



Employee Relations Division, Human Resources Department,
Central Office, Mumbai
Phone No.022-22896256

EMPANELMENT OF EXTERNAL INQUIRING AUTHORITIES IN UNION BANK OF INDIA

Union Bank of India Invites Applications from Retired Officers/Executives of Public Sector Banks for Empanelment as External Inquiring Authorities as per details given below

1. Bank has identified 10 posts for hiring external Inquiring Authorities
2. The interested and willing applicant should have retired from a Public Sector Bank, in a cadre not less than that of SMGS-IV
3. The applicant should not be more than 65 years of age at the time of his/her empanelment
4. The applicant should be of sound health, both physically and mentally
5. The applicant should have worked in different areas of Banking and Human Resources or Industrial Relations or have experience of handling departmental inquiries as Inquiring Authority / Presenting Officer
6. The applicant should have a flair for writing reports
7. The applicant should be willing to travel, as and when required
8. The applicant should not have been penalized in a Disciplinary Proceeding Case (no penalty in Disciplinary Proceedings or prosecution in criminal case)
9. All correspondence will be addressed to Chief General Manager (HR), on the address provided below:

Union Bank of India
Union Bank Bhawan
9th floor
239, Vidhan Bhawan Marg,
Nariman Point,
Mumbai - 400 021
Maharashtra

- 10. Applicants are required to submit all relevant documents (i.e. brief resume as per the enclosed format, self-attested photo ID & address proof, age proof, educational qualification, experience etc.) failing which their application/candidature will not be considered for shortlisting/ interview. The last date for submitting physical applications to the above mentioned address is 18.04.2022.**
11. Short listing will be provisional without verification of documents. Candidature will be subject to verification of all details / documents with the original when an applicant reports for interview (if called).

12. Before applying, the applicants should ensure that they fulfill the eligibility criteria for the post as on the date of eligibility. In case an applicant is called for interview and is found to be not satisfying the eligibility criteria (Age, Experience etc.) he/she will not be allowed to appear for the interview. Further, if, at any stage, it is found that any information furnished in the application is false/incorrect or if according to the Bank, the applicant does not satisfy the eligibility criteria for the post, his/her candidature will be cancelled and he/she will not be allowed to appear for the interview.
13. Applicants are requested to apply only through submission of **physical application** on the address provided above. No other mode of submission of application will be accepted by the Bank.

The Bank reserves the right to increase/decrease the number of post/s or cancel the above advertisement in part or full as per Bank's requirement without assigning any reason.

1. REMUNERATION:

The empanelled Inquiring Authorities shall be paid lump-sum remuneration in the range of Rs. 30,000/- to Rs. 65,000/-, per enquiry, plus 10 % of the eligible lump-sum remuneration for clerical & stenographic work, depending on the scale of the Charge Sheeted Officer whose inquiry has been assigned to him/her and scale of the Inquiring Authority at the time of retirement.

Scale of Charge Sheeted Officer	Time taken to complete the Inquiry Proceedings and submission of inquiry report	Amount of remuneration per inquiry case		Clerical & Stenographic Work
		If IA has retired in SMGS-IV/V	If IA has retired in TEGS-VI/VII	
I to III	Within 90 days	Rs. 40,000/-	Rs. 45,000/-	10 % of the eligible lump-sum remuneration
	Within 120 days	Rs. 37,500/-	Rs. 42,500/-	
	Within 150 days	Rs. 35,000/-	Rs. 40,000/-	
	Within 180 days	Rs. 30,000/-	Rs. 35,000/-	
IV & V	Within 90 days	Rs. 50,000/-	Rs. 55,000/-	
	Within 120 days	Rs. 47,500/-	Rs. 52,500/-	
	Within 150 days	Rs. 45,000/-	Rs. 50,000/-	
	Within 180 days	Rs. 40,000/-	Rs. 45,000/-	
VI & VII	Within 90 days	N.A.	Rs. 65,000/-	
	Within 120 days	N.A.	Rs. 62,500/-	
	Within 150 days	N.A.	Rs. 60,000/-	
	Within 180 days	N.A.	Rs. 55,000/-	

- In case any inquiry report is submitted by the external IA to Disciplinary/Competent Authority after completion of 180 days from the date of his/her appointment as Inquiring Authority for a

particular case, without seeking any extension from the DA/CA and without adducing any justified/acceptable reasons for the delay, he shall be paid Rs. 5000/- less than the remuneration payable per case scale-wise to the inquiries completed within 180 days as mentioned in table above. However, in cases where the external IA has sought permission from DA/CA for extension of time beyond 180 days and the DA/CA is satisfied with the reasons for delay, the external IA shall be paid remuneration payable per case scale-wise to the inquiries completed within 180 days as mentioned in table above.

