



**SBI PENSION FUNDS PRIVATE LIMITED**  
**HIRING OF RETIRED OFFICERS OF THE SBI IN SMGS-IV & V**

**CIRCLE COORDINATOR - SBG (BUSS. DEVELOPMENT & CUSTOMER ACQUISITION)**

**ON CONTRACT BASIS - WITHOUT PREJUDICE TO THEIR PENSION FROM SBI**

**SBI Pension Funds Pvt. Ltd.** is one of the leading Pension Fund Managers (PFMs) appointed by the **Pension Fund Regulatory and Development Authority (PFRDA)** under the **National Pension System (NPS)**. We manage the retirement savings of lakhs of individuals across India with a focus on **long-term wealth creation** and **financial security**. Backed by the trust of the SBI Group.

SBI Pension Funds invites offline applications from Retired Officers who have retired on superannuation on or after 01.08.2022 as officers in the grade SMGS-IV & V from SBI for **HIRING as Circle Coordinator - SBG (Buss. Development & Customer Acquisition) on a Contract Basis** without prejudice to their pension. The Retired officers either presently residing in locations / centre where the vacancy is being published or drawing his/her pension from branches located at the centre for which vacancy is being published are only eligible to apply. Interested and eligible applicants are advised to send the application in the prescribed format to reach us on or before 20.08.2025.

The application form should be complete in all respects and must be accompanied by KYC documents (ID Proof, Pension Slip, PPO). The application must reach the following address on or before 20.08.2025. The advance scanned copy may be sent / emailed to [hr@sbipensionfunds.co.in](mailto:hr@sbipensionfunds.co.in) also on or before 20.08.2025.

HR & Admin Dept., SBI Pension Funds Private Limited,  
19th Floor, B wing, Parinee Crescenzo, 1904, G Block BKC, Bandra East, Mumbai,  
Maharashtra 400051

Terms and Conditions of the hiring and draft contract agreement and application form is attached as Annexures. Applications received after the last date will not be considered. Please note that merely sending the application will not entitle the applicant for consideration. It will be subject to the requirement and position available at that centre and the decision of the Competent Authority. Please visit our website

Head HR & Admin

Date: 01.08.2025

## **Terms & Conditions**

1. The Date of Birth of the official should not be prior to 01.08.1962.
2. The officer should have retired from the State Bank of India's service on attaining superannuation at the age of 60 years. The officers voluntarily retired also eligible for consideration for engagement.
3. Retired officers engaged will not be covered under SBI Officers' Service Rules. Their engagement does not imply re-employment and is purely contractual. They will not hold administrative or financial powers, nor be entitled to pension-related benefits during their term. The hired official will be governed by the code of conduct of SBI Pension Funds.
4. The official should have sufficient experience in Sales area, cross selling.
5. Ex-officers who are currently engaged in other Organizations are not eligible for empanelment.
6. The applicant should be maintaining good health and willing to travel to all places in the country.
7. The working hours will be from Monday to Saturday 9:30 am to 6:00 pm. 2nd and 4th Saturday and all Sundays will be holidays.
8. Engaged/ Hired officers will receive a monthly fixed compensation ₹ 55,000 for Scale-IV Retired and ₹ 70,000 for Scale-V Retired. TDS will be deducted as per the IT Act.
9. Leave will be one day each month which cannot be carried forward. Pro-rata deduction from the compensation amount will be carried out in case of absence/leave beyond one day in the month. Holidays will be followed as declared under NI Act for the centre posted.
10. The engagement period will be initially one year, extendable up to three years, or until the officer turns 65, whichever is earlier. Termination of engagement may occur at any time with a 30-day notice by either party.
11. Performance will be reviewed every three/six months. Poor performance or violations will lead to disengagement. Retired officers are expected to be punctual, disciplined, and will follow the standard working hours.
12. The retired officials will submit a stamped Service Level Agreement before taking up assignments as attached. Service Level Agreement (SLA), duly stamped, will be taken from the officials selected for empanelment, as given in Annexure.
13. Engaged/ Hired officers may handle confidential data and must not disclose any such information.

14. Engaged/ Hired officers will not use the Company's name or logo in any personal capacity.
15. The integrity of the official should not have been doubtful during his service in the Bank. No punishment / penalty should have been inflicted on the official during his/her entire tenure of service in the Bank preceding his retirement. No cases of CBI or other law enforcement agencies should be pending against the official.
16. The Company may cancel/terminate the contract of the empanelment at any time without assigning any reason whatsoever. However, following indicative performance parameters may be used for termination of empanelment:
  - i) The ex-officer is unable to address the assigned works as expected by the Company.
  - ii) Quality of the assigned work is not up to the satisfaction of the Company.
  - iii) The Officer fails in timely completion of assigned task as finally decided by the Company.
  - iv) The Officer is found lacking in honesty and integrity.
17. The Company will reimburse the cost of accommodation for outstation visit as per the VP Grade in the Company.
18. No other payment will be made to them in the form of salary / allowance / out-of-pocket expenses / conveyance etc.

