

 बैंक ऑफ महाराष्ट्र Bank of Maharashtra भारत सरकार का उद्यम एक परिवार एक बैंक	मानव संसाधन प्रबंधन विभाग Human Resources Management Department प्रधान कार्यालय: लोकमंगल, 1501, शिवाजीनगर, पुणे-5 Head Office: LOKMANGAL, 1501, SHIVAJINAGAR, PUNE-5 टेलीफोन/TELE-020 : 25614321/477 ई/मेल-e-mail : bomrpsell@mahabank.co.in	
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AX1/ST/RP/CSO/1137/2021-22

Date: 24.02.2022

RECRUITMENT NOTIFICATION

RECRUITMENT OF CHIEF SECURITY OFFICER (CSO) ON CONTRACT BASIS PROJECT 2021-22

DATE FOR SUBMISSION OF APPLICATION (IN HARDCOPY) STARTS BETWEEN 28.02.2022 AND 18.03.2022

BANK OF MAHARASHTRA, leading listed Public Sector Bank with Head Office in Pune and more than 2000 network of branches invites **offline application** from candidates for engagement of **CHIEF SECURITY OFFICER (CSO) on Contract Basis for the fixed period of three years, extendable by one year at a time subject to maximum term of five years** shall be posted at Head Office, Pune or any other office of the bank as per Bank's requirement.

A. The eligibility & other terms of the engagement are furnished as under:

1	Post	:-	Chief Security Officer (CSO) on a fixed contractual term of three years and extendable by one year at a time, subject to maximum term of five years.
2	No. of Post	:-	01 (One only)
3	Qualification & Experience	:-	Bachelor's Degree in any discipline recognized by Government of India or its Regulatory bodies with holding a post of: a. Colonel and above in Army or person of equivalent rank in Navy / Air Force or b. A Police Officer in the rank of Deputy Inspector General (DIG) or equivalent rank in a para-military service or c. A Security Officer in a public sector banks in Scale IV & above with at least 15 years' service in Security Department.
4	Age	:-	Minimum 40 years and maximum 57 years
5	Pay Compensation / Remuneration	:-	Basic Pay: 89890 – 2500/2 – 94890 - 2730/2 - 100350 The selected candidate will be entitled DA / HRA / Allowance, etc. as applicable for Scale V cadre. The facilities available for Scale - V (AGM Cadre) would also be entitled to selected candidate.
6	Duration of Contract	:-	a. The candidate shall be appointed on contract basis for a fixed period of 3 years, extendable by one year at a time, subject to a maximum term of 5 years. b. The performance of the selected candidate shall be reviewed by Executive Director / Managing Director & CEO of the Bank every year. c. The Bank will be entitled to terminate the contract at any time without assigning any reason whatsoever, by giving 30 days' notice or on payment of fixed component of the compensation in lieu of such notice. d. In case the appointee desires to terminate the contract before the expiry of the contractual period of three years, he / she will have to give to the Bank clear one month's notice or make payment of one Month's fixed component of the compensation in lieu of such notice.
7	Leave	:-	Casual Leave: 12 in a calendar year, the rate @ 1 CL for every month of service with prior approval / intimation of the Competent Authority, out of which not more than 4 days' leave can be taken at a time. However, if his / her absence exceeds eligible leave in a month, proportionate amount shall be deducted for each day of his / her absence over and above the one-day permissible leave from the consolidated payment. Balance of the leave shall

