

Ref. No. HRD.HRMD.0088.ADV.72

## **ADVERTISEMENT**

### **Engagement of Advisor in the Bank for Vigilance & Fraud Investigation Cell on contractual basis**

SyndicateBank, a leading Public Sector Bank, with Pan India Branch Network having Head Office at Manipal, invites applications from retired Asst. General Managers for the post of Advisor (Vigilance & Fraud Investigation Cell) on contractual basis.

#### **IMPORTANT DATES:**

Opening date for receipt of application	18.04.2018
Last Date for receipt of application	30.04.2018

#### **DETAILS OF VACANCIES:**

Name of the Post	Grade/Scale	No. of vacancies
Advisor (for Vigilance & Fraud Investigation Cell)	Retired Asst. General Manager	01

#### **Eligibility Criteria / Job Profile :**

Age (as on 01.04.2018)	Maximum – 62 years
Experience	<ol style="list-style-type: none"> <li>The Executive in the rank of SMGS-V who retired (including VRS) from a Public Sector Bank.</li> <li>He/she should have worked for a minimum period of 05 years in vigilance or fraud monitoring or inspection as an executive.</li> <li>He/she should have a good track record (shall not be facing any criminal charges/investigation) and not have been punished under major penalty proceedings in his/her entire service in the Bank.</li> </ol>
Tenure of Contract	The period of engagement shall be for a period of 01 year, to be reviewed after 6 months.
Location	SyndicateBank, Corporate Office, Bengaluru.
Selection procedure	<p>The applications received from the candidates will be screened and shortlisted on the basis of eligibility and relevant experience in the specified area. The requisite number of shortlisted candidates will be called for interaction/interview for final selection. The final selection will be made on the basis of eligibility, experience, qualification and performance during interaction/interview. The interaction/interview will be conducted by a Committee constituted for the purpose.</p> <p>Mere satisfying the eligibility norms do not entitle a candidate to be called for interaction/interview. The Bank reserves the right to reject any application not suiting the Bank's requirements without assigning any reason whatsoever and call only the requisite number of candidates out of those who fulfill the eligibility criteria as may be required for the post.</p>

Reporting Officer	The Advisor shall report to the General Manager (HR) at Corporate Office, Bengaluru.
Job profile	Gist of the roles and responsibilities of advisor are: <ul style="list-style-type: none"> <li>❖ Updation of vigilance manual</li> <li>❖ Studying fraud cases and fraud data analysis</li> <li>❖ Assisting vigilance and Fraud Investigation Cell for implementing various policies.</li> <li>❖ Any other work assigned from time to time</li> <li>❖ The Advisor shall not have any financial, administrative or disciplinary powers.</li> </ul>
Compensation/ Perquisites	<ul style="list-style-type: none"> <li>➤ The Lumpsum /compensation would be ₹ 60000/- (Rupees Sixty Thousand only) per month on consolidated basis (all inclusive).</li> <li>➤ Any liability on account of Income Tax, Professional Tax etc. shall be borne by the concerned Advisor.</li> <li>➤ Besides the above, the Advisor will not be entitled for any pecuniary benefits like HRA, quarters, TA/HA, telephone expenses, etc.</li> </ul>
Leave	He/she will be entitled to avail 01 day leave for each completed month of service. Any accumulated leave should not be availed for more than 3 days at a time.
Non permissible	Not entitled for availing any type of staff loans, Medical Aid/Facilities, Superannuation benefits, Leave Travel Concession (LTC), Leave Encashment, Conveyance, Entertainment, telephone expenses, Newspaper, Cleaning expenses, Insurance & Staff Welfare Schemes or any other benefits/reimbursements whatsoever.
Surrender	On the last day of the contract, the contractee shall surrender the items, if any, provided by the Bank during the tenure of the contract.
Fidelity and secrecy	A Fidelity and Secrecy agreement in the Bank's proforma shall have to be executed at the time of joining the Bank as advisor on contract basis.
Termination of contract	The contract for engagement as an Advisor shall be liable to be terminated with one month notice from either side.

**Note:**

1. Bank reserve the right to modify/delete any criteria mentioned above.
2. Cutoff date for arriving age **is 01.04.2018**
3. Application format to be downloaded from Bank's website ([www.syndicatebank.in](http://www.syndicatebank.in)) under career option.
4. Scanned copy of the application along with copy of Birth certificate/Matriculation certificate, copy of Graduation certificate/Post Graduation certificate, experience certificate, ID and address proof, NOC, etc. should be mailed to E-mail ID: **horecruitments@syndicatebank.co.in** **on or before: 30.04.2018.**

- ❖ Bank will send a confirmation mail to the applicant after receiving the application. In case any applicant does not get the confirmation mail within two working days from the date of sending the application, they may consider that their application has not successfully reached and should resend their application and documents as stated above. They can also check the status of their application by contacting HO: HRMD on 0820-2570387.
- ❖ Information regarding personal interaction/interview will be intimated to the shortlisted applicants on their email ID.
- ❖ The applicants are required to keep the original Application form with them along with one set of the requisite documents in support of their eligibility and submit the same when called for personal interaction/interview. Also, ensure to bring along the original documents for verification at the time of personal interview/interaction.

5. Mere submission of application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him/her right to be called for interaction/interview.
6. Incomplete applications and / or applications without prescribed documents will be liable for rejection.
7. While every effort will be made to ensure that the intimation to the eligible applicants, short listed for attending the personal interview/interaction will be sent sufficiently in advance, the Bank will not be held responsible for delay in receiving the intimation by the applicant for any reason whatsoever. The applicants are advised to keep track of the status of their candidature by visiting their own email ID from time to time.
8. Bank reserves the right to reject any application not suiting the Bank's requirements without assigning any reason whatsoever.
9. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Udupi.

Date: 12.04.2018  
Place: Bengaluru

Sd/-  
**GENERAL MANAGER (HR)**

## APPLICATION

Please affix your recent  
passport size photograph  
and sign across

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SI No	Particulars	
01	Name of the Applicant	
02	Address and Contact details of the Applicant	
	Land Line/ Mobile number	
	e-mail ID	
03	Place of Domicile	
04	Bank name	
	Emp. No.	
	Grade/ Scale at the time of retirement	
	Place of work at the time of Retirement	
05	Age (as on 01.04.2018)	
	Date of birth	
	Date of retirement/VRS	
06	Whether the applicant has undergone any disciplinary proceedings during the Service in the Bank and if so, furnish details	
07	Is there any case pending with CBI/ other Law Enforcement Agencies, if so furnish details	

08	Brief Back ground (Work experience/Performance highlights)	
09	Details of past Five Assignments in the Bank prior to retirement	
10	Furnish details of assignments in other Organisations/ Institutions, if any	
11	Whether the applicant fulfils the eligibility criteria for contractual engagement as defined by the Bank?	
12	Present Health Condition/ suitability to undertake the assignment	

I have gone through the terms and conditions of engagement as an Advisor and I am willing to work as an Advisor for Vigilance & Fraud Investigation Cell on contract basis.

Place:

Date:

**Signature of the Applicant**