



(A Government of India undertaking)
Corporate Office, 254-260, Avvai Shanmugam Salai, Royapettah, Chennai – 600014.

ENGAGEMENT OF CONSULTANT FOR LEARNING & DEVELOPMENT ON CONTRACTUAL BASIS

INDIAN BANK, a leading Public Sector Bank, with headquarters in Chennai having geographical presence all over India and abroad invites applications from Indian Citizens for Engagement of Consultant for Learning and Development on contractual basis.

The eligibility and terms of service is furnished here under:

S.No.	Parameters	Criteria
1.	Age	Minimum age – 40 years & Maximum Age – 65 years (Inclusive of all relaxations)
2.	Educational Qualification	MBA or equivalent qualification from a University recognized by the Govt. Of India /Govt. bodies/AICTE etc. with Good Academic background.
3.	Experience	Atleast 15 years of experience in Banking as Officer with atleast 5 years of experience in the field of Learning & Development / Training at senior level. <u>Desired Skills and Experience Set:</u> <ul style="list-style-type: none">• Proven experience in the designated field, with a focus on expertise and best practices.• Strong strategic thinking and planning skills.• Excellent communication and interpersonal skills.• Ability to work collaboratively and influence others.• Analytical mindset with a focus on continuous improvement.
4.	Cut-off date for age, qualification and experience	As on 01.11.2023

S.No.	Parameters	Criteria
5.	Selection process	Selection process can consist of multiple rounds of screening followed by interview and or other processes like Written tests, Group Discussions, Psychometric tests, Presentation etc as may be decided by the Bank.
6.	Remuneration	Negotiable – CTC based pay structure in the form of Fixed pay and Variable pay to be decided by the Compensation Committee Variable Pay over and above the fixed salary but linked to achieving of specific target set specifically for the purpose shall be payable on quarterly basis. The fixed pay and variable pay will be in the ratio of 80:20 of the CTC.
7.	Period of Engagement & Terms of Contract	On contractual basis for a term of 1 (One) year subject to half yearly review.
8.	Place of work	Chennai or as per requirement
9.	Application Fees / Intimation Charges	Rs 100/- (inclusive of GST) for SC / ST / PwBD candidates. Rs 1000/- (inclusive of GST) for all other Candidates.
10.	Termination of contract	Three months' notice or Three month's compensation in lieu thereof.
11.	Accountability	Selected candidates shall be subject to the applicable laws and guidelines issued by regulatory / government authorities / CVC etc. as applicable in the subsidiary and shall also be subject to the code of conduct and disciplinary rules as applicable to the subsidiary employees, for a period they are in service. They shall be subjected to the same degree of accountability and supervision as is applicable to the regular employees of the subsidiary.
12.	Job Description	<ul style="list-style-type: none"> • The Consultant shall be responsible to groom the in-house faculty of the Bank, enabling them to take sessions and create content. • Faculties should be made well versed with the tools/ research methodologies that can be used to make physical and virtual training programs interactive. • Trainings: <ul style="list-style-type: none"> ▪ Curating curriculum & conducting specific Training programs and handling of few special sessions. ▪ Assisting in content creation and delivery for webinars and self-paced training courses.

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		<ul style="list-style-type: none"> • Creation and timely delivery of curriculum and additional content themes for subsequent years. • Put forth and implement Review Mechanism for evaluation of training outcomes. • Maintaining Liaison and On-boarding external trainers who can conduct functional and soft skill related trainings as and when required at short notice. • Constant guidance to faculty be given on improvising the quality of Case Study / articles / Book review. Additionally, case studies to be prepared and vetted by the Consultant for including in the training programs. • Providing a plan of action for making the CoE a profit centre from a cost centre. • Developing a detailed roadmap for the establishment and operation of the CoE. • Future road map for implementation and design of CoE. • The Consultant should be available to give his/her inputs on any other aspect of training under Learning & Development. • Providing inputs on how to conduct Training Need Analysis for Bank employees in future. • Conducting a comprehensive analysis of the current banking landscape and identifying areas for the CoE's training area focus. • Providing guidance on the selection of key personnel for operation of COE and defining their roles and responsibilities. • Offering strategic advice on partnerships and collaborations to enhance the CoE's effectiveness • Assisting in the formulation of policies and procedures for the CoE's day-to-day operations. • Jobs, in addition to the above mentioned, and may be assigned by the Bank from time to time.

