



INDIAN OVERSEAS BANK

(A Govt of India Undertaking)

Central Office, 763, Anna Salai, Chennai – 600002

www.iob.in

Advt No.: HRDD/MISC/ 01 / 2015



Good People to Grow with

Dated: 19.06.2015

EMPANELMENT OF RETIRED OFFICIALS AS INQUIRY OFFICERS

Indian Overseas Bank, a leading Public Sector Bank with headquarters in Chennai having geographical presence all over India and abroad, invites applications from eligible candidates, for **empanelment of retired officials as Inquiry Officers for departmental proceedings initiated by the Bank. Please read this advertisement carefully and ensure the eligibility before sending the application. No fees to be paid.**

IMPORTANT DATES

Last Date for Receiving Soft copy of the Duly-filled in "Application Form" at cdac@iobnet.co.in by email.	30.06.2015
Last Date for Receiving Hard copy of the Duly-filled in "Application Form" along with requisite Documents at the prescribed address by Registered Post.	07.07.2015

1. ELIGIBILITY CRITERIA AND OTHER TERMS & CONDITIONS

All the eligibility criteria (Qualification, Age, Experience etc.) for empanelment of Inquiry Officer shall be computed as on 01.06.2015 (inclusive).

POST NAME	INQUIRY OFFICER
JOB DESCRIPTION	<p>The Inquiry Officer / Inquiry Authority shall be appointed by the Disciplinary Authority of the charge sheeted employee/ officer whose case is entrusted to him for conducting enquiry.</p> <p>He/She shall be entrusted with the enquiries on 'case to case basis' by the Disciplinary Authority.</p> <p>Will act as Inquiry Authority and preside over the Inquiry. On completion of Inquiry, he/she shall be called for Presiding Officer's brief and Defence brief. Then submit his/her Report / Findings to the concerned Disciplinary Authority.</p>
AGE	Should not be more than 70 years as on 01.06.2015
QUALIFICATION	<ol style="list-style-type: none"> 1. Graduation / Post Graduation Degree 2. Candidates with Diploma in Personnel Management/ Industrial Relations, Labour Studies, Labour Administrative Law, Degree in Law will be preferred.
WORK EXPERIENCE	<p>He/She should have worked in the capacity of not less than Senior Management Grade Scale IV prior to retirement in any Public Sector Bank.</p> <p>He/She should have a minimum period of 3 years field experience in the line of Vigilance and Non -Vigilance Departmental Inquiries.</p>

REMUNERATION	<p>A lump sum remuneration of Rs.15000/- for completion of one Departmental Inquiry (Per Charge Sheet) and if the number exceeds more than one charge sheet in a single file then for each additional charge sheet, a fixed sum of Rs.7,500/- will be paid subject to a maximum of Rs.75000/- per file.</p> <p>The amount of honorarium will be reduced to 50% if the enquiry is not completed within 6 months (except due to court stay or reasons beyond the control of Inquiry Officer). The final decision in this regard will be taken by the Bank.</p> <p>The entrustment of Number of cases to individual Inquiring Authorities would be decided on a case-to-case basis depending upon the exigencies.</p>
CLERICAL CHARGES	Rs.1500/- per departmental enquiry report/case (Charge sheet), towards clerical and stenographic work which the Inquiry Officer has to arrange by himself.
CONVEYANCE (LOCAL)	<p>Rs.1000/- per case file (applicable only if the place of enquiry is A or B or C class cities).</p> <p>In case of travel to outstation for conducting enquiry, if necessary, eligible TA/HA at the rate applicable to the serving officers of equivalent rank at the time of retirement, shall be paid.</p>
NOTICE PERIOD FOR REMOVAL FROM EMPANELMENT	Shall be terminated at any time by the appointing Authority, without notice and without assigning any reasons
FACILITIES FOR WORKING	Shall be provided with the necessary infrastructure for holding enquiry besides the stationery / postage by the bank
PLACE OF EMPANELMENT	Anywhere in India, depending on the case allotted to the member.
EMPANELMENT PERIOD	Will be empanelled for a period of three years subject to an annual review by Chief Vigilance Officer (CVO) of our Bank

Other Conditions

- The Inquiry Officer / Inquiry Authority shall not engage himself / herself in any other professional work or service, which is likely to interfere with the performance of his/her duties as Inquiring Authority.
- The Inquiry Authority shall conduct the inquiry proceedings only in the office premises of the Bank or at the place of concentration of the charged officer / witness etc.
- The Bank reserves the right to reject any or all applications from the Retired Officials without assigning any reason/s thereto. Also the Bank reserves the right to change/modify/cancel the terms and conditions of the empanelment without assigning any reason or notice thereof. Likewise, the Bank reserves its right to cancel the empanelment without assigning any reason or notice to the concerned empanelled Inquiry Authority.

Note:

- The empanelment is for a specified period as stated above, and as such should not be construed as an offer of employment or a regular employment in the Bank.
- Apart from the remuneration & other details mentioned above, the appointed candidate is not entitled to any other Perquisites / Facilities etc.