			not be allowed to carry over to the next year. The other kinds of leave shall be availed as per the then rules and regulations of Officers' Service Regulations (OSR) / Joint Note amended time to time and as applicable to Scale V Cadre.
8	Perquisites	:-	The selected candidate will also be eligible for the perquisites / Quarter facility (in lieu of HRA), etc. as applicable to the post of Asstt. General Manager (Scale V).
9	Placing of Posting	:-	The position / place of posting of candidate will ordinarily be at Head Office, Pune. However, the Bank reserves right to post the selected candidate as per bank's requirement.
10	Reporting Authority	:-	The CSO will directly report to General Manager who is holding the charge of Security Department.
11	Job Profile	:-	<p>a. To advise top management on security issues and formulate security policy of the Bank. To work under the general supervision, direction and control of the top management. As Head of the bank's security to plan the strategy for security and help the bank management to maintain it in a state of high efficiency. Also to monitor the training and morale of the bank security staff.</p> <p>b. To keep himself up to date of developments affecting physical security of the bank, collecting intelligence data so as to keep him informed of internal and external developments on matters affecting the security of the Bank. To take all steps necessary for formulating a security policy for the Bank in accordance with the guidelines issued by the Government and the RBI from time to time. Issue specific instructions, covering aspects such as code of conduct for security staff, training in weaponry, checking of arms and ammunition, right of self – defense, occasions when shooting can be resorted to.</p> <p>c. To direct, guide, coordinate and monitor the functioning of security officers and other security personnel of the bank at a high level of efficiency, training, and morale. To make suitable plans and project requirement of security officers and other security personnel and new security equipment and phasing out of any vintage equipment to ensure that the bank security remains updated and there are no gaps whatsoever.</p> <p>d. To maintain close liaison with the Policy and Other Central / State Government authorities, Fire Brigade and other local functionaries, so as to secure their co-operation and co-ordination. To prepare annual budget estimates of the security for the Bank. To evolve strategy and decide upon the sources from where the security staff may be recruited or outsourced.</p> <p>e. To prepare an annual security action plan for the Bank, get it approved by the Top Management and monitor its implementation. Similarly, to monitor preparation of a security profile for each branch, indicating its weaknesses and strengths and also the steps necessary for improving the security aspects.</p> <p>f. Monitoring Security and Fire Safety of the Bank, Liaising with Police & other security Officials, Training Armed Guards etc. Work related to development and security arrangements in case of need and allied activities. Notwithstanding the above, any developmental work assigned to him/her based on administrative requirement of the Bank for business growth and development. To assist in preparation of Business Continuity Plan (BCP) plan for the Bank. To introduce appropriate records and documents necessary for efficient security system.</p> <p>g. To issue guidelines pertaining to various security contingencies such as fire, various forms thefts including burglary, robbery, abduction, wrongful</p>

		<p>conferment, murder, assault, etc. in the Bank premises or affecting bank staff while on duty outside. To formulate measure for inculcating security consciousness amongst bank staff by coordinating with the bank's training staff.</p> <p>h. In addition to that the duties entrusted by the Top Management shall also be performed invariably.</p>
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B. SELECTION PROCESS:

1. Selection will be through Group discussion and/or personal interview. A preliminary screening of application may be carried out by the Bank to shortlist eligible candidates with reference to candidate's qualifications, suitability / experience etc. to be called for Group Discussion and interview. While short listing the candidates, we may consider additional qualifications, greater experience and level of responsibilities handled.
2. Final Selection will be on the basis of marks secured by the candidate in Group Discussion and / or personal interview. Total marks allotted for GD and interview are 20 & 80. In case bank decides that the final selection shall only be based on personal interview, then there shall be interview for 100 marks. Bank may change the mode of selection depending upon the number of candidates.
3. Thus, merely fulfilling minimum qualification and experience criteria would not automatically entitle a candidate for the interview. Bank reserves the right to change the modalities / criteria of selection / recruitment process etc.
4. Mere eligibility / admission to Group Discussions / Interview / pass in GD/ interview do not imply that the Bank is satisfied beyond doubt about the candidate's eligibility and shall not vest any right in a candidate for selection. The Bank would be free to reject the candidature of any candidate at any stage of recruitment process, if he / she is found to be ineligible and / or furnished incorrect or false information / certificates / documents or has suppressed any material facts and the fees paid by the ineligible candidates shall be forfeited. If appointed, such a candidate may be summarily removed / terminated from the services of the Bank.

