



Human Capital Management (Recruitment & Promotion) Central Office

ENGAGEMENT OF RETIRED PSB'S OFFICERS IN THE RANK OF SCALE IV & ABOVE FOR THE POST OF INQUIRY AUTHORITY ON CONTRACTUAL BASIS.

LAST DATE OF RECEIPT OF APPLICATIONS: 31.07.2026

Central Bank of India, a leading Public Sector Bank, with Pan India Branch Network of nearly 4600 branches, with total business of more than Rs. 8,33,000/- Crores and driven by talented work force of 34000 plus employees, is looking for **retired officers in the rank equivalent to a Chief Manager & above in the Public Sector Banks, having necessary skills and experience of working in different areas of Banking or Human Resources or Industrial Relations or have experience of handling departmental inquiries as Inquiring Authority / Presenting Officer / Disciplinary Authority.**

The details are given below:

1. ELIGIBILITY CRITERION:

S. N.	Minimum Eligibility Criteria
01	The Officer who is retired from Public Sector Bank's Service on attaining superannuation at the age of 60 years in a cadre of Scale IV & above.
02	The officer should not be more than 63 years of age on date on publication of notification for empanelment.
03	The Officer voluntary retired/ resigned/ suspended/ dismissed/ terminated/ who have left the bank otherwise before superannuation are not eligible for consideration for engagement.
04	The Officer should have retired with good track record and no major punishment/penalty should have been inflicted on the retired Officer during five years of his service in the Bank preceding his retirement and no minor punishment/penalty should have been inflicted on the retired Officer during three years of his service in the Bank preceding his retirement. The Officer must not have been named in the ODI List during five years of his service in the Bank preceding his retirement. Also, the retired Officer should not have any crime record.
05	The Officer should be of sound health, both physically and mentally.
06	The Officer should have worked in different areas of Banking or Human Resources or Industrial Relations or have experience of handling departmental inquiries as Inquiring Authority / Presenting Officer / Disciplinary Authority.
07	The Officer should have a flair for writing reports.
08	The Officer should be willing to travel, as and when required.

2. TERM OF ENGAGEMENT:

The empanelment shall ordinarily be for an initial period not exceeding one year, which may be extendable till the age of 65 years of empaneled officer subject to annual review of the task and performance by the competent authority.



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3. REMUNERATION:

The empaneled Inquiring Authorities shall be paid lump-sum remuneration as per the Scale of the Charge Sheeted Officer whose inquiry has been assigned to him/her, and time taken for completion of the Inquiry Proceedings and submission of the inquiry report, as specified below:

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 & above	
I to III	Within 60 days	Rs. 45,000/-	Rs. 50,000/-	10 % of the eligible lump-sum remuneration
	Within 90 days	Rs. 40,000/-	Rs. 45,000/-	
	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 60 days	Rs. 55,000/-	Rs. 60,000/-	
	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 & VIII	Within 60 days	N.A.	Rs. 70,000/-	
	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/-	

* Subject to Term & conditions applied at the time of engagement.

4. ROLES AND RESPONSIBILITIES:

The empaneled 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.
- ✓ shall be entrusted with inquiries on a case-to-case basis.
- ✓ 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 maintain strict secrecy in relation to the documents he/ she receives, or information/ data collected by him/ her in connection with the inquiry and utilize the same only for the purpose of inquiry in the case entrusted to him/ her. No such documents/ information or data are to be



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divulged to anyone during the inquiry or after presentation of the Inquiry Report. All the records, reports etc. available with the Inquiring Authority shall be duly returned to the Disciplinary/Competent Authority which appointed him/ her to inquire a particular case, at the time of presentation of the Inquiry Report.

- ✓ shall give an undertaking that he/she is not a witness or a complainant in the matter to be inquired into or a close relative of the delinquent Bank Officer. A certificate to that effect shall have to be submitted by the Inquiring Authority to the Disciplinary/Competent Authority in respect of every inquiry assigned to him/her and placed on record.
- ✓ shall conduct the inquiry proceedings in the office premises of the Bank, at a location considering the availability of records, station/place where the misconduct occurred as well as the convenience of the witnesses/PO etc. Video Conference should be utilized to the minimize travel undertaken by the Inquiring Authority/Presenting Officer/ Charge sheeted Officer. The procedure for holding Departmental Inquiries through VC, as per Bank's internal guidelines must be followed. CO/ZO/RO or any other Office/Branch as may be permitted by the Disciplinary/Competent Authority, shall provide the necessary infrastructure for holding inquiry through VC. In case of any unavoidable/ extremely genuine circumstances, the IA may be permitted by the Disciplinary/Competent Authority to conduct an inquiry through VC at a place other than the Bank premises. This shall be strictly decided on case-to-case basis.
- ✓ shall undertake travel for conducting inquiry wherever required with prior permission from the Disciplinary/Competent Authority.
- ✓ 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 case.
- ✓ Refusal to accept an inquiry without any valid reasons shall be taken adversely for assignment of next inquiry. In case 3 inquiries are consecutively refused, the Disciplinary/Competent Authority may decide not to give further inquiries.
- ✓ The empanelment as External Inquiring Authorities would be subject to annual review of performance by the Vertical Head (HCM), during which the findings of the inquiries submitted in the preceding Financial Year would be scrutinized by the DA Cell, Central Office and a Note would be placed before the Vertical Head (HCM), highlighting the performance of the Inquiring Authorities considering their Turn Around Time (TAT) and quality of their findings.
- ✓ Once the empaneled executive attains 65 years of age, he/she would not be assigned any further inquiries. However, any pending inquiries allotted to the IA before attainment of 65 years of age will have to be completed as per the extant rules/guidelines. Once the pending enquiries allotted to such IA have been completed and reports are also received, the vertical may issue dis-empanelment letter to such IAs.



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5. TERMINATION OF CONTRACT:

1. The engagement of Retired Officer in the Bank shall not be considered as a case of re-employment in the Bank.
2. The member shall not be eligible for any claim or any other Benefit/compensation under provisions of any Act/Rules applicable to regular Bank employees.
3. The Bank may cancel/terminate the contract of the engagement at any time without assigning any reason whatsoever with an option of 30 days' notice period or payment/surrender of remuneration of one month in lieu thereof.
4. The Retired Officer needs to give a 30 days' notice in case of pre-mature termination of contract of engagement.

The indicative but not exhaustive list for reasons of termination of contract is as below:

- The empaneled executive is unable to address the assigned works.
- Quality of completed work assigned is not to the satisfaction of the Bank.
- The empaneled executive fails in timely completion of work as decided by the Bank.
- The empaneled executive is found lacking in honesty and integrity.
- The termination will be without prejudice to either party's rights accrued before termination.
- If any declaration/information furnished by the member is found false or found to be willfully suppressed any material fact(s), he/she will be liable for termination of contract including any administrative and/or legal action as the Bank may deem fit.

6. SELECTION PROCEDURE:

The eligible shortlisted candidates will be called for personal interaction and the decision of the Bank in this regard shall be final.

7. SUBMISSION OF APPLICATION:

The last date to submit applications is **31.07.2026**. No applications shall be entertained beyond the stipulated date. Incomplete applications will be rejected.

The application should be, **Super scribed as "Application for the post of Inquiring Authority" and has to be sent to the under mentioned address:**

Chief General Manager - HCM,
Central Bank of India,
Chander Mukhi, 17th floor,
Nariman Point
Mumbai- 400 021

8. EXECUTION OF AGREEMENT FOR CONTRACTUAL ENGAGEMENT:

Selected Officer shall be required to execute a stamped agreement before taking up the contractual engagement/assignment, containing a clause on confidentiality, ethics and integrity along with other



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terms of employment/assignment. The format will be provided to the candidates found successful on completion of the engagement process.

9. GENERAL INSTRUCTIONS:

- a) While applying for the posts, the applicant should ensure that he / she fulfills the eligibility and other norms mentioned above and that the particulars furnished are correct in all respects. In case it is detected at any stage of engagement that a candidate does not fulfill the eligibility norms and / or that he / she has furnished any incorrect / false information or has suppressed any material fact(s), his / her candidature will automatically stand cancelled. If any of the above shortcoming(s) is / are detected even after engagement, his / her contractual engagement is liable to be terminated without any notice.
- b) 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.
- c) Not more than one application should be submitted by any candidate. Multiple Applications/Registrations will be summarily rejected.
- d) Applications, once submitted, will not be allowed to be withdrawn. The Bank would be free to reject any application, at any stage, if the candidate is found ineligible for the post, for which he/she has applied. The decision of the Bank regarding eligibility of the candidates, the stage at which scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced etc. and any other matter will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Bank in this behalf.
- e) A recent, recognizable color passport size photograph should be firmly pasted on the application form and duly signed across by the candidate.
- f) Candidates serving in nationalized banks and Financial Sector Regulatory Body will be required to produce a "No Objection Certificate" from their employer at the time of interview, in the absence of which, their candidature may not be considered.
- g) All candidates will have to produce, if called for interview, originals as well as self-attested photocopies of their experience certificates and any other certificate required, in the prescribed proforma in support of their eligibility, failing which their candidature will be cancelled.
- h) No Travelling Allowance shall be payable to candidates who are called for the interview.
- i) The Bank takes no responsibility for any delay /non-receipt or loss of any communication.
- j) Any resulting dispute arising out of and/or pertaining to the process under this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai.
- k) Request for change of contact no./address/ email ID/ interview centre will not be entertained.

Central Office: 17th Floor, Chandermukhi Building Nariman Point Mumbai 400021

Contact Nos: 022-66387878;66387891;66387892

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- l) Appointment of selected candidates is subject to their being declared medically fit as per the requirements of the Bank. Such appointment will also be subject to the Service, Conduct Rules & Policies of the Bank.
- m) Candidates are advised to regularly visit the Bank's website for updates/ notices/ instructions. All announcements/addendum/corrigendum/details pertaining to this process will be only published / provided on authorized Bank's website <http://www.centralbank.bank.in> from time to time under Recruitment section. No separate communication/intimation will be sent to the candidates who are not selected/ shortlisted in the process. All notification/communication placed on Banks's website shall be treated as intimation to all candidates who have applied for the process.
- n) Merely satisfying the eligibility criteria norm does not entitle the candidate to be called for GD/Interview/Selection process. The Bank reserves the right to call only the requisite number of candidates for GD/Interview/Selection process after preliminary screening/ shortlisting with preference to the candidates' age, qualification, essential requirements, suitability etc.
- o) The Bank reserves the right to reject any application/ candidature at any stage or cancel the conduct of interview/GD or to cancel the engagement process entirely at any stage without assigning any reason.

Date: 17.07.2026

**-SD-
CHIEF GENERAL MANAGER-HCM**



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ANNEXURE - A

APPLICATION FOR THE POST OF INQUIRING AUTHORITY ON CONTRACT BASIS

To,
Chief General Manager-HCM
Central Bank of India,
17th Floor, Chandermukhi,
Nariman Point, Mumbai-400021

Paste Passport
size Photograph

Please sign across
the Photograph

With reference to your advertisement on Bank's website dated _____
I, submit my application in prescribed format.

1. NAME (in full): - _____

2. FATHER's/ HUSBAND's NAME: - _____

3. PRESENT ADDRESS: -

4. PERMANENT ADDRESS: -

5. CATEGORY: - _____(SC/ST/OBC/GEN)

6. If person with Disability (Attach disability certificate): -

Type of disability: -

Percentage of disability: -

7. DATE OF BIRTH: -

Age in completed years as on 30.06.2026: -

8. NATIVE PLACE: - _____

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9. MARTIAL STATUS: - _____

10. GENDER: - _____

11. NATIONALITY: - _____

12. Contact Details: -

MOBILE NO.: - _____

E-MAIL ID: - _____

13. EDUCATIONAL QUALIFICATION: - _____

14. DATE OF SUPERANNUATION _____

TOTAL YEARS OF SERVICE: _____ Years

15. NO. OF YEARS WORKED AS BRANCH MANAGER AND
/OR RM AND/OR ZM _____ Years

16. EXPERIENCE OF HANDLING DEPARTMENTAL INQUIRIES AS INQUIRING
AUTHORITY / PRESENTING OFFICER / DISCIPLINARY AUTHORITY –
Total (in years) _____

Sr.	Name of Institution	Designation/ Scale	Duration		Responsibilities
			From	To	

17. WHETHER ANY PENALTY HAS BEEN IMPOSED OR OFFICER HAS BEEN NAMED
IN THE ODI LIST IN LAST 5 YEARS OF SERVICE PRECEDING SUPERANNUATION.
If YES; Details

S.N.	Date of Penalty	Type of Penalty (Major/Minor)	Details of Penalty



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18. DETAILS OF PRESENT EMPLOYMENT (IF ANY):

- (a) Organization:
- (b) Full Address:
- (c) Position:
- (d) Reporting to:
- (e) Salary/Compensation presently drawn:

DECLARATION:

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief and I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the relative advertisement, my candidature/ engagement for the said post is liable to be cancelled/terminated at any stage and if engaged, my services are liable to be terminated. I am willing to serve anywhere in India. I don't have any crime record.

I hereby agree that any legal proceedings in respect of any matter of claims or disputes arising out of this application and/or out of said advertisement can be instituted by me only at Mumbai and Courts/tribunals/forums at Mumbai. I also undertake to abide by all the terms and conditions mentioned in the advertisement displayed on Banks website dated **17.07.2026**.

(Signature of applicant)

Place: _____

Date: _____

Enclosures - Copies of Degree/Experience certificates/KYC Documents:

- 1.
- 2.
- 3.
- 4.
- 5.