



Advertisement No.03/ 2018-19

**ADVERTISEMENT FOR ENGAGEMENT OF
RETIRED EMPLOYEES ON CONTRACT BASIS**

Important: Last Date of Receipt of Applications: November 07, 2018

Company Profile

IDBI Bank Ltd., owned by Government of India and engaged in providing complete range of retail and corporate banking services to its clients, proposes to engage the services of Retired Employees as Investigation Officers (IOs). The engagement would be on short term contract basis (About 3-6 months).

IDBI Bank invites applications for the assignments mentioned below from eligible and suitable candidates fulfilling the requirement mentioned below. Applicants are advised to submit the application form hosted on the Bank's website at www.idbi.com on the dates mentioned below after carefully going through all the instructions contained in the Application Form and the instructions given in the advertisement. **No other means/ mode of application form/ printout would be accepted.**

- Requirement of retired employees for assignments in Audit Department like Special Investigative Audits of Branches/ Departments in respect of;
 - i) Retail Banking Branches;
 - ii) Corporate Branches;
 - iii) Treasury Front Office/ Mid-Office/ Back Office;
 - iv) Trade Finance Centres;
 - v) Retail Asset Centres (RACs);
 - vi) Credit Processing Centres (CPCs);
 - vii) Accounts Payable Unit (APU);]

- viii) Any Firm/ Company/ Group specific investigations; and
- ix) Any other centres as decided by Audit Department.

1 **Eligibility Criteria** [Cut-off date : October 1, 2018]

(i)	Age	Not more than 65 years at the time of empanelment and must be healthy and have mobility.
(ii)	Experience	Must have at least 3 years of work experience in the relevant field/ work area and/ or have handled credit for a minimum of 2 years.
(iii)	Essential profile	The applicant shall be, <ol style="list-style-type: none">1. Retired from IDBI Bank as an Officer in Grade C/ D/ E or from other PSBs in Scale III/ IV/ V (either on superannuation or on VRS).2. No punishment under major penalties against the officer during the last 10 years of active service.3. Must have working knowledge of MS Word and MS Excel and having a Laptop to carry out the assignment.4. Officer must have sound health i.e. he/ she must be medically fit and have mobility for carrying out work at branches.

Applicants selected for the assignment should obtain clearance from the previous employer, if required (i.e. if retired from the previous employer and has not completed one year post retirement) for taking up the assignment with IDBI Bank.

Depending upon the requirement, Bank reserves the right to cancel or restrict or curtail or enlarge any or all of the provisions of the selection process, if need so arises, without any further notice and without assigning any reason thereof.

2. **Terms and conditions of engagement:**

(i)	Period of engagement	The engagement would be on a short term basis and shall be for a period upto 6 months. The engagement may be renewed subject to satisfactory performance depending on the requirement of the Bank for a further period of 3 to 6 months
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(ii)	Type of engagement	Contractual engagement.
(iii)	Payment and allowances	<ul style="list-style-type: none">➤ For Officers in Grade 'E' : Rs.2000/- per actual working day.➤ For Officers in Grade 'D' : Rs.1800/- per actual working day.➤ For Officers in Grade 'C' : Rs.1500/- per actual working day.➤ No. of days of actual work per week or as the case may be, decided as per the nature of assigned task(s).➤ Deduction of Income Tax at source as per extant provisions.
(iv)	Perquisites/ Benefits	<ul style="list-style-type: none">➤ If the Retiree officer is required to travel on account of demand of the assignment, then normal TA/ DA, as admissible, for the respective Grade of the officer will be applicable and payable subject to approval. TA/DA for to and fro travel to attend the office where he is engaged is not admissible.➤ Not eligible for any other allowances/ perquisites from the Bank.
(v)	Termination of contract	Bank reserves the right to terminate the contract without notice.
(vi)	Superannuation benefits	No superannuation benefits shall be applicable.
(vii)	Service rules	During the contractual period, shall be governed by the IDBI Bank Ltd Officers' Conduct and Discipline & Appeal Rules, 2006, as amended from time to time.
(ix)	Residual matters	As may be decided by the IDBI Bank Ltd.

3. **How to apply:**

3.1 The applicants are advised to fill their applications strictly as per the format provided by Bank on its websites (www.idbi.com). The application form should be typed or neatly handwritten in English on a good quality "White A- 4 size" paper. The application must have the latest passport size photograph affixed and duly signed across. Application must be complete in all respects. Incomplete and illegible applications will be rejected.

- 3.2 Application should be accompanied by attested copies of relevant certificate(s)/ documents, in support of proof of age, category, educational qualification, work experience, etc. as mentioned in the application form.
- 3.3 The application form along with attested copies of relevant certificate/s may be sent **by ordinary post only**. The application form complete in all respects and duly signed should be sent in a cover superscribed as ***“Application for engagement of Retired Employees on contract basis - 2018”*** and addressed to The General Manager, Human Resources Department, IDBI Bank Ltd., IDBI Tower, 21st floor, WTC Complex, Cuffe Parade, Mumbai – 400 005.
- 3.4 The duly filled application form can also be deposited in box specially kept for the purpose at the Reception counter of IDBI Bank Ltd. IDBI Tower, Ground Floor, WTC Complex, Cuffe Parade, Mumbai – 400 005.
- 3.5 Applications complete in all respects alongwith attested copies of the required documents should reach the Bank on or before **November 07, 2018**. Applications received after **November 07, 2018** will not be entertained.

4. Selection Process:

- 4.1 Selection process will consist of Personal Interaction (PI) before the selection committee. The Bank will undertake a preliminary screening of the application for preparing, if necessary, a shortlist of eligible applicants to be called for PI and decision of the Bank in this regard shall be final. Thus, merely fulfilling the requirement laid down in the advertisement would not automatically entitle any candidate to be called for PI.
- 4.2 The details regarding the time, date and address of the venue for the PI will be intimated to the shortlisted eligible applicants.

5. General Instructions

- 5.1 In case, it is detected at any stage that the applicants do not fulfill the eligibility criteria and/ or have furnished incorrect information or suppressed any material information, their candidature will be cancelled and if appointed, their services may be summarily terminated without any compensation thereof.
- 5.2 In all matters regarding eligibility, minimum qualifying standards in PI, assessment thereof and communication of result, the Bank's decision shall be final and binding on the applicants and no correspondence shall be entertained in this regard.
- 5.3 Canvassing in any form will be treated as a disqualification.
- 5.4 The Bank reserves the right to reject any or all applications without assigning any reason/s thereto.
- 5.5 The Bank reserves the right to modify/ amend/ reverse/ cancel any or all of the provisions of the selection process if need so arises, without any further notice and without assigning any reason thereof.
