

March 27, 2020

Inviting Applications for the position of Managing Director (MD) in Jammu and Kashmir Bank Limited.

1. Applications are invited from qualified candidates for the position of Managing Director, on a full-time basis in Jammu and Kashmir Bank Limited with office at Corporate Headquarters, Srinagar, Jammu and Kashmir. Interested candidates who fulfil the eligibility criteria may apply through the careers link at <https://www.jkbank.com>. The salary package payable to the appointee will be flexible. Other terms and conditions of appointment will be those as may be specified by the Board of Directors and as mentioned in the Articles of Association of the Bank. The Managing Director shall hold the office for a term of three years from the date on which he/she enters the office as a MD subject to the age of superannuation as 60 years.

2. Job Description:

Job Title:	Managing Director
Job Type:	Professional
Location:	Corporate Headquarters, Srinagar, Jammu and Kashmir
Recruitment Type:	Fixed tenure of 3 years extendable for a further period depending upon performance subject to normal age of superannuation of 60 years
Closing Date:	03.04.2020 (5 P.M)

3. Duties & Responsibilities:

The Managing Director shall subject to the superintendence, control and direction of the Board of Directors of the Bank shall be entrusted with the responsibility of management of the affairs of the Bank, including:

- (i) **Establish vision, mission and values**
 - To determine the Bank's vision and mission to guide and set the pace for its current operations and future development.
 - To determine the values to be promoted throughout the organisation.
 - To determine and review organisation's goals.
 - To determine Banks policies
- (ii) **Set strategy and structure**
 - To review and evaluate present and future opportunities, threats and risks in the external environment and current and future strengths, weaknesses and risks relating to the organisation.
 - To determine strategic options, select those to be pursued, and decide the means to implement and support them.
 - To oversee optimisation of operations through appropriate mix of technology and physical touch points across the business operations of the Bank.
 - To determine the business strategies and plans that underpin the corporate strategy.
 - To ensure that the organisational structure and capability are appropriate for implementing the chosen strategies.

- To forge Bank's business strategy and business plan (balancing commercial goals with financial inclusion goals).

(iii) Monitor and control

- To delegate authority to management, and monitor and evaluate the implementation of policies, strategies and business plans.
- To manage cross-functional constraints and conflicts and provide resolutions as and when required.
- To determine monitoring criteria to be used by the board.
- To ensure that internal controls are effective.
- To communicate with senior management.

(iv) Exercise accountability to shareholders and responsibility towards the stakeholders

- To understand and consider the interests of shareholders and other stakeholders.
- To monitor relations with shareholders and other stakeholders by gathering and evaluation of appropriate information.
- To promote the goodwill and support of shareholders and other stakeholders.
- Ensure all regulatory and statutory guidelines are always adhered to across functions at the Bank.
- Responsible for ensuring that proper books of account are kept.
- Must act in good faith in what they honestly believe to be the best interests of the Bank and not for any collateral purpose.
- Must act with due skill and care.
- Must consider the interests of employees of the Bank.
- Clarifying Board's and Management's responsibilities.
- Developing the effectiveness of the Board.

(v) Any other responsibilities/duties assigned by the Board from time to time.

4. Eligibility Criteria:

- a. The candidate must be citizen of India.
- b. Minimum educational qualification: Graduate from University/Institution/Board recognised by the Government of India (or) approved by a Government Regulatory Body.
- c. Person of ability, integrity and standing with knowledge and experience in Banking.
- d. Proven management, leadership and innovative skills to build and inspire team.
- e. Experience in institutional development in banking sector.
- f. Should have at least 15 years of experience in mainstream banking of which at least 3 years should be served at the Board level.
- g. Should be in the age group of 45 to 57 years on the date of advertisement.
- h. Application received shall be screened and shortlisted based on experience and eligibility conditions. The candidates will be called for preliminary interaction for the purpose of determining the eligibility. The decision of the Screening Agency shall be final. Candidates duly recommended by the Screening Agency will only be called for the interview.

5. All applicants are required to apply online **only** by submitting the details and scanned copies of the relevant documents. The link to the application is <https://www.jkbank.com/others/common/jobs.php>.
6. Government / public / regulatory sector applicants should forward the applications through their Head of Department / proper channel. Advance copies of applications may, however, be submitted in anticipation of obtaining necessary approvals. The application must be accompanied with:
- Duly attested Annual Confidential Reports of the last five years.
 - Integrity Certificate.
 - Vigilance clearance certification that no disciplinary proceedings or criminal proceeding are either pending or contemplated against the officer concerned.
 - List of major / minor penalties, if any, imposed on the candidate or otherwise, a certificate confirming that no penalty has been imposed on the officer during service.
7. The applications be screened by a Screening Committee and suitable candidates meeting the eligibility criteria shall be shortlisted for an interaction with the Selection/Search Committee, which will make recommendation(s) to the Government of Jammu & Kashmir for appointment as Managing Director of the Bank. The decisions/ recommendations of the screening / selection/search committee and J&K Govt. shall be final.
8. Incomplete applications or applications received after the due date will not be considered. Advance copies of applications may, however, be submitted in anticipation.
9. The selected candidate must join within 30 days from the date of offer of appointment. The period would be extendable for a further period on the request of the candidate subject to approval of the Competent Authority.
10. The selected candidate shall be required to resign/ retire from and be relieved from his / her current employment before joining the post.
11. The Government of Jammu & Kashmir retains the right to resolve / remove difficulties experienced in the course of this process.

Secretary
Jammu & Kashmir Bank Limited