



Join India's First Swadeshi Bank for Enriching Career and Limitless Opportunities

HUMAN RESOURCES DEVELOPMENT DEPARTMENT

Recruitment of Deputy General Manager- Law Officer (Specialist) in Top Management Grade VI in Bank for the Financial Year 2022-23.

Opening Date for Applications	05.01.2023
Closing Date for APPLICATIONS	16.01.2023
Tentative Date of Interview	07.02.2023
Fee	1000+180 (GST)

Central Bank of India with Pan India Branch Network of nearly 4500 branches, with total business of more than Rs.5,50,000 Crores and driven by talented work force of 31000+employees, invites application from experienced professionals for the post of **Deputy General Manager- Law Officer (Specialist) in Top Management Grade VI**.

1. DETAILS OF THE STREAM/SCALE/VACANCY/RESERVATIONS ARE AS FOLLOWS:-

Sr No	Category	Grade/Scale	SC	ST	OBC	EWS	GEN / UR	TOTAL
			@ 15%	@ 7.5%	@ 27%	@ 10%		
1	Deputy General Manager LAW	TEG/Scale VI	0	0	0	0	1	1
	Total		0	0	0	0	1	1

- Candidates belonging to reserved categories are free to apply against vacancies announced for Unreserved/General category provided they meet the eligibility criteria laid down for General Category candidates.

(A) Applications From Serving Employees:

- Existing employees of Central Bank of India may also apply through proper channel, subject to fulfilling the other eligibility criteria,

- Such candidates if selected should resign from the existing post and join the new post as a fresh candidate like any other candidate selected from outside and such appointment shall be treated as fresh appointment for all purposes.

(B) Medical Fitness, Character and Antecedent of the Candidates:

The appointment of selected candidate will be subject to the candidate being declared medically fit by a Doctor or a panel of Doctors approved by the Bank, satisfactory verification of certificates pertaining to educational qualification and experience, antecedents of the candidates, claim of being a Person with Disability (if applicable).

ELIGIBILITY CRITERIA:-

No	Particulars	Details
1	POST	DGM (Law-Specialist) Deputy General Manager in Top Management Grade Scale VI,
2	Vacancy / Category	01 (No reservation) Candidate belonging to reserved category (including PWD) can also apply, subject to fulfilling all the eligibility criteria applicable to unreserved category.
3	Place of Posting	Central Office, MUMBAI
4	Age as on 01.12.2022	Maximum age as on 01.12.2022 should not exceed 50 years
5	Education	Mandatory- Degree in Law (3 years/ 5 years) from a recognized University or Institution in India. (Candidates who joined 5 years' course and left after 3 years are not eligible) (Desirable):- Post graduate degree in Law
6	Experience	Should have practiced as Advocate for a minimum period of 2 years and Minimum Service of 13 years as law officer in Scheduled Commercial Bank and should have served in the capacity of Chief Manager (Law) & above for at least 3 years <u>OR</u> Minimum Service of 15 years as law officer in Scheduled Commercial Bank and should have served in the capacity of Chief Manager (Law)& above for at least 3 years. The experience should be after enrolment as advocate with Bar Council
7	CIBIL Score)	Applicants should have a minimum CIBIL score of 650 or above at the time of application.
No	Particulars	Details
8	Broad Responsibilities	<ul style="list-style-type: none"> Providing analytical and comprehensive in-house legal service across a broad range of legal issues (including those involving the affiliates of organization) Keeping oneself updated and also, wherever necessary, briefing the top management of the organization about the latest legal developments. Disseminating knowledge on relevant legal issues and

		<p>developments to the operational functionaries and, if required, suggesting/ initiating necessary changes in the policy, procedure or functioning of the organization.</p> <ul style="list-style-type: none"> • Offering opinion on various legal issues including those related to recovery, restructuring, resolution etc. • Analyzing, drafting, vetting and negotiating agreements, contracts, deeds or documents required in the course of business. • Supporting the operational functionaries in understanding and mitigating the legal risk in contracts, negotiations, deeds, projects etc. • Mapping out strategies, in coordination with the relevant operational functionaries, for effective litigation management. • Coordinating with statutory authorities/ regulatory authorities/ self-governing bodies on issues involving legal aspects. • Instructing and coordinating with advocates and other professionals wherever necessary. • Supporting operational functionaries in conduct of litigations by and against the organization and attending the court or tribunal or any judicial/ quasi-judicial forum, whenever required. • Supporting and developing the in-house legal team • Any other work/ responsibility that may be assigned, from time to time, by the Bank.
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(A) **REMUNERATION:-**

GRADE/SCALE	SCALE OF PAY
TEG SCALE VI	104240-2790/4-116120

- Other perquisites/allowance service benefits and conditions will be as per Bank's policy applicable to Specialist Officers, including Defined Contributory Pension Scheme, as introduced in the Bank w.e.f. 01.04.2010.

3. SELECTION PROCEDURE

Selection will be through **personal interview after shortlisting of applications**. Merely satisfying the eligibility norm does not entitle a candidate to be called for Interview. The decision of the Bank in this regard shall be final.

4. PROBATION PERIOD:

The selected candidate **shall be on probation for a period of ONE year** which may be extended by further period of one year depending on the performance of the candidate.

