



## Human Capital Management (Recruitment & Promotion) Central Office

Chander Mukhi Nariman Point Mumbai – 400 021 Web Site :  
www.centralbankofindia.co.in

### Empanelment of Retired Officers of Central Bank of India for engagement as an advisor in Regional Offices, Zonal Offices and various department in Central Office in Scale I,II,III & IV on Contractual Basis for FY 2024-25.

Opening Date for Receipt of Applications	15-05-2024
Last date of Receipt of Applications	31-05-2024
Date of Interview ( TENTATIVE)	3 <sup>rd</sup> /4 <sup>th</sup> Week June

**Central Bank of India**, a leading Public Sector Bank, with Pan India Branch Network of more than 4,400 plus branches, with total business of more than Rs 6, 30,000 crores, driven by talented work force of more than 31,000 plus employees invites applications **for the empanelment of Retired Officers of Central Bank of India for engagement as an advisor in Regional Offices, Zonal Offices and various department in Central Office in Scale I, II, III & IV at Central Bank of India on Contractual Basis for FY 2024-25.**

#### **ELIGIBILITY CRITERIA:-**

The Eligibility Criteria and other details for empanelment of retired officer for engaging as an advisor shall be as under:-

#### **AGE and Other Eligibility Criteria:-**

- The Officer who retired from Central Bank of India's Service on attaining superannuation at the age of 60 years on or before 01.05.2024.
- The Officer should have retired with good track record and no major punishment/penalty should have been inflicted on the retired Officer during five years of his service in the Bank preceding his retirement and no minor punishment/penalty should have been inflicted on the retired Officer during three years of his service in the Bank preceding his retirement.
- An Officer must not have been named in the Officer in Doubtful Integrity (ODI) List during five years of his service in the Bank preceding his retirement. Also, the retired Officer should not have any crime record.
- The Officer voluntary retired/ resigned/ suspended/ dismissed/ terminated/ who have left the bank otherwise before superannuation are not eligible for consideration for engagement.
- The retired officer should be of sound health.
- The retired officer should not be more than 63 years of age as on 01.05.2024.
- The retired officer services will be considered in the respective scale at the time of their retirement.

### **CONTRACT PERIOD:-**

- a. The term of engagement shall ordinarily be for an initial period not exceeding one year.
- b. The contract may be extendable up to an age, two years more than the age of superannuation of the concerned Officer.
- c. The contract may be extended based on review of the task and performance of the contractual retired officer and need of the Bank, provided in no case shall it be extended beyond the age of 65 years.
- d. The agreement for engagement shall stand terminated on attaining the age of 65 years.
- e. During the period of contract of engagement with the Bank, the retired officer shall not take up any assignment with any other organization.

### **TERMINATION OF CONTRACT:-**

- a. The engagement of Retired Officer in the Bank shall not be considered as a case of re-employment in the Bank.
  - b. The member shall not be eligible for any claim or any other Benefit/compensation under provisions of any Act/Rules applicable to regular Bank employees.
  - c. The Bank may cancel/terminate the contract of the engagement at any time without assigning any reason whatsoever with an option of 30 days' notice period or payment/surrender of remuneration of one month in lieu thereof.
  - d. The Retired Officer needs to give a 30 days notice in case of pre mature termination of contract of engagement.
- ❖ The indicative but not exhaustive list for reasons of termination of contract is as below:
- i) The advisor is unable to address the assigned works;
  - ii) Quality of completed work assigned is not to the satisfaction of the Bank;
  - iii) The advisor fails in timely achievement of the target as decided by the Bank;
  - iv) The advisor is found lacking in honesty and integrity;
  - v) The termination will be without prejudice to either party's rights accrued before termination.
  - vi) If any declaration/information furnished by the member is found false or found to be willfully suppressed any material fact(s), he/she will be liable for termination of contract including any administrative and/or legal action as the Bank may deem fit.
  - vii) The character and conduct of the advisor is of such a nature that it would constitute offences liable for intimation of disciplinary proceedings against him/her if in service.

### **FIXED MONTHLY REMUNERATION/OTHER ALLOWANCES:**

The fixed monthly remuneration to engaged retiree irrespective of their Scale based on the category of location shall be as under:

<b>Category of Location</b>	<b>Fixed Pay Component</b>
Rural/Semi-Urban	Rs 25,000/-
Urban	Rs 35,000/-
Metro	Rs 45,000/-

### **DEDUCTION OF TAX:-**

Income tax or any other tax liable to be deducted, as per the prevailing provisions under relevant laws at source before effecting the payment, for which the Bank will issue certificate.

