER (IT-CISO) IN SENIOR MANAGEMENT GRADE -V**

- i) To formulate and monitor the major information security projects, their budgets and establishing priorities, standards and procedures.
- ii) Articulating and enforcing the policies that bank uses to protect their information assets apart from coordinating the security related issues/implementation within the organization as well as relevant external agencies.
- iii) To support the development and implementation of a bank-wide information security management programme.
- iv) To look after security incidents and various information security assessments and monitoring activities across the bank.
- v) To prepare and implement security awareness programme.
- vi) To take care of new developments or issues relating to information security.
- vii) Co-ordination with various IT related Committees.
- viii) Overall in charge of Business Continuity Planning and DR exercises.

## **5. SELECTION PROCESS : Interview.**

- i. The selection will be made on the basis of Interview. Merely satisfying the eligibility norms do not entitle a candidate to be called for interview. The Bank reserves the right to call only the requisite number of candidates for the interview after preliminary screening/short listing with reference to candidate's qualification, suitability, experience, etc.
- ii. The Interview will carry 100 marks. Minimum qualifying marks in the interview will be 40%.
- iii. **The call letter for interview will be sent by e-mail**



(भारत सरकार का उद्यम A Govt. of India Enterprise)  
वश्वस्त पारिवारिक बैंक TRUSTED FAMILY BANK

मानव संसाधन प्रबंधन, प्रधान कार्यालय, देना कार्पोरेट सेंटर,  
3री मंजिल, सी-10, जी-ब्लॉक, बांद्रा-कुर्ला कॉम्प्लेक्स,  
बांद्रा (पूर्व), मुंबई 400 051 (महाराष्ट्र)  
HRM Department, Head Office, Dena Corporate Centre,  
3rd Floor, C-10, G-Block, Bandra-Kurla Complex,  
Bandra (East), Mumbai - 400 051 (Maharashtra)

दूरभाष Telephone : 022-2654 5350, 2654 5332; फैक्स Fax : 022-2654 5999; ई-मेल E-mail : hrd@denabank.co.in

1. **POSTING:**

Initial posting of Asstt. General Manager (IT-CISO) be in Mumbai. However, Bank reserves the right of transfer anywhere in India according to the requirement of the bank.

2. **SALARY AND EMOLUMENTS:**

**Pay scale:** ₹ 59170- 1650/2- 62470-1800/2-66070 ( Scale-V)

Approx. Gross salary including DA,CCA at initial basic of the Scale in the Mumbai will be ₹80,000/-DA, HRA, CCA will be paid as per rules depending upon the place of posting. Medical Aid, hospitalization Expenses, leave fare concession retirement benefits, furnished accommodation, car, telephone and other perquisites will be admissible as per Bank's rules.

3. **PROBATION:** - ONE YEAR.

4. **HOW TO APPLY**

- i. The applicants are advised to fill their applications strictly as per the format provided by Bank on its website ([www.denabank.com](http://www.denabank.com)). The application form should be typed or neatly handwritten in English on a good quality "White A- 4 size" paper. The application must have the latest passport size photograph affixed and duly signed across. Application must be complete in all respects. Incomplete and illegible applications will be rejected.
- ii. Application should be accompanied by attested copies of relevant certificate(s)/ documents, in support of proof of age, category, educational qualification, work experience, etc. as mentioned in the application form. Please note that applications without complete documents are liable to be rejected.
- iii. The application form, alongwith ORIGINAL Fee pay Challan/ NEFT receipt and self-attested copies of relevant certificate/s, may be sent **by ordinary post only**. The application form complete in all respects and duly signed should be sent in a cover super scribed as "**APPLICATION FOR THE POST OF ASSTT. GENERAL MANAGER (IT-CISO) IN SENIOR MANAGEMENT GRADE -V**". The application should be addressed to "**Dy. GENERAL MANAGER (HRM), DENA CORPORATE CENTRE, 3<sup>rd</sup> FLOOR, PLOT No. C-10, "G" BLOCK, BANDRA KURLA COMPLEX, BANDRA (EAST), MUMBAI- 400 051.**"

10. **APPLICATION FEE (NON-REFUNDABLE)**

- A) For SC/ST/PWD – ₹ 50/- (only postal charges)
- B) For all others (including OBC/ Ex-servicemen)- ₹400/-



(भारत सरकार का उद्यम A Govt. of India Enterprise)  
वश्वस्त पारिवारिक बैंक TRUSTED FAMILY BANK