- If there is delay in completion of inquiry and submission of inquiry reports beyond 180 days from the date of his/her appointment as Inquiring Authority for 3 cases in a row, the DA/CA may decide not to give further inquiries to the empanelled retired Executive.
- The GST applicable on the remuneration paid will be borne by the Bank. However, the amount of remuneration will be paid after deduction of applicable income tax (TDS), if any.

➤ **Local Conveyance charges shall be paid on actual basis.**

➤ **In case of inquiries held out of the place/ town of residence of the Inquiring Authority, travel expenses and hotel expenses shall be reimbursed on production of journey tickets / bills / receipts, and Diem Allowance would be paid, as per the eligibility of the Scale/Grade in which the Executive had retired.**

➤ **The requisite stationery/ postage / courier services would be arranged by the Bank. Otherwise, charges, if any, incurred by the Inquiring Authority in this regard, would be reimbursed on actual basis on production of bills / receipts.**

➤ **In case, it is not possible to proceed with the matter due to stay by Court(s) etc., the Inquiring Authority may be discharged from his/her duties and payment of remuneration & clerical work will be made on pro-rata basis. Travel (TE-DA)/conveyance expenses/stationery expenses to be reimbursed as per eligibility on the basis of production of required bills/actual basis as the case maybe.**

2. TERMS OF CONTRACT:

The empanelled external Inquiring Authority:

- shall be appointed as Inquiring Authority by the Disciplinary Authority (DA) / Competent Authority (CA) of the Charge Sheeted Officer whose case is entrusted to him/ her,
- will be entrusted with inquiries on a case-to-case basis,

➤ **The number of disciplinary cases assigned to an Inquiring Authority may be restricted to 8 cases in a year (Financial Year) depending on the requirement of the Department, with not more than 4 cases at a time. However, in a composite case, involving more than one chargesheeted officer, the maximum number of cases in a financial year / at a time may be more than as stated herein above.**

➤ shall not engage himself/ herself in any other professional work or service, which is likely to interfere with the performance of his/ her duties as Inquiring Authority;

➤ shall undertake travel for conducting inquiry wherever required.

➤ **shall submit the Inquiry Report after completing the inquiry at the earliest, and in any case, not later than 180 days from the date of his/her appointment as Inquiring Authority for a particular case. Extension of time beyond 180 days can be granted only by the Disciplinary/Competent Authority appointing the IA for the particular case.**

3. SELECTION PROCEDURE:

- (i) The applications will be screened by Screening/Scrutiny Panel

- (ii) Vigilance Clearance shall be sought in respect of the candidates shortlisted for interview from their respective erstwhile Banks
- (iii) The shortlisted candidates would be called for interview / video interview, based on requirements of the Bank
- (iv) The list would then be sent to the Chief Vigilance Officer(CVO) of the Bank for concurrence, as per CVC guidelines, (Vigilance Manual 2021)
- (v) A letter confirming empanelment and mentioning terms & conditions of empanelment would be sent to the concerned executive by General Manager (HR)/Chief General Manager (HR)

4. GENERAL INSTRUCTIONS:

- The empanelment as external Inquiring Authorities would be subject to annual review of performance by the Bank/ Chief General Manager (HR). The review would be conducted on or before the 30th of June every year, during which the findings of the inquiries submitted in the preceding Financial Year would be scrutinized by ER Division, Central Office and a Note would be placed before the CGM (HR) highlighting the performance of the Inquiring Authorities considering their Turn Around Time (TAT) and quality of their findings.
- Once the empaneled Executive attains 70 years of age, he/ she would not be assigned any further inquiries. However, any pending inquiries allotted to the IA before attainment of 70 years of age will have to be completed as per the extant rules/ guidelines
- The services of the empaneled Inquiring Authority may be terminated at any time by the Appointing Authority, without notice and without assigning any reasons.
- The Bank reserves the right to alter, modify or change the eligibility criteria and / or any of the other terms and conditions spelt out in this Notification.
- Any resultant dispute arising out of this Notification shall be subject to the sole jurisdiction of the courts situated in Mumbai.

Mumbai
Chief General Manager (HR)
1st April 2022

Enclosures as above

Application for Empanelment of External Inquiring Authority in Union Bank of India

Name	
Nationality	
Gender	
Permanent / Correspondence Address	
Aadhaar No.	
PAN No.	
Date of Birth	
Date of Retirement	
Organisation	
Scale and Designation at the time of Retirement	
Educational Qualification	
Experience	
Details of Disciplinary Action, if any	
Contact No.	
e-mail ID	