



(A Government of India undertaking)  
Corporate Office, 254-260, Avvai Shanmugam Salai, Royapettah, Chennai – 600014.

### **ENGAGEMENT OF CIVIL ENGINEERS ON CONTRACTUAL BASIS**

INDIAN BANK, a leading Public Sector Bank, with headquarters in Chennai having geographical presence all over India and abroad invites applications from Indian Citizens for Engagement of Civil Engineers on contractual basis as

<b>Position</b>	<b>No. of Vacancies</b>
Civil Engineer (Level 1)	2
Civil Engineer (Level 2)	1

The Job Description of these positions are as follows:

<b>CIVIL ENGINEER (LEVEL 1)</b>
<ul style="list-style-type: none"><li>• Preparation of Estimate as per Bank requirements for construction / repair &amp; renovation / furnishing of Office / Branch / Residential premises.</li><li>• Preparation of Tender Documents and Bill of Quantity (BOQ) for construction / repair &amp; renovation / furnishing of Office / Branch / Quarters as per Bank / CVC norms.</li><li>• Scrutiny of Plan layouts for construction / repair &amp; renovation / furnishing of Office / Branch / Quarters, prepared by the Architects.</li><li>• Supervision of Construction / repair &amp; renovation / furnishing works of Office / Branch / Quarters, as per the tender terms.</li><li>• Making Bill payments as per the BOQ, actual measurements of work done at the site by the contractor and as the tender specifications.</li><li>• Empanelment of Contractors as per Bank / CVC norms, via proper tendering processes, scrutinizing the received bids thoroughly by checking their financial status, their quality of works by taking performances certificates from their previous clients, etc.</li><li>• Negotiation of rates with the contractors / vendors before assigning of works as per Bank / CVC norms.</li><li>• Execution of repair and maintenance of Bank premises, both residential and office buildings as per Bank / CVC norms.</li></ul>

- Procurements of material from GeM portal or from the market as per the availability and requirements.
- Preparation of Tender Document for engagement of outsourcing agencies and their periodical payment as per Govt. norms.
- Dealing of branch lease related matter like renewable of lease / negotiation of lease rate / termination of lease.
- Field Survey of premises for a new branch or for branch shifting and incorporation under lease agreement as per Bank / CVC norms.
- Remarks: Job Description mentioned above is only illustrative and not exhaustive. Jobs, in addition to the above mentioned, may be assigned from time to time for the above post.

### **CIVIL ENGINEER (LEVEL 2)**

- Scrutiny of budget of the zone and monitoring of budget sanctioned from CO.
- Vehicle related matter like maintenance, fuel log, etc.
- Any work as and when assigned by the Bank.
- Preparation of Estimate as per Bank requirements for construction / repair & renovation / furnishing of Office / Branch / Residential premises.
- Preparation of Tender Documents and Bill of Quantity (BOQ) for construction / repair & renovation / furnishing of Office / Branch / Quarters as per Bank / CVC norms.
- Scrutiny of Plan layouts for construction / repair & renovation / furnishing of Office / Branch / Quarters, prepared by the Architects.
- Supervision of Construction / repair & renovation / furnishing works of Office / Branch / Quarters, as per the tender terms.
- Making Bill payments as per the BOQ, actual measurements of works done at the site by the contractor and as the tender specifications.
- Empanelment of Contractors as per Bank / CVC norms, via proper tendering processes, scrutinizing the received bids thoroughly by checking their financial status, their quality of works by taking performances certificates from their previous clients, etc.
- Negotiation of rates with the contractors / vendors before assigning of works as per Bank / CVC norms.
- Execution of repair and maintenance of bank premises, both residential and office buildings as per Bank / CVC norms.
- Procurements of material from GeM portal or from the market as per the availability and requirements.
- Preparation of Tender Document for engagement of outsourcing agencies and their periodical payment as per Govt. norms.
- Dealing of branch lease related matter like renewable of lease / negotiation of lease rate / termination of lease.
- Field Survey of premises for a new branch or for branch shifting and incorporation under lease agreement as per Bank / CVC norms.

