

INDIAN DIGITAL PAYMENT INTELLIGENCE CORPORATION

RECRUITMENT NOTICE

Positions: 1. HEAD – HUMAN RESOURCES

2. COMPANY SECRETARY

Organization: Indian Digital Payment Intelligence Corporation (IDPIC)

Registered Office: Mumbai

Employment Type: Full-Time. Three years extendable by two more years.

Reporting To: MD & CEO, IDPIC

Number of vacancies: One each

About Indian Digital Payment Intelligence Corporation (IDPIC)

Indian Digital Payment Intelligence Corporation (IDPIC) is a Section 8 company, incorporated under the Companies Act, 2013. It is promoted by the State Bank of India (SBI) and Bank of Baroda, along with other banks/payment companies, and functions under the regulatory approval and oversight of the Department of Financial Services and the Reserve Bank of India (RBI). IDPIC has been established as the nation's central digital payment fraud intelligence platform. Its primary mandate is to detect, prevent, and analyze fraud in India's rapidly expanding digital payments ecosystem in real time. Leveraging cutting-edge technologies, including Artificial Intelligence (AI), Machine Learning (ML), and Big Data Analytics, IDPIC plays a pivotal role in strengthening the security and trustworthiness of India's digital payment infrastructure.

1) HEAD – HUMAN RESOURCES

Position Overview:

The Head of Human Resources will be responsible for establishing and leading the end-to-end HR functions of IDPIC.

The role will drive the people strategy required to build a high-performing organization that supports India's national digital payments fraud intelligence infrastructure.

The HR Head will build a talent ecosystem comprising of Administrative staff, Cyber security experts, Data scientists, AI/ML specialists, Fintech professionals, and Regulatory specialists, while ensuring compliance with statutory, governance, and public-interest expectations of a Section 8 entity.

Key Responsibilities

1. HR Strategy & Organization Development

- Develop and implement the overall People Strategy aligned with IDPIC's mission and growth roadmap.
- Design the organizational structure, workforce planning, and manpower strategy for a technology-driven fraud intelligence platform.
- Support leadership in building a high-trust, innovation-driven culture.

2. Talent Acquisition & Workforce Planning

- Build hiring frameworks to attract AI/ML experts, data scientists, cyber security professionals, banking domain experts, technology architects and other support staff.
- Develop partnerships with banks, fintech companies, universities, and research institutions.
- Lead senior leadership/ functional heads.

3. Compensation, Benefits & HR Policies

- Design competitive compensation structures aligned with fintech, banking, and technology sectors.
- Develop HR policies, employee handbook, and governance frameworks suitable for a Section 8 non-profit entity operating in the financial sector.
- Ensure statutory compliance including Companies Act, labour laws, and regulatory requirements.

4. Performance & Leadership Development

- Implement performance management systems linked to organizational KPIs and innovation goals.
- Establish leadership development programs for future technology and cyber-risk leaders.
- Drive employee capability building in AI, cyber security, fraud analytics, and digital payments risk management.

5. Culture, Engagement & Ethics

- Build a culture of integrity, transparency, and data security.
- Implement employee engagement initiatives to support a mission-driven public-interest organization.

- Promote diversity, inclusion, and ethical conduct across the organization.

6. HR Operations & Digital HR

- Implement HR systems including HRIS, payroll, talent analytics, and employee lifecycle management.
- Establish efficient HR service delivery models including shared services and digital HR processes.

7. Governance & Stakeholder Management

- Work closely with:
 - MD & CEO , Board of Directors and the Advisors.
 - Regulators and Government stakeholders
 - Partner banks and financial institutions
- Ensure HR governance frameworks align with the high standards expected in the banking and financial ecosystem.

Key Deliverables

- Establish HR function from scratch.
- Build a high-caliber workforce for fraud intelligence and cyber defense.
- Create a scalable people framework supporting national financial security objectives.

Qualification and Eligibility Criteria:

- MBA / Postgraduate in HR, Organizational Behaviour, or related discipline.
- Additional certifications in HR analytics, digital HR, or leadership development preferred.

Experience

- Minimum 10 years of HR leadership experience.
- Experience in banking, fintech, digital payments, cybersecurity, or technology organizations preferred.
- Prior experience building HR functions in start-ups, new institutions, or technology platforms is highly desirable.

Leadership Competencies

- Strategic thinker
- Integrity and governance focus
- Collaboration with government and financial institutions
- Innovation and technology orientation
- Strong communication and influencing ability

2) COMPANY SECRETARY

Position Overview

The Company Secretary will serve as the Principal governance and compliance officer of the organization and will be responsible for ensuring compliance with the Companies Act, 2013, Section 8 regulations, corporate governance frameworks, and regulatory expectations applicable to institutions operating within India's digital payments ecosystem.

The role will support the Board of Directors and Board Committees, Advisors, manage statutory filings and corporate governance processes, and ensure that the organization adheres to the highest standards of transparency, accountability, and regulatory compliance.

Qualification and Eligibility Criteria:

- Graduate in any discipline & Qualified Company Secretary (CS) and member of the Institute of Company Secretaries of India.
- Minimum 5years of experience in handling company secretarial functions, regulatory compliance, corporate governance, and board-related matters.
- Preference will be given to candidates with experience in banking, financial institutions, or government organizations.

Key Responsibilities

1. Corporate Governance

- Act as the Secretary to the Board of Directors and Board Committees.
- Ensure compliance with corporate governance best practices.
- Advise the Board and senior leadership on governance, statutory obligations, and regulatory developments.
- Maintain the corporate governance framework for the organization.

2. Board & Committee Management

- Organize and manage meetings of the Board of Directors and other Sub Committees of the Board.
- Prepare Board agendas, notes, minutes, and action trackers.
- Maintain statutory records and board documentation.

3. Statutory Compliance

- Ensure compliance with Companies Act, 2013 and Section 8 company regulations.
- Secretarial Standards issued by the Institute of Company Secretaries of India

- Manage all statutory filings with the Registrar of Companies (ROC).
- Maintain statutory registers and corporate records.

4. Regulatory & Financial Sector Compliance

- Ensure governance compliance in line with financial sector regulatory expectations.
- Liaise with: Banks and financial institutions, Regulators
- External auditors and legal advisors
- Monitor changes in regulatory frameworks affecting the digital payments ecosystem.

5. Legal & Corporate Documentation

- Draft and review: Board resolutions, Shareholder agreements, Corporate policies & Governance charters.
- Maintain legal documentation related to capital structure, investments, and institutional partnerships.

6. Secretarial & Compliance Reporting

- Prepare annual reports, governance reports, and compliance certifications.
- Support internal and external audits related to corporate governance.
- Ensure timely submission of statutory disclosures and filings.

7. Stakeholder & Institutional Coordination

- Act as a liaison between: Board of Directors, Senior management, Regulators and Institutional stakeholders including banks and financial entities.
- Facilitate communication on governance matters across the organization.

Key Deliverables

- Establish and maintain a robust corporate governance framework.
- Ensure 100% compliance with statutory and regulatory obligations.
- Enable effective functioning of the Board and Board Committees.
- Maintain transparent and well-documented corporate records.

Key Skills

- Corporate governance and compliance
- Companies Act and secretarial standards
- Board and committee management
- Regulatory compliance and filings
- Legal documentation and drafting
- Stakeholder management

Leadership Competencies

- High standards of integrity and professionalism
- Strong analytical and legal interpretation ability
- Excellent documentation and communication skills
- Ability to operate in a highly regulated financial ecosystem

OTHER TERMS AND CONDITIONS

COMMON FOR BOTH POSTS

Age limit: 45 Years as of 31.01.2026.

Salary: Monthly gross emoluments and other perquisites in tune with the industry norms in similar organizations.

Tenure of appointment: Three years, extendable by two more years. The Managing Director & CEO shall review the selected candidate's performance.

Selection process: Selection will be through a personal interview/discussion. The IDPIC may conduct a preliminary screening of applications to shortlist eligible candidates based on their qualifications, suitability, and experience. While short listing candidates, the IDPIC may consider additional qualifications, greater experience, and the level of responsibility handled. The applicants must ensure that they fulfil all the notified eligibility criteria as on the cut-off date prescribed in this notification

Work Location: Mumbai, Maharashtra (Registered office: Mumbai) or any location as decided by the company.

Application Process: Eligible and interested candidates are requested to submit their detailed Curriculum Vitae (CV) and a cover letter highlighting their suitability for the role to **career@idpic.in** by **21.03.2026**. It is mandatory to mention in the subject line **“Application for the post of Head-HR”** or **“Application for the post of Company Secretary”**

Only shortlisted candidates will be contacted for subsequent rounds of the selection process, which will involve interviews and assessments by a Board-appointed Selection Committee.

Note: The Selection Committee reserves the right to call a limited number of shortlisted candidates for an interview, and its decision will be final.

Canvassing in any form will lead to disqualification.

Mumbai: 13-03-2026

Indian Digital Payment Intelligence Corporation

ANNEXURE

**APPLICATION FOR THE POST OF HEAD-HR/ COMPANY SECRETARY
IN INDIAN DIGITAL PAYMENT INTELLIGENCE CORPORATION**

1. Name of the candidate :
2. Date of Birth :
3. Name of the Present/Previous Organisation:
4. Present/Previous Post held :
5. Present Pay and Scale of Pay :
6. Complete Postal Address, Telephone & E-mail particulars
(Permanent Address) :
(Present Postal Address) :
E-mail :
Telephone
Residence :
Office :
Mobile :

1. Educational Qualifications (with details of University / Institutions, Year of Passing, Division, Marks, etc. from graduate and above)

Degree/ Post Graduation	University name	Year of passing	Division and marks

9. Details of experience and brief service particulars (For the past ten years)

S. No.	Designation/ Post (Present/Previous) for the previous 10 years	From - To	Gross salary	Nature of duties	Remarks/ any other information relevant to the post

10. Any other information in support of the application.

Date:

Signature of applicant

Note: Self-attested copies of educational/professional certificates and suitable evidence of employment in the organization mentioned, and proof of age to be produced at the time of joining.