

**Advertisement No. 01 /2017-18**

**Advertisement for Empanelment of Ex-PSB officials for HR/ER assignments**

**Last Date for Receipt of Applications: April 28, 2017.**

**Scope of assignment (in brief)**

- IDBI Bank Ltd. proposes to prepare a panel of retired senior PSB officials for the purpose of conducting departmental inquiries in IDBI Bank as Inquiring Authorities / Enquiry Officers at 6 Centres viz. **Chennai, Guwahati, Lucknow, Kolkata, Nagpur and Pune.**
- The assignment would involve conducting departmental inquiries as Inquiring Authority / Enquiry Officer against the charge sheeted officers / employees of IDBI Bank Ltd in accordance of the procedure laid down under the applicable Officers' (Discipline & Appeal) Rules of IDBI Bank Ltd. / Staff Rules which have to be completed / concluded within a given timeframe and submission of the report on inquiry findings to the bank.
- The retired Officers shall conduct the departmental inquiry in the premises of IDBI Bank, for which the secretarial assistance will be provided by the Bank for conducting the inquiry.
- The assignment will be valid till the completion of departmental inquiry and submission of his / her report on inquiry findings to the Bank.

**Eligibility Criteria**

<b>S.No.</b>	<b>Particulars</b>	<b>Eligibility Criteria</b>
(i)	Cut-off date	April 01, 2017.
(ii)	Age	Not more than 68 years as on the cut-off date
(iii)	Experience	The applicant must have performed roles / functions as Inquiring Authority / Enquiring Officer in atleast five departmental inquiries during the period of service. OR The applicant should have worked in Disciplinary Cell of the HR Dept at the Corporate Office of his/her respective PSB for a minimum period of three years in Scale – III and above.

(iv)	Essential profile	<ul style="list-style-type: none"> <li>• The applicant should have retired from any Public Sector Bank (including SBI &amp; IDBI Bank) in the SMG Scale V &amp; above or equivalent.</li> <li>• No penalty (major or minor) should have been imposed against the applicant during the period of the official's service.</li> </ul>
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2. **Terms and conditions of engagement:**

(i)	Validity of Empanelment	The empanelment shall be initially valid for 3 years subject to yearly review depending on the performance of the official.
(ii)	Period of assignment	<ul style="list-style-type: none"> <li>• As and when the need arises, IDBI Bank shall select a retired officer from the empanelled list and give a specific assignment to conduct the departmental inquiries as Inquiring Authority / Enquiring Officer.</li> <li>• The assignment will be valid till the completion of departmental inquiry and submission of his / her report on inquiry findings to the Bank.</li> </ul>
(iii)	Fees / Reimbursement	<ul style="list-style-type: none"> <li>• For one departmental inquiry (i.e per case) involving one employee / official, consolidated honorarium of Rs.15,000/- plus Rs.2,000/- for miscellaneous expenditure.</li> <li>• For one departmental inquiry (i.e per case) involving more than one employee, a consolidated honorarium of Rs.20,000/- plus Rs.4,000/- for miscellaneous expenditure.</li> </ul>
(iv)	Conveyance	During inquiry days, taxi fare from residence to the venue of inquiry and back will be reimbursed as per the rates approved by the Bank. In exceptional cases where the Retired Officer is required to go out of station for conducting inquiry, the Bank shall provide airfare from the city of his residence to the venue of inquiry by economy class and shall also make necessary stay arrangement in the Bank's Visiting Officer Flat or in a Hotel at the place of enquiry, as deemed appropriate by the Bank.
(v)	Perks & other facilities	No other monetary / Non monetary perquisites / compensation / facility shall be payable / reimbursed to the officials.
(vi)	Termination of assignment	<ul style="list-style-type: none"> <li>• In case of unsatisfactory performance, the assignment given to a retired officer is liable to be cancelled, even before the completion of the enquiry assignment. ED, HRD of IDBI Bank shall be the competent authority to decide on such cancellation.</li> </ul>

### **3. How to apply:**

3.1 The applicants are advised to fill their applications as per the requisite format, given below.

3.2 The application should be submitted to the Chief General Manager, Human Resources Department, IDBI Bank Ltd, IDBI Tower, 21<sup>st</sup> Floor, WTC Complex, Cuffe Parade, Mumbai 400 005 **only by post / courier** duly super scribed with words“**Application for Empanelment of Ex - Officials of Public Sector Banks**”.

### **4. General Instructions**

4.1 The retired officers would be empanelled on a non-exclusive basis and bank may empanel more than one person.

4.2 The assignment will not entitle the official so empanelled to claim any regular employment or any other monetary or non monetary benefit from the bank.

