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ODISHA GRAMYA BANK

HEAD OFFICE

BHUBANESWAR

HUMAN RESOURCES DEPARTMENT

Advertisement No: OGB/HRD/Contractual Faculty-01/2023-24

Dated: 02.12.2023

NOTIFICATION FOR ENGAGEMENT OF FACULTY ON CONTRACTUAL BASIS

Odisha Gramya Bank, a premier Regional Rural Bank with headquarters in Bhubaneswar operating in 13 districts of Odisha, invites applications from eligible candidates for **engagement of faculty on contractual basis**. The application should be submitted in the prescribed format (Annexure-I & Annexure-II) along with relevant documents. Please read this advertisement carefully and ensure the eligibility before submitting the application.

1. ELIGIBILITY CRITERIA AND OTHER TERMS AND CONDITIONS:

All the eligibility criteria (Qualification, Age, Work experience etc.) for the post shall be computed as on 01.10.2023 (inclusive)

Age	Not exceeding 65 years										
Who can apply	Retired Bank Officials (Scale IV and above)										
Qualification	Postgraduate with CAIIB										
Number of posts	02 (two)										
Area(s) of Specialization	Candidate should have expertise in at least one of the following 4 areas, in addition to sufficient exposure in the remaining 3 areas: <table border="1"><thead><tr><th>Sl No</th><th>Area of Specialization</th></tr></thead><tbody><tr><td>1</td><td>Credit Management with special focus on Agriculture and MSME</td></tr><tr><td>2</td><td>NPA Management/ Audit & Inspection</td></tr><tr><td>3</td><td>Information Technology</td></tr><tr><td>4</td><td>General Banking Operations</td></tr></tbody></table> In additions to the above, the member should be well versed in preparing reading materials both in manual and electronic mode.	Sl No	Area of Specialization	1	Credit Management with special focus on Agriculture and MSME	2	NPA Management/ Audit & Inspection	3	Information Technology	4	General Banking Operations
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1	Credit Management with special focus on Agriculture and MSME										
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Work Experience	Candidates with minimum 5 years of experience & expertise in any one of the specialization areas in addition to sufficient exposure in remaining 3 areas in Banks.										
Remuneration	Rs 30000/- per month (relevant TDS will be deducted)										
Selection Process	Personal Interview										



Other Facilities	In case of travel on outside duty, eligible travelling, Halting allowance at par with eligible scale of Officers of our Bank shall be paid.
Contract	The term of office of the holder of the post shall be for three years, subject to annual performance review. The contract can be terminated at one month notice on either side or salary and allowances in lieu thereof.
Leave	The Officials will be eligible for leave as follows: 12 casual leaves (CL) in a year at the rate of 1 CL for every month of service.
Working Hours	The faculty shall report at the Bank at the commencement of the working hour on all working days. The working hours shall be the usual hours as applicable on all days except Sundays and holidays declared under the N. I. Act.
Place of Posting	Head Office of Odisha Gramya Banak at Bhubaneswar
Job Profile	The appointed candidates shall handle training sessions in all the 4 areas, apart from the requirement of the Bank.
Language	The member should be well versed with English, Hindi and Odia.
Other terms and conditions	<ul style="list-style-type: none"> • Experience as a faculty member would be treated as an added advantage. • Should not have any major penalty proceedings during their tenure in the Bank.

Note:

- The appointment on contract is for a specified period as stated above, and as such should not be construed as an offer of employment or a regular employment in the Bank.
- Apart from the Contract Amount & other details mentioned above, the appointed candidate is not entitled to any other Perquisites / Facilities etc.

2. Selection Methodology:

After Scrutiny of the applications received, only eligible candidates will be called for Personal Interview. The short listing and call for interview will be on the basis of the details provided by the candidates (regarding educational qualification and work experience) in the application. The Bank would be free to reject the candidature of any candidate at any stage of the recruitment process, if he/she is found to be ineligible and / or furnished incorrect or false information / certificates /documents or has suppressed any material facts.