Remarks: Job Description mentioned above is only illustrative and not exhaustive. Jobs, in addition to the above mentioned, may be assigned from time to time for the above post.

The eligibility and terms of service is furnished here under:

S.No.	Parameters	Criteria									
1.	Age (as on 01.11.2023)	<table border="1"> <thead> <tr> <th>Level / Age</th> <th>Minimum Age</th> <th>Maximum Age</th> </tr> </thead> <tbody> <tr> <td>Level 1</td> <td>23</td> <td>28</td> </tr> <tr> <td>Level 2</td> <td>26</td> <td>33</td> </tr> </tbody> </table> <p>(Inclusive of all relaxations)</p>	Level / Age	Minimum Age	Maximum Age	Level 1	23	28	Level 2	26	33
Level / Age	Minimum Age	Maximum Age									
Level 1	23	28									
Level 2	26	33									
2.	Educational Qualification	B.E / B.Tech in Civil Engineering									
3.	Eligibility and Experience	<p><b><u>Level-1</u></b> Minimum 2 years' experience after graduation in Civil Engineering field</p> <p><b><u>Level-2</u></b> Minimum 5 years' experience after graduation in Civil Engineering field</p>									
4.	Cut-off date for age, qualification and experience	As on 01.11.2023									
5.	Selection process	Selection process can consist of multiple rounds of screening followed by interview and or other processes like Written tests, Group Discussions, Psychometric tests, Presentation etc as may be decided by the Bank.									
6.	Remuneration	<p>Negotiable – CTC based pay structure in the form of Fixed pay and Variable pay to be decided by the Compensation Committee.</p> <p>Maximum CTC for Level 1- Rs 9.00 Lakhs / annum Maximum CTC for Level 2- Rs 12.00 Lakhs / annum</p> <p>Variable Pay over and above the fixed salary but linked to achieving of specific target set specifically for the purpose shall be payable on quarterly basis. The fixed pay and variable pay will be in the ratio of 80:20 of the CTC.</p>									
7.	Period of Engagement & Terms of Contract	On contractual basis for a fixed term of 3 years extendable further for a period of 1 year at a time, but not exceeding 5 years, subject to needs and requirements of the Bank.									
8.	Place of work	Chennai, Mumbai, Kolkata or as decided by the Bank.									
9.	Leave	30 Days in a year on Pro-rata basis and unavailed leaves will not be carried forward or encashed.									

S.No.	Parameters	Criteria
10.	Application Fees / Intimation Charges	Rs 100/- (inclusive of GST) for SC / ST / PwBD candidates. Rs 1000/- (inclusive of GST) for all other Candidates.
11.	Termination of contract	Three month's notice or Three month's compensation in lieu thereof.
12.	Accountability	Selected candidates shall be subject to the applicable laws and guidelines issued by regulatory/ government authorities/ CVC etc. as applicable to regular employees of the Bank and shall also be subject to the code of conduct and disciplinary rules as applicable to the regular employees, for a period they are in service with the Bank.

**Procedure for applying: -**

1. Application complete in all respects as per the prescribed format (Annexure A) along with copies of all the credentials as enumerated in Clause 2 below should be sent in a closed envelope super scribed “**Application for Engagement of Civil Engineers on Contractual Basis**” to the following address:

**Chief General Manager (CDO & CLO),  
Indian Bank, Corporate Office, HRM Department, Recruitment Section  
254-260, Avvai Shanmugham Salai, Royapettah, Chennai, Pin - 600 014, Tamil Nadu.**

All eligible and interested candidates should apply in the prescribed application format to reach the address cited above on or before **01.01.2024**. Any application received after the due date will be summarily rejected.

**Application fees / Intimation charges:**

Rs 100/- (inclusive of GST) for SC / ST / PwBD candidates.