4.3 The Bank reserves the right to reject any or all applications without assigning any reason/s thereto.

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आवेदनपत्र प्रारूप

APPLICATION FORMAT

पीएसबी से सेवानिवृत्त अधिकारियों को सूचीबद्ध करने हेतु

FOR EMPANELMENT OF RETIRED OFFICIALS OF PSB

मुख्य महा प्रबंधक/The Chief General Manager,  
मानव संसाधन विभाग/Human Resources Department,  
आईडीबीआई बैंक लि./IDBI Bank Ltd,  
आईडीबीआई टॉवर, 21वीं मंजिल/IDBI Tower, 21st Floor,  
डब्ल्यूटीसी कॉम्प्लेक्स, कफ परेड/WTC Complex, Cuffe Parade,  
मुंबई/Mumbai - 400 005

प्रिय महोदय/Dear Sir,

मैं एतद्वारा आईडीबीआई बैंक लि. में जांच प्राधिकारी/जांच अधिकारी के रूप में कार्यभार के लिए अपनी सेवा का प्रस्ताव करता हूँ. आपके विचारार्थ मेरा जीवन-वृत्तयहाँ प्रस्तुत है :

I hereby offer my services for assignment to function as Inquiring Authority/Enquiry Officer in IDBI Bank Ltd. and also furnish my bio-data for your consideration:

क्र.सं./SN	विवरण/Particulars	ब्योशे/Details
1.	आवेदक का नाम/Name of the Applicant	
2.	आवेदक का पता/Address of the applicant	
3.	लैंडलाइन नं./Landline No/s. (एसटीडी कोड सहित/with STD Code)	
4.	मोबाइल नं./Mobile No.	
5.	ई-मेल पता/E-mail address	
6.	जन्म तारीख/Date of Birth	

7.	योग्यता/Qualification	
8.	बैंक में नियुक्ति की तारीख/Date of Appointment in the Bank	
9.	अधिवर्षिता/सेवानिवृत्ति की तारीख /Date of Superannuation/retirement	
10.	सेवानिवृत्ति के समय वेतनमान व पदनाम /Scale & Designation at the time of Retirement	
11.	बैंकिंग अनुभव की प्रोफाइल /Profile of Banking experience	(शाखा/कार्यालय, किए गए कार्यकलाप, धारित पद , अवधि /Branch/ Office, activity handled, Position held, Period
12.	क्या नियोजन के दौरान अधिकारी के विरुद्ध कोई छोटी /बड़ी दंडात्मक कार्यवाही की पहल की गई थी (हाँ/नहीं)/Whether any Minor / Major Penalty proceedings were initiated against the official during the employment (Y / N)	
13.	क्या अधिकारी के विरुद्ध किसी बाहरी एजेंसी द्वारा कभी कोई जांच की गई थी और यदि हाँ , तो इसका विवरण दें/Whether the official was subjected to any investigation by any external agency and if yes, details thereof.	
14.	कोई बड़ी बीमारी, यदि कोई है/Any major illness, if any	
15.	विभागीय जाँच की संख्याx / No. of Departmental Enquiries	

16. प्रमाण पत्र/Certificate/s:

- क) मैंने आईडीबीआई बैंक की वेबसाइट पर प्रदर्शित विस्तृत विज्ञापन को ध्यानपूर्वक पढ़ा है और इसकी विषयवस्तु को पूरी तरह समझ लिया है . में पुष्टि करता हूँ कि उपर दिए गए ब्योड़े/दी गई सूचनाएँ मेरीसंपूर्ण जानकारी के अनुसार सत्य और सही हैं . यदि उपर दी गई कोई भी जानकारी बाद में असत्य पायी जाती है तो बैंक के पास सौंपे गए कार्यभार को बिना कोई सूचना दिए समाप्त करने का अधिकार होगा.

I have carefully perused the detailed advertisement hosted on IDBI Bank's website and fully understood its contents. I confirm that the details/information furnished above are / is true and correct to the best of my knowledge. In case, any details furnished above are found incorrect later on, the Bank has right to terminate the assignment given, without giving any notice.

- ख) मैं यह भी घोषणा करता हूँ कि यदि मेरा नाम बैंक की पैनल सूची में शामिल किया जाता है तो मैं सौंपे गए कार्यभार को बैंक के सर्वोत्तम हित में पूरा करूंगा.

I also hereby declare that if my name is included in the bank's empanelment list, I will carry out the assignment entrusted to me in the best interest of the Bank.

- ग) मैं नियमों, प्रक्रियाओं और कार्यभार के संबंध में उपयुक्त प्राधिकारियों द्वारा दिए गए निर्देशों का पालन करूंगा.

I shall comply with the rules, procedures and direction of the appropriate authority given to me with regards to the assignment.

- घ) मैं जाँच के संबंध में मुझे प्राप्त सूचनाओं/दस्तावेजों/रिकॉर्डोंके बारे कड़ाई से गोपनीयता कायम रखूंगा तथा इनका उपयोग मुझे सौंपे गए मामले की जाँच के प्रयोजन के लिए ही करूंगा.

I shall maintain strict secrecy in relation to the information / documents / records received by me in connection with the enquiries and utilise the same only for the purpose of enquiry in the case entrusted to me.

हस्ताक्षर/Signature: \_\_\_\_\_