5. GENERAL INSTRUCTIONS

- 5.1 Not more than one application should be submitted by any candidate. Multiple Applications/Registrations will be summarily rejected and the application fee forfeited.
- 5.2 Before applying, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Applications, once submitted, will not be allowed to be withdrawn and the application fee/intimation charges once paid, shall be neither refunded nor held in reserve for any other examination. The Bank would be free to reject any application, at any stage of the Recruitment Process, 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 relating to recruitment shall be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Bank in this behalf. If any wrongdoing (s) / suppression of antecedents is/are detected even after appointment, his/her services are liable to be terminated.
- 5.3 A recent, recognizable color passport size photograph, should be firmly pasted on the application form and duly signed across by the candidate. Candidates are advised not to change their appearance till the recruitment process is completed. Failure to produce the same photograph at the time of personal interview may lead to disqualification. A candidate should ensure that the signatures appended by him/her in all the places viz. in his/her application, attendance sheet etc. and in all correspondences with the Bank in future should be identical and there should be no variation of any kind.
- 5.4 Candidates will have to produce original Certificates (wherever applicable) with regard to the information submitted in application form at the time of interview, failing which his/her candidature may be cancelled.
- 5.5 Candidates serving in Govt./quasi-Govt./Public Sector Undertakings (including nationalized banks and financial institutions) 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.
- 5.6 All candidates will have to produce, if called for interview, originals as well as self attested photocopies of their educational/experience certificates, certificates pertaining to proof of age, as well as other necessary certificates with regard to the information submitted in the application.
- 5.7 No Travelling Allowance is payable to candidates who are called for the interview. However, unemployed SC/ST Candidates, who are called for interview, will be paid actual to and fro 2nd Class Rail/Ordinary Bus fare in terms of Govt. guidelines by the shortest route on production of evidence of travel, i.e. Railway Receipt/Ticket(s) for attending the interview.

- 5.8 The Bank shall not be responsible for any delay /non-receipt or loss of any communication.
- 5.9 Any resulting 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 Mumbai.
- 5.10 Canvassing in any form will be a disqualification.
- 5.11 Request for change of contact no./address/ email ID/ interview centre will not be entertained.
- 5.12 In case any dispute arises on account of interpretation of version other than English, English version will prevail.
- 5.13 Appointment of selected candidates is subject to their being declared medically fit as per the requirements of the Bank and clear antecedent report. Such appointment will also be subject to the Service, Conduct Rules & Policies of the Bank applicable to Specialist officers.

6. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT

- a. Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated or should not suppress any material information while filling up the application form.
- b. At the time of interview/ Group Discussion(wherever applicable), if a candidate is/has been found guilty of:
- resorting to any irregular or improper means in connection with his/her candidature for selection or obtaining support for his/her candidature by any means, such a candidate may in addition to rendering himself/herself liable to criminal prosecution, be liable:
 - (a) to be **disqualified** from the interview process for which he/she is a candidate
 - (b) to be **debarred**, either permanently or for a specified period, from any examination or recruitment conducted by the Bank
 - (c) for **termination** of service, if he/she has already joined the Bank.

7. Fee and Mode of Payment

Candidates have to make the payment of requisite fees/ intimation charges through DD in favour of Central Bank of India payable at Mumbai. Amount of application fee is Rs1180 (Rs. 1000+ 180GST)

8. HOW TO APPLY:-

The duly filled in application form complete in all respects along with the prescribed fee should be sent by Post / Speed Post/Courier at the under mentioned address. The following words should be superscribed on the top of the envelope “ Recruitment for the Post of Deputy General Manager- LAW,”

**General Manager-HRD
Central Bank of India,
17th Floor, Chandermukhi,
Nariman Point, Mumbai-400021**

Note:

- Please note that all the particulars mentioned in the application including Name of the Candidate, Category, Date of Birth, Post Applied for, Address, Mobile Number, Email ID, Centre of Examination etc. will be considered as final and no change/modifications will be allowed after submission of the application form.
- Candidates are hence requested to fill in the application form with the utmost care as no correspondence regarding change of details will be entertained. Bank will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.

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 Bank's website www.centralbankofindia.co.in from time to time under Career 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.

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 on various parameters such as candidates' age, qualification, essential requirements, suitability etc.

The Bank reserves the right to reject any application/ candidature at any stage or cancel the conduct of interview/GD or to cancel the recruitment process entirely at any stage without assigning any reason.

**SMRUTI RANJAN DASH
GENERAL MANAGER (HRD)**

DT. 30th December 2022

ANNEXURE A
APPLICATION FOR THE POST OF DEPUTY GENERAL MANAGER (SPECIALIST) LAW OFFICER

To,
General Manager-HRD
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. ADDRESS FOR CORRESPONDENCE:

4. PERMANENT ADDRESS:

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

6. If person with Disability:

Type of disability:

Percentage of disability:

7. DATE OF BIRTH (as per Matriculation / High School Certificate) :

Age in completed years as on 01.12.2022:

8. BIRTH PLACE _____ NATIVE PLACE: _____

9. MARTIAL STATUS:

10. GENDER :

11. NATIONALITY:

12. Details of Non refundable Application Fee (Rs.1180):

Name of DD issuing Bank:

City of Issue:

Date of Issue :

Amount:

13. Contact Details:

MOBILE NO. -

LANDLINE No.

E-MAIL ID-

14. EDUCATIONAL QUALIFICATION:

15. EXPERIENCE (Preceding 15 years) - Total (in years) _____

SN	Name of Institution	Designation/ Scale	Duration		Responsibilities	Extra Ordinary Achievements
			From	To		

16. DETAILS OF PRESENT EMPLOYMENT:

(a) Organisation

(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 related advertisement, my candidature for the said post is liable to be cancelled/terminated at any stage and if engaged, my service are liable to be terminated. I am willing to serve anywhere in India. I agree that Bank has right to transfer me to any part of the country at its discretion.

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 30.12.2022. .

(Signature of applicant)

Place: _____

Date: _____

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

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