C. NATIONALITY / CITIZENSHIP:

A candidate must be either (i) a Citizen of India or (ii) a subject of Nepal or (iii) subject of Bhutan or (iv) a Tibetan Refugee who came over to India before Jan.1962 with the intention of permanently settling in India or (v) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (Formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India, provided that of a candidates belong to categories (ii), (iii), (iv) & (v) above shall be a person in whose favor certificate of eligibility has been issued by the Govt. of India. A candidate in whose case a certificate of eligibility is necessary may be admitted to examination/Group discussions/interview conducted by the Bank, but on final selection, the offer of appointment will be given only after the necessary eligibility certificate issued to him by Government of India is submitted to the Bank.

D. PROCEDURE FOR APPLICATION:

a) How to Apply: -

- 1) **Applicants have to submit their applications in the format enclosed as annexure along with self- attested documents to undermentioned address.**
- 2) Last date for submission of application is **18.03.2022**. No application shall be entitled beyond the stipulated date.
- 3) All eligible and interested candidates should apply in the prescribed application format to reach the address cited below on or before **18.03.2022**. Any application received after the due date will be summarily rejected.
- 4) Incomplete applications or not supported requisites documents will be rejected.

- 5) Application fee to be remitted by the applicants along with the application for Recruitment is as under inclusive of GST @ 18% on application fee **(Non-Refundable): -**

Sr	Category	Application Fee + Intimation Charges	GST	Total
01	All candidates	1,000.00	180.00	1,180.00

- 6) Address the application, superscripting **“APPLICATION FOR THE POST OF CHIEF SECURITY OFFICER PROJECT 2021-22”** to

**“GENERAL MANAGER
BANK OF MAHARASHTRA, H.R.M DEPARTMENT,
HEAD OFFICE, “LOKMANGAL”, 1501, SHIVAJINAGAR, PUNE 411 001”.**

- 7) **Mode of Payment: -**

Application fees of Rs: 1,180.00 inclusive of GST payable by the way of Demand Draft **(Non-refundable)** drawn on any Nationalized Bank in favour of **“Bank of Maharashtra - Recruitment of CSO Project 2021-22”** payable at Pune. No other mode of payment is acceptable.

b) Documents to be enclosed with application forms:

- 1) A recent recognizable passport size colour photograph should be firmly pasted on the application, signed across by the candidates and be forwarded.
- 2) Self-attested photocopy of documents / mark-sheets & certificates having your Date of Birth mentioned therein – documents like PAN Card, Driving License, Passport, Birth Certificate, School Leaving Certificate, SSC / HSC Mark-sheet or certificate wherein Date of Birth is mentioned etc.
- 3) Discharge Book / NOC issued by the competent authority.
- 4) Attested copies of certificates / mark sheets and testimonials in proof of Educational Qualification from SSC/SSLC/X STD, PUC/10+2/Intermediate, Graduation, Post-Graduation and Professional Qualification.
- 5) Experience certificate(s) stating designation / job profile, period of service (with specific dates), emoluments, activity profile of previous and present employers, etc.
- 6) Attested copy of community /status certificate in the prescribed format in case of candidates belonging to SC/ST/OBC/PH/ Ex- Serviceman category issued by competent authority. Any other relevant documents.
- 7) Any other certificate/s which prove your eligibility.

E. GENERAL INFORMATION: -

01. Before applying, candidates are requested to ensure that they fulfill the eligibility criteria for the post as on the date of eligibility. Candidates are advised to check Bank's website regularly for details and updates. No separate intimation / advertisement etc. will be issued in case of any change / update. The above number of vacancies are provisional and may vary according to actual requirement of the Bank, subject to availability of suitable candidates.
02. The cut-off date for Eligibility Criteria and other details: - **Age, Qualification, Experience as on 31.01.2022.**
03. The terms & conditions of contract are whole and simply governed by the provisions of the contract and the engagement shall not be construed as an employment in the Bank and the provisions of PF / Gratuity / Pension, etc. shall not apply in this case. Engagement on contract is for a specific period as stated above, and as such should not be construed as an offer of employment or a regular employment in the Bank. Unless the Bank extends the contract for further period, on completion of the contractual period of three years, his / her engagement shall automatically come to an end. There will not be a need for issuance of communication by the Bank for termination of the contract after the above said period.

