

Asst. Gen. Manager – Vigilance Department

Location	Navi Mumbai / Mumbai
Qualification	Bachelor's Degree from Govt. recognized University with Minimum 60% marks aggregate in all semesters / years.
Experience	Min. 5 years relevant experience in Vigilance Department with reputed Co-operative / Nationalised / Private Bank or Financial Institution.
Age (as on 01/03/2024)*	Below 50 years , however relaxation may be allowed for deserving case.
Probation	Candidate selected shall be on probation for period of 1 year from date of joining of bank.
Reporting	General Manager - IS Audit & Vigilance / Chief Executive Officer
Duties & Responsibility	<ul style="list-style-type: none"> i) To act as a Special Assistant / Advisor to MD/CEO in discharging functions of Vigilance Officer ii) To act as liaison officer between bank and the Police/other law enforcement authorities iii) To take appropriate preventive measures so as to prevent commission of misconducts/ malpractices by the staff. iv) To undertake study of existing procedure and practices prevailing in the bank and to modify those procedures & practices which may have scope of corruption/malfeasance. v) To review regulatory functions & their discharge of powers with a view to improve further. vi) To review all pending matters like investigation reports, disciplinary cases, complaints etc & to take necessary steps for expediting action vii) Timely submissions of periodical returns / statements to RBI, Head Office and such other regulatory authorities viii) Strict Compliance of RBI & other statutory guidelines in respect of vigilance scope. ix) Imparting training to staff at branches / departments on preventive vigilance for maintaining vigilant approach and awareness amongst them

***- relaxation in age will be allowed for deserving case.**