



A wholly owned subsidiary of Bank Of India

Corp. Office: Bank of India, Star House-2 , Ground Floor, C4, 'G' Block, Bandra Kurla Complex, Bandra (East), Mumbai – 400051- e-mail boimb@bankofindia.co.in

**Notice Inviting application for the post of Junior Executive Marketing at Chennai and Delhi on contract basis for a period of 2 years .**

**Notice dated 20<sup>th</sup> April 2015**

**About Us**

BOI Merchant Bankers Ltd. (BOIMB) is a company incorporated in October 2014 to undertake the business of Merchant Banking. We are a SEBI registered Category I Merchant Banker and are a wholly owned subsidiary of Bank of India and based out of Mumbai. The parent, Bank of India, is a premier Nationalized Bank having over 4800 branches and a global business mix of Rs.9.43 lakh crores. BOIMB proposes to open branches at Chennai and Delhi shortly, and in order to support our growth plan we require Junior Executives to be based out of Chennai and New Delhi.

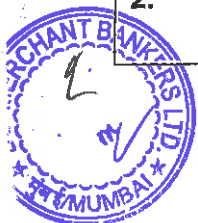
**IMPORTANT DATES**

<b>Last date for receipt of application by E mail</b>	<b>30.04.2015</b>
<b>Tentative Date of Group Discussion / Personal Interview</b>	<b>Eligible candidates will be intimated.</b>
<b>Relevant date for Age/Qualification/Experience</b>	<b>01-03-2015</b>

**DETAILS OF POST**

<b>Post code</b>	<b>Name of Post</b>	
<b>001</b>	<b>Junior Executive (Marketing)</b>	

<b>Sr.No</b>	<b>Item</b>	<b>Post Code</b>	
<b>1.</b>	<b>NAME OF POST</b>	<b>001</b>	<b>Junior Executive - Marketing (contractual basis)</b>
<b>2.</b>	<b>VACANCIES</b>	<b>001</b>	<b>One each at Chennai and Delhi</b>



3.	TENURE	001	The contract will be valid initially for a period of 2 years. Contract will be revocable with one month notice.
4.	EMOLUMENTS	001	Negotiable and depending on the experience and suitability of the candidate. Your CV should contain last drawn CTC and expected CTC.
5.	LOCATION	001	Chennai & Delhi
6.	NATURE OF DUTIES	001	Develop Strong network of HNI and Institutional Investors.  Sourcing of Syndicated loan business and marketing of Syndicated loan products to domestic investors.  Originating of Debt capital Market business .  Placing of debt market products with various subscribers.  Liaison with corporates, Financial institutions, insurance companies etc.  Providing leads and facilitate cross selling of various services.  The candidate should possess Strong presentation skills; Relationship building and networking skills; and Strong communications and presentation skills;  Other related work.
7.	ELIGIBILITY CRITERIA		
a)	Qualification	001	MBA,CA,CFA.
b)	Age	001	Maximum 35 years as on 01.03.2015. can be relaxed in deserving cases.



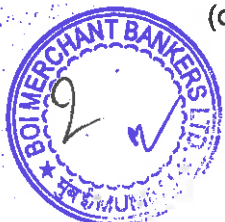
c)	Experience	001	<ul style="list-style-type: none"> <li>• Applicant should be working in a Financial institution covering sourcing and placement of syndicated loans or originating and placing debt capital market instruments such as NCD's CPs etc.</li> <li>• Preferably should have experience of 2-3 years in the relevant field.</li> <li>• Should be willing to travel extensively.</li> </ul>
d)	SELECTION PROCEDURE	001	<p>Candidates found eligible will have to undergo Group Discussion &amp; a two tier interview process . However, Group Discussions will only be qualifying in nature and selection will be based on Interview.</p> <p><b>Depending upon the number of candidates applied for the post, BOIMB may opt to go for Interview only &amp; Group Discussion may not be held.</b></p> <p>The interview will be conducted at Chennai and Delhi .</p>

## 8. GENERAL INSTRUCTIONS

- (a) Before applying for the post, the candidate should ensure that he/she fulfills the eligibility and other norms mentioned in this Notice. Decision of company 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 interview, group discussion, 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 company in this behalf.
- (b) 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 be cancelled. If any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated.
- (c) Only CV sent to the e- mail id [boimb@bankofindia.co.in](mailto:boimb@bankofindia.co.in) , would be considered.