04. The date of passing eligibility examination will be the date appearing on the mark sheet or provisional certificate issued by the University/ Institute. In case the result of a particular examination is posted on the website of the University/ Institute, a certificate issued by the appropriate authority of the University/ Institute indicating the date on which the result was posted on the website will be taken as the date of passing.
05. Candidate should indicate the percentage obtained in Graduation calculated to the nearest two decimals in the application. Where CGPA/ OGPA is awarded, the same should be converted into percentage and indicated in the application. If called for interview, the candidate will have to produce a certificate issued by the appropriate authority inter alia stating the norms of the University regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of these norms.
06. If any false / incorrect information furnished by the candidate is detected at any stage of recruitment process, he/she will be disqualified from the selection process. If the candidate knowingly or willfully furnishes incorrect or false particulars or suppresses material information, he/she will be disqualified and if appointed, shall be liable for dismissal from the Bank's service without any notice or assigning any reasons whatsoever.
07. The decision of the Bank in all matters relating to recruitment shall be final and binding on all candidates, no individual correspondence will be entertained. Applications received after due date will not be entertained. The Bank is not responsible for any technical or other reasons or delay.
08. The Bank reserves the right to cancel the Recruitment at any stage through this Advertisement fully or partly on any grounds and such decision of the Bank will not be notified or intimated to the candidates.
09. The Bank reserves the right to change / modify the selection procedure / hold supplementary process, if necessary. The changes, if any shall be intimated to the candidates through Bank's website / registered e-mail in advance.
10. When called for Group Discussions (GD) and / or Interview, candidates have to bring submit original of documents for verifications. Candidates will not be allowed to participate GD and / or Interview without production of the original documents.
11. The candidate called for GD/ Interview will be informed through Bank's website / registered e-mail / SMS as per information provided by them in the application. Though bank puts maximum efforts to send the communication by e-mail / SMS, if any candidate does not receive the same due to technical or any other reasons, bank shall not be responsible for non-receipt of communication by the candidate. The candidates are advised to visit Bank's website frequently for updates.
12. Calculation of Percentage: - The percentage marks shall be arrived at by dividing the total marks obtained by the candidate in all the subjects in all the semester(s)/ year(s) by aggregate maximum marks in all the subjects irrespective of honours/optional/ additional optional subject, if any. This will be applicable for those Universities also where Class/ Grade is decided on basis of Honours marks only. The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60%.
13. **Candidates should satisfy themselves about their eligibility for the post applied.** The Bank would admit to the test all the candidates applying for the posts with the requisite fee on the basis of the information furnished in the application and shall determine their eligibility only at the time of interview.
14. Bank of Maharashtra does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of aforesaid reasons or for any other reason beyond the control of Bank of Maharashtra.
15. Not more than one application should be submitted by a candidate. In case of multiple applications, only the last valid (completed) application will be retained and the application fee/ intimation charges paid for the other registrations will stand forfeited. Multiple attendance/ appearance by a candidate in examination/ interview will result in summary rejection/ cancellation of candidature.

16. Candidates serving in Government / Quasi Government Offices, Public Sector Undertakings including Nationalized Banks and Financial Institutions are advised to submit 'No Objection Certificate' from their employer at the time of interview, failing which their candidature may not be considered and travelling expenses, if any, otherwise admissible, will not be paid.
17. In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment.
18. The original documents regarding eligibility criteria and proof of date of birth should be produced for verification on the date of interview. Candidate will not be allowed to attend the interview if original certificates are not produced for verification on the date of interview.
19. Candidates are advised to keep their e-mail ID alive for receiving advices till completion of process.
20. Appointment of selected candidates is subject to his/ her/ their being declared medically fit as per the requirement of the Bank.
21. No Travelling Allowance is payable to candidates who are called for interview, if otherwise eligible as per Government guidelines.
22. The recruitment in Bank of Maharashtra is done strictly as per merit in a systematic way. Canvassing in any form will disqualify the candidate.
23. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/ or an application in response thereto can be instituted only in Pune and Courts/ Tribunals/ Forums at Pune only shall have sole and exclusive jurisdiction to try any cause/ dispute.

