

## Annexure “A”

### Empanelment/ Selection of Investigating Officers in J&K Bank.

#### **1. Eligibility Criteria for Retired J&K Bank Officers:**

- i) Should have retired honourably either superannuated in normal course or through premature Voluntary Retirement not having been awarded any punishment (major) in his active service career from the Jammu & Kashmir Bank Limited from middle management grade and above i.e. Senior Manager (Scale III) & above. However priority shall be given to officer having retired in higher cadre provided other eligibility criteria are satisfied.
- ii) Must have minimum banking experience of 15 years' service as an officer in the bank with satisfactory track record.
- iii) Should be well aware of the computerized environment, well versed and familiar with Core Banking Solution like Finacle and / or any other banking application software used in the Bank.
- iv) Scale III and above officers with good track record possessing minimum of 5 years of experience in credit department at branch/s or controlling office/s.
- v) Must have fairly good knowledge of guidelines circulated through Circulars, Policies & extant systems & procedures of the Bank.
- vi) Should not be above the age of 69 years as on 1st September of that year of appointment.
- vii) He / She must be medically fit to carry the investigation assignment (a certificate from a medical practitioner (minimum MBBS) to this effect must be submitted with the application. Must be able to undertake travel even to distant Business Units/places.
- viii) Must possess the requisite aptitude, analytical ability and flair to take up investigation assignment.
- ix) Application of already engaged as credit auditors shall not be considered for investigating officers.

#### **2. Tenure of Appointment & Review of Performance of Investigating Officers:**

The appointment of retired bank officer as 'Investigating Officers' shall normally remain in force for a period of one year from the date of appointment. Based on performance of the empanelled contractual investigating officer/s, review for their re-engagement in succeeding year shall be carried out. The performance report based on various parameters & the following criteria, compiled and forwarded by concerned S, C and Audit Division shall be placed before Selection Committee:

- i) Quality of Investigation Report.
- ii) Ability to complete the investigation assignment within prescribed time frame.

- iii) Whether all aspects of Investigation viz. staff accountability, fraud wilful default etc. were covered in the reports submitted investigating officers.
- iv) Any other parameter, which may be deemed, fit by the management from time to time.

### **3. Remuneration:**

The retired bank officers engaged as Investigating Officers shall be paid remuneration of Rs. 30000.00 per month which will be subject to regulatory guidelines in respect of Tax & GST applicable.

- i) The investigating officers engaged on contractual basis at S, C and Audit Kashmir Division will be entitled to local conveyance charges at Rs.150/- per day for investigation cases at branches falling outside the municipal limits of Srinagar & Ladakh respectively.
- ii) The investigating officers engaged on contract basis at S, C and Audit Kashmir Division, if deputed to branches located outside 60 kms from periphery of municipal limits of district Srinagar & Ladakh shall be entitled to TA/Lodging/Haltage as is admissible to serving Scale III officers of the Bank.
- iii) The disbursement of the monthly emoluments shall be paid by HRDD, CHQ after obtaining necessary attendance of the contractual investigating officers from the concerned S, C and Audit Division Head.

### **4. Process for identification & selection:**

- i) Notification about the requirement of investigating officers will be posted over bank's website and also published in one national and two dailies of Srinagar & Jammu.
- ii) The eligible applicants who opt to work as Investigating Officers may apply online as and when applications are invited & submit hard copies in the prescribed format at the following address:-

DEPUTY GENERAL MANAGER  
SUPERVISION, CONTROL & AUDIT DEPARTMENT  
CORPORATE HEADQUARTERS  
M. A. ROAD SRINAGAR – 190001 KASHMIR

- iii) The credentials/Bio-data of the applicants (Retired J&K Bank Officers) will be got verified from Human Resource Development Division, CHQ. Thereafter, the applications will be scrutinized and only those which fulfil the eligibility criteria will be considered and placed before a Selection Committee comprising of General Manager (S,C & Audit, CHQ), General Manager HRD and Deputy General Manager

(S,C & Audit, CHQ) (already constituted for engagement/selection of credit auditors).

- iv) The selection committee will examine the applications of the eligible candidates and recommend the names of short-listed candidates to the Managing Director & CEO of the bank for approval.

**5. Documents required in respect of retired staff:**

- i) Profile as per Annexure.
- ii) Letter of Acceptance duly signed.
- iii) Form of Declaration of Secrecy and Fidelity on Rs. 100/- Non Judicial Stamp Paper.
- iv) Copy of Terms and conditions (duly Accepted & Signed).
- v) Declaration.
- vi) Affidavit.
- vii) Medical Fitness Certificate.

**6. Removal / Disqualification / Termination of Outsourced Investigating Officer (Retired J&K Bank Officer):**

The General Manager (Supervision, Control & Audit Division), with the approval of Managing Director & CEO, may remove / disengage any empanelled Retired Bank Officer from the 'Approved list of Retired Officers empanelled as Investigating Officers where it is established that;

- i) He / she has been engaged as 'Investigating Officer in the bank on basis of misrepresentation or suppression / concealment of material facts.
- ii) He / she has violated the covenants of Non-disclosure agreement of his / her contract of engagement.
- iii) He / she was found to be gainfully employed in any other Government/Semi Government/Private office or with any other employer.
- iv) When he/she refuse to attend to any investigation assignment or delay it, without proper justifications/reasons.
- v) During the engagement of retired bank officer as Investigating Officer in the bank or prior to it, if otherwise established that he / she is convicted for any offence and sentenced to a term of imprisonment or has been guilty of misconduct in his / her active services which in the opinion of management of the bank render him / her unfit for said assignment.
- vi) The report submitted by investigating officer is/are sketchy and/or incomplete.
- vii) The Bank reserves the right to terminate this engagement at any time without assigning any reason thereof and without giving any notice.

**7. Other Conditions of Engagement:**

- i) The Investigating Officers will not sub-let/sub-assign the investigation assignment to any person/ firm. Selection of Investigating Officers will be the sole discretion of the bank.
- ii) The Investigating Officers will be liable to be removed at any time at the sole discretion of the bank without assigning any reason.
- iii) The empanelled retired official shall be accountable for the acts of omission and commission during the course of the engagement.
- iv) The Investigating Officers should strictly adhere to the investigation coverage as per the scope of prescribed guidelines as may be communicated /decided by the Bank from time to time.
- v) The Investigating Officers should not undertake any other activities / assignment on behalf of the business unit/operational office without obtaining the concurrence of the S,C & Audit, Corporate Headquarters in writing.
- vi) The empanelled Investigating Officers will not be eligible for any leave facility and medical expense reimbursement.