Rs 1000/- (inclusive of GST) for all other Candidates.

Candidates shall pay the fees/charges in the below mentioned account through Internet Banking / NEFT/RTGS. The Reference number/UTR Number shall be specified in the Application form.

Account Name : ENGAGEMENT OF CIVIL ENGINEERS ON CONTRACTUAL BASIS  
Account Number : 6971122567  
Bank & Branch : Indian Bank, Royapettah  
Account Type : Current Account  
IFSC Code : IDIB000R021

2. The following credentials (photocopies only) are to be enclosed along with the application Form

a. Proof of date of Birth

- b. Mark sheet and Passing certificate of all Educational, Technical / Professional qualifications
  - c. Experience certificate(s) specifying designation / job profile, period of service (with specific dates), emoluments, activity profile of previous and present employers, etc.
  - d. Photo Identity proof and Address proof
3. Candidates are required to have a valid personal email ID and Mobile number for contact. It should be kept active during the currency of this project. Bank may send call letters for interview through the registered email ID.
4. Candidates are advised to apply well in advance and Bank will not be responsible if candidates are not able to submit before the due date for any reason beyond the control of the Bank.

### **GENERAL INSTRUCTIONS**

- a. Candidates can apply for Multiple Posts separately subject to fulfilment of eligibility criteria and remittance of fees and application form separately for each post applied.
- b. The Bank reserves the right to place the selected candidates in any of the functional area of the Bank, other than those advertised, if found suitable.
- c. Candidates serving in Govt. / Quasi Govt. offices, Public Sector undertakings including Nationalized Banks and Financial Institutions are required to submit 'No Objection Certificate' from their employer at the time of interview.
- d. Decision of the Bank in all matters regarding eligibility of the applicant, the stages at which such scrutiny of eligibility is to be undertaken, documents to be produced, Personal Interview, selection and any other matter relating to recruitment will be final and binding on the applicant.
- e. Bank reserves the right to shortlist requisite number of candidates and only those shortlisted candidates will be called for interview/interaction.
- f. Candidates belonging to reserved category including, for whom no reservation has been mentioned, are free to apply for vacancies announced for unreserved (General) category provided, they must fulfill all the eligibility conditions applicable to unreserved (General) category.
- g. In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the engagement.
- h. Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of interview, selection and any other matter relating to recruitment will be final and binding on the candidates. No correspondence or personal enquiries shall be entertained by the Bank in this regard.
- i. Merely satisfying the eligibility norms does not entitle a candidate to be called for interview. Bank reserve the right to call only requisite number of candidates for interview after preliminary screening/ short listing with reference to candidate's qualification, suitability, experience etc. The decision of the Bank in this respect shall be final. No correspondence will be entertained in this regard.

- j. Bank reserves right to cancel the Recruitment Process entirely or for any particular post at any stage.
- k. No Travelling Allowance is payable to candidates who are called for interview.
- l. Any dispute arising out of and/or pertaining to the process of recruitment under this Advertisement shall be subject to the sole jurisdiction of the Courts situated at Chennai.
- m. Request for change of contact no./address/ email ID/interview centre will not be entertained.
- n. In case any dispute arises on account of interpretation of version other than English, English version will prevail.
- o. Before applying for the post, candidate should satisfy himself/herself that he/she fulfils the eligibility and other norms mentioned in this notice. Bank would be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible. The decision of the Bank shall be final in deciding about qualification, experience and other eligibility norms.
- p. Engagement of selected candidates is subject to their being declared medically fit as per the requirements of the Bank. Such engagement will also be subject to the Rules & Policies of the Bank.
- q. His / Her 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.
- r. The terms & conditions of engagement is whole and simple 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.
- s. Unless the Bank extends the contract for further period, on completion of the contractual period of 3 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.
- t. Canvassing in any form will be a disqualification.

**Dated: 12.12.2023**

**Place: Chennai**

**Chief General Manager (CDO & CLO)**