Bank reserves the right to shortlist requisite number of candidates based on the academic track record of the candidate, experience and suitability of the candidates, as decided by the Bank and only those short listed candidates will be called for interview or for any other process as decided by the Bank.

The interview venue, time and date for interview will be informed to the shortlisted candidates in the interview call letter and candidates have to attend the same at their own cost. **The call letter will be sent through e-mail only.** The details of shortlisted candidates for the interview or any other process will be hosted in our website or intimated by other means. Bank reserves its right to change / add /



cancel the selection process and schedule at its discretion, under unforeseen circumstances, if any, will be announced in our Bank's website/ by email. Bank will not be responsible for late receipt / non receipt of any communication from the Bank. Hence candidates are requested to check their email and Bank's website regularly, to keep track of the process.

The interview process will carry an aggregate of 100 marks and will be on aspects like 1) Subject Knowledge, 2) Communication Skills & 3) Attitude & 4) Presentation. Final selection will be made on the basis of marks obtained by the candidate in the interview process and will be according to the merit ranking. Candidates should make a brief presentation on the topic given to exhibit their communication skills.

3. How to apply:

3.1. Pre-Requisites for applying:

Before applying, candidates should:

- a. Go through the advertisement by clicking the Advertisement (English) available under the title "Engagement of Contract Faculty" in our website www.odishabank.in under "careers" page and ensure candidate's eligibility before applying for the said post.
- b. Have a valid personal email ID, which should be kept active throughout the entire recruitment process. Bank may send call letters for the interview/ Final Selection etc. through the e-mail id. Under no circumstances, a candidate should share with/mention e-mail ID to / of any other person. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying and must maintain that email account.

3.2. Intimation Charges:

Application fee/intimation charges for Rs 200/- in shape of Demand Draft favoring "Odisha Gramya Bank" payable at Bhubaneswar should sent along with the application form.

3.3. Date of Application:

The applications will be received from 04/12/2023 to 22/12/2023 (5.00 PM) inclusive of both dates through registered post only.

3.4. Procedure for applying:

- a. Candidate should go through the advertisement and take a print out of the application forms attached as Annexure-I & Annexure-II.
- b. Candidate will have to fill in all the required details mentioned in the application form (Annexure-I). The name of the candidate or his / her father/husband etc. should be spelt correctly in the application as it appears in the certificate/mark sheets. Any change/alteration found may disqualify the candidature.
- c. Candidate will also have to submit the "Certificate from the Employer Bank" (Annexure-II) duly signed by his/her previous employer.
- d. The duly filled application forms (Annexure-I & Annexure-II) along with the Demand Draft should be sent to the General Manager, H R Department, Odisha Gramya Bank, Head Office in the below mentioned address **through Registered Post only.**



**Address: The General Manager
H R Department
Odisha Gramya Bank, Head Office
At: Gandamunda
Po: Khandagiri
Bhubaneswar-751030**

4. Submission of Requisite Documents during Personal Interview:

The candidates will have to produce the following documents in original as well as attested photocopies during the time of Personal Interview failing which their candidature will be cancelled:

- Document evidencing date of birth such as Birth Certificate or School leaving Certificate/ SSC/HSC Certificate.
- Final Degree Certificate & Consolidated mark sheet in respect of passing graduation, post-graduation degree & professional certificate.
- Work experience Certificates from their employers clearly stating the period and nature of Employment/ duties.

5. General Instructions:

1. Candidates are required to apply only through the prescribed format. Any other form of application shall be rejected.
2. Incomplete applications will be rejected outright.
3. All candidates will have to produce, if called for the interview, originals as well as attested photocopies of documents in support of their eligibility such as age, educational qualification, experience or any other required certificate, failing which their candidature will be cancelled.
4. Candidate who do not satisfy the eligibility criteria and who do not produce (for any reason) the originals as well as attested photocopies of all documents required to be submitted as advised in this notification and call letter, whomsoever, shall not be permitted to attend the interview, even though they might have obtained the desired level of qualification, experience etc. and have been called for interview.
5. Decision of the Bank in all matters regarding eligibility of the candidates, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of the interview, selection and any other matter relating to recruitment will be final and binding on the candidate. Further, the Bank reserves right to withhold / cancel the recruitment partially / fully at any stage during the recruitment process at its discretion, which will be final and binding on the candidate.
6. No correspondences or personal enquires shall be entertained by the Bank.
7. In case of any dispute on account of interpretation in any version other than English, the English version shall prevail.
8. Any dispute arising out of the advertisement shall be subject to the sole jurisdiction of courts situated at Bhubaneswar.



