

TERMS & CONDITIONS OF ENGAGEMENT OF EXECUTIVE

1. POSTS & SELECTION POOL

Scale	Designation	No. of Vacancies	Place of Posting	Selection Pool	Mandatory Experience
No Scale	Executive	59	IPPB Offices in Assam & North-East Circle	GDS engaged with Department of Posts in Assam & North-East Circle only (as on 15.02.2023)	Minimum 2 years of regular service as GDS (as on 15-02-2023)

2. PAY & ALLOWANCES

2.1 Pay

2.1.1 The Bank shall pay a lump sum amount of INR 30,000/- (rupees thirty thousand only) per month inclusive of statutory deductions & contributions as applicable to the GDSs engaged to IPPB as Executives.

2.1.2 Tax deductions will be done as per Income Tax Act, considering the amendments from time to time.

2.2 Allowances

2.2.1 Annual increment of lump-sum pay and incentives based on performance in business acquisition/sales activities as decided by the Competent Authority from time to time.

2.2.2 Further, it is clarified that no other pay/allowances/bonus etc. shall be paid except those mentioned in above point number 2.1.1 and point number 2.2.1

3. TENURE OF ENGAGEMENT

3.1 The tenure of engagement shall be for two (2) years and further extendable by one (1) year, subject to satisfactory performance, if required, as per the Bank's business requirements and in the exigencies of public services.

3.2 Business Performance shall be reviewed every six months. In case performance is found dis- satisfactory over two consecutive reviews, the engaged GDS may be repatriated after serving one- month notice.



3.3 There shall be a mandatory 'cooling off' period of two years after every period of temporary engagement of GDS in IPPB as Territory Officer/Business Associate/Executive. Therefore, GDS who were engaged with IPPB as Territory Officer/Business Associate/Executive in the past, shall be eligible to apply under this provision only, if they are not in the mandatory 'cooling off' period.

3.4 During the tenure of engagement with IPPB, if an executive seeks voluntary repatriation to his parent organization i.e. DoP, for any reason whatsoever he/she shall first give a notice of 1 month in writing to the competent authority of his/her intention for repatriation/to leave or discontinue his/her service on engagement. Further, specific reasons for repatriation should invariably be mentioned in the notice.

3.5 The Bank may prematurely repatriate the services of an executive in the following cases:

3.5.1 Decisions taken by the executive in his capacity has put the Bank to monetary loss.

3.5.2 The executive for any reasons has not been attending to his/her duties in the Bank for a period of 30 days (either continuously or in aggregate) after exhausting all leave due to her/ him or after her/ his request for leave for extension of leave has been refused in writing.

3.5.3 The executive employed on the basis of a particular expertise or skill or qualification, ceases to demonstrate such an expertise or skill or qualification, for any reason whatsoever.

3.5.4 The executive has been advised in writing of his/her perfunctory work or less than average performance at least on two previous occasions and despite having been communicated to his/her, there has been no improvement or insignificant improvement in his/her performance.

3.5.5 The executive exhibits general indiscipline, insubordination, unruly /violent behavior for which she/ he has been advised in writing in the past;

3.5.6 There is such other cause as would reasonably lead the Bank to believe that the retention of the executive would be detrimental to the interest of the Bank.

4. JOB LOCATION

4.1 All candidates shall furnish their preferred location out of the various locations as furnished in **Annexure-I (b)**, in the application form in the prescribed proforma furnished as **Annexure-I (c)**.

4.2 The candidate shall not submit more than one application. Multiple applications will be summarily rejected.

4.3 Based on the marks scored in the selection process, the candidates shall be allotted the preferred location subject to their successful qualification of the selection process. Change in the data already submitted by the candidate in the application form shall not be permitted.



4.4 In the event of two or more candidates having obtained the same score, merit order shall be decided as per the total experience in his/her parent organization i.e. DoP. Also, if two candidates possess equal experience, date of birth (the candidate senior in age is placed before/ above the candidate junior in age), as per the prevailing practices.

5. AGE LIMIT

5.1 20 to 35 years [as on 15th February 2023]

[Candidates should have been born not earlier than 15/02/1988 and not later than 01/02/2003 (Both dates Included)]

6. SELECTION PROCEDURE

6.1 The interested candidates shall send their duly filled applications in the prescribed format furnished as **Annexure-I (c)** along with supporting documents as enumerated in the detailed Advertisement at jobsdop@ippbonline.in

6.2 The Bank will scrutinize the received applications and shall release personal interview call letters to the candidates who qualify the prescribed eligibility criteria for the said post. Dates & Venue of the Personal Interview to be furnished in the Interview Call Letter.

6.3 Personal Interview shall be conducted for the shortlisted candidates after completion of the Document Verification at the respective venue/location.

6.4 During Document Verification, candidates will have to furnish the following:

- 6.4.1 Annexure-I (d) duly attested by the Divisional Head.
- 6.4.2 Self-Attested Copies of AADHAR & PAN Card.
- 6.4.3 Copy of the Engagement Letter/Letter of Appointment at DoP
- 6.4.4 Latest Salary Slip

6.5 Post completion of the Personal Interviews at multiple locations, the Bank will compile the result and shall release a merit list consisting of the candidates qualified for the said post at various locations.

6.6 The engagement with IPPB shall commence only after completion of mandatory formalities pertaining to their relieving process as stipulated by their parent organization.

7. WAITING LIST

7.1 A waiting list would be drawn up in both the circles. The candidates from the waiting list would be called for prospectively if and when vacancy arises due to any reason.



7.2 The waiting list shall remain in force for twelve months or till the date of initiation of the next engagement process, whichever is earlier.

7.3 The engagement with IPPB, in respect of wait list candidates, shall take effect from the date of declaration of their selection from the waiting list for all purposes.

8. LEAVES:

8.1 GDS as Executive at IPPB shall be guided by the existing Leave Rules provided in the GDS Conduct & Engagement Rules, 2020.

8.2 GDS on engagement to IPPB will be treated on duty for his/her entire period of ad hoc engagement in IPPB. The ad hoc engagement with IPPB will be counted as service rendered in GDS post for the purpose of seniority, annual increase and determining discharge benefits in the GDS post. The GDS selected for engagement with IPPB may handover the BO accommodation to the provisional appointee till his/her period of engagement with IPPB.

9. CODE OF CONDUCT:

9.1 A GDS engaged as Executive shall continue to be governed by the GDS (Conduct and Engagement Rules) 2020. In case a GDS engages in misconduct during his/her tenure at IPPB, IPPB will raise the issue with concerned authority at DoP and suitable action, including repatriation, may be undertaken as per applicable rules.

9.2 A GDS engaged as Executive must abide by the rules and regulation set by IPPB from time to time including all the norms applicable to any such interactions made with regard to Bank or its activities on Social Media. Any communication or escalation made without following due protocols shall be treated as insubordination and shall be dealt with accordingly.

9.3 In cases where repatriation is done on account of indiscipline, misconduct, insubordination, unruly /violent behavior, IPPB shall transfer all records and evidence of the erring GDS (if any) to the parent organization.

9.4 This engagement shall be for a fixed tenure, as stipulated in Para 3.1 above, and the candidates shall not be eligible for regular absorption in IPPB.

9.5 IPPB shall reimburse the proportionate discharge benefits to DoP for the period for which the GDS serves at IPPB. This reimbursement shall be made every year on the last date of financial year i.e. 31st March.

10. OTHER TERMS & CONDITIONS

10.1 Any other Terms and Conditions pertaining to engagement of GDS shall be governed by the guidelines issued by the Bank in this regard from time to time.

