

**NOTICE FOR THE RETIRED EXECUTIVES OF THE BANK  
(RETIRING GRADE DGM & ABOVE)  
EMPANELMENT AS INQUIRY AUTHORITY IN BANK OF BARODA**

Bank of Baroda invites Applications from Retired Executives of Public Sector Banks for Empanelment as Inquiry Authority as per details given below

1. Bank has decided to empanel Retired Executives as Inquiry Authority at various Zones of the Bank.
2. Interested and willing applicant should have retired from a Public Sector Bank, in a cadre not less than that of TEG/S-VI
3. The applicant should not be more than 70 years of age at the time of his/her empanelment.
4. The applicant should be of sound health, both physically and mentally
5. The applicant should possess the following experience/ exposure:-
  - Should have sound Banking experience and exposure in the area of Credit, Forex, etc.
  - Should have conducted inquiries as PO/IA or acted as Disciplinary Authority or Competent Authority for the purpose of Departmental Actions and should have a flair for writing reports.
  - Should possess in depth working knowledge/ understanding of Departmental Proceedings.
6. Should not have been penalized in a Disciplinary Proceeding case (no penalty in DP or prosecution in criminal case).
7. The empanelment shall be for a period of -3- years initially, which shall be extendable yearly or for a lesser period subject to review of performance undertaken by the Bank.
8. The Retired Executives will be assigned cases by the Disciplinary Authorities. The number of cases assigned will not be more than 2 cases at a time and 8 cases in a year.
9. The Retired Executive will have to undertake travel for conducting inquiries, wherever required.
10. On attaining the maximum age of engagement i.e. 70 years, he/ she would not be assigned any further inquiries. However, any pending inquiries allotted to the IA before attainment of 70 years of age will have to be completed as per the extant rules/ guidelines.
11. The compensation will be on an assignment basis, based on the range of honorarium as per rates prescribed in **Annexure – A** to this notification.
12. Willing and interested applicants should submit their application as per attached proforma (**Annexure-B**) to the nearest Zonal Office addressed to the HRM Dept. of the Zone (**Details of Zones enclosed at Annexure-C**) failing which their application/candidature will not be considered for shortlisting/ interview. The duly filled applications should reach the respective Zonal Office on or before 08.01.2024.

13. Candidature will be subject to verification of all details / documents with the original when an applicant reports for interview (if called).
14. Before applying, the applicants should ensure that they fulfil the eligibility criteria for the post as on the date of eligibility. If, at any stage, it is found that the applicant is not satisfying the eligibility criteria (Age, Experience etc.) or any information furnished in the application is false/incorrect, his/her candidature will be cancelled.
- 15. Retired Executives who have applied for empanelment as Inquiry Authorities in response to our earlier notice dated 04.11.2022 and subsequent emails dated 09.11.2022 and 16.11.2022, need not apply again. Application submitted previously will be appropriately examined/ scrutinized for ascertaining the eligibility and suitability as per the revised guidelines. If selected for empanelment, the Retired Executives will be governed by the revised terms of engagement, as per this notification. If any of the Retired Executives applied earlier, are not interested for the assignment, the same may be communicated to this office through email on [hrm.bcc@bankofbaroda.com](mailto:hrm.bcc@bankofbaroda.com).**
16. Selection Process for empanelment:-
- On receipt of the Application form, the Zonal Authority after scrutinizing the applications shall forward the same along with their Recommendations to HRM Dept. at Corporate Office, Mumbai.
  - The applications shall thereafter be screened by a committee/Panel consisting of the following Officials:-
    - Chief Vigilance Officer
    - Chief General Manager/ General Manager – HRM
    - General Manager – Disciplinary Proceedings
  - On screening of the applications, the Committee may decide to interact with the applicants, if required.
  - On completion of the above process, a letter confirming empanelment as Inquiry Authority and mentioning terms & conditions of empanelment would be sent to the Selected Retired Executive by HRM Dept., Corporate Office.
  - In respect of applicants retiring from other Public Sector Banks, the empanelment will be subject to verification of details from their respective erstwhile Bank.
17. The services of the empanelled Inquiring Authority may be terminated at any time by the Appointing Authority, without notice and without assigning any reasons.
18. The Bank reserves the right to alter, modify or change the eligibility criteria and / or any of the other terms and conditions spelt out in this Notification. Further, the Bank also reserves the right to increase/decrease the number of post/s or cancel the above advertisement in part or full as per Bank's requirement without assigning any reason.

**CHIEF GENERAL MANAGER – HRM**

**MUMBAI  
19.12.2023**

**Annexure-A**

The retired Executives shall be assigned the work after initial scrutiny of the case by the respective Disciplinary Authorities and the compensation will be on an assignment basis as per the following rates of honorarium :-

| <b>Items</b>                | <b>Category</b>  |  | <b>Rate per case (in rupees)</b>                           |
|-----------------------------|--|--|--|
| <b>Honorarium*</b>          | I  | where number of witnesses cited in the charge sheet is more than 10  | An amount equal to 90% of the monthly basic pension drawn. |
|                             | II   | where number of witnesses cited in the charge sheet are between 6-10 | An amount equal to 70% of the monthly basic pension drawn. |
|                             | III  | where number of witnesses cited in the charge sheet is less than 6   | An amount equal to 60% of the monthly basic pension drawn. |
| <b>Transport Expenses</b>   | The Retired Executives shall also be compensated for travel/ stay expenses incurred by them for any outstation travel, and shall also be eligible to receive TE/DA at the present rate admissible to the post held at the time of retirement or leaving the Bank's service. The travel should be undertaken after taking necessary approval from the Disciplinary Authority who has appointed the Inquiry Authority. |  |  |
| <b>Secretarial Services</b> | The concerned reporting Zonal Office shall arrange for necessary need based secretarial service without compromising on the confidentiality of the case.   |  |  |

\* The Bank can also decide on a higher fee amount also for complex cases, involving multiple agencies, officers, Branches/ Units etc. subject to the maximum limit prescribed by the Govt. of India guidelines.

**Application for empanelment as Inquiring Authority in the Bank:**

|   |                                    |
|---|------------------------------------|
| <b><u>Position Name</u></b>   | <b><u>Inquiring Authority</u></b>  |
| <b><u>Please Indicate “Zone” of Choice for empanelment in the order of preference (Maximum -3- Zones)</u></b> | 1) _____.<br>2) _____.<br>3) _____ |

|   |                           |  |
|---|---------------------------|--|
| <b>Name of the Ex-Executive</b>   | Ms./ Mr. ....             |  |
| <b>Date of Birth</b>  |                           |  |
| <b>Retiring Grade</b>   |                           |  |
| <b>Date of Retirement</b>   |                           |  |
| <b>Name of the Bank</b>   |                           |  |
| <b>Total Banking experience</b>   |                           |  |
| <b>Exposure details of working in the area of Credit / Forex/ Investigation/ Audit / Vigilance function etc</b> | <b>Period</b><br>From -To | <b>Function</b><br>Viz. Credit, Forex etc. |
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|   |                           |  |
|   |                           |  |
| <b>Exposure details of working as Disciplinary authority/ Competent authority as well as IA/PO</b>              |                           |  |

**ANNEXURE-B**

|  |  |
|--|--|
| Contact Number                                     |  |
| Contact E-Mail ID                                  |  |
| Location/ Zone of stay                             |  |
| Details of past Disciplinary Action, if any.       |  |
| Comments on overall suitability for the position:- |  |
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Please enclose relevant documents (i.e. self-attested photo ID & address proof, age proof, educational qualification, experience etc.) along with the application form.

Signature of the Applicant:

Date:

Place:

\_\_\_\_\_

Views / Comments/ Observations of the Zonal Authority:

The Application of Mr/ Ms. \_\_\_\_\_ is recommended/ not recommended for empanelment.

Signature:

Date:

## Details of Zones

## Annexure-C

| SR. NO | ZONE            | Addressed to        | ADDRESS  | CONTACT NO             | EMAIL  |
|--------|-----------------|---------------------|--|------------------------|--|
| 1      | AHMEDABAD ZONE  | AGM - HRM           | Bank of Baroda, Zonal Office, Ahmedabad, 2nd Floor, BOB Towers, Opp. Law Garden, Ellisbridge, Ahmedabad - 380006                               | 079 - 26473291/ 79     | <a href="mailto:hrm.gujarat@bankofbaroda.com">hrm.gujarat@bankofbaroda.com</a>   |
| 2      | BAREILLY ZONE   | Chief Manager - HRM | Bank of Baroda, Zonal Office, Bareilly, 1st Floor, 129-D, Civil Lines, Bareilly, U.P.-243001   | 0581-2421827           | <a href="mailto:hrm.wupu@bankofbaroda.com">hrm.wupu@bankofbaroda.com</a>         |
| 3      | BARODA ZONE     | AGM - HRM           | Bank of Baroda, Zonal Office, Baroda, 5th Floor, Baroda Bhavan, RC Dutt Road, Alkapuri, Baroda-390007  | 0265-2316515           | <a href="mailto:hrm.sgz@bankofbaroda.com">hrm.sgz@bankofbaroda.com</a>           |
| 4      | BENGALURU ZONE  | Chief Manager - HRM | Bank of Baroda, Zonal Office, Bengaluru, 2nd Floor, 41/2, Vijaya Tower, M.G.Road, Trinity Circle Bangalore -560001.                            | 080-25584066           | <a href="mailto:hrm.karap@bankofbaroda.com">hrm.karap@bankofbaroda.com</a>       |
| 5      | BHOPAL ZONE     | Chief Manager - HRM | Bank of Baroda, Zonal Office, Bhopal, Plot No. 202, Ganga Jamuna Complex, M. P. Nagar, Zone-1, Bhopal-462011                                   | 0755-4049023           | <a href="mailto:hrm.mpz@bankofbaroda.com">hrm.mpz@bankofbaroda.com</a>           |
| 6      | CHANDIGARH ZONE | AGM - HRM           | Bank of Baroda, Zonal Office, Chandigarh, Building No. 2, above Overbridge, Sector 17B, Chandigarh 160017                                      | 0172-2717374           | <a href="mailto:hrm.zochd@bankofbaroda.com">hrm.zochd@bankofbaroda.com</a>       |
| 7      | CHENNAI ZONE    | AGM - HRM           | Bank of Baroda, Zonal Office, Chennai, Baroda Pride, New No.41, 2nd floor, Luz Church Road, Mylapore, Chennai-600004.                          | 044-23454208           | <a href="mailto:hrm.sz@bankofbaroda.com">hrm.sz@bankofbaroda.com</a>             |
| 8      | ERNAKULAM ZONE  | Chief Manager - HRM | Bank of Baroda, Zonal Office, Ernakulam, 4th Floor, M G Road Metro Station Complex, M G Road, Ernakulam  | 0484-2867805/ 39       | <a href="mailto:hrm.ekmz@bankofbaroda.com">hrm.ekmz@bankofbaroda.com</a>         |
| 9      | HYDERABAD ZONE  | Chief Manager - HRM | Bank of Baroda, Zonal Office, Hyderabad, D NO 3-6-289, 1st floor, Karim Manzil, Old MLA Quarters Road, hyderguda, Hyderabad, Telangana- 500029 | 040-23287207           | <a href="mailto:hrm.zohyd@bankofbaroda.com">hrm.zohyd@bankofbaroda.com</a>       |
| 10     | JAIPUR ZONE     | Chief Manager - HRM | Bank of Baroda, Zonal Office, Jaipur, Baroda Bhavan, Plot No.13, Airport Plaza,Durgapura,JAIPUR-302018   | 0141-2727120           | <a href="mailto:hrm.rz@bankofbaroda.com">hrm.rz@bankofbaroda.com</a>             |
| 11     | KOLAKATA ZONE   | Chief Manager - HRM | Bank of Baroda, Zonal Office, Kolkata, 5th floor, Gn-Block, Sector-5, Salt Lake City Tower, Plot-38/2, Kolkata, 700091                         | 033-23401603/ 611/ 609 | <a href="mailto:hrm.ez@bankofbaroda.com">hrm.ez@bankofbaroda.com</a>             |
| 12     | LUCKNOW ZONE    | Chief Manager - HRM | Bank of Baroda, Zonal Office, Lucknow, Baroda House Third floor V - 23 Vibhuti Khand ,Gomti Nagar ,Lucknow 226010                              | 0522-6677701           | <a href="mailto:hrm.upu@bankofbaroda.com">hrm.upu@bankofbaroda.com</a>           |
| 13     | MANGALURU ZONE  | Chief Manager - HRM | Bank of Baroda, Zonal Office, Mangaluru, Vijaya Towers, II Floor, MSRS Road, Mangalore, Karnataka  | 0821-2413956           | <a href="mailto:hrm.zomglr@bankofbaroda.com">hrm.zomglr@bankofbaroda.com</a>     |
| 14     | MUMBAI ZONE     | AGM - HRM           | Bank of Baroda, Zonal Office, Mumbai, 3RD FLOOR, 3 WALCHAND HIRACHAND MARG, BALLARD PIER, MUMBAI - 400 001.                                    | 022-42060703           | <a href="mailto:hrm.gmz@bankofbaroda.com">hrm.gmz@bankofbaroda.com</a>           |
| 15     | NEW DELHI ZONE  | AGM - HRM           | Bank of Baroda, Zonal Office, New Delhi, 6th Floor Bank of Baroda Building, 16 Parliament Street New Delhi-110001                              | 011-23441612/ 1613     | <a href="mailto:hrm.nz@bankofbaroda.com">hrm.nz@bankofbaroda.com</a>             |
| 16     | PATNA ZONE      | Chief Manager - HRM | Bank of Baroda, Zonal Office, Patna, 5th Floor, Anand Vihar, West Boring Canal Road, Patna-800001  | 0612-2558676           | <a href="mailto:hrm.boiz@bankofbaroda.com">hrm.boiz@bankofbaroda.com</a>         |
| 17     | PUNE ZONE       | Chief Manager - HRM | Bank of Baroda, Zonal Office, Pune, 2nd Floor, Sharda Centre, 11/1, Khilare Path, Erandwana, Pune- 411004                                      | 020-25937112           | <a href="mailto:hrm.mgz@bankofbaroda.com">hrm.mgz@bankofbaroda.com</a>           |
| 18     | RAJKOT ZONE     | Chief Manager - HRM | Bank of Baroda, Zonal Office, Rajkot, 2nd Floor, BOB Building, M. G. Road, Rajkot - 360001   | 0281-2240273           | <a href="mailto:hrm.zorajkot@bankofbaroda.com">hrm.zorajkot@bankofbaroda.com</a> |