मानव संसाधन प्रबंधन, प्रधान कार्यालय, देना कार्पोरेट सेंटर,  
3री मंजिल, सी-10, जी-ब्लॉक, बांद्रा-कुर्ला कॉम्प्लेक्स,  
बांद्रा (पूर्व), मुंबई 400 051 (महाराष्ट्र)  
HRM Department, Head Office, Dena Corporate Centre,  
3rd Floor, C-10, G-Block, Bandra-Kurla Complex,  
Bandra (East), Mumbai - 400 051 (Maharashtra)

दूरभाष Telephone : 022-2654 5350, 2654 5332; फैक्स Fax : 022-2654 5999; ई-मेल E-mail : hrd@denabank.co.in

**NOTE:**

- A. Requisite application fee must be paid by way of “**Fees Payment Challan**” by visiting nearest Dena Bank’s Branch or by way of “**NEFT**” through any Scheduled Commercial Bank.
- B. Fees Payment Challan / NEFT must be paid on or after **05/10/2016** but on or before **24/10/2016 (For Far flung areas 01/11/2016)**. Even if the Bank extends the date of Receipt of applications by one or two days, the valid dates of Fee Payment Challan/ NEFT will not be changed. Candidates must write his/her name, Contact Number (Mobile/Phone number) and address and post applied for on the reverse of the Fees Payment Challan /NEFT.
- C. Application fees by Demand Draft/Pay Order/cash/cheque/money order/postal stamps will NOT be accepted.

**11. BOND OF MINIMUM SERVICE PERIOD:**

The Officers recruited will have to execute a bond to serve the Bank for a minimum period of 3 years or pay ₹1.50 lakh in case the officer wishes to leave the Bank prior to completion of 3 years inclusive of probation period.

**12. ENCLOSURES WITH APPLICATION:**

- i. One set of self-attested true copies of certificates should be sent by the candidate along with the application.
- ii. The Application must be accompanied by :-
  - a. **ORIGINAL** Fee Receipt challan/ NEFT Receipt.
  - b. Attested copies of under mentioned certificates :-
    - i. Secondary school certificate/school leaving certificate or any other documentary proof age.
    - ii. Marks sheets (year –wise) showing specifically the subjects studied and certificate(s) in support of support of educational qualifications viz, SSLC, Graduate Degree, Post Graduate Degree, professional research etc.
    - iii. Experience certificate(s) should specify designation /job profile, period of service (with specific dates) emoluments, activity profile of previous and present employers etc. Certificates should be issued by the concerned authority.
  - iv. A candidate belonging to SC/ST/PWD must produce an attested copy of certificate issued by Competent Authority in the prescribed format as prescribed by Government of India.
  - v. Once an application is submitted by the candidate under particular category it cannot be changed subsequently.



(भारत सरकार का उद्यम A Govt. of India Enterprise)  
वश्वस्त पारिवारिक बैंक TRUSTED FAMILY BANK

मानव संसाधन प्रबंधन, प्रधान कार्यालय, देना कार्पोरेट सेंटर,  
3री मंजिल, सी-10, जी-ब्लॉक, बांद्रा-कुर्ला कॉम्प्लेक्स,  
बांद्रा (पूर्व), मुंबई 400 051 (महाराष्ट्र)  
HRM Department, Head Office, Dena Corporate Centre,  
3rd Floor, C-10, G-Block, Bandra-Kurla Complex,  
Bandra (East), Mumbai - 400 051 (Maharashtra)

दूरभाष Telephone : 022-2654 5350, 2654 5332; फ़ैक्स Fax : 022-2654 5999; ई-मेल E-mail : hrd@denabank.co.in

- vi. An ex-serviceman candidate has to enclose a copy of discharge certificate, retirement/pension order and documentary proof of rank (substantive as well as acting) last/currently held. **Those who are still in defence services should submit a certificate from the competent authority that they will be relieved from defence services within four months of the last date mentioned for receipt of the application.**

**13. LAST DATE FOR RECEIPT OF APPLICATIONS:**

Application complete in all respects should reach the above address on or before **24/10/2016**. For the candidates staying abroad and for those posting applications from Andaman & Nicobar islands, Lakshadweep and Minicoy islands, Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir state, Lahul and Spiti Districts and Pangi Sub –Division of Chamba District of Himachal Pradesh, the last date of receipt of applications will be **01.11.2016**. An application received after the last date will not be entertained.