9. **The Bank may, at its discretion, add/change the selection methodology.**
10. Candidates can opt for one area where they have **minimum five years of experience** and expertise while applying. They should also confirm that they have sufficient exposure in the remaining three areas.
11. If for any reason a candidate applies for more than once, the latest application only will be treated as valid.
12. Canvassing in any form will be treated as disqualification.

Candidates in their own interest are advised to submit their applications well in time before the last date of submission. The Bank does not assume any responsibility for late receipt of applications submitted by the candidates.

Note: The version of detailed advertisement given in the Bank's website shall be treated as final and shall supersede any other versions for all purpose. Accordingly, the candidates are advised to visit Bank's website www.odishabank.in for detailed advertisement.

Decision of the Bank in respect of all matters pertaining to this recruitment would be final and binding on all candidates.

PLACE: BHUBANESWAR


GENERAL MANAGER (HRD)



ANNEXURE-I

**APPLICATION FOR THE POST OF FACULTY OF ODISHA GRAMYA BANK
ON CONTRACTUAL BASIS**

To,
The General Manager
H R Department
Odisha Gramya Bank
Head Office, Bhubaneswar

Paste Passport size
photograph

Please sign across
the photograph

With reference to your advertisement on Bank's website and in the newspaper regarding above, I submit my application for the post of FACULTY ON CONTRACTUAL BASIS in the prescribed format and append below the following information for your kind perusal and needful. I also enclose self-attested papers/ documents related to proof of Identity/Address/Educational Qualification.

1.	Full Name (in Block Letters)	:	
2.	Father's/ Husband's Name	:	
3.	Address for correspondence/ Permanent Address	:	
4.	Date of Birth(As per school leaving certificate)	:	
5.	Age as on 01.10.2023	:	_____years_____months
6.	Category	:	SC/ST/OBC/GENERAL
7.	Contact Details:		
	Mobile Number	:	
	E-mail ID	:	
8.	Gender:	:	
9.	Nationality	:	
10.	Religion:	:	
11.	Marital Status	:	
12.	Educational Qualification Details	:	

13.	Language known	:	
14.	Name of the Bank where from retired	:	
15.	Grade/ Scale from which retired	:	
16.	Place and date of retirement	:	
17.	Complete address of Bank's H R Department wherefrom retired with contact no.	:	
18.	Personal No/PF No./Personal Identification No. with the previous employer.	:	
19.	Last assignments before retirement of 5 years	:	

20. Experience in the area of Specialization:

Sl No	Area of Specialization	Years of experience
1	Credit Management with special focus on Agriculture and MSME	
2	NPA Management/ Audit & Inspection	
3	Information Technology	
4	General Banking Operations	
5	Any other qualification member wants to inform	

Signature:

Name:

Date:

Encl:

1.

2.

3.

ANNEXURE-II

**APPLICATION FOR THE POST OF FACULTY OF ODISHA GRAMYA BANK
ON CONTRACTUAL BASIS**

CERTIFICATE OF THE EMPLOYER BANK

(Application without Employer Bank Certificate will not be considered)

We certify that the information furnished herein above by the applicant Shri/Smt.....Grade/Scale.....,retired from this Bank on attaining superannuation/voluntary retirement onhave been verified with his/her Service Record and found to be correct. While in Bank's service, his/her integrity was beyond doubt. There is nothing on record that may render the candidate prima facie ineligible for the post of FACULTY ON CONTRACTUAL BASIS.

Place:

Date:

(Signature & Seal of the Competent Authority*)

Name & Address of the Bank

(*Officer not below the rank of Chief Manager in H R Department of Regional / Zonal / Local Head Office or Head Office of the employer Bank)