

INTER-OFFICE MEMORANDUM

From, The Zonal Manager, Raigad Zone, Financial Inclusion department, E-Mail : Raigad.afd@bankofindia.co.in Fax No. 02141-222695	To, महाप्रबन्धक/The General Manager, प्रधान कार्यालय/Head Office, वित्तीय समावेशन विभाग/Financial Inclusion Department
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Ref. No. RZ/FID/AKS/2017-18

Date: 19.04.2017

UPLOADING OF ADVERTISEMENT ON BANK WEBSITE

We request reference to the captioned matter.

In our zone, an FLCC is running at Alibag, raigad. We required to engage a counselor at FLCC, at Alibag, Raigad.

Name of FLCC	Post name	No of post
RAIGAD	COUNSELOR	01

In view of the above, we recommend for uploading of advertisement on Banks website under CAREER section, with details as under:

Description of Advertisement: "Engagement of Counselor at FLCC Raigad on contractual basis in Raigad Zone".

Zone	Raigad
Advertisement date	20-04-2017
Last date of Application Submission	30-04-2017
Display from	20-04-2017
Display Up to	30-04-2017

Attachments:

1. Covering page
2. Advertisement for Counselor
3. Application form



(Vimal Rajput)
Zonal Manager

बैंक ऑफ़ इंडिया
Bank of India



RAIGAD ZONE
AGRICULTURE FINANCE DEPARTMENT

RZ/AFD/AKS/2017-18/

Date: 19.04.2017

Approval of Engagement of FLCC Counsellor at FLCC Raigad


Financial Literacy and Credit Counselling (FLCC) Centre is running at Alibag, Raigad. The FLCC is functional and financial literacy and awareness is being imparted to rural peoples. The FLCC Counselor Mr Patil left the job since 2014 and thereafter the FLCC is being taken care by LDM, Raigad. In view of this, we require for appointment of new regular FLC Counselor at Alibag, Raigad.

In the light of as above information and in terms of HO guidelines, we propose as under:

- i. Process of appointment of Counsellor for FLCC raigad, to be initiated. Publication of advertisement in Newspaper for retired Bank employee and fixation of interview board/date etc. to be done by AFD/FI Department, ZO, within May 2017 itself, so that, new incumbent can take over as soon as possible.
- ii) Close monitoring of FLC to be ensure by LDM/ZO, AFD/FI for improved functioning. Monthly report of FLC should be first submitted to LDM and then the same to be forwarded to ZO along with LDMs comments.


Hence keeping in view, FLCC Counsellor post vacant at Raigad, We recommend for inviting application for FLC Counsellor, at Alibag, Raigad.

The draft of advertisement is enclosed with this memorandum.


(Ajay Sawant)
Manager, FI

Recommended


(A M Nandaniwar)
L D M, Raigad


(C K Parate)
Dy Zonal Manager

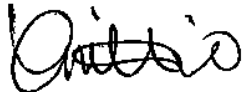
Recommendation Endorsed


(Vimal Rajput)
Zonal Manager

**DETAIL TERMS AND CONDITIONS FOR APPOINTMENT AS COUNSELOR OF
FLC AT RAIGAD ZONE**

For engagement of retired bank officials as in charge to oversee overall functioning of FLCs, the following terms and conditions to be read and followed by the applicant for appointment as Counselor of FLCs.

- 1) The applicant should have retired on attaining superannuation from Bank's service as officer in scale II and above as in Charge for FLC will be on contractual basis.
- 2) Candidate should be resident of local area.
- 3) His integrity should not have been doubtful during his service in the Bank.
- 4) 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.
- 5) The monthly consolidated remuneration is Rs. 18,000/- per month subject to conduct of minimum 8 outdoor camps per month. An additional sum Rs.500/- to be paid towards telephone expenses on declaration basis. As these counselors are expected to conduct outdoor camps as well, a lump sum expenses of Rs. 1500/- be reimbursed in lieu of not providing conveyance, provided they are holding minimum 8 (Eight) such outdoor camps per month.
- 6) Working days-6 days per week (Except second and fourth Saturday of the month)
- 7) An official should have right aptitude/flair for training and rural development activities and needs special skill.
- 8) The age should not be above 65 years with sound health.
- 9) Qualification- Graduate/Post Graduate degree from a UGC recognized University
- 10) The applicant should possess satisfactory service certificate from the previous employer.
- 11) The applicant should be well conversant with the local language.
- 12) Application should be in sub titles in banks prescribed format and should be submitted with employer certificate.
- 13) The selection is based on performance in the interview. Decision of the bank in this regard will be final.
- 14) The candidate will be engaged on contractual basis for period of one year. Renewal may be possible at bank's sole discretion in terms of extant policies and rules.
- 15) The contract may be terminated by either side by giving one month's notice.
- 16) Date of interview will be decided with due consultation with higher authorities and committee for the same.
- 17) Last date for submission of application is 30.04.2017.


(Vimal Rajput)
Zonal Manager

Post Name	Number of Post	Eligibility / Other Criteria	Working Days	Monthly Remuneration
FLCC Counselor	01	Graduate/Post Graduate Degree from a UGC recognized University	Weekly 06 Days	18000/- * condition applied

Application are invited on prescribed format from Officers retired (on superannuation or VRS with age not more than 64 years as on 30-04-2017) preferably having a background of Rural Credit and branch exposure from Bank of India, RRBs sponsored by Bank of India & public Sector Banks for appointment as Counselor for FLCC Bokaro on contractual basis for providing free financial literacy/education and credit counseling to people in rural and urban areas through face to face interaction as well as through other available means like e-mail, mobile, fax etc. The Prescribed forms, Eligibility norms and Terms of Employment will be available on bank's website www.bankofindia.co.in from 18.04.2017. Filled in applications supported by necessary documents must be submitted by 30.04.2017 at the address given below:-

Bank of India, Zonal Office, 2nd Floor, Hotel Mira Madhav, Opp. ST Bus Stand, ALIBAG, Distt. Raigad 402201

After preliminary examination of the application forms, eligible candidates will be called for written examination / interview. Please note that Bank of India reserves its right to cancel the notification without any prior information.

Sd/-
Zonal Manager