

## Annexure I

### **Eligibility for Counselor of FLCC**

- The applicant retired as Bank official on attaining superannuation from Bank's service as an officer in MM-II and above will be eligible for In-charge/Counselor for FLCC on contractual basis.
- His integrity should not have been doubtful during his service in the Bank.
- Counselors are expected to counsel the public in all issues related with financial institutions. Proficiency in local language (reading, writing, speaking and understanding) is essential.
- The official should have right aptitude/flair for training and rural development activities & needs special skill.

### **Qualification:**

Graduate/post graduate degree from a UGC recognized university.

### **Age Criteria:**

The age of the candidate should not be above 62 years as on 20.11.2024 & he /she should be of sound health. (Candidates above age of 62 years & up to the age of 65 years may be considered with certain terms & conditions as per Bank's discretion).

### **How to apply:**

Application should be submitted in Bank's prescribed format available on our Website with employer Bank certificate of satisfactory service.

### **Selection Procedure:**

The selection is based on performance in the interview. Decision of the Bank in this regard will be final.

### **Remuneration:**

- The remuneration will be fixed i.e. Rs.18,000/- per month.
- Telephone Expenses Rs.500/- per month & Conveyance Exp Rs.1500/- Per month
- Reimbursement of travelling expenses will be as per Bank's extant guidelines.
- As per extant provision from NABAD, under Financial Inclusion Fund, FLCs are eligible for full reimbursement of expense incurred towards organizing outdoor/field level camps. As such it will be joint

### **Contract Period:**

- The candidate will be engaged on contract basis for a period of 1 year.
- Renewal of the contract may be possible at Bank's sole discretion in terms of extant policies & rules.
- The contract may be terminated by either side giving one months' notice.

**Last date for submission of application is 04.12.2024.**

The date of interview will be decided with due consultation with higher authorities and committee for the same.

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### Additional Terms and Conditions Of Engagement

1. Counselor for Financial Literacy and Credit Counseling (herein after called as Counselor) will be required to work on all Bank working days i.e. 6 days a week (except second & fourth Saturday) for 6 hours per day i.e. 11.00 AM to 5.00 PM. Counselor will be expected to devote sufficient time to his duties to enable him to be carry out the assignment efficiently for which he may be required to attend the office OR to be available to perform functions outside these hours and days.
2. The contract will be for initial period of one year and renewable at the sole discretion of the Bank for further period on such terms and conditions as may be stipulated by the Bank subject to maximum age of 65 years and good performance and physical fitness of the Counselor.
3. Counselor may avail a maximum of 12 days leave per calendar year. The leave will be on pro rata basis i.e. 1 day leave for every completed month. The Counselor shall not absent himself from duties for a continuous period of more than 3 days. If the Counselor absents him selves from work exceeding the above period, Bank shall within its right to deduct proportionate amount from the monthly remuneration payable.
4. In connection with the said engagement, Counselor will be required to visit extensively at various places and for which the Counselor will have to take prior permission of the Bank before the travel to places outside his jurisdiction- presently, **Nagpur/Gondia District**.
5. Counselor shall at all times do his duties punctually, honestly, faithfully and diligently and devote full time and attention to the functions assigned to him and shall at all times conduct himself soberly while at work and show courtesy and attention in all transactions and dealings with the persons having any dealings or connections with the bank.
6. Counselor should maintain strictest secrecy regarding organizational affairs of the Bank and shall not at any time directly or indirectly divulge any information of a confidential nature to any unconcerned or unauthorized person whether in the service of Bank or not. Counselor shall be required to execute a confidentiality agreement with the Bank.
7. Counselor shall not engage in any other job, business, service, trade or calling during the period of the said contract without express prior permission from the Bank.
8. During the course of the contract, Counselor shall be governed by the terms and conditions contained herein and as may be amended/advised by the Bank from time to time. Counselor will strictly observe, adhere to, obey and abide by the same including instructions, orders and directions as may be given by the Bank or by person authorized by the Bank from time to time.
9. Counselor shall furnish the present and permanent address and his contact numbers to the Bank and intimate change, if any, from time to time. Counselor will keep official under

whose superintendence or control Counselor may be placed, informed before taking any leave.

10. Counselor shall be accountable for all property, books, papers, charts, tools, instruments, equipment which may come in his possession by virtue of this assignment.
11. Counselor under no circumstances shall be treated as an employee of the Bank and will not be entitled to Provident Fund, Pensioner benefits or Gratuity or for any other perquisites of facilities from Bank.
12. Bank shall be within its right review the performance of the Counselor monthly/quarterly/half-yearly. If the performance of Counselor found unsatisfactory, Bank shall be within its right may terminate the contract forthwith without any prior notice or any payment in lieu of notice.

(Signature of Counselor on all pages of Annexures as well)