

Recruitment of Head of Internal Audit (HIA) on Contract basis

Tamilnad Mercantile Bank Ltd., one of the leading old Private Sector Banks, on a high growth path invites applications from dynamic and result oriented individuals for the following post.
Please read all the details, information and instructions carefully.

❖ Head of Internal Audit (HIA) on Contract Basis

Opening date for registering Online e-application – 13.09.2024

Closing date for registering Online e-application - 30.09.2024

Candidates are requested to apply only ON-LINE through TMB's website (www.tmbnet.in/tmb_careers/). No other mode of submission of application will be accepted by the Bank.

Register your correct email ID/ Mobile Number while creating User ID.

Eligibility Criteria:

Post	General Manager on contract basis
Age	Minimum of 50 years and not more than 62 years as on 31.07.2024
Tenor for appointment	On contract for a period of 3 years
Educational Qualification	Any Graduate/ Post Graduate from a recognised university under regular curriculum
Eligibility	HIA shall be a senior executive of a Bank / financial sector, preferably in the rank of a Assistant General Manager & above, working / retired, who shall have the ability to exercise independent judgement.
Experience	The Head Internal Audit shall have an overall experience of at least 20 years in the banking or financial services, out of which at least 10 years shall be in Branch Banking, preferably in Credit. Three years in the rank of AGM and above in Inspection / Audit Department is preferable.
Skills	The Head of Internal Audit shall have good understanding of industry and risk management, knowledge of regulations, legal framework and sensitivity to supervisors' expectations. Sound knowledge & understanding of the latest trends and happenings in the financial sector.
Place of Posting	Thoothukudi
Remuneration	Remuneration will not be a constraint for the right candidate
Others	No vigilance case or adverse observation from RBI, shall be pending against the candidate identified for appointment as the HIA.

Roles & Responsibilities

1. Responsible for entire Internal Audit Function.
2. Preparation and periodic review of Audit policy.
3. Participate in development and/or maintenance of customised risk assessment, audit planning, and audit testing methodologies, including development and maintenance of audit programs and tools, and audit reporting and follow-up methodologies.
4. Liaise with audit teams and branches for executing risk based audits.
5. Prepare audit reports based on reviews conducted and submit the same to the head internal audit and the board audit committee.
6. Facilitate the financial and operational reviews of internal control processes and computer systems across the organisation.
7. Conduct inspection of physical existence of security over Bank assets; verify accuracy of accounting records and reports; review the adequacy of manual and automated systems of internal control.
8. Undertake transaction audits of high risk and fraud - prone areas such as cash, deposits, sundry and suspense accounts, internet banking.
9. Devise audit checklists and test products along with processes/ procedures to foresee pitfalls and bottlenecks and ensure these are resolved.
10. Ensure concurrent audit program is in line with guidelines issued by RBIA.
11. Ensure completion of assigned audits and documentation of work papers on time.
12. Assist in keeping audit procedure manual and checklists.
13. Co-ordinate Risk Based Supervision process.
14. Engaging auditors for conducting IS Audit and other related areas.
15. Maintain open communication with the Management and the Audit Committee.

Procedure of Selection:

The shortlisted candidates should appear for interview. They will be called for personal interview through Direct / Video Conferencing. The mode of interview, date and time will be communicated to the eligible candidates individually.

Application Fee: Nil

General Conditions:

- The posting will be at Thoothukudi, Tamilnadu.
- Canvassing in any form will be a disqualification.
- The application should reach the Bank on or before 30.09.2024.

How to apply:

Before applying online, candidates should go through the detailed advertisement by clicking the “**Download Advertisement**” available under the title “**Recruitment of Head of Internal Audit (HIA)**” in our website (www.tmbnet.in/tmb_careers/) and ensure the eligibility before applying for the said post.

The eligible candidates are required to have a valid personal email ID and Contact number. It should be kept active till completion of this recruitment project. Bank may send call letters for personal interview and/ or Selection Process on the registered Email ID. In case, a candidate does not have a valid personal Email ID, he/ she should create his/ her new email ID before applying.

- ✓ Candidates are requested to log on to the Bank's website (www.tmbnet.in/tmb_careers/). Click "**Apply Online**" and register themselves for the appropriate post of "**Recruitment of Head of Internal Audit (HIA)**".
- ✓ On successful registration, the activation link will be sent to the registered E-mail ID of the candidates and the Registration Number and Password will be sent to the registered mobile number for applying online. **Candidates should note this Unique Registration Number and Password for future reference failing which they will not be able to proceed further.**
- ✓ Now, Candidates have to click the activation link, which will be sent to the registered E-mail ID and it will direct to the Careers portal.
- ✓ The candidate should login with the Application number (Registration Number/ Username) and password in the right side of the career portal. Candidates should fill all the details in the online application at appropriate places very carefully and click "Save/ Continue" to continue the filling on every page. The name of the candidate or his/ her father/ husband etc. should be spelt correctly in the application as it appears in the certificate/ mark sheets. Any change/ alteration found may disqualify the candidature.
- ✓ Candidates are required to upload their photograph with the dimension of 390 X 520 pixels (preferred) and ensure the size of the scanned image is not more than 120 KB.
- ✓ Signature in Capital letters shall NOT be accepted. Candidates are upload their signature with the dimension of 240 X 240 pixels (preferred) and ensure the size of the scanned image is not more than 60 KB.
- ✓ The following enclosures to be uploaded along with the e-application and ensure the size of the scanned image is not more than 250 KB.
 - Self-attested photo copy of SSLC or Higher Secondary Mark Sheet/Transfer Certificate for age proof.
 - Self-attested photo copy of Degree Certificate/s.
 - Experience certificate/s and Relieving Letter.
 - Last Month Salary Slip.

- ✓ On successful submission of the Online Application form, click confirm/ submit on bottom of the page and a message “Registration is successful” will be displayed.
- ✓ A copy of the system generated online application form will be sent to the registered Email ID and the Candidates should take a printout of the same for future reference.
- ✓ Kindly note that the candidates are advised to adhere to the eligibility conditions given strictly. Any information found to be wrong or any candidate found ineligible at any stage of the process or later will result in disqualification of the candidate.

Disclaimer:

Please note that the e-applications with incorrect / incomplete particulars or without copies of certificates attached as required above are liable to be rejected.

The Bank reserves the right to reject any application without assigning any reason and Bank's decision in the matter of eligibility, interview and selection would be final. The Bank reserves the right to eliminate the ineligible candidates at any point of time before, during or after the personal interview / selection. The decision of the Bank is final.

The e-applications will be scrutinized and the shortlisted applicants will be communicated individually by post / e-mail with details of the interview. The Bank reserves the right to reject any application at any point of time without assigning any reason and Bank's decision in the matter of eligibility, conduct of interview and selection would be final. No correspondence in this regard will be entertained by the Bank.

Be a step ahead in life