F. ANNOUNCEMENTS:

All further announcements/ details pertaining to this process will be published/ provided only on <https://bankofmaharashtra.in> from time to time. No separate advertisement will be issued in this regard.

G. DISCLAIMER:

In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/ or that he/ she has furnished any incorrect/ false information or has suppressed any material fact(s), his/ her/ their candidature will stand cancelled. If any of these shortcomings is/ are detected even after appointment, his/ her/ their services are liable to be terminated. Decisions of bank in all matters regarding eligibility, selection would be final and binding on all candidates. No representation or correspondence will be entertained by the Bank in this regard. **Bank reserves all rights pertaining to this recruitment and would be final.**

For more details, please visit bank's website (<https://www.bankofmaharashtra.in>).

Place: Pune
Date: 24.02.2022

Sd/-
General Manager
HRM Department



BANK OF MAHARASHTRA
APPLICATION FOR THE POST OF CHIEF SECURITY OFFICER (CSO) ON CONTRACT BASIS.

To,
GENERAL MANAGER
BANK OF MAHARASHTRA,
HRM DEPARTMENT,
“LOKMANGAL” 1501,
SHIVAJINAGAR, PUNE 411 001.

Affix passport size
 photograph
 and sign across
 the photograph.

With reference to your advertisement for selection of Chief Security Officer (CSO) dated 24.02.2022 on Bank's website, I submit my application in prescribed format along with requisite documents.

01.	Application for the post of	Chief Security Officer (CSO) on Contract Basis		
02	Applicant's Full Name.			
03	Father's / Husband's Name			
04	Date of Birth		Home state	
05	Gender		Marital status	
06	Landline No.		Mobile No.	
07	Email Address		Nationality	
08	Ex- Servicemen		Domiciled in Kashmir Division	
09	Religion		Category	
10	Minority Community		Person with Disabilities	Yes / No.
11	Whether you belong to the children / family members of those who died in the 1984 riots.		Type of disability	
			Knowledge of Computer	
12	Address for correspondence			
13	Permanent Address			

14	QUALIFICATION DETAILS: -						
	Sr	Qualification	Stream	Month / Year of Passing		% Scored	
15	WORK EXPERIENCE DETAILS: -						
	Sr	Name of Organization	Post Held	Service Period		Nature of duties performed	Reason of leaving
				From	To		
WORK EXPOSURE (IN BRIEF): -							
WHETHER IN SERVICE: - YES / NO.							
01	Name of Organization						
02	Full Address						
03	Position						
04	Reporting to						
05	Salary / Compensation presently / Last drawn						
06	Any other details						
16	REFERENCE NAME: -						
	Sr	Reference Name	Post Held	Mobile No.	Email ID.		

17	LANGUAGES KNOWN: -					
	Sr	Language	Read	Write	Speak	
	DETAILS OF NON-REFUNDABLE FEE: -					
	Sr	DD Issuing Bank & Branch	Date of DD	Place of Issuing	Date of Issue	Amount
	DECLARATION: -					
	<p>I hereby certify that the above information furnished is correct to the best of my knowledge and belief. I have not suppressed any material fact or factual information in the above statement. I am aware that in case I have given wrong information or suppressed any material fact or factual information or I do not satisfy the eligibility criteria accordingly to the advertisement then my candidature will be rejected / terminated even after engagement without giving any notice or reasons thereof.</p>					
	<p>I certify that I am satisfying the eligibility criteria for the post applied as per the advertisement in respect of age, educational qualification and experience.</p>					
	<p>I hereby agree that any legal proceedings in respect of any matter or claims or disputes arising out of application or out of said advertisement can be instituted by me at Pune only, shall have sole and exclusive jurisdiction to try any cause / dispute. I undertake to abide by all the terms and conditions of the advertisement given by the Bank.</p>					
	Date: -		()			
	Place:-		Name & Signature of Applicant			