

EMANELMENT OF RETIRED OFFICERS (MMGS-III AND ABOVE) OF RRBs AND COMMERCIAL BANKS ON CONTRACT/SHORT TERM ASSIGNMENT BASIS AS ADMINISTRATIVE OFFICER AT STAFF LEARNING CENTER - SANGAREDDY

1. Andhra Pradesh Grameena Vikas Bank invites applications on the enclosed application format from Retired Officials (MMGS-III and above) from RRBs and Commercial Banks, who fulfill the eligibility criteria as mentioned hereunder and have honorably retired with satisfactory service record, for empanelment on merit on contract/ short term assignment basis as administrative officer for **1 vacancy** at staff learning center, Sangareddy.
2. The application cum Bio-data should be submitted in the attached format (Annexure-I) to the General Manager-I, Andhra Pradesh Grameena Vikas Bank , Head Office, H.No.2-5-8/1, 1st , 2nd & 3rd Floor, Near Ambedkar Statue, Old Bus Depot Road, Ramnagar, Hanamkonda, Warangal Dist, Pin: 506001, Telangana, **only by post/courier**.
3. Application for “Empanelment on merit on contract/ short term assignment basis” should be mentioned on the envelope, carrying Bio-data.
4. Mere submission of application for empanelment or approval of the name for empanelment does not, in any way, constitute guarantee for empanelment by the bank. The empanelment will purely be the prerogative of the Bank.
5. It is only a contractual work for a specific period and the Retired Official/s so assigned for the work would not be entitled to claim any regular employment or any other benefit in the bank in future.

Eligibility Criteria:

6. The candidate
 - i. * Should be **retired / voluntarily retired** from a Scheduled Commercial Bank including Regional Rural banks in the cadre of MMGS-III and above.
 - ii. Should have desired service experience in administration.
 - iii. Should have sound health condition.
 - iv. Should not have been awarded any major penalty in the entire service.
 - v. Should not have been contemplated with any cases of CBI or other law enforcement agencies.

* Strictly not eligible if he/she is exited from the Bank in any other way.

7. Remuneration payable :

| Particulars | Administrative Officer in SLC |
|-----------------------------|-------------------------------|
| Remuneration | Rs. 30,000/- |
| Travelling & Other Expenses | Rs. 5,000/- |
| Total | Rs. 35,000/- |

- ❖ **No conveyance allowance/travel allowance will be paid.**
- ❖ HRA or leased accommodation will not be paid.
- ❖ Retired officers shall not be eligible for reimbursement of medical or any other benefits during the engagement period.
- ❖ **TDS:** Income Tax or any other tax liabilities on remuneration will be deducted, as per prevailing rate (s) of Income Tax Rules

8. Other Terms & Conditions:

- i) The posting will be at Staff Learning Center, Sangareddy. The own building at Sangareddy is currently accommodating Staff Learning Center, Regional Office and IT dept. Housekeeping, Cleaning and maintenance of the premises are already outsourced in the premises. The administrative officer shall ensure overall supervision of maintenance and administration of the SLC and the premises. He shall be responsible for maintenance of facilities available in the SLC including teaching amenities, Air-conditions, electric equipment and shall report to Head Office, any repair works required to be carried out in the premises. He shall inspect the building and shall keep the premises maintained at all times.
- ii) For Administrative Officer, the period of engagement will be for a period of three years subject to annual review. However, the engagement may be terminated at any time by giving 30 days' notice on non-performance. Operational guidelines will be handed over to the selected Officer, at the time of handing over the assignment.
- iii) The engagement of retired officers in the Bank shall not be considered as a case of re-employment in the Bank. The Bank may cancel/terminate the contract of the engagement/ empanelment at any time without assigning any reason whatsoever with an option of 30 days' notice period or payment/surrender of remuneration in lieu thereof. Whenever the ex-officer proposes to quit the assignment he has to give one month advance notice otherwise he has to forego the caution deposit.