2. SELECTION METHODOLOGY:

After scrutiny of the applications received, only eligible candidates will be called for Personal Interview. The short-listing and call for interview will be on the basis of the details provided by the candidates in the "**Application Form**" & documents forwarded along with the "**Application Form**". The Bank would be free to reject the candidature of any candidate at any stage of the empanelment process, if he / she is found to be ineligible and / or furnished incorrect or false information / certificates / documents or has suppressed any material facts.

The member (retired officials) who have already empanelled as Inquiry Officers in our Bank, and if they are willing to continue their empanelment, they have to apply afresh as per the notification / advertisement.

Bank reserves the right to shortlist requisite number of candidates based on the qualification of the candidate, experience and suitability of the candidates, as decided by the Bank and only those shortlisted candidates will be called for Interview or by any other process as decided by the Bank.

The interview venue, time & date for Interview will be informed to the shortlisted candidates in the Interview call letter and candidates have to attend the same at their own cost. Based on the number of applications we may conduct Web Based Interview also. The call letter will be sent **by email only**. The details of shortlisted candidates for Interview or any other process will be hosted in our website. Request for change of Centre will not be entertained. However, the Bank reserves its right to change / add / cancel the selection process & schedule at its discretion, under unforeseen circumstances, if any. Change, if any, will be announced in our Bank's website / by email. Bank will not be responsible for late receipt / non receipt of any communication from the Bank. Hence, candidates are requested to check their email and Bank's website regularly, to keep track of the process.

3. HOW TO APPLY

- a) Candidates should go through the detailed advertisement by clicking the **Advertisement (English)** available under the title "**Empanelment of Retired officials as Inquiry Officers**" in our website www.iob.in under "**Careers**" page and ensure candidate's eligibility before applying for the said post.
- b) Candidates will have to download the "**Application Form**" from the website and fill in all the required details in the "**Application Form**".
- c) Soft copy of the duly filled in "**Application Form**" should be received at cdac@iobnet.co.in by email on or before **30.06.2015**.
- d) Hard copies of Duly filled in "**Application Form**" along with self attested copies of the below mentioned requisite documents
 - d.1. Document evidencing date of birth such as Birth Certificate or School leaving Certificate/ SSC/HSC Certificate.
 - d.2. Final Degree Certificate &/Consolidated mark sheet in respect of passing graduation, post graduation degree & Professional Course.
 - d.3. Work Experience Certificates from their employers clearly stating the period and nature of Employment/ duties.

should be sent only by **Registered post** in a closed envelope super-scribed "**APPLICATION FOR EMPANELMENT OF RETIRED OFFICIALS AS INQUIRY OFFICERS IN INDIAN OVERSEAS BANK**", to reach the prescribed address on or before **07.07.2015**.

**THE DEPUTY GENERAL MANAGER
CONDUCT & DISCIPLINARY ACTION CELL
INDIAN OVERSEAS BANK
CENTRAL OFFICE, SECOND FLOOR, MAIN BUILDING
NO. 763, ANNA SALAI, CHENNAI - 600002**

The complete set of documents should reach us on or before **07.07.2015** at the address given above.

UNLESS THE APPLICATION FORM IS RECEIVED AT THE CORRECT SPECIFIED ADDRESS BY REGISTERED POST ALONG WITH COPIES OF OTHER STIPULATED DOCUMENTS, THE CANDIDATE'S APPLICATION WILL NOT BE CONSIDERED VALID.

4. GENERAL INSTRUCTIONS

1. Incomplete applications / Applications without supporting documents will be rejected outright.
2. All candidates will have to produce, if called for interview, originals as well as self-attested photocopies of documents in support of their eligibility such as age, educational qualification, experience or any other required certificate, failing which their candidature will be cancelled.
3. Candidates who do not satisfy the eligibility criteria and who do not produce (for any reason) the originals as well as attested photocopies of all documents required to be submitted as advised in this notification and Interview call letter, whomsoever, shall not be permitted to attend the Interview, even though they might have obtained the desired level of qualification, experience etc., and have been called for Interview.
4. Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of interview, selection and any other matter relating to empanelment will be final and binding on the candidate. Further, the Bank reserves right to stall / cancel the process partially / fully at any stage during the empanelment process at its discretion, which will be final and binding on the candidate.
5. No correspondence or personal enquires shall be entertained by the Bank.
6. In case of any dispute on account of interpretation in any version other than English, the English version shall prevail.
7. Any dispute arising out of this advertisement shall be subject to the sole jurisdiction of courts situated at Chennai.
8. The Bank, may at its discretion, add/change the selection methodology.
9. Canvassing in any form will be treated as disqualification.

Candidates in their own interest are advised to submit their applications well in time before the last date for submission. The Bank does not assume any responsibility for late receipt of applications submitted by the candidates/postal delay.

Decision of the Bank in respect of all matters pertaining to this empanelment would be final and binding on all candidates.

Place: Chennai

GENERAL MANAGER (HR)