

**Additional terms and conditions of engagement**

- (i) Counsellor of Financial Literacy and Credit counselling (herein after called as Counsellor) will be required to work for 6 days a week from 11:00 AM to 5:00 PM from Friday, Saturday, Sunday, Bazar Day and 2 more day as per local requirement. Actual hour may vary depending on the requirement of work. Counsellor will be expected to devote sufficient time to his duties to enable him to 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.
- (ii) The contract will be for an initial period of one year and renewable at the sole discretion of the Bank for a 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 counsellor.
- (iii) Counsellor may avail a maximum of 12 days a leave per calendar year. The leave will be on pro rata basis i.e. 1 day leave for every completed month. The Counsellor shall not absent himself from duties for a continuous period of more than 3 days. If the counsellor absents himself from work exceeding the above period, bank shall be within its right to deduct proportionate amount from the monthly remuneration payable.
- (iv) In connection with the said engagement, counsellor will be required to visit extensively at various places and for which the counsellor will have to take prior permission of the Bank before the travel to places outside his jurisdiction- Presently Loherdaga & Simdega District.
- (v) Counsellor shall at all times do his duties punctually, honestly, faithfully and diligently and devote full time and attention to the functions assign 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.
- (vi) Counsellor 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 the Bank or not. Counselor shall be required to execute a Confidentiality agreement with the Bank.
- (vii) Counsellor shall not engage in any other job, business, service, trade or calling during the period of the said contract without express prior written permissions from the Bank.
- (viii) During the course of the contract Counsellor should be governed by the terms and conditions contained herein and as may be amended/advised by the Bank from time to time. Counsellor 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.
- (ix) Counsellor shall furnish the present and permanent address and his contact no. to the bank and intimate change, if any, from time to time. Counsellor will keep the official under whose superintendence or control Counsellor may be placed, informed before taking any leave.
- (x) Counsellor shall be accountable for any property, books, papers, charts, tools, instruments, equipment's, which may come in his possession by virtue of this assignment.



(xi) Counsellor 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 or facilities from Bank.

(xii) Bank shall be within its right review the performance of Counsellor monthly/quarterly/half-yearly. If the performance at counsellor is found unsatisfactory, Bank shall be within its right to terminate the contract forthwith without any prior notice or any payment in lieu of notice.

(xiii) Counselor shall conduct minimum eight number of outdoor camp per month and a special camp for a period of one year.

(Signature of Counsellor on all page of Annexure as well)

