

बैंक ऑफ महाराष्ट्र मानव संसाधन विकास विभाग प्रधान कार्यालय, लोकमंगल, 1501 शिवाजीनगर, पुणे 411005		BANK OF MAHARASHTRA HUMAN RESOURCES MGT DEPTT. Head Office, "Lokmangal", 1501 Shivajinagar, Pune – 411 005.
फोन/Phone : 020-25514501-12, 25532752- 3 फैक्स /Fax:020-25532581 ई-मेल E-mail: cmdm@mahabank.co.in		

AX1/ST/DM/1241/ 2017-18

24 January 2018

EMPANELMENT OF RETIRED OFFICIALS OF THE BANK AS INQUIRY OFFICIALS

Bank of Maharashtra, a leading of public sector bank having its headquarters in Pune and having geographical presence all over India, invites applications from eligible candidates, for empanelment of retired Executive Directors of Public Sector Banks/General Managers and Deputy General Manager of the Bank and also public sector banks as Inquiring Authority 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 gmhrm@mahabank.co.in under copy to cmdm@mahabank.co.in	10.02.2018
Last Date for receiving hard copy of the duly filled in "Application Form" along with requisite documents at the prescribed address by Registered Post	15.02.2018

1) ELIGIBILITY CRITERIA AND OTHER TERMS & CONDITIONS

All the eligibility criteria (Qualification, Age, experience etc) for empanelment of Inquiry Authority shall be computed as on 31.12.2017 (inclusive)

POST NAME	INQUIRY AUTHORITY
JOB DESCRIPTION	<p>The Inquiry Officer/ Inquiring Authority shall be appointed by the Disciplinary Authority for 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 Inquiring Authority and preside over the Inquiry. On completion of Inquiry, he/she shall be calling for Presiding Officer's brief and Defense brief. Then submit his/her Report. Findings to the concerned Disciplinary Authority.</p>
AGE	Should not be more than 70 years of age as of 31/12/2017.

QUALIFICATION	Candidates with Graduation/Post Graduation Degree/Diploma in Personnel Management/Industrial Relations, Labour Studies, Labour Administrative Law, and Degree in law will be preferred.
WORK EXPERIENCE	He /She should have worked in HRM or Industrial Relations Department or as Zonal Head, or field experience in the line of Departmental Inquiries/Staff Accountability process .
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.7500/ will be paid subject to a maximum of Rs. 75000/ per file. However, bank reserves the right to fix the remuneration higher than whatever stated above taking into consideration the overall facts of the case.</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 Authority). 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>
CONVEYANCE (LOCAL)	Rs. 1000/ per case file In case of travel to outstation for conducting enquiry, if necessary, prior permission from the Disciplinary Authority should be obtained.
NOTICE PERIOD FOR REMOVAL FROM EMPANELMENT	Empanelment can 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.
PLACE OF ENQUIRY	Anywhere in India, depending on the case allotted to the member
EMPANELMENT PERIOD	Will be empanelled for a period of three years subject to satisfactory performance.

Other Conditions:

- The 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 of inquiring Authority
- The Inquiry Authority shall conduct the inquiry proceedings only in the office premises of the bank.
- The Bank reserves the right to reject any or all the applications from the retired Officials without assigning any reasons/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 before empanelment.. Likewise, the Bank reserved it's 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 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.

SELECTION METHODOLOGY

The selection of the candidates will be done on at the sole discretion of the Bank.

The member (retired officials) who have already empanelled as Inquiring Authority in the Bank and are willing to continue their empanelment will have to apply afresh as per the notification/advertisement.

How to Apply

The duly filled in application covering all the requisite details should be submitted to General Manager, HRM on the above email id which should be followed by hard copy .

The hard Copy of the application should be marked to the following authority.

**The Deputy General Manager
HRM
Bank of Maharashtra, Head Office,
Lokmangal, Shivaji Nagar,
Pune 411005**



General Manager
HRM

The first part of the document is a letter from the Secretary of the State to the Governor, dated January 1, 1900. It contains a report on the work of the State during the year 1899.

The second part of the document is a report on the work of the State during the year 1899. It contains a list of the names of the members of the State during the year 1899.

REPORT OF THE SECRETARY OF THE STATE

The third part of the document is a report on the work of the State during the year 1899. It contains a list of the names of the members of the State during the year 1899.

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SECRETARY OF THE STATE
JANUARY 1, 1900