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|  | **AP MAHESH CO.OPERATIVE URBAN BANK LTD.**  **5-3-989, III FLOOR, SHERZA ESTATE, N.S ROAD, HYDERABAD – 500 095**  Ph.23437100-03, Web:www.apmaheshbank.com, E-Mail: [info@apmaheshbank.com](mailto:info@apmaheshbank.com) |

**JOB DESCRITION FOR VARIOUS POSITIONS FOR INFORMATION & TECHNOLOGY**

**DEPARTMENT**

| **SL No** | **Position** | **Job Description** |
| --- | --- | --- |
| **1** | **Dy.General Manager/Asst.**  **Genral Manager** | **General:**   * **Post Graduate or Equivalent qualification in Information Technology / Masters in Computer Science.** * **8-10 years of experience in IT Setup & Infrastructure Management.** * **IT Department Administration in BFSI domain experience is preferable** * **Strong Administration & Communication Skills.**   **Technical Skill Requirements:**   * **Understanding the overall IT Department Function, Infrastructure and its related Services i.e., monitoring of IT Infrastructure Setup i.e., Enterprise Class Storage System, Compute (Servers), Network Establishment in the Data Centre.** * **Vendor Management for various current and future IT requirements.** * **IT Project Management Skill set.** * **Review of IT Policies for IT Service Management in Bank.** * **Preparation of RFPs for IT Projects, Tenders, Drafting of notes for approval for various IT requirements, Techno-Commercial Comparison, Cost Benefit Analysis etc.** * **SLA Drafting Execution, SLA Tracking for various Outsourced IT Projects, IT Asset Management etc.** * **Understanding of Business Requirements and accordingly aligning of IT Products in line with latest trends in Banking.** * **Age: Below 50 Years** |
| **SL No** | **Position** | **Job Description** |
| **2** | **Manager** | **General:**   * **Post Graduate or Equivalent qualification in Information Technology / Masters in Computer Science.** * **5-7 years of experience in IT Setup & Infrastructure Management.** * **Strong Administration & Communication Skills.**   **Technical Skills – Requirements:**   * **Understanding Project Management Responsibilities. Project Requirement Analysis, Positioning of Technology, Execution and continuity, support etc.** * **Vendor Management for various current and future IT requirements.** * **Review of IT Policies for IT Service Management in Bank.** * **Drafting Notes for various IT requirements for approval, Techno Commercial Comparisons, Cost Benefit Analysis etc.** * **Monitoring of IT infrastructure Setup i.e. Enterprise Class Storage System, Compute (Servers), Network establishment in the Data Center.** * **Data Center Infrastructure Setup Management, Monitoring, Monitoring of Facility Management Services.** * **Tender Process, Technical Evaluation, Negotiations, Preparation of various documents in this regard.** * **General Administration of the Department/Staff leave Management, Assigning the functions and its related duties to appropriate officials.** * **Conducting User Acceptance Tests for various projects and Services.** * **Managing of Digital Banking products and Services, understanding of related Service Level Agreements, Master Service Agreements etc.** * **Management of DC infra – Compute Storage, Network Preferable.** * **Age: Below 50 years** |

| **Sl.No** | **Position** | **Job Description** |
| --- | --- | --- |
| **3** | **Officers** | **General:**   * **Graduate /Post Graduate or Equivalent qualification in Information Technology/Masters in Computer Science.** * **3 years of experience in IT Setup & Infrastructure Management.** * **Strong Technical & Communication Skill Set.** * **Knowledge of IT infrastructure Setup.** * **Knowledge of Data Center Infrastructure Setup Management, Monitoring, Monitoring of Facility Management Services.** * **Knowledge of Core Banking Solutions.** * **Knowledge of Digital Banking products and Services etc.** * **Age: Below 45 years** |

**General:**

CTC for above positions will commensurate, with Qualifications, Experience and Proficiency in the areas as per the Job Description above. Relaxation of Age will be considered in deserving cases depending on the experience in the respective fields.

Candidates meeting the above criteria have to apply in strict confidence with their resume, giving full details of present job, past experience and Pay/CTC presently drawn and expected, on or before **25th October, 2017** clearly indicating the position/s applied for and mail/courier the same to the address mentioned as under:

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| Email:**recruit@apmaheshbank.com**  **The Joint General Manager**  A.P.Mahesh Co.op.Urban Bank Ltd.,  (Multi State Scheduled Bank)  5-3-989,Sherza Estate,N.S.Road,Osmangunj.  Hyderabad – 500 095(A.P.)  website: [www.apmaheshbank.com](http://www.apmaheshbank.com) |

**Date: 11.10.2017 Sd/-**

**Place:Hyderabad JOINT GENERAL MANAGER**