

Recruitment of Chief Security Officer (CSO) 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.

❖ Chief Security Officer

Opening date for registering Online e-application – 09.06.2025

Closing date for registering Online e-application - 22.06.2025

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:

Age	Minimum - 45 years and not more than 55 years as on 31.03.2025.
Qualification	Graduation or any equivalent qualification
Experience	An officer with 5 years of commissioned service in Army/ Navy/ Air force atleast to the rank of Captain or equivalent or an Officer of identical rank in Para Military Forces or in Police Department with 5 years' experience. He should possess knowledge in handling technological gadgets available in the market for security purpose
Tenor	On contract for a period of 3 years
Location of posting	Thoothukudi
Remuneration	Consolidated payoff ₹1,25,000/- as applicable for executives in Scale V Cadre in our Policy for engaging executives / officers on contract.

Roles & Responsibilities

- ❖ To work under the general supervision, direction and control of the Top Management.
- ❖ To plan the strategy for the security and to maintain it in a state of high efficiency.
- ❖ To supervise, direct and control the Security Officer (SO) on all security matters.
- ❖ To maintain close liaison with the Police and other central / State Government authorities, Fire Brigade and other local functionaries, so as to secure their co-operation and co-ordination.

- ❖ To collect intelligence data so as to keep himself informed of internal and external developments on matters affecting the security of the Bank. To take all steps necessary for formulating a security policy for the Bank in accordance with the guidelines issued by the government and the RBI from time to time.
- ❖ To undertake visits to the Regional Offices and surprise checks of branches / ATMs on security aspects from time to time.
- ❖ To formulate guidelines for the use of security staff in areas such as escorting cash from one place to another, both within the branch and outside, steps to be taken before, during and after a hold-up, what is to be done when there is a disturbance, riot, fire, search by police etc.
- ❖ To maintain the Private Security Agency (PSA) security staff.
- ❖ To assist Administrative / Regional Head in the security affairs.
- ❖ To advise all branches / Administrative offices on physical security matters.
- ❖ To carry out Security Audit of branches/ offices/ ATMs/ Currency Chests.
- ❖ To monitor Centralized e-surveillance mechanism through CCTV for ATMs.
- ❖ To ensure proper working of CCTV and CCTV footage for all Branches and ATMs.
- ❖ To carry out any other jobs allotted by the competent authority.

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 **22.06.2025**

How to apply:

Before applying online, candidates should go through the detailed advertisement by clicking the “**Download Advertisement**” available under the title “**Recruitment of Chief Security Officer (CSO)**” 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 Chief Security Officer (CSO)**"
- ✓ 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.

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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