### **OFFICE TIMINGS AND WORKING DAYS:-**

The retired Officers engaged on contractual basis shall have to follow the working hours as applicable to Officers of the Bank. The member usually has to attend the Office on all the working days ,but if required, he/she can be called for duty on any day such as Sunday, holiday including Gazetted Holiday or beyond working hours without any extra remuneration.

### **LEAVE OF ABSENCE:-**

- a. Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service.
- b. No remuneration for the period of absence in excess of admissible leave will be paid.
- c. The leave will be carried over to the next month subject to maximum of 18 days leave during the entire contract period which will lapse on the last day of the contract. The leave for more than 4 days shall not, ordinarily, be allowed at a time.
- d. The member shall not claim of leave as a matter of right.

### **ROLES & RESPONSIBILITIES:-**

Roles and responsibilities will be defined by the respective department and shall be communicated in the engagement letter to the selected member. Periodic Performance evaluation needs to be carried out and the same is to be considered while renewing the contract, if renewal is required. General Manager of the respective department will be the competent authority for performance evaluation.

### **REPORTING:-**

Respective Regional Head/Zonal Head/Department Head(Central Office) will be reporting authority for such engaged retired Officer and will be responsible for deployment and monitoring of his/her functions on a monthly basis.

### **SELECTION PROCEDURE:-**

The eligible shortlisted candidates will be called for personal interaction and the decision of the Bank in this regard shall be final.

## **SUBMISSION OF APPLICATION:-**

The last date to submit applications is **31.05.2024**. No applications shall be entertained beyond the stipulated date. Incomplete applications will be rejected. The format of application is attached along with this notification.

The application should be, **Super scribed** as “Application for Empanelment of Retired Officers of Central Bank of India for engagement as an advisor in Regional Offices, Zonal Offices and various department in Central Office in Scale I, II, III & IV at Central Bank of India on Contractual Basis”.

The application (**Annexure –I**) completed in all respect along with relevant papers has to be submitted at the below mentioned address:

**General Manager,  
HCM Department,  
Central Bank of India,  
17<sup>th</sup> Floor, Central Office,  
Chandermukhi, Nariman Point,  
Mumbai 400021.**

### **Note:**

- Please note that all the particulars mentioned in the application including Name of the Candidate, Category, Date of Birth, Post Applied for, Address, Mobile Number, Email ID etc. will be considered as final and no change/modifications will be allowed after submission of the application form.
- Candidates are hence requested to fill in the application form with the utmost care as no correspondence regarding change of details will be entertained. Bank will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.
- Application received other than post shall not be entertained.

**APPLICATION FEE : Nil**

## **EXECUTION OF AGREEMENT FOR CONTRACTUAL ENGAGEMENT:**

The Empanelled Retired Officer if further engaged will execute a stamped Agreement before taking up the contractual engagement/assignment, containing a clause on confidentiality, ethics and integrity along with other terms of employment/assignment. The format will be provided to the candidate found successful on completion of the engagement process.

## **GENERAL INSTRUCTIONS:**

- a) While applying for the post, the applicant should ensure that he / she fulfills the eligibility and other norms mentioned above and that the particulars furnished are correct in all respects.

In case it is detected at any stage of empanelment/engagement that a candidate does not fulfill the eligibility norms and / or that he / she has furnished any incorrect / false information or has suppressed any material fact(s), his / her candidature will automatically stand cancelled. If any of the above shortcoming(s) is / are detected even after engagement, his / her contractual engagement is liable to be terminated without any notice.

