



प्रधान कार्यालय: स्टार हाउस, प्लॉट सी-5, "जी" ब्लॉक, बांद्रा-कुर्ला संकुल, बांद्रा (पूर्व) मुंबई – 400 051
Head Office: Star House, Plot C-5, "G" Block, Bandra-Kurla Complex, Bandra(E), Mumbai 400 051.

मानव संसाधन विभाग

Human Resources Department

Appointment of HR Consultant on contract basis for a period of one year

1. **Applications are invited for appointment of HR Consultant for one post.**

2. **Eligibility :**

(i) Former Executive having experience in the area of HR while functioning as an Executive at the level of Deputy General Manager and above who has retired from RBI OR Executive at the level of Deputy General Manager and above who has retired from any Nationalised Bank including Bank of India, OR Executive retired not below 3 levels of the Board from Private Sector Banks/Foreign Banks OR Executives retired not below 3 levels of the Board of Other IT/Payment/NBFC/Fintech companies OR any other Ex-Officials of equivalent rank from Government Departments OR Professionals of repute from Government, Industry and Academia having requisite work experience/skill set will be eligible to be appointed as HR Consultant of the Bank. In exceptional cases, Bank may consider candidates in the rank of Assistant General Managers or its equivalent rank (having worked in RBI, our Bank/other Public Sector Banks, Private Banks/Foreign Banks) also having experience and specialization in any specific area. The posting of HR Consultant will be at Bank's Corporate Office.

(ii) Age of the applicant not to exceed 65 years as on the date of Advertisement.

(iii) **Educational Qualification :**

Essential – Bachelor's/Master's Degree in relevant subject.

Desirable – Persons with M Phil, PhD, additional qualifications' research experience, published papers and post qualification experience in the relevant field would be preferred.

3. **Terms and conditions for engagement of HR Consultant**

a. **Remuneration** : In case of retired official earning Pension from our Bank, the compensation would be restricted to a lump sum amount not more in any case than last pay and allowances drawn reduced by pension, if any OR as per Govt. guidelines issued from time to time. In case of others who are not earning Pension remuneration from our Bank, the same shall be market related, last pay structure of the candidate to be engaged, prevalent practices of peer banks and other financial institutions.

b. The HR Consultant will not be entitled for any pecuniary or non-pecuniary benefits, besides the above decided consolidated pay package.

- c. TA/DA : While on outstation duties, if required, he/she will be entitled to travel by entitled class at par with executives in the rank of General Manager and diem allowances will be also be at par with that payable to General Managers in the Bank. No TD/DA shall be admissible for joining the assignment or on its completion.
 - d. Any liability on account of Income Tax, Professional Tax etc. shall be deducted at source.
 - e. The said Consultant shall not have any financial, non-financial, administrative, lending or disciplinary powers.
 - f. The HR Consultant shall report to Executive Director-HR or Managing Director & CEO and such reporting will be decided by the Managing Director & CEO (Or in his absence by Executive Director-HR).
 - g. The contract for engagement as a Consultant is liable to be terminated with one month's notice from either side without assigning any reasons. The Individual Consultant can also seek for termination upon giving one month's notice or remuneration in lieu thereof to the Bank.
4. The appointment will be purely on contractual (non-official) in nature for a period of one year. The posting of the Consultant will be at Banks Corporate Office at Mumbai. Working Hours can be either 10 AM to 5 PM or for a few hours in a business day i.e. 3 hours to 4 hours. In case engagement is on 10 AM to 5 PM basis, he/she would not be permitted to take up any other assignment during the period of engagement. The same shall be decided as per the requirement of the Bank/suitability of the candidate selected as Advisor/Consultant. He/she shall be attending the meetings of the Steering Committee of the Board of HR.
5. The role and responsibilities of the said HR Consultant shall be to :
- i. Critically review and evaluate documents/ matters pertaining to HR which may be referred to him/her from time to time;
 - ii. Attend the meetings of the Steering Committee of the Board on HR in the capacity of an external HR Expert;
 - iii. Provide timely professional advice and support to the Bank on the administration of strategic HR policies and procedures, with a view to develop and update HR functions;
 - iv. Ensure seamless implementation of the various HR initiatives launched by the Bank like Employee Engagement Survey, 360 Degree Feedback, Job Family, Succession Planning & Talent Management Process and any other Government directive envisaged in PSB Reforms Agenda for Enhanced Access & Service Excellence (EASE).
 - v. Be updated on Government policies/ directives/ legislations concerning HR issues related to PSBs/ specifically to the Bank and, accordingly advice and guide Bank's management in formulation/ review of HR policies and procedures in a timely and accurate way;
 - vi. Provide advice and guidance on best practices regarding job design, recruitment, on-boarding, deployment, transfer, promotion, training, career & succession planning, performance management system, talent management, employee bonding and separation processes;
 - vii. Bring about a balance between Bank's corporate policies and procedures and HR policies in order to achieve Bank's overall goals and objectives.

- viii. Advising on Skill gap mapping at various levels of operations / Zones in the Bank.
 - ix. Bring about improvement in the training system / methodology across the Bank that becomes 'Best in Class'.
 - x. Monitor quality of the course contents and its delivery in the training colleges.
 - xi. Advising the Bank on various modes for ensuring dissemination of product knowledge amongst staff.
 - xii. Promote and monitor progress of E-learning systems and link the same to Performance Appraisal and Promotion process.
 - xiii. Identify practices and trends on the emerging skill requirement and trainings and find opportunities for the Bank.
 - xiv. Assist Bank in creating, updating and maintaining skill and competency profiles for different job roles.
 - xv. Putting in place and implementation of effective mentoring and succession planning system in the Bank.
 - xvi. Advise Bank on the need and mode for availing the services of outside training Institutes.
6. Last date for receipt of application is 05.06.2023. Application received after the said date will be rejected. **Application must be typed in the prescribed format only. Hand-written applications will be summarily rejected.**
- The Bank reserves the right to reject applications of any or all the candidates without assigning any reason.
- Applications to be submitted through Registered Post / Speed Post / Courier. Bank will not be liable for misplace / damage and / or delay in delivery of application by the Postal Authorities or by the Courier Agencies, under any circumstances.
- Scanned copy of Applications may be submitted via Email on our Email ID – headoffice.randp@bankofindia.co.in. (Maximum size of attachment not to exceed 4 MB)
- Hand Delivery of application will not be accepted.
- The Envelope containing the application must be super-scribed "Application for the post of HR Consultant".
7. The candidates found eligible will be called for a selection process. Candidates will have to appear for interview at their own expenses.
 8. Selection will be made by a Committee and the decision of the Committee shall be Final.
 9. The candidates should submit copies of documents in support of experience and educational qualifications along with application form.
 10. The interested candidates may download the attached application form.

Date : 22.05.2023

(S.B. Singh)
Chief General Manager (HR)