

 <p>विश्वसनीय. मेज़ोपुर्ण Faithful. Friendly</p> <p>सिंडिकेटबैंक SyndicateBank</p> <p>भारत सरकार का उपक्रम A Govt. of India Undertaking</p>	<p>General Manager (P) Secretariat Corporate Office: Bangalore 560009 Tel.No.080 22371485 Fax No. 080 22250160 E-Mail: cohrdd@syndicatebank.co.in</p>
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ADVERTISEMENT

Engagement of Chief Learning Officer on contractual basis

SyndicateBank, a leading Public Sector Bank, with Pan India Branch Network with Head Office in Manipal, invites applications for the post of Chief Learning Officer (Training) on contractual basis.

IMPORTANT DATES: -

Opening date for receipt of application	08.02.2017
Last Date for receipt of application	23.02.2017

Eligibility Criteria / Job Profile :

Age	Maximum – 58 years
Qualification	Candidate who have passed regular MBA course OR PG Diploma recognized by UGC/Government/AICTE/AIBMS/ICMR/IITs etc., with a specialization in HR; PhD is desirable.
Experience	Minimum 15 years of Banking (in Public Sector Banks or Private Sector Banks) experience of which at least 3 years as Branch Head and at least five years as faculty in the Training system of the Bank.
Tenure of Contract	3 years, subject to review of performance at twelve months interval. To be extended by 1 year at the discretion of Bank.
Location	Syndicate Institute of Bank Management (SIBM), Manipal, Udupi District, Karnataka State.
Selection procedure	<ul style="list-style-type: none"> ❖ The applications received from the candidates will be screened and shortlisted on the basis of eligibility/qualification and relevant experience. The requisite number of shortlisted candidates will be called for interview and / or Group Discussion (GD) for final selection. The final selection will be made on the basis of experience, qualification and performance in the interview and /or GD. The Interview and /or GD will be conducted by a Committee constituted for the purpose. ❖ Mere satisfying the eligibility norms do not entitle a candidate to be called for 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.

Reporting Officer	The Chief Learning Officer will be reporting to and functioning under the General Manager (P). Corporate Office, Bengaluru.
Job profile	<p><u>1. Training:</u></p> <ul style="list-style-type: none"> ❖ To ensure preparation of annual training plan as per the needs of the Bank, quarterly training calendars for SIBM/TCs. ❖ To ensure preparation of approved course designs, reading materials, conducting of Training Programmes at SIBM and TCs and ensure the quality of delivery of programmes. ❖ To ensure proper Training Need Analysis, proper nomination and imparting (Individuals' as well as Institution's) need based Training. ❖ To ensure proper system in selection of Faculty, guest/associate faculty and periodical Training to Faculty members. ❖ To ensure a proper system in the nomination of Officers/executives for External and Overseas Training. ❖ Developing the learning modules, designing online tests, etc., <p><u>2. Administration:</u></p> <ul style="list-style-type: none"> ❖ To ensure the availability of infrastructure, faculty and administration support and maintenance of overall discipline in Training system. ❖ To market programmes to outside institutions. ❖ To represent the Bank in Meeting / Conferences on Training / HR conducted by external Agencies like BIRD, NIBM, IIBF etc. ❖ To ensure the preparation of annual expenditure budget for the Training system and proper management. ❖ Maintaining proper data base of internal and external trainings and updation of the same in HRMS. <p><u>3. Reporting & Review:</u></p> <ul style="list-style-type: none"> ❖ To ensure proper/frequent reporting to the General Manager (P) and Top Management. ❖ To convey Training Advisory Committee Meetings periodically and review the performance of SIBM/TCs and also Faculty members. ❖ To place periodical Board Notes on Policy and Performance of the Training System.
Compensation	<p>a. Lumpsum compensation of ₹. 1,40,000/- (Rupees one lac Forty Thousand only) p.m. with yearly increment of ₹. 12,000/- (Rupees Twelve Thousand only), to be paid on proportionate basis, on or before 5th day of subsequent month, subject to deduction of Taxes at source.</p> <p>b. The contractee will not be entitled for any other allowances/ terminal benefits/ reimbursements whatsoever.</p>