**PLEASE NOTE THAT SIGNED PRINT OUT OF CV MAY BE SUBMITTED TO US AT THE TIME OF GROUP DISCUSSION / INTERVIEW ONLY AND NOT BEFORE THAT.**

- (d) The heading of e mail correspondence should necessarily mention the post for which the application is being made.



- (e) The company reserves the right to alter, modify or change the eligibility criteria and / or any of the other terms and conditions spelt out in this advertisement, including criteria for passing/method and procedure for selection.
- (f) All applications received will be acknowledged, in case you do not receive an acknowledgement within 2 working days of last date of submitting the application, please inform us at our e mail id and /or call us on 022-61312906/022-61312903/8879743113
- (g) The company takes no responsibility for any delay in receipt or loss in postal transit of Call Letter / Intimation.
- (h) The candidates should fill the details in their CV correctly, in particular - Age / Qualification etc. which will have direct effect on selection / non-selection. company takes no responsibility for rejection / non-selection due to aforesaid error.
- (i) The CV should mention e mail id, contact phone number, and address for correspondence.
- (j) Photograph to be affixed on the CV should be signed across by the candidate to produced at the time of Interview / Group Discussion.
- (k) The candidates will have to appear for Group Discussion & Interview at their own expense.
- (l) Candidates should take required permission, if applicable, before applying from their previous employer/current employer and should produce the same at the time of interview.
- (m) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai.
- (n) In case any dispute arises on account of interpretation in version other than English, English version will prevail.

9. **HOW TO APPLY**

- (i) Candidate should have a valid e-mail id.
- (ii) Please fill in the attached application form cum CV
- (iii) CV sent to the e- mail id [boimb@bankofindia.co.in](mailto:boimb@bankofindia.co.in), only would be considered.
- (iv) Signed hard copy of CV should be printed, to be kept ready for submission at the time of group discussion/interview at the Interview Venue.



- (v) Please note that the above procedure is the only procedure for applying. Physical mode of application or incomplete application would not be accepted.
- (vi) While submitting printed CV at the time of Group discussion/interview the following documents are also required:
- Self Attested copy of School leaving certificate or any other document showing proof of age acceptable to the Bank.
  - Supporting document for your experience in any financial institutions.
  - No Objection Certificate from your previous/current employer, if applicable, in your case.
  - Self attested copy of educational/professional qualification.

Place : Mumbai,



(N.K. Sood)  
Managing Director



**APPLICATION FOR THE POST OF JUNIOR EXECUTIVE MARKETING**

**SPACE FOR PHOTO**

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<b>Name of the Candidate</b>	
<b>Post Applied for</b>	
<b>Preferred place for work-DELHI/CHENNAI</b>	
<b>Date of Birth</b>	
<b>Age (Years/Months)</b>	
<b>Highest Educational Qualification (completed)</b>	
<b>Experience in Financial sector</b>	
<b>Total no. of years of experience</b>	
<b>Name and address of the present /last employer</b>	
<b>Present designation</b>	
<b>Residential Address</b>	
<b>Present/last CTC</b>	
<b>Expected CTC</b>	

I confirm that I have read all the terms and conditions of your Notice dated 20.04.2015 and confirm that I am eligible to apply for the post I have applied for. I also understand that the company reserves the right to post me anywhere in India . I undertake that I have read all the terms and conditions of your Notice dated 20.04.2015 and If shortlisted, I will attend the interview at my own cost and expenses.

Place

Date

Signature

**Detailed Resume**

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	<b>Name</b>	
	<b>Gender</b>	
	<b>Address:</b> <b>Permanent</b>  <b>Correspondence</b>	
	<b>Contact No</b>	
	<b>E-mail id</b>	
	<b>Date of Birth</b>	
	<b>Age</b>	
	<b>Other Information</b>	
	<b>Languages Known</b> <b>Read</b> <b>Write</b> <b>Speak</b>	
	<b>Marital Status</b>	



**Experience in relevant field:** (Please mention about your work experience with specific coverage in Financial sector . Banking exposure such as corporate credit, debt syndication , project appraisal and merchant banking.)

Name of the Employer	Address	Contact details/ E-mail id	Designation	Work Profile	Duration (Years/ Month)

**Achievements in work**