**14. GENERAL CONDITIONS:**

- i. Bank takes no responsibility for any delay in receipt or loss in postal transit of any communication.
- ii. Before applying for the post, the candidate should ensure that he/she fulfills the eligibility and other norms mentioned in this advertisement. Bank 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.
- iii. 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/certificate/documents or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated.
- iv. Candidates serving in Government/Public Sector Undertakings (including Banks & Financial Institutions) are advised to submit "No Objection Certificate" from their employer at the time of interview, failing which their candidature may not be considered and no reimbursement of fare in case of SC/ST for interview will be paid to them.
- v. All candidates will have to produce, if called for interview, originals as well as attested photo copies of their educational qualification and experience certificate as well as caste certificates and certificate of handicap or any other certificate in support of their eligibility, failing which their candidature will be cancelled.



(भारत सरकार का उद्यम A Govt. of India Enterprise)

वश्वस्त पारिवारिक बैंक TRUSTED FAMILY BANK

मानव संसाधन प्रबंधन, प्रधान कार्यालय, देना कार्पोरेट सेंटर,

3री मंजिल, सी-10, जी-ब्लॉक, बांद्रा-कुर्ला कॉम्प्लेक्स,

बांद्रा (पूर्व), मुंबई 400 051 (महाराष्ट्र)

HRM Department, Head Office, Dena Corporate Centre,

3rd Floor, C-10, G-Block, Bandra-Kurla Complex,

Bandra (East), Mumbai - 400 051 (Maharashtra)

दूरभाष Telephone : 022-2654 5350, 2654 5332; फ़ैक्स Fax : 022-2654 5999; ई-मेल E-mail : hrd@denabank.co.in

- vi. Only candidates willing to serve anywhere in India should apply.
- vii. Candidates seeking relaxation in Fee must bring a certified copy of the certificate in support of his / her claim at the time of Interview.
- viii. Application once made will not be allowed to be withdrawn and the fee once paid will not be refunded on any account nor would this fee be held in reserve for any future examination or selection.
- ix. The candidates must affix their recent **coloured** passport size photograph on the application and should be signed across by the candidate. Three copies of the same photograph should be retained for use at the time of interview. Candidates are advised not to change their appearance till the recruitment process is complete. Failure to produce the same photograph at the time of interview, may lead to disqualification. It should be noted that **Black and white photograph will not be accepted and application form containing such photograph will be rejected.**
- x. Any request for change of address will not be entertained.
- xi. The Bank shall not be responsible for an application being rejected which is based on wrong information provided in any advertisement issued by unauthorised person/institutions.
- xii. In case any dispute arises on account of interpretation in version other than English, English version will prevail.
- xiii. The candidates will appear for interview at the allotted center at their own expense and risks..
- xiv. The SC/ST candidates called for interview will be reimbursed ordinary Sleeper Class Railway fare on production of tickets/particulars such as ticket number, date of journey, class, train name and number. The journey fare over 30 Kms only from the place of their residence will be reimbursed.
- xv. Appointment of selected candidates is subject to his/her being declared medically fit as per the requirement of the Bank.
- xvi. Decision of the Bank 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 conduct of the examination, 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 Bank in this regard.
- xvii. Canvassing in any form will be a disqualification.
- xviii. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated in Mumbai.



(भारत सरकार का उद्यम A Govt. of India Enterprise)

वश्वस्त पारिवारिक बैंक TRUSTED FAMILY BANK

मानव संसाधन प्रबंधन, प्रधान कार्यालय, देना कार्पोरेट सेंटर,

3रीं मंजिल, सी-10, जी-ब्लॉक, बांद्रा-कुर्ला कॉम्प्लेक्स,

बांद्रा (पूर्व), मुंबई 400 051 (महाराष्ट्र)

HRM Department, Head Office, Dena Corporate Centre,

3rd Floor, C-10, G-Block, Bandra-Kurla Complex,

Bandra (East), Mumbai - 400 051 (Maharashtra)

दूरभाष Telephone : 022-2654 5350, 2654 5332; फ़ैक्स Fax : 022-2654 5999; ई-मेल E-mail : hrd@denabank.co.in

**15. COMPETENT AUTHORITY FOR ISSUING CERTIFICATE TO SC/ST/PWD CANDIDATES:**

- i. **FOR SC/ST** - District Magistrate/Additional District Magistrate / Collector / Dy. Commissioner / Addl. Dy. Commissioner/Deputy Collector/First Class Stipendiary Magistrate/ Sub Divisional Magistrate (not below the rank of First Class Stipendiary Magistrate) /Taluka Magistrate/Executive Magistrate/Extra Asst.. Commissioner. Chief Presidency, Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate. Revenue Officer not below the rank of Tehsildar.Sub Divisional Officer of the area where the candidate and/or his family normally resides.
- ii. **FOR PWD** – The Competent Authority to issue Disability Certificate shall be a medical Board duly constituted by the Central or State Government. The Central/ State Govt. may constitute Medical Boards consisting of at least 3 members out of which one shall be a specialist in the particular field for assessing locomotors/cebral/visual/hearing disability as the case may be.