Perquisites	<p>a. Provision of Bank's (unfurnished) residential quarter.</p> <p>b. Provision of Bank's vehicle as follows:</p> <ul style="list-style-type: none"> ❖ Bank's vehicle can be used only for official purposes and outstation visits, if any are allowed with prior permission. ❖ Bank's vehicle can be driven by a person possessing a valid driving license. An amount up to ₹. 8000/- (Rupees Eight Thousand only) p.m. paid to the driver will be reimbursed and any other batta payable to personal driver as per Banks rules will also be reimbursed. ❖ Expenses towards Fuel (not to exceed 140 Ltrs. p.m.) and insurance/repairs of the vehicle will be reimbursed by the Bank. 																				
Reimbursements	<p>a. Tour programme along with the purpose of tour and travel details, should be approved from the General Manger (P), in advance.</p> <p>b. Entitled to travel by Train (AC 1st Class) or by Air (Economy Class).</p> <p>c. Entitled for lodging & halting allowance, while on travel to outstation tours, as per rates given below:</p> <table border="1" data-bbox="432 734 1326 981"> <thead> <tr> <th>Sl. No.</th> <th>Classification of Area</th> <th>Max. room tariff permissible per day (₹.)</th> <th>Daily Halting Allowance (₹.)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Metro</td> <td>6800</td> <td>1800</td> </tr> <tr> <td>2</td> <td>Major 'A' Class cities</td> <td>6800</td> <td>1300</td> </tr> <tr> <td>3</td> <td>Area-I</td> <td>3400</td> <td>1100</td> </tr> <tr> <td>4</td> <td>Other places</td> <td>3000</td> <td>950</td> </tr> </tbody> </table> <p>Note: The tariff specified is inclusive of all service charges but exclusive of Taxes.</p>	Sl. No.	Classification of Area	Max. room tariff permissible per day (₹.)	Daily Halting Allowance (₹.)	1	Metro	6800	1800	2	Major 'A' Class cities	6800	1300	3	Area-I	3400	1100	4	Other places	3000	950
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Leave and leave encashment	<p>a. Entitled for Casual Leave @ 1day per month. May avail a total 12 days leave during a period of 12 months, subject to sanction by the General Manager (P), of which, not more than 4 working days can be availed at a time.</p> <p>b. Not entitled for any other kind of leave including medical, sick, privilege, etc.,</p> <p>c. Balance of leave shall not be allowed to be carried over to next year.</p> <p>d. The unavailed leave, if any, shall not be encashable.</p> <p>e. Prior written sanction should be obtained from the General Manager (P) before commencement of leave and also, before leaving the Head Quarters.</p>																				
Non permissible	Not entitled for availing any type of staff loans, Medical Aid/Facilities, Superannuation benefits, Leave Travel Concession (LTC), Leave Encashment, Conveyance, Entertainment, 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 all the articles, gadgets, vehicles, residential quarters, furniture and fixtures, etc. 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.																				

Termination of contract	The contract can be terminated by the Bank as well as by the contractee, before the expiry of the contractual period, by giving 3 month notice or on payment of 3 month honorarium applicable at the time of termination of contract in lieu of such notice.
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Note:

- 1) Bank reserve the right to modify/delete any criteria mentioned above.
- 2) Cutoff date for arriving age and experience is 01.01.2017
- 3) Application format to be downloaded from Bank's website (www.syndicatebank.in) under career option.
- 4) All Educational qualifications should be from any accredited Institution recognised by competent regulatory bodies.
- 5) 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:23.02.2017.**

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 in the Website or enquire the status of their application by contacting HO: HR Division on 0820-2570387.

Information regarding personal interview will be displayed on the Bank's website beside sending to 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 interview. Also, ensure to bring along the original documents for verification at the time of Personal Interview.

- 7) 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 interview.
- 8) Incomplete applications and / or applications without prescribed documents will be rejected outright.
- 9) While every effort will be made to ensure that the intimation to the eligible applicants, short listed for attending the personal interview 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 the Bank's website and their own email ID from time to time.
- 10) Bank reserves the right to reject any application not suiting the Bank's requirements without assigning any reason whatsoever.
- 11) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Udupi.

Date: 02.02.2017
Place: Bangalore

Sd/-
GENERAL MANAGER (P)