- b) Mere submission of application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him / her right to be called for interview.
- c) Not more than one application should be submitted by any candidate. Multiple Applications/Registrations will be summarily rejected.
- d) Applications, once submitted, will not be allowed to be withdrawn. The Bank would be free to reject any application, at any stage, if the candidate is found ineligible for the post, for which he/she has applied. The decision of the Bank regarding eligibility of the candidates, the stage at which scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced etc. and any other matter will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Bank in this behalf.
- e) A recent, recognizable color passport size photograph should be firmly pasted on the application form and duly signed across by the candidate.
- f) All candidates will have to produce, if called for interview, originals as well as self attested photocopies of their experience certificates and any other certificate required, in the prescribed proforma in support of their eligibility, failing which their candidature will be cancelled.
- g) No Travelling Allowance is payable to candidates who are called for the interview.
- h) The Bank takes no responsibility for any delay /non-receipt or loss of any communication.
- i) Any resulting dispute arising out of and/or pertaining to the process under this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai.
- j) Request for change of contact no./address/ email ID/ interview center will not be entertained.
- k) In case any dispute arises on account of interpretation of version other than English, English version will prevail.
- l) Engagement of retired officers is subject to their being declared medically fit as per the requirements of the Bank. Such appointment will also be subject to Rules & Policies of the Bank.
- m) Empanelled Retired Officer shall be engaged in our Bank only when a vacancy or need of advisor arises during financial year 2024-25.

**Candidates are advised to regularly visit the Bank's website for updates/ notices/ instructions. All announcements/addendum/corrigendum/details pertaining to this process will only be published / provided on authorized Bank's website <http://www.centralbankofindia.co.in> from time to time under Career section. No separate communication/intimation will be sent to the candidates who are not selected/ shortlisted in the process. All notification/communication placed on Banks's website shall be treated as intimation to all candidates who have applied for the process.**

**Merely satisfying the eligibility criteria norm does not entitle the candidate to be called for GD/Interview/Selection process. The Bank reserves the right to call only the requisite number of candidates for GD/Interview/Selection process after preliminary screening/ shortlisting with preference to the candidates' age, qualification, essential requirements, suitability etc.**

**The Bank reserves the right to reject any application/ candidature at any stage or cancel the conduct of interview/GD or to cancel the engagement process entirely at any stage without assigning any reason.**

**Date: 15<sup>th</sup> May, 2024**

**--SD--  
GENERAL MANAGER-HCM**

**Annexure-I**

<p><b>APPLICATION FOR EMPANELMENT OF RETIRED OFFICERS OF CENTRAL BANK OF INDIA FOR ENGAGEMENT AS AN ADVISOR IN REGIONAL OFFICES, ZONAL OFFICES AND VARIOUS DEPARTMENT IN CENTRAL OFFICE IN SCALE I,II,III &amp; IV ON CONTRACTUAL BASIS FOR FY 2024-25</b></p>
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<p>Passport Size Photo  To be signed across</p>
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Sr.	Particulars	<u>Details of the applicant</u>
1	Application for the post of	
2	Name (in block letter)	
3	Father's Name	
4	Date of Birth	
5	PF (Employee) No.	
6	Category (tick whichever is applicable)	General/SC/ST/Minorities/OBC
7	PPO No.	
8	Residential Address ( <b>Place where he/she is permanently staying</b> ) *	House No _____ Street _____ Locality _____ Landmark (if any) _____ District _____ Pin Code _____

9	State of Domicile			
10	Educational Qualifications			
11	Landline and Mobile numbers			
12	Email address			
13	Branch/office from which retired with year of retirement			
14	Designation last held with Grade/Scale			
15	Whether retired on superannuation or voluntarily			
16	Has had disciplinary action initiated by Bank during five years of his service preceding to retirement			
17	Details of Last 3 postings	Period		
		From	To	
		1.		
		2.		
		3.		
18	Last three assignments held (in descending order)		Period	
	Assignment	Branch/Office/Department	From	To
19	Detail of Certification/Knowledge enhancement, if any			

20	Significant achievements (in brief) A. Banking career B. Others			
21	Awards/Recognitions received from Bank/Government/voluntary/service organizations			
22	Any other information you would like to share			
23	Languages known:	<u>Read</u>	<u>Write</u>	<u>Speak</u>
	a)			
	b)			
	c)			
24	Any other constraints, including issues related to health			

**DECLARATION:**

I confirm that above information is correct and is based on my service record.

I have retired from Bank's service on attaining superannuation and not under Voluntary Retirement or Exit Option Scheme. If any information proved contrary to the said self-declaration, my engagement shall be liable for termination. Bank's decision in this regard shall be final and binding on me.

Date:

(Signature of the applicant)

Attachments:

Self-attested photo copies of the following:

1. PAN card
2. Aadhaar card
3. Relieving letter from Central Bank of India
4. Address Proof