**16. MANDATORY REQUIRMENT:**

- I. The candidates should have a valid email ID. It should be kept active during the currency of this recruitment project. Bank may send call letters for interview etc. through the registered e-mail ID. **Under no circumstances, he/she should share/mention e-mail ID to /of any other person.**
- II. **In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying.**

**17. The guideline for application is given as under for candidates who wish to pay the requisite fees by means of “PAYMENT CHALLAN” (where nearest Dena Bank Branch is available):**

- i. Applicants are first required to go to the Bank’s website [www.denabank.com](http://www.denabank.com) and click on the Home page open the link “Recruitment”.
- ii. Thereafter, open the recruitment Notification entitled “Dena Bank Recruitment of Asstt. General Manager (IT-CISO)”
- iii. Take a Print of the entire ‘ FEES PAYMENT CHALLAN’
- iv. Fill in the Fee Payment Challan in a clear and legible handwriting in **BLOCK LETTERS**.
- v. Go to the nearest DENA BANK BRANCH with the Fee Payment Challan and Pay in cash, the appropriate application Fee in CBS Account NO. **116211021206** with Corporate Business Branch, BKC, Mumbai - 51 in the name & style of “Dena Bank SPO Rectt-2015”



(भारत सरकार का उद्यम A Govt. of India Enterprise)

वश्वस्त पारिवारिक बैंक TRUSTED FAMILY BANK

मानव संसाधन प्रबंधन, प्रधान कार्यालय, देना कार्पोरेट सेंटर,

3री मंजिल, सी-10, जी-ब्लॉक, बांद्रा-कुर्ला कॉम्प्लेक्स,

बांद्रा (पूर्व), मुंबई 400 051 (महाराष्ट्र)

HRM Department, Head Office, Dena Corporate Centre,

3rd Floor, C-10, G-Block, Bandra-Kurla Complex,

Bandra (East), Mumbai - 400 051 (Maharashtra)

दूरभाष Telephone : 022-2654 5350, 2654 5332; फैक्स Fax : 022-2654 5999; ई-मेल E-mail : [hrd@denabank.co.in](mailto:hrd@denabank.co.in)

- vi. Obtain the applicant's Copy of Counterfoil of the Application Fee Payment Challan duly receipted by the Bank with (a) Branch Name & Branch SOL ID (b) Transaction ID (c) date of Deposit & amount filled by the Branch Official.
- vii. Original counterfoil of the fee payment challan will have to be submitted with application form. Without counterfoil of the fee payment challan, his/her application will not be considered for the post of Chief Security Officer.

**OR**

The guideline for application is given as under for candidates who wish to pay the requisite fees by means of "NEFT":

- i. Applicants are first required to go to the Bank's website [www.denabank.com](http://www.denabank.com) and click on the Home page open the link "Recruitment"
- ii. Thereafter, open the recruitment Notification entitled "Dena Bank Recruitment of Asstt. General Manager (IT-CISO)"
- iii. Take a Print of the " Instructions for application for funds transfer under NEFT"
- iv. Go to the nearest Branch of any Bank which is listed by RBI under RTGS/ NEFT system and Pay in cash, the appropriate application Fee in CBS Account NO. **116211021206** with Corporate Business Branch, BKC, Mumbai - 51 in the name & style of "Dena Bank SPO Rectt-2015"
- v. Obtain the applicant's Copy of Counterfoil of the Application Fee duly receipted by the Bank with (a) Branch Name & Code Number, (b) UTR Number, (c) date of Deposit & amount filled by the Branch Official.
- vi. Original counterfoil of the NEFT will have to be submitted with application form. Without counterfoil of the fee payment challan, his/her application will not be considered for the post of Chief Security Officer.

Place: Mumbai  
Date : 01.10.2016

Sd/-  
General Manager (HRM)