



प्रधान कार्यालय: स्टार हाउस, प्लॉट सी-5, "जी" ब्लॉक, बांद्रा-कुर्ला संकुल, बांद्रा (पूर्व) मुंबई – 400 051  
Head Office: Star House, Plot C-5, "G" Block, Bandra-Kurla Complex, Bandra(E), Mumbai 400 051.

मानव संसाधन विभाग

## Human Resources Department

### **Appointment of HR Consultant on contract basis for a period of one year**

1. **Applications are invited for appointment of HR Consultant for one post.**
2. **Eligibility :**
  - (i) Former Executive Directors/ General Managers of Nationalised Banks/ HR Professionals from the industry (preferably service sector) will be eligible to be appointed as HR Consultant of the Bank. The posting of HR Consultant will be at Bank's Corporate Office.
  - (ii) Age of the applicant not to exceed 65 years as on 01.01.2021.
3. **Terms and conditions for engagement of HR Consultant**
  - a. Compensation would be Rs.50,000/- per month on consolidated basis;
  - b. An amount of Rs.20,000/- will be paid for attending each meeting of the Steering Committee of the Board on HR in the capacity of an external HR Expert;
  - c. To & fro taxi travel arrangement from residence to Bank's Corporate Office at BKC / any other venue to attend meetings of the HR Steering Committee of the Board will be made by Bank.
  - d. Any liability on account of Income Tax, Professional Tax etc. shall be deducted at source.
  - e. The said Consultant shall not have any financial, non-financial, administrative, lending or disciplinary powers.
  - f. The HR Consultant shall report to Executive Director-HR or Managing Director & CEO and such reporting will be decided by the Managing Director & CEO.
  - g. The HR Consultant will not be entitled for any pecuniary or non-pecuniary benefits.
4. The appointment will be on contract basis for a period of one year. The posting of the Advisor will be at Banks Corporate Office at Mumbai. However, the intended role of the HR Consultant does not entail daily attendance. He/She shall attend as and when needed, besides attending the meetings of the Steering Committee of the Board of HR.
5. The role and responsibilities of the said HR Consultant shall be to :
  - i. Critically review and evaluate documents/ matters pertaining to HR which may be referred to him/her from time to time;
  - ii. Attend the meetings of the Steering Committee of the Board on HR in the capacity of an external HR Expert;

- iii. The said HR Consultant shall provide timely professional advice and support to the Bank on specific HR issues and administration of strategic HR policies and procedures, with a view to develop and update HR functions;
  - iv. Ensure seamless implementation of the various HR initiatives launched by the Bank like Employee Engagement Survey, 360 Degree Feedback, Job Family, Succession Planning & Talent Management Process and any other Government directive envisaged in PSB Reforms Agenda for Enhanced Access & Service Excellence (EASE).
  - v. Be updated on Government policies/ directives/ legislations concerning HR issues related to PSBs/ specifically to the Bank and, accordingly advice and guide Bank's management in formulation/ review of HR policies and procedures in a timely and accurate way;
  - vi. Provide advice and guidance on best practices regarding job design, recruitment, on-boarding, deployment, transfer, promotion, training, career & succession planning, performance management system, talent management, employee bonding and separation processes;
  - vii. Bring about a balance between Bank's corporate policies and procedures and HR policies in order to achieve Bank's overall goals and objectives.
  - viii. Advise on Skill gap mapping at various levels of operations / Zones in the Bank.
  - ix. Bring about improvement in the training system / methodology across the Bank that becomes 'Best in Class'.
  - x. Monitor quality of the course contents and its delivery in the training colleges.
  - xi. Advise Bank on various modes for ensuring dissemination of product knowledge amongst staff.
  - xii. Promote and monitor progress of E-learning systems and link the same to Performance Appraisal and Promotion process.
  - xiii. Identify practices and trends on the emerging skill requirement and trainings and find opportunities for the Bank.
  - xiv. Assist Bank in creating, updating and maintaining skill and competency profiles for different job roles.
  - xv. Advise Bank on the need and mode for availing the services of outside training Institutes.
6. Last date for receipt of application is 21.12.2020. Application received after the said date will be rejected. **Application must be typed in the prescribed format only. Hand-written applications will be summarily rejected.**

The Bank reserves the right to reject applications of any or all the candidates without assigning any reason.

Applications to be submitted through Registered Post / Speed Post / Courier. Bank will not be liable for misplace / damage and / or delay in delivery of application by the Postal Authorities or by the Courier Agencies, under any circumstances. Scanned copy of

Applications may be submitted via Email on our Email ID – [headoffice.randp@bankofindia.co.in](mailto:headoffice.randp@bankofindia.co.in). (Maximum size of attachment not to exceed 4 MB)

Hand Delivery of application will not be accepted.

The Envelope containing the application must be super-scribed “Application for the post of HR Consultant”.

7. The candidates found eligible will be called for a selection process. Candidates will have to appear for interview at their own expenses.
8. Selection will be made by a Committee and the decision of the Committee shall be Final.
9. The candidates should submit copies of documents in support of experience and educational qualifications alongwith application form.
10. The interested candidates may download the attached application form.

Date : 03.12.2020

**( A.K. Pathak )**  
**General Manager (HR)**