

F. No. 15/1/2018/CVO/Vig  
Government of India  
Ministry of Finance  
(Department of Financial Services)  
Vigilance Section

3rd Flood Jeevan Deep Building  
Sansad Marg, New Delhi 110001  
Dated 28<sup>th</sup> May, 2018

To

Chairperson, SBI, Mumbai  
Chairman, LIC, Mumbai  
MD & CEOs of the Public Sector Banks (PSBs)  
ED, (Deptt of Administration & Personnel Management), RBI, Mumbai  
NHB/IFCL/SIDBI/EXIM Bank/ IDBI Bank

Subject: Appointment to the post of Chief Vigilance Officers (CVOs) in the Public Sector Banks, Financial Institutions, Insurance Companies

Sir/Madam,

Applications are invited for filling up the posts of Chief Vigilance Officers (CVOs) in various Public Sector Banks (PSBs), Public Sector Insurance Companies (PSICs) and Financial Institutions under Department of Financial Services, as per details given in following paragraphs.

2. Details of the posts of CVOs that are vacant or likely to fall vacant in future are tabulated as under:

	Sl no.	Post of CVO in	Vacancy Position*
Public Sector Banks (PSBs)	1.	Oriental Bank of Commerce, Gurgaon (Haryana)	To occur on 1.9.2018
	2.	Corporation Bank, Mangalore	To occur on 1.10.2018
	3.	Canara Bank, Bangaluru	To occur on 1.11.2018
	4.	Vijay Bank, Bangaluru	To occur on 1.11.2018
	5.	Indian Bank, Chennai	To occur on 1.2.2019
Financial Institutions (FIs)	6.	Small Industrial Development Bank of India(SIDBI), Mumbai	To occur on 1.1.2019
Public Sector Insurance Companies (PSICs)	7.	National Insurance Company Ltd.(NICL), Kolkata	Already vacant
	8.	New India Assurance Company Ltd (NIACL), Mumbai	To occur on 1.10.2018
	9.	Oriental Insurance Company Ltd (OICL), New Delhi	To occur on 1.10.2018
	10.	General Insurance Co.(GIC),Mumbai	To occur on 1.1.2019

\*However, vacancy position could be amended/added subsequently.

3. Pay Scale/Perquisites admissible to CVOs for which applications are invited

The officers selected as CVO would be entitled to the pay & perquisites etc. in following manner:

- a) The pay scale and perquisites of the CVOs of PSBs and other PSBs shall be equivalent to those of WTDs of the respective PSBs/Other PSB (ED or DMD, as applicable)
- b) The Pay Scale and perquisites of CVOs of Financial Institutions shall be equivalent to the DMD level Officers (WTDs) in the respective institutions.
- c) The pay of the CVOs of Public Sector Insurance Companies shall be equivalent to that of ED level officers (that is Whole Time Directors) of PSBs. The perquisites of such CVOs will be as admissible to the Director/GM, appointed to the Board of Insurance Company.
- d) However, the officers on deputation to the aforesaid organisations shall have the option to draw their existing pay in their parent organisation plus 15% deputation allowance thereon.

4. Eligibility

- a) Officers of the level of General Manager in Public Sector Banks, Chief General Manager level officers of RBI and Executive Directors of Financial Institutions shall be eligible to apply for the posts of CVOs in all the three segments (PSBs and other PSBs/FIs/Insurance Companies).
- b) The officers of the level of ED in LIC shall be eligible to apply for the posts of CVOs in the Public Sector Insurance Companies only.
- c) The officers are not eligible to apply for the post of CVO in their parent organisation.

5. Selection Process

Selection of the candidates for appointment to the post of CVO shall be made by the Government in consultation with CVC, on the basis of their record of service and interaction with the Selection Committee.

6. Exercise of choice

The candidates should specify the posts that they are applying for out of those listed at para 2 and indicate the order of preference among the posts applied for. Candidate will be placed in various organisations, to the extent possible, on the basis of merit and preference of the candidate. However, Government reserves the right to the final decision in the matter.

7. Forwarding of applications

Respective organisations are requested to forward the applications/names of the willing officers along with their complete bio-data in the format enclosed, and attested copies of their Annual Performance Assessment Reports (APARs) for the last five years (complete in all respects), to this Department on or before 13.07.2018. Moreover, while forwarding the names of the willing officers, it may be ensured that:

a) the services of the willing candidates can be spared for at least 03 years for taking up this assignment; and

b) (i) For such posts of CVOs that are/will be vacant before 13.07.2018, the applicant must have a minimum of 03 years of service remaining as on the last date of submission of applications (i.e. 13.07.2018).

(ii) For the posts of CVOs which are expected to fall vacant after 13.07.2018, the applicant must have a minimum of 03 years of service remaining as on the date on which the post shall fall vacant;

c) they are clear from vigilance angle;

d) the names of the officers who are under period of debarment may not be sponsored.

8. The names of candidates once forwarded for these posts will not be permitted to be withdrawn in any circumstances. Therefore, while forwarding the names for consideration, an undertaking may be obtained from the applicants to the effect that under no circumstances, they would withdraw their candidature once a decision is taken to nominate them for the post of CVO. While forwarding the application for these posts, a copy of this undertaking should be enclosed along with other requisite documents.

9. In the event of selection of the officer for one of these posts, the concerned officer shall be given three weeks' time to join new post/assignment of CVO, from the date of receipt of the order. If no response is received after three weeks, or if the officer fails to report for the assignment at designated place by given date, the process of his/her debarment for deputation in any organisation for a period of 05 years shall be initiated by his/her parent organisation after issuing a notice to that effect to the officer concerned. The formats for application have been prescribed in Annexure [Form 1, 2, 3].