#### **Role & Responsibilities :**

- a) Actively promote and increase awareness of the pension schemes managed by SBI Pension Funds Pvt. Ltd. across assigned circle and its locations.
- b) Establish and maintain strong relationships with SBI Circle Management, Corporate Salary Team, PBBU Dept, Corporate, intermediaries, and channel partners to drive enrolments and enhance customer satisfaction.
- c) Identify opportunities and drive cross-selling of NPS through client meetings, presentations, and outreach activities.
- d) Visit and Conduct training sessions, seminars, and webinars to educate stakeholders and prospective clients about the benefits and structure of NPS across the circle.
- e) Assist the internal sales team in identifying leads, nurturing prospects, and converting them into long-term subscribers.
- f) Contribute to strategies aimed at retaining existing clients, increasing their investment value, and improving overall subscriber experience.
- g) Gather and report market insights, customer feedback, and competitor activities to support strategic planning and decision-making.



**SBI Pension Funds Pvt. Ltd.**  
**APPLICATION FOR ENGAGEMENT OF RETIRED OFFICERS**  
**(AGM / Chief Manager Level – Sales & Marketing)**

Recent passport  
size photo Self  
attested

Sl.	Particulars	To be filled by the applicant
1	Name in full (IN CAPITAL LETTERS)	
2	Father's / Husband's Name	
3	PF Index No.	
4	Date of Birth & Age (Attach proof) (Should not prior to 01.08.1962)	DOB: Age: (as on 01/08/2025)
5	Date of joining SBI	
6	Date of Retirement in SBI	
7	Presently domiciled at (hometown/family HQ)	
	Address for Communication	
	Permanent Address	
8	Contact Numbers: Landline (with STD Code) Mobile No.	
9	Email ID	
10	Educational Qualifications	
11	Branch / Office from where retired	
	Circle / Vertical / Department from which retired	
12	Designation / Grade at the time of retirement	
13	Last 10 Years' Assignments in SBI (Use additional sheets if required) 1. 2. 3. 4. 5.	
14	Relevant Experience (in years) in: • Cross-selling • Customer Value Enhancement • Sales / Relationship Management (Use additional sheets if needed)	
15	Location for Engagement : (Mumbai, New Delhi, Chennai, Kolkata, Chandigarh Hyderabad, Bhopal, Lucknow, Bengaluru)	(Mention / Select any one)

### Declaration

I hereby declare that the information provided above is true and correct to the best of my knowledge. I understand that if any information is found to be false or if I am found ineligible at any stage, my application is liable to be rejected. I accept the terms and conditions for engagement with SBI Pension Funds Pvt. Ltd.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

(Full Name of the Applicant)

**AGREEMENT FOR EMPANELMENT / ENGAGEMENT OF RETIRED PERSONNEL OF THE STATE BANK OF INDIA**

This agreement for is made and executed at Mumbai on \_\_\_\_\_

**Between**

SBI Pension Funds Private Limited, incorporated under Company's Act having its registered office Bandra Kurla Complex, Bandra (E) Mumbai, herein after referred to as the "Company" (which expression shall be deemed to mean and include unless repugnant to the context or meaning thereof, its successors and assigns).

**AND**

Shri \_\_\_\_\_ S/o \_\_\_\_\_ (retired official/employee of SBI/eAB) aged around \_\_\_\_\_ years, residing at \_\_\_\_\_ and presently drawing pension from (Branch Code- ) branch of SBI, herein after referred to as "Second Party"( which expression shall unless repugnant to or inconsistent with the context, mean and include their successors, heirs and permitted assignees).

**WHEREAS** SBI Pension Funds expressed its desire to hire retired officers of SBI as **Circle Coordinator - SBG (Buss. Development & Customer Acquisition) on a Contract Basis** for periods as may be decided by the Company, renewable from time to time, subject to fulfillment of eligibility criteria laid down by the Company in this regard at its sole discretion. AND

Whereas the "Second Party" a retired official evinced interest in offering his/her services on contract basis and submitted application for hiring on contract basis as per the eligibility criteria.

