



UTKAL GRAMEEN BANK, HEAD OFFICE, BOLANGIR
ENGAGEMENT OF RETIRED OFFICERS OF FOR (I) FOLLOW UP OF NPA (II) FOLLOW UP OF
CSP ON CONTRACT/SHORT TERM ASSIGNMENT BASIS

Applications are invited in **Form-A** from retired officers in Scale-II or III of Utkal Grameen Bank/Public Sector Banks to be engaged in the (i) Follow up NPA & (II) Follow up of CSP at ROs/HO on contractual basis in the Bank. The applications in this regard, completed in all respect may be submitted to Utkal Grameen Bank, Head Office, Club Para, PO/Dist: Bolangir, Odisha, PIN-767001. **The last date of receipt of such application is dt.30/01/2021.** The envelope containing the application super scribed “**APPLICATION FOR ENGAGEMENT FOR NPA/ CSP FOLLOW UP ON CONTRACTUAL BASIS**” should reach Bank’s Head Office **latest by 30/01/2021.** Applications received after such date will not be entertained/considered.

Eligibility & other details:

Sl.No.	Particulars	Remarks
1	Who can apply	Retired Officers in Scale-II or III of Utkal Grameen Bank/Public Sector Banks with good track record.
2	Age	He/ She should not be above 63 years of age.
3	Period of engagement	Period of engagement shall be for a period of one year. On completion of one year, the contract of service may be renewed for a further period of one year each at a time (maximum upto the age of 65 years) subject to satisfactory performance as per requirement of the Bank. The performance of the contractual officers are to be analysed by the respective Regional Manager / Head of Department at quarterly intervals. The suitability for continuance will be decided basing on the recommendation of the RM / HOD. The Bank reserves the right to terminate the services even during the contract period without assigning any reason thereof. Termination of contract can be made on serving of one month’s notice by either of the parties.
4	Monthly Retainer fees	Consolidated remuneration of RS.25000/-pm., for Officers Scale-II, Rs.30000/-pm. for Officers Scale-III are proposed. The remuneration paid would be subject to TDS as per IT rules. No other amount other than the consolidated amount will be paid. The Officer concerned selected for such engagement shall have to keep security deposit of Rs.25000/-, Rs.30000/-, respectively for Officers Scale-II & Scale-III .with the Bank (to be lien marked in favour of the Bank) for a period of one year from the date of their engagement subject to renewal basing on the period of contract. The security deposit will be forfeited in case of breach of contract. For official travel, they will be entitled to TA/HA as a lump sum as decided by the Bank from time to time (at present Rs.2000/- per month).
5	Leave	Apart from Banking Holidays the Engaged Retired Officers shall be entitled leave of 12 days in a calendar year during the engagement period @ one day per month not exceeding 4 days at a time. The Bank shall have absolute right in its discretion to either grant or reject the application for leave taking into consideration the administrative exigencies. However, on reasonable ground the Appropriate Authority may allow leave to him/her on “no work no pay” basis and will be paid proportionate remuneration.

6	Role & Responsibility	<p>The job to be performed is mainly as under</p> <ul style="list-style-type: none"> (I) NPA Follow up- NPA & SMA follow up work (II) CSP Follow Up-CSP visits and Follow Up <p>The detail role & responsibility is to be advised subsequently.</p>
7	Supervision & Control	<p>Regional Manager of the respective Region/ HOD of the respective Department at Head Office.</p> <ul style="list-style-type: none"> (i) NPA Follow up-The Officers engaged will work with Manager (Business) for NPA/SMA supervision (ii) CSP Follow Up- The Officers engaged will work with Deputy Manager (FI) for effective supervision of CSPs.
8	Reviewing/Renewing	<p>On the basis of the performance report received from the RMs/ HODs, the matter will be decided by a Committee comprising of the General Managers & Chairman.</p>
9	Other details	<ul style="list-style-type: none"> (a) He/ She should bear good moral character and standard health. (b) Mere fulfillment of eligibility criteria does not qualify a person for the post. Bank reserves the right to disqualify any applicant without assigning any reason thereof. (c) On engagement, he/she will have to execute a fidelity & secrecy declaration.(Annexure-C). (d) The Contractual Officer will not be vested with any financial/administrative power. (e) Bank will maintain a panel of Officers for each centre. In case one resigns/leaves, the next person in the panel will get the chance.



FORM-A

**APPLICATION FOR ENGAGEMENT OF OFFICERS RETIRED FROM BANK'S
SERVICE ON CONTRACT BASIS**

**(APPLICATION TO BE SUBMITTED TO THE UTKAL GRAMEEN BANK,
HEAD OFFICE, BALANGIR)**

(Last Date of Submission-30/01/2021)

Application for Engagement for: (Please ✓)

(I) NPA Follow Up

(II) CSP follow up

Affix recent passport
size photograph and
sign across in full

SI. No.	Particulars	To be filled by the applicant
1	Name	
2	Date of Birth	
3(a)	Bank Name	
(b)	PF Index No. / Employee Identification No	
4	Presently domiciled at Address	
5	Contact Numbers	
6	e-mail id	
7	Educational Qualifications	
8	Date of retirement from Bank's service (enclose copy of final relieving letter)	
9	Designation/Grade at the time of retirement	
10	Assignments had during the last 10 years of service in the Bank	
11	Experience in handling NPA Management / CSP Mangement. (Applicant can provide details in a separate attachment in case the space is not adequate).	
12	Any other information.	

Place:

Date

Signature