Procedure for applying: -

1. Application complete in all respects as per the prescribed format (Annexure A) along with copies of all the credentials as enumerated in Clause 2 below should be sent in a closed envelope superscribed “**Application for Engagement of Consultant for Learning & Development on Contractual Basis**” to the following address:

**Chief General Manager (CDO & CLO), Indian Bank
Corporate Office, HRM Department, Recruitment Section
254-260, Avvai Shanmugham Salai, Royapettah, Chennai, Pin - 600 014, Tamil Nadu.**

All eligible and interested candidates should apply in the prescribed application format to reach the address cited above on or before **01.01.2024**. Any application received after the due date will be summarily rejected.

Application fees / Intimation charges:

Rs 100/- (inclusive of GST) for SC / ST / PwBD candidates.

Rs 1000/- (inclusive of GST) for all other Candidates.

Candidates shall pay the fees/charges in the below mentioned account through Internet Banking / NEFT/RTGS. The Reference number/UTR Number shall be specified in the Application form.

Account Name : Engagement of Consultant for Learning & Development on Contractual Basis
Account Number : 6942794077
Bank & Branch : Indian Bank, Royapettah
Account Type : Current Account
IFSC Code : IDIB000R021

2. The following credentials (photocopies only) are to be enclosed along with the application Form
- a. Proof of date of Birth
 - b. Mark sheet and Passing certificate of all Educational, Technical / Professional qualifications
 - c. Experience certificate(s) specifying designation / job profile, period of service (with specific dates), emoluments, activity profile of previous and present employers, etc.
 - d. Photo Identity proof and Address proof

3. Candidates are required to have a valid personal email ID and Mobile number for contact. It should be kept active during the currency of this project. Bank may send call letters for interview through the registered email ID.

4. Candidates are advised to apply well in advance and Bank will not be responsible if candidates are not able to submit before the due date for any reason beyond the control of the Bank.

GENERAL INSTRUCTIONS

a. The Bank reserves the right to place the selected candidates in any of the functional area of the Bank, other than those advertised, if found suitable.

b. Candidates serving in Govt. / Quasi Govt. offices, Public Sector undertakings including Nationalized Banks and Financial Institutions are required to submit 'No Objection Certificate' from their employer at the time of interview.

c. Decision of the Bank in all matters regarding eligibility of the applicant, the stages at which such scrutiny of eligibility is to be undertaken, documents to be produced, Personal Interview, selection and any other matter relating to recruitment will be final and binding on the applicant.

d. Bank reserves the right to shortlist requisite number of candidates and only those shortlisted candidates will be called for interview/interaction.

e. Candidates belonging to reserved category including, for whom no reservation has been mentioned, are free to apply for vacancies announced for unreserved (General) category provided, they must fulfill all the eligibility conditions applicable to unreserved (General) category.

f. In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the engagement.

g. Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of interview, selection and any other matter relating to recruitment will be final and binding on the candidates. No correspondence or personal enquiries shall be entertained by the Bank in this regard.

h. Merely satisfying the eligibility norms does not entitle a candidate to be called for interview. Bank reserve the right to call only requisite number of candidates for interview after preliminary screening/ short listing with reference to candidate's qualification, suitability, experience etc. The decision of the Bank in this respect shall be final. No correspondence will be entertained in this regard.

i. Bank reserves right to cancel the Recruitment Process entirely or for any particular post at any stage.

j. No Travelling Allowance is payable to candidates who are called for interview.

k. Any dispute arising out of and/or pertaining to the process of recruitment under this Advertisement shall be subject to the sole jurisdiction of the Courts situated at Chennai.

l. Request for change of contact no./address/ email ID/interview centre will not be entertained.

m. In case any dispute arises on account of interpretation of version other than English, English version will prevail.

n. Before applying for the post, candidate should satisfy himself/herself that he/she fulfils the eligibility and other norms mentioned in this notice. Bank would be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible. The decision of the Bank shall be final in deciding about qualification, experience and other eligibility norms.

o. Engagement of selected candidates is subject to their being declared medically fit as per the requirements of the Bank. Such engagement will also be subject to the Rules & Policies of the Bank.

p. His / Her engagement on contract is for a specific period as stated above, and as such should not be construed as an offer of employment or a regular employment in the Bank.

q. The terms & conditions of engagement is whole and simple governed by the provisions of the contract and the engagement shall not be construed as an employment in the Bank and the provisions of PF / Gratuity / Pension, etc. shall not apply in this case.

r. Unless the Bank extends the contract for further period, on completion of the contractual period of 01 year, his / her engagement shall automatically come to an end. There will not be a need for issuance of communication by the Bank for termination of the contract after the above said period.

s. Canvassing in any form will be a disqualification.

Dated: 12.12.2023

Place: Chennai

Chief General Manager (CDO & CLO)