10. The willing officers may send advance copy of their application in this regard to DFS for information by email at [vigilance-dfs@nic.in](mailto:vigilance-dfs@nic.in). However, their candidature shall be considered only after receipt of the hard copies of the application through their official channels.

11. Hindi version will follow.

Yours sincerely,

Encls: Prescribed Forms (03 Nos.)

  
28/5/18  
(Manish Gupta)  
Director (Vigilance)  
Tel : 011-23362422

Copy to: Director/NIC, with request to upload a copy of this circular on DFS website

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Appointment to the post of Chief Vigilance Officers (CVOs) in the Public Sector  
Banks (PSBs) /Other PSBs/Public Sector Insurance Companies/Financial Institutions

**Application Form**

1.	Name of the Applicant				
2.	Date of Birth				
3.	Age as on the last date of application				
4.	Date of Superannuation				
5.	Present Post held				
6.	Name of the Organisation where posted				
7.	Present Pay and Scale of Pay				
8.	Details of Educational & Professional qualification (In chronological order)			PI add Annexure	
	Year From	Year To	Course Name	Board/ College/ University/ Institute	Subjects
9.	No. of Years of regular service				
10.	Work Experience of last ten years (PI add Annexure)				
	S.No.	Post held on regular basis	From To	Nature of duties	Experience in Vigilance/ Disciplinary matters
11.	Postal Address	Permanent: Present:			
12.	<p><b>Certificate from the applicant:</b> I certify that the details furnished by me in the application form are correct to the best of my knowledge and belief and that I am eligible for the deputation post.</p> <p>Date: _____ Place : _____</p> <p align="right">Signatures of the applicant</p>				
13.	<p><b>Certificate from the Employer:</b> Certified that the particulars furnished by Shri/Smt/Ms..... have been verified and found to be correct and that no disciplinary proceedings are either pending or being contemplated against him/her. The integrity of the candidate is certified.</p> <p align="right">Signature &amp; Designation of the competent forwarding authority and Office Seal</p>				
	Date :	Telephone no.:			
	Place:	Email ID :			

Appointment to the post of Chief Vigilance Officers (CVOs) in the Public Sector Banks (PSBs) /Other PSBs/Public Sector Insurance Companies/Financial Institutions

**Order of Preference & Undertaking**

1.	Name of the Candidate	
2.	Date of Birth	
3.	Order of Preference of the post of CVO	[Note : Please strike off blank rows]
	Preference 1	
	Preference 2	
	Preference 3	
	Preference 4	
	Preference 5	
	Preference 6	
	Preference 7	
	Preference 8	
	Preference 9	
	Preference 10	
4.	<p><b><u>Undertaking by the applicant</u></b></p> <p>I have applied for the post(s) of CVO in the Public Sector Banks/Other Public Sector Banks/Public Sector Undertakings/Financial Institutions in response to Government of India (Department of Financial Services) letter No. _____ dated _____. I hereby submit undertaking that I shall not withdraw my application for candidature after my nomination/selection for appointment to the said post.</p> <p>Date: _____ Signatures: _____ Place : _____ Name : _____</p>	
5.	<p><b><u>Forwarding by the Parent organisation</u></b></p> <p>The application and undertaking submitted by Shri _____ Designation _____ who has applied for appointment to the post of CVO in PSB/ Other PSBs /PSICs/FIs is hereby forwarded to the Department of Financial Services for consideration of his candidature in terms of the options exercised by him in column 6 above.</p> <p align="right">Signatures of competent Forwarding authority and Office Seal</p> <p>Date: _____ Telephone no.: _____ Place: _____ Email ID : _____</p>	

Appointment to the post of Chief Vigilance Officers (CVOs) in the Public Sector Banks (PSBs) /Other PSBs/Public Sector Insurance Companies/Financial Institutions

Details to be furnished by the Cadre Controlling Authority/Parent Office

1.	Name & designation of the officer:		
2.	Whether any disciplinary proceedings have been initiated against the officer during his career so far. If yes, whether it involved vigilance angle and whether any penalty imposed and also currency of penalty and details thereof		
3.	Whether any complaint including that of corruption against the officer which, in view of the State Government/ Cadre Controlling Authority may have a direct bearing/relevance on the vigilance status/ Integrity of the officer as on date, is pending against the officer. If so, details thereof.		
4.	Whether any preliminary inquiry or any other vigilance related matter is pending against the officer. If so, full facts of the pending matter		
5.	Whether any criminal proceedings were registered against the officer during his career so far. If so, details/present status and the final outcome thereof		
6.	Whether the name of the officer appears in the Agreed List or List of Officers of doubtful Integrity. If yes, full details may be given		
7.	a) whether the officer is clear from vigilance angle		
	b) Whether integrity is certified or not		
8.	a) Whether the officer has ever been debarred from deputation?		
	b) If yes, period of debarment		
9.	APAR/ACR of the Candidate :		
a)	APAR/ACRs complete up to ..... available?		Yes/ No
b)	APAR/ACR for any year (in the last 05 years) not available		
c)	Adverse entries (expunged /unexpunged) in ACR/APAR(s), if any?		Yes / No
	If yes, year-wise details thereof (pl. Annex)		
d)	ACR Gradings of the last 05 years	Year/ Period	Grading
10.	List of Enclosures		
Signatures of the Officer certifying this proforma			
Official Seal containing Name & Designation			