



सर सोराबजी पोचखानावाला बँकर्स प्रशिक्षण महाविद्यालय  
(सेंट्रल बँक ऑफ़ इंडिया एवं बँक ऑफ़ बड़ौदा)  
Sir Sorabji Pochkhanawala Bankers' Training College  
(Central Bank of India & Bank of Baroda)

**ENGAGEMENT OF WARDEN  
IN  
SIR SORABJI POCHKHANAWALA BANKERS' TRAINING COLLEGE  
ON CONTRACTUAL BASIS**

**IMPORTANT: LAST DATE OF RECEIPT OF APPLICATION - 23.05.2022 TILL 5 PM IST**

Sir Sorabji Pochkhanawala Bankers' Training College, jointly owned by Central Bank of India and Bank of Baroda, is looking for a Retired Bank Officer of any Public Sector Bank, in Scale III/ IV for appointment on Contractual basis as Warden for its College Campus.

Details of Terms & Conditions of Contract are as given below:

**ELIGIBILITY FOR APPLYING FOR THE POST:**

1. Officers who retired from any Public Sector Bank in Scale III or Scale IV on attaining superannuation at the age of 60 years
2. Qualification : Graduate in any discipline
3. The Applicant should have retired with good track record and no major punishment/penalty should have been inflicted on the Officer during last five years of his/her service in the Bank immediately preceding retirement, and no Minor punishment/penalty should have been inflicted on the Officer during last three years of service in the Bank preceding his/her retirement.
4. The Applicant must not have been named in the ODI List during last five years of service in the Bank preceding his/her retirement.
5. The Applicant should not have any criminal record.
6. The Applicant should be of sound health.
7. The Applicant should not be more than 63 years of age as on 30.06.2022.
8. The Applicant should have sufficient experience and must possess the skills/aptitude/competency desired for the specific role.
9. Preference will be given to candidates having knowledge of Training College/ Hostel administration.

**TERMS OF CONTRACT:**

- The term of engagement shall be for an initial period not exceeding two years.
- The contract may be extended based on review of the task and performance, provided in no case shall it be extended beyond the age of 65 years.
- The agreement for engagement shall stand terminated on the Incumbent attaining the age of 65 years.
- During the period of contract with the College, the Incumbent shall not take up any assignment with any other Organization.

संत ज्ञानेश्वर मार्ग, जे वी पी डी स्कीम, नज़दीक कूपर अस्पताल, विले पार्ले (पश्चिम), मुंबई- 400056  
Sant Gyaneshwar Marg, J V P D Scheme, Near Cooper Hospital, Vile Parle (West), Mumbai- 400056

दूरभाष /Tel. 6145 8003



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- Such engagement of the Retired Officer in the College shall not be considered/construed as a case of employment/ re-employment in either of the Banks.
- The Incumbent shall not be eligible for any claim or any other Benefits/Compensation under provisions of any Act/Rules applicable to regular Bank employees, except the monthly lumpsum payment.
- The College may cancel/terminate the contract of the engagement at any time without assigning any reason whatsoever with an option of 30 days' notice period or payment/surrender of remuneration in lieu thereof.
- The Contracted Incumbent shall give a 30 days' notice in case he/she desires to terminate the contract prematurely.

**REMUNERATION:**

- The monthly remuneration shall remain fixed for the term of the assignment. A lumpsum monthly payment of Rs 40,000/- (all inclusive & fixed) shall alone be payable without any other allowance or commission or incentive.
- Income Tax or any other Tax shall be deducted at source as per the prevailing provisions under relevant laws
- The incumbent shall not be allowed any increment, Dearness Allowance, HRA, Conveyance allowance, etc. as reimbursement or otherwise.
- The Warden shall have to stay in the Staff Quarters located in the College Campus, provided free of rent, for the period of engagement.

**DUTY HOURS, LEAVE:**

- The incumbent will follow the working hours as applicable to the College, and attend Office on all the working days, and whenever required, he/she may be on duty on any day such as Sunday, holiday including Gazetted Holidays or beyond working hours without any extra remuneration.
- Paid leave shall be allowed at the rate of 1.5 days for each completed month of service. No remuneration will be paid for period of absence in excess of admissible leave. Leave shall be carried over to the next month/s, subject to maximum accumulation of 18 days, during the entire contract period. Such accumulated leave will, however, lapse on the last day of contract. Leave for more than 4 days shall not, ordinarily, be allowed at a time. Leave cannot be claimed as a matter of right.



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**JOB PROFILE:**

The Incumbent holding the post of the Warden shall:

- Ensure pleasant stay of the Hostel inmates which inter-alia includes, ensuring their smooth entry/exit, safety, well-being, assuring food quality, timely availability of all facilities of Infrastructure in the Hostel and addressing any emergency arising on 24X7 basis as per Training Calendar of the College.
- Be responsible for implementing the policy/procedures laid down by the College on running of the hostel, mess and other facilities within the Campus in consultation with Principal/ Vice Principal of the College.
- plan for upgrading of facilities in the hostel pertaining to house-keeping, maintenance, catering and security in consultation with Principal/ Vice Principal of the College.
- ensure maintenance of discipline in and around the Hostel/College.
- discharge any other duty or responsibility assigned by the Principal/ Vice Principal, as deemed fit for the Role/Position and in exigencies.

**PERFORMANCE EVALUATION:**

- Periodic Performance evaluation will be carried out and the same shall be considered while renewing the contract. General Manager, Human Resources Development Department of both the Banks will be the competent authority for performance evaluation.

**SELECTION PROCEDURE:**

- The eligible shortlisted candidates will be called for personal interaction and the decision of the Committee constituted for the purpose shall be final.

**SUBMISSION OF APPLICATION:**

- Eligible Candidates have to submit their applications in the prescribed format (Annexure A). The last date for receipt of the applications is 23.05.2022 till 5 pm IST. No application shall be entertained beyond the stipulated time. Incomplete applications will be summarily rejected.

The application should be addressed superscribing "Application for the post of Warden" to :  
"The Principal,

Sir Sorabji Pochkhanawala Bankers' Training College,  
Sant Gyaneshwar Marg, JVPD Scheme,  
Near Cooper Hospital, Vile Parle (West)  
Mumbai- 400 056

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**APPLICATION FEE:**

- Application fee is Rs.590/- (Rs 500/- plus GST @ 18%) and should be attached as Demand Draft drawn on any Nationalised/Scheduled Bank in favour of "Sir SPBT College" and payable at Mumbai.

**EXECUTION OF AGREEMENT FOR CONTRACTUAL ENGAGEMENT:**

- The selected person shall execute a stamped Agreement before taking up the contractual engagement/assignment, containing clauses on confidentiality, ethics and integrity along with other terms of employment/assignment. The format will be provided to the successful candidate on completion of selection process.

**GENERAL INSTRUCTIONS:**

- While applying for the post, the applicant should ensure that he/she fulfils the eligibility and other norms mentioned above and that the particulars furnished are correct in all respects. In case it is detected at any stage of engagement that a candidate does not fulfil the eligibility criteria and/or that he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature will automatically stand cancelled. If any of the above shortcoming(s) is/are detected after engagement, his/her contract is liable to be terminated without any notice.
- Mere submission of application in response to this advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on a candidate a right to be called for interview.
- Not more than one application should be submitted by any candidate. Multiple Applications will be summarily rejected and the application fee shall be forfeited.
- Application, 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 application.
- The College would be free to reject any application, at any stage, if the candidate is found ineligible for the post, for which he/she has applied. The decision of the College 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 will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the College in this connection.
- A recent, recognizable, color, passport size photograph should be firmly pasted on the application form and duly signed across by the candidate.



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- All candidates will have to produce, if called for interview, originals as well as self attested photocopies of their experience certificates and any other certificate required in the prescribed proforma in support of their eligibility, failing which their candidature will be cancelled.
- Reimbursement of travelling expenses as applicable to the Scale of Officers shall be made to the shortlisted candidates for attending the interview, on submission of travel documents.
- The College takes no responsibility for any delay/non-receipt or loss of any communication.
- Any resulting dispute arising out of and/or pertaining to the process under this advertisement shall be subject to the sole jurisdiction of the Courts situated in Mumbai.
- Request for change of contact no./address/ email ID/interview centre will not be entertained
- In case any dispute arises on account of interpretation of version other than English, English version will prevail.

Date 06.05.2022

PRINCIPAL



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Annexure - A

APPLICATION FOR THE POST OF WARDEN

Recent  
Passport  
Size  
Photo

Sl.No.	Particulars	Details of the applicant
1	Name (in block letters)	
2	Father's Name or Husband's Name	
3	Date of Birth	
4	Age as on 30.06.2022	_____ Years _____ Months _____ Days
5	Gender	
6	Nationality	
7	PF (Employee) No.	No. _____ Bank _____
8	Category	General/SC/ST/Minorities/OBC
9	PPO No.	
10	Residential Address (Place where he/she is permanently staying)*	House No _____ _____ _____ PinCode _____
11	State of Domicile	
12	Address for communication	



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13	Educational Qualifications			
14	Landline and Mobile numbers			
15	Email address			
16	Bank/Branch/Office from where the Applicant retired, and date of Retirement			
17	Designation and Post last held with Grade/Scale			
18	Whether retired on superannuation or voluntarily			
19	Has had disciplinary action initiated by Bank during five years immediately preceding retirement; Whether any Minor or Major Penalty was inflicted on the Applicant by the Bank	Yes/No Yes/No		
20	Details of Last 3 postings	Period		
		From	To	
	1.			
	2.			
21	Last three role assignments held (i.e., BM/Faculty Member/Security Officer/Auditor etc.)	Period		
	Assignment	Branch/Office/ Department	From	To
22	Professional qualifications (Certificates/Diplomas etc.)			
23	Any experience relevant to the post of Warden			
24	Significant Achievements (in brief) A. Banking Career B. Others			
25	Awards/Recognitions received from Bank/Government/ voluntary service organizations			



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26	Languages known:	To Read	To Write	To Speak
	a)			
	b)			
	c)			
27	Any other information you would like to highlight			
28	Any constraints, including issues related to health			
29	Two references of eminent persons who know you well	1.		
		2.		

**DECLARATION**

I hereby declare and confirm that the information provided hereinabove are true and correct to the best of my knowledge and belief and that nothing has been misrepresented or concealed to gain any undue advantage.

If in case any of my assertions is proved wrong in future, the College shall have full liberty for termination of engagement without notice.

Signature of the applicant

Date:

Place:

**Attachments:**

**I) Self Attested Copies of :**

1. PAN card
2. Aadhaar card
3. Service Certificate on Superannuation
4. Address Proof, if different from Aadhaar Card
5. PPO

**II) Demand draft for application fee in original**