Whereas the Company after considering his application has selected the "Second Party" for empanelment/engagement on Contract Basis, for one year, in accordance with the terms and conditions of this agreement. In the above premise, it is agreed between the parties as under:

1. The Company hereby agrees to hire the second party the retired official on the panel of on contract basis for one year.
2. The "Second Party" will be hired/empanelled initially for a period of 1 year. If performance of "Second Party" is satisfactory and depending on suitability and requirement of the Company, the period of empanelment/engagement can be extended/ renewed for a further period of 12 months. Such renewal can be done by the Company in

its sole discretion till the "Second Party" attains the age of 65 years keeping in view Second Party's good health appropriate for the work and level of expertise.

3. The hiring/empanelment/engagement as shall not be considered as a case of re-employment in the Company. The Company may cancel/terminate the contract of the empanelment/engagement at any time/stage without assigning any reason whatsoever.

4. Brief Role of the Job: The brief role of the job required to be performed by the Second Party is given below, which is illustrative but not exhaustive. Details to be incorporated as per the approved note

5. Monthly remuneration for the empanelment/engagement: The Second Party shall receive the remuneration as mentioned below during the continuance of this agreement. Details to be incorporated as per the approved note (No other payment will be made to the "Second Party" in the form of salary / allowance / Out-of-pocket expenses / conveyance etc.)

6. The monthly remuneration amount will be credited to the account of "Second Party" after deducting the income tax at source as per the rates mentioned in the Income Tax Rules, as applicable to Advisor / Consultant / Facilitator.

7. Conveyance & Transportation: The "Second Party" will be entitled for conveyance & Transportation charges for official travel for out of station visit as applicable to the Vice President grade in the Company irrespective of his/her grade at the time of his/her retirement from the Bank's service.

8. The "Second Party" is not entitled for any medical facilities under the contract and during the continuance of this agreement.

9. The "Second Party" shall not use Company's name or logo on their sign boards, nameplates, visiting cards, stationery, etc, without specific approval.

10. The "Second Party" is not entitled to claim reimbursement of cost incurred towards phone, furniture, computer, space, stationery etc. The "Second Party" would have to make his own arrangement for getting the work done and submitted to the Company as per the terms of empanelment/engagement. The "Second Party" shall not request for assistance/clerical work to be done from the Company.

11. PF/Bonus/Pension/Arrears: That the contractual period will not be reckoned as service for the purpose of superannuation benefits/PF/Bonus etc. It is agreed by the Second Party that the empanelment/engagement of "Second Party" will not be deemed to be re-employment in the SBI and hence the Second Party will not be entitled for any terminal benefits payable to the regular employee. That the Second Party shall not claim PF/Bonus/Pension/arrears etc. for the period of contractual engagement.

12. Statutory Dues- Income Tax or any other tax liabilities on compensation will be deducted, as per prevailing rates(s) at the time of payment.

13. Working Hours- The second party will follow normal working hours (as per the approved note) as applicable to the serving officials where required. However, the "Second Party" would not be paid any extra remuneration other than what is mentioned above under clause 5 above.

14. The "Second Party" shall ensure fidelity and secrecy of all the information which come to his/her knowledge while performing his/her job/role under this engagement. The second party shall not share any information with any other organization or any officials or employees or third party connected directly or indirectly with the work done by the "Second Party" regarding the contents of the process, circulars of the Company and the procedures adopted by the Company as also any other information which comes to the Second Party knowledge while discharging his duties.

15. The "Second Party" shall not have any financial / administrative powers.

16. The "Second Party" shall not be given access to internal intranet etc. However, the Second Party can verify the relevant details pertaining to their work with the help of the Company's employees or any other authorized officers of the Branch / Business head.

17. The Company shall have right to retain/appropriate the unpaid compensation towards the loss, damage etc. sustained by the Company due to violation of any of the terms and conditions of this contract or dereliction of duties assigned to the "Second Party".

18. The Company reserves its right to terminate the agreement without giving any reason whatsoever. The decision of the Company would be final.

19. The continuous engagement of the "Second Party" will be subject to performance in the area of operation entrusted with. The performance of "Second Party" will be judged by the user department on the rating ranging from 1 to 5, whereas 5 is the Outstanding and 1 is "Does not meet expectation". The services of "Second Party" will be terminated if he/she is rated as below the rating 3

20. Jurisdiction - Any legal proceedings in respect of any matter of claim or dispute arising out of the agreement can be instituted only in Mumbai and courts/tribunals/ forums at Mumbai only shall have sole and exclusive jurisdiction to try any cause/dispute.

21. Company's Decision- Decisions of the Company in all matters would be final and binding on the "Second Party".

**Both parties to this Agreement hereby convey their consent to abide by the terms and conditions of the Agreement and as a token of their free consent set their hand below on \_\_\_\_\_ (date)**

SBI Pension Funds Private Limited,  
Represented by Shri \_\_\_\_\_

Second Party: Shri \_\_\_\_\_)  
(Signature)