

Selection procedures for FLC Counsellors on contract basis for Dev Bhoomi Dwarka District (Rajkot Zone)

Bank has decided to hire services of Financial Literacy Centre Counsellor (FLCC) at Dev Bhoomi Dwarka District, Gujarat.

Advertisement on Bank's website/Local Newspaper dated 09.07.2018

Sr.	Name of FLCs	Name of Zonal Office	State	No. of vacancy
1	Dev Bhoomi Dwarka	Rajkot	Gujarat	01

Sr. No.	Particulars	Proposed Criteria
1	Eligibility	<p><u>Qualification :</u></p> <p>i) A graduate degree from recognized University. Preference will be given to having post graduate degree in the area of Agriculture, Veterinary Science, Sociology, Psychology and Social work.</p> <p>ii) Should be well conversant with the local language.</p> <p>iii) Should possess flair for teaching and computer knowledge.</p> <p><u>Experience :</u></p> <p>Shall be an ex-banker with minimum 5 years of experience in any Nationalized Bank/ RRB/ Pvt. Bank.</p> <p align="center">OR</p> <p>Persons having minimum 5 years of experience in banking/ with related fields, NBFCs / FIs.</p> <p align="center">OR</p> <p>Ex RSETI Director/Faculty with minimum 5 years of Experience</p> <p><u>Age :</u></p> <p>Maximum age at the time of appointment on contract should not be more than 65 years subject to good health.</p> <p><u>Resident :</u></p> <p>Should be resident of :</p> <p>i) For FLC of Gujarat - Resident of Gujarat, preferably from same district i.e. Dev Bhoomi Dwarka</p>

2	Remuneration	<p>A consolidated remuneration of Rs.20000/-including HA/TA (conveyance expenses) will be paid for hiring services of counsellors for each completed calendar month of which Rