



# STATE BANK OF INDIA

## HUMAN RESOURCES DEPARTMENT, LOCAL HEAD OFFICE, AHMEDABAD

### EMPANELMENT OF RETIRED OFFICERS OF THE BANK IN TEGS-VI AND VII GRADE AS INVESTIGATING OFFICERS (IO) ON CONTRACT BASIS

ADVERTISEMENT NO: HR/RPD/ SCO/CONTRACT/ 2021-22/ 01  
SUBMISSION OF APPLICATION 13.04.2022 to 18.04.2022

State Bank of India, Local Head Office, Ahmedabad invites application from **Retired Officers TEGS-VI and VII Grade** for empanelment on contract Basis as **Investigating Officers in Ahmedabad Circle**. The eligible and interested candidates are requested to apply through hard copy.

**Before applying, candidates are requested to ensure that they fulfill the eligibility criteria for the post as on the date of eligibility.**

- The retired officer should have retired from the Bank's service on attaining superannuation on or after 31.03.2019 as officer in the grades TEGS-VI to TEGS-VII.
- The empanelment of an official will be terminated when he will attain 65 years of age. However, Bank reserve the right to terminate the services even before, at its discretion
- The integrity of the official should not have been doubtful during his service in the bank.
- No punishment / penalty should have been inflicted on the official during five years of his service in the Bank preceding his retirement.
- No cases of CBI or other law enforcement agencies should be pending against the official.
- The officer/employee should have retired from the Bank's service only on attaining superannuation at the age of 60 years. The officers voluntarily retired/ resigned/ suspended or left the Bank otherwise before superannuation are not eligible for consideration for engagement. However, any officer, who has completed 58 years of age and 30 years of service/pensionable service (both the conditions need to be satisfied) as on the date of applying for voluntary retirement as per e-Circular Nos. CDO/P&HRD-PM/58/2015-16 dated 07.10.2015 & CDO/P&HRD-PM/12/2017 - 18 dated 05.05,2017, will be eligible for engagement/empanelment in the Bank on attaining the age of 60 years.
- The official should have at least five years' work experience in High value Credit
- Ex-officers who are engage in other Organizations are not eligible for empanelment.
- The applicant should be maintaining good health and willing to travel to all the places in the country.
- Pensioners presently drawing their pension from one circle but residing permanently/temporarily in the geographical area of another Circle may apply to the Circle presently they are residing in. The pensioners shall not be eligible for empanelment in a Circle if they are presently neither residing nor drawing their pension from that Circle.
- The selection process consists of short listing and interview.
- The ex-officers will be interviewed to test their knowledge pertaining to investigation, their mental agility and personal traits etc.
- The ex-officers will be empaneled initially for a period of 2 years. If their performance is satisfactory and depending on their suitability and requirement of the Bank, the period of empanelment will be extended / renewed for a further period of 12 months in each instance till they attain the age of 65 years keeping in view his/her good health appropriate for the work and level of expertise.
- Service Level Agreement (SLA) duly stamped to be executed by selected candidates.
- The Bank may cancel/terminate the contract of the empanelment at any time without assigning any reason whatsoever.
- Candidates are required to submit all necessary documents (ID proof, age proof, educational qualification, experience, caste/EWS certificate, wherever applicable etc.) failing which their application/ candidature will not be considered for short listing/ interview.
- Candidature/ Short listing of a candidate will be provisional and will be subject to satisfactory verification of all details/ documents with the originals when a candidate reports for interview (if called). The candidate should submit self attested photocopies of these documents at the time of Interview (i) Certificate/letter given by the Employer at the time of retirement. ii) Service Certificate issued by the employer at the time of retirement. iii) Pan card iv) Aadhar Card v) Residence Proof vi) Caste/EWS/OBC Non Creamy Layer Certificate (if applicable).
- Selected candidates are liable to be posted anywhere in Ahmedabad Circle as per the requirement of the Bank.

#### A. Requirement for Empanelment in Ahmedabad Circle.

Sr	Post	Nature of engagement/ Grade	Category wise					Total
			Gen	SC	ST	OBC	EWS#	
1	<b>Investigating Officer (IO)</b>	Contractual	03	-	-	01	-	04
<b>Total</b>			<b>03</b>	<b>-</b>	<b>-</b>	<b>01</b>	<b>-</b>	<b>04</b>

Gen – General; OBC – Other Backward Classes; SC – Scheduled Caste; ST – Scheduled Tribe; EWS: Economically Weaker Sections

# Reservation for EWS in recruitment is governed by Office Memorandum no. 36039/1/2019-Estt (Res) dated 31.01.2019 of Department of Personnel & Training, Ministry of Personnel, Public Grievance & Pensions, GOI. Disclaimer: "EWS vacancies are tentative and subject to further directives of Government of India and outcome of any litigation. The appointment is provisional and is subject to the income & Asset certificate being verified through the proper channels". Benefit of reservation under EWS category can be availed upon production of an 'Income and Asset Certificate' issued by a Competent Authority on the format prescribed by GOI.

#### B. DETAILS OF ELIGIBILITY:

Sr	Post	Eligibility Criteria
1	<b>Investigating Officer (IO)</b>	<ol style="list-style-type: none"> <li>The retired officer should have retired from the Bank's service on attaining superannuation on or after 31.03.2019 as officer in the grades TEGS-VI to TEGS-VII.</li> <li>The empanelment of an official will be terminated when he will attain 65 years of age. However, Bank reserve the right to terminate the services even before, at its discretion</li> </ol>

- c. The integrity of the official should not have been doubtful during his service in the bank.
- d. No punishment / penalty should have been inflicted on the official during five years of his service in the Bank preceding his retirement.
- e. No cases of CBI or other law enforcement agencies should be pending against the official.
- f. The officer/employee should have retired from the Bank's service only on attaining superannuation at the age of 60 years. The officers voluntarily retired/ resigned/ suspended or left the Bank otherwise before superannuation are not eligible for consideration for engagement. However, any officer, who has completed 58 years of age and 30 years of service/pensionable service (both the conditions need to be satisfied) as on the date of applying for voluntary retirement as per e-Circular Nos. CDO/P&HRD-PM/58/2015-16 dated 07.10.2015 & CDO/P&HRD-PM/12/2017 - 18 dated 05.05,2017, will be eligible for engagement/empanelment in the Bank on attaining the age of 60 years.
- g. The official should have at least five years' work experience in High value Credit
- h. Ex-officers who are engage in other Organizations are not eligible for empanelment.
- i. The applicant should be maintaining good health and willing to travel to all the places in the country.
- j. Pensioners presently drawing their pension from one circle but residing permanently/temporarily in the geographical area of another Circle may apply to the Circle presently they are residing in. The pensioners shall not be eligible for empanelment in a Circle if they are presently neither residing nor drawing their pension from that Circle.

NOTE: i. The number of vacancies including reserved vacancies mentioned above are provisional and may vary according to the actual requirement of the Bank. ii. The eligibility criteria prescribed for various posts are the minimum. Candidate must possess the requisite eligibility and relevant experience. iii. Caste certificate issued by Competent Authority on format prescribed by the Government of India will have to be submitted by the SC/ ST/ OBC candidates. iv. Candidate belonging to OBC category but coming in the 'creamy layer' are not entitled to OBC reservation. v. A declaration will have to be submitted in the prescribed format by candidates seeking reservation under OBC category stating that he/she does not belong to the creamy layer and latest OBC certificate containing the 'Non-creamy layer' clause, at time of interview, should be submitted by such candidates, if called for interview. vi. PWD candidates should produce a certificate issued by a competent authority as per the GoI Guidelines.

### C REMUNERATION & PERKS /ALLOWANCES:

Maximum number of days allotted for Investigation and submission of report and remuneration to be paid **per investigation** are as detailed below:

Scale/Grade at the time of retirement	Quantum of Loan & Advance Case	Max. no of working days	Lump-sum amount per day Without prejudice to pension*
1. For cases related to Advances			
Rs.			
TEGS-VI	Above Rs 50.00 Crores	As decided by the SAE Ordering Authority	5,500.00
TEGS-VII			6,000.00

#### ii. Travelling Allowance:

Conveyance & transportation are payable for outstation investigation work, at the rate as applicable to the grade of the IO at the time of retirement from the Bank's service

#### iii. Lodging/Halting Allowances:

The Bank will arrange to provide accommodation in Bank's Guest house/Transit house for outstation Investigation work. However, if same is not available expenses for accommodation may be reimbursed as per their eligibility in the grade at the time of retirement. Halting/Travelling Allowances will be paid as per their grade at the time of retirement.

No other payment will be made to IO in the form of salary/allowance/out of pocket expenses/conveyance etc.

### C. DETAILS OF ROLES & RESPONSIBILITIES/JOB PROFILE & KRAS:

Sr	Post	Roles & Responsibilities
1	<b>Investigating Officer (IO)</b>	<p><b>RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>a. To conduct Staff Accountability Examination (SAE) in high value NPA accounts with outstanding above Rs. 50 crores.</li> <li>b. The role of empaneled IO shall be restricted up to stage of submission of SAE/ investigation report to the Authority ordering SAE/investigation</li> <li>c. The SAE/investigation report should be a statement of facts and should not contain any recommendation.</li> <li>d. The standard format developed by BCDM Department will be utilized for submitting SAE/Investigation report.</li> <li>e. The IO shall ensure that all documents and registers containing the evidence are retained in personal custody of Branch/Unit Head having been entered in the Branch Document Register.</li> <li>f. The authority who is ordering investigation may assign other related roles as per requirement of a particular case.</li> </ul>

**D. CALL LETTER FOR INTERVIEW:** Intimation/ call letter for interview will be sent by email. **NO HARD COPY WILL BE SENT**

**E. EMPANELMENT PROCESS:** The empanelment will be based on short listing and interview, adequate number of candidates, as decided by the Bank will be short listed and called for interview. Mere fulfilling minimum qualification and experience and eligibility criteria will not vest any right in candidate for being called for interview and selection in the Bank's panel. The decision of the bank to call the candidates for the interview and selection in the Bank's panel shall be final. No correspondence will be entertained in this regard.

**Merit List:** Merit list for empanelment will be prepared in descending order on the basis of scores obtained in interview only. In case more than one candidate score the cut-off marks (common marks at cut-off point), such candidates will be ranked according to their age in descending order, in the merit.

**F. HOW TO APPLY:** Willing eligible officers will submit their detailed biodata and contact details specifically mentioning the areas of experience. The candidates should download the application form annexed hereto and after filling the same complete in all respects and attaching the requisite documents should send the same to the undersigned at the under mentioned address by post/courier/hand delivery. An advanced scanned copy thereto with all annexures attached may also be sent on the email id. [mgrrpd.lhoahm@sbi.co.in](mailto:mgrrpd.lhoahm@sbi.co.in) and [cmrpd.lhoahm@sbi.co.in](mailto:cmrpd.lhoahm@sbi.co.in). The Candidates should have their personal email id which should be kept valid and active till the declaration of result. It will help him/ her in getting call letter/ Interview advice etc. by email (if shortlisted).

**G.** Bank reserves the right to defer/cancel the above process at any stage without notice and without assigning any reasons.

**GENERAL INFORMATION:**

- Candidates are advised in their own interest to apply well before the closing date and not to wait till the last date.
- SBI does not assume any responsibility for the candidates not being able to submit their applications within the stipulated time period on account of any other reason beyond the control of SBI.
- The original documents regarding eligibility criteria and proof of date of birth should be produced for verification on the date of interview. Candidates will not be allowed to attend the interview if original certificate are not produced for verification on the date of interview.
- Caste Certificate issued by competent authority on the format prescribed by the Government of India will have to be submitted by the SC/ST Candidates, if called for interview.
- A declaration will have to be submitted in the prescribed format by candidates seeking reservation under OBC Category stating that he/she does not belong to the 'Creamy Layer' as on 31.03.2021. OBC Certificate containing the non creamy layer clause, issued during the period 01.04.2022 to the date of Interview should be submitted by such candidates, if called for interview.
- Benefit of reservation under EWS category can be availed upon production of an 'Income and Asset Certificate' issued by competent authority on the format prescribed by Government of India.
- Appointment of Selected candidates is subject to his/her/their being declared medically fit as per the requirement of the Bank. The discretion of the Bank in this regard shall be final.
- Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and or an application in response thereto can be instituted only in Ahmedabad and Courts/Tribunals/Forums situated at Ahmedabad only shall have sole and exclusive jurisdiction to try any cause/dispute.
- During the contractual empanelment, if it comes to the notice of the Bank that candidate has concealed any material information to gain the said empanelment, his contract is liable to immediately terminated without any notice and Bank has a right to initiate any legal action under the appropriate laws.
- The Investigating Officer should not use Bank's name or logo on their signboard, nameplates, visiting card, stationary etc.
- They shall not have any financial /administrative powers.
- They shall not be given any access to Core Banking platform/intranet etc.
- Mere empanelment does not entitle the Investigating Officer to seek work from the Bank. The allotment of work shall be at the discretion of competent authority of the bank. No preference or choice in allotment of work could be claimed by Investigating officer. The Investigating Officer cannot refuse to undertake the assigned work and the said violation of condition shall render them liable to be delist from the panel at the discretion of the Bank.

AHMEDABAD  
DATE: 13.04.2022

ASSISTANT GENERAL MANAGER (HR)

## APPLICATION FORMAT

To  
The Assistant General Manager (HR),  
State Bank of India,  
Ahmedabad Local Head Office,  
Bhadra, Lal Darwaja,  
Ahmedabad -380001

Paste  
(not to staple)  
a recent  
passport size  
photograph  
and sign  
across

Madam / Dear Sir,

### **EMPANELMENT OF RETIRED OFFICERS OF THE BANK IN TEGS-VI AND VII GRADE AS INVESTIGATING OFFICERS (IO) ON CONTRACT BASIS**

I submit herewith my application for the undernoted post(s) on contract basis in State Bank of India. I have read the Role, Remuneration and Terms & Conditions relating to the post and advise that they are acceptable to me.

<b>Name of the Post</b>
Investigating Officer (IO)

1. Full Name Shri/Smt./Kum (in Block Letters, as per degree certificate):

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2. Father's/ Husband's Name:

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3. Date of Birth: (DD/MM/YYYY) \*

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4. Contact Details:

Phone with STD																			
Mobile no.	+	9	1																
E mail id														@					

5. Address for communication (IN BLOCK LETTERS):

Address																				
Address																				
Address																			Pin Code	

6. Date of joining SBI/eABs/other PSB:

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7. Details of one referral from an official an official in the Senior Management level of previous employer (PSB)

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8. Age as on date

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9. Whether SC/ST/OBC

10. Date of Retirement and the grade/  
scale/ designation from which retired

11. Name of Circle/ Vertical / Department  
from which retired

12. Education/other qualification

13. Pension Paying Branch and Circle

14. Residing in Circle

15. Details of Computer Knowledge

16. Whether engaged in any other  
organization? If, Yes, details thereof.

17. State of the Officer's Health and  
particulars of major ailments, if any,  
he/she has suffered from during the last  
3 years.

18. Brief particulars of the experience of  
last 10 years (assignment wise)  
(A separate sheet may be annexed)

I hereby declare I am eligible for empanelment as Investigating Officer as per Advertisement No: HR/RPD/ SCO/CONTRACT/ 2021-22/ 01 dated 12.04.2022 and that the particulars furnished above are true and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incorrect/ incomplete or ineligibility being detected at any time before or after selection, my candidature is liable to be rejected and shall be bound by the decision of the State Bank of India. I have read the instructions and ready to accept the terms and conditions for empanelment as Investigating Officer (IO).

Place:

Signature:

Date:

Name of the Applicant:

**Enclosures:**

(self-attested photocopies to be enclosed to the application and original certificates will be verified during interview)

01. Certificate/letter given by the Bank at the time of retirement.
02. Service Certificate issued by the Bank at the time of retirement.
03. PAN Card.
04. Adhaar Card
05. Residence proof.
06. Caste certificate (if applicable)
07. Appreciation letters/certificates given by the institution if any.

**CONTACT NUMBERS :** +91 79 25506800

MAIL ID: [mgrrpd.lhoahm@sbi.co.in](mailto:mgrrpd.lhoahm@sbi.co.in) [cmrpd.lhoahm@sbi.co.in](mailto:cmrpd.lhoahm@sbi.co.in)

**Address for correspondence:**

The Assistant General Manager (HR),  
State Bank of India,  
Ahmedabad Local Head Office,  
Bhadra, Lal Darwaja,  
Ahmedabad -380001