9. The retired official will undertake that he / she will not sub contract / sub assign the allotted assignment.

10. The last date for receipt of application with Bio-data at our office is **15th July 2021 up to 5.00 PM.**
11. The integrity of the official should not have been doubtful.
12. In respect of retired officials from the other Banks, **the details of DP cases (i.e., Certificate of No punishment / penalty inflicted on the official during last 5 years of his/her service in the Bank preceding his retirement and No Major penalty during his/her entire service in the Bank) have to be produced by the candidate obtained from their ex-employer.**
13. Cases of CBI or other law enforcement agencies should not have been contemplated / pending against the official.
14. The retired officers should execute a stamped undertaking and declaration of Fidelity and Secrecy before taking up the assignment.
15. The Retired officers engaged Administrative Officer will be given SIM card (data allotment) and monthly tariff of Rs.200+ tax under CUG from Head Office and they have to use their own mobile set. The expenditure incurred over and above the tariff permitted has to be borne by him only.
16. The Retired officers engaged Administrative Officer is not eligible for Halting Allowance.
17. **Leave:** 12 days leave (one leave per month) will be allowed for every financial year of engagement on an annual basis or on pro-rata basis or on part thereof. Accumulation of leave will be up to maximum of 3 days. Carrying forward of leave to next financial year or encashment of leave will not be permitted.
18. Retired officers shall not be eligible for reimbursement of medical or any other benefits during the engagement period.
19. HRA or leased accommodation will not be paid.
20. He/she has to deposit an amount of Rs.35,000/- as caution deposit and it will be refunded on termination of contract.
21. The Retired officers will not exercise any financial powers during the period of engagement.
22. The Retired officers will not accept any assignment with any other organization during the period of their contractual service in the Bank.
23. The Retired officers should have the working knowledge on computer.
24. **Income Tax:** Income Tax or any other tax liabilities on remuneration will be deducted, as per prevailing rate (s) of Income Tax Rules.
25. **Working Hours:** The Retired officers shall follow the normal working hours as applicable to serving officials.
26. The time frame fixed for completion of task is to be adhered and reports are to be submitted as per schedule.
27. Incomplete application or application without requisite enclosures will not be entertained.
28. The tentative date & venue for interviews will be intimated to all the eligible candidates through e-mail. (applicants are requested to furnish correct e-mail & mobile number)

-Sd/-

(Ch Sree Rama Somayaji)
GENERAL MANAGER – II
Andhra Pradesh Grameena Bank
Head Office, Warangal.
Date: 30.06.2021

**APPLICATION CUM BIO-DATA FORMAT FOR ENGAGEMENT/EMPANELMENT OF
RETIRED OFFICERS (MMGS-III AND ABOVE) OF RRBs AND COMMERCIAL BANKS ON
CONTRACT/SHORT TERM ASSIGNMENT BASIS AS ADMINISTRATIVE OFFICER**

Date:

The General Manager-I
Andhra Pradesh Grameena Vikas Bank ,
Head Office,
H.No.2-5-8/1, 3rd Floor,
Near Ambedkar Statue, Old Bus Depot Road,
Ramnagar, Hanamkonda, Warangal Dist,
Pin: 506001, Telangana.



Sir,

I hereby offer my services for Engagement/Empanelment of Retired Officers (MMGS-III and above) of RRBs and Commercial Banks on Contract/Short Term Assignment Basis as Administrative Officer.

My bio-data is as under for your consideration:

| S.No | Particulars | Details |
|-------------|----------------------------------|----------------|
| 1 | Name of Applicant | |
| 2 | Bank Name | |
| 3 | Address of applicant-Permanent | |
| | -correspondence | |
| 4 | Landline No/s (with STD code) | |
| 5 | Mobile No* | |
| 6 | E-mail address* | |
| 7 | Date of Birth | |
| 8 | Age as on 30.06.2021 | |
| 9 | Date of Appointment in the Bank | |
| 10 | Date since when in officer cadre | |
| 11 | Scale-III from to | |

| | | |
|----|---|--|
| | Scale-IV from to | |
| | Scale-V from to | |
| | Date of Superannuation / VRS | |
| 12 | Designation at the time of Retirement | |
| 13 | Whether Medical Certificate from the MBBS Doctor is attached | |
| 14 | Whether any Major Penalty was imposed during the entire tenure of the service (Y/N) is attached | |
| 15 | Whether CBI /Court has initiated proceedings against the applicant or applicant has been convicted by court, if yes, details thereof. | |
| 16 | Qualification – Academic | |
| 17 | Qualification – Professional | |
| 18 | Any other Qualification | |

18. Other details if any:

19. Certificate/s:

a) I confirm that the details/ information furnished above are / is true and correct. In case, any details furnished above is found to be incorrect later on, the Bank has right to terminate the assignment given, without giving any notice.

b) I also undertake that I will not sub contract / sub assign the assignment.

c) I also hereby declare that if my name is included in the bank's approved list, I will undertake to do the tasks entrusted to me in the best interest of the Bank.

d) I shall also abide by the rules and regulations of the Bank in force from time to time and will always keep the bank's interest foremost in my mind.

20. I understand & agree that the assignment will be on the terms & conditions as contained in the offer letter at the time of giving the assignment / contract for work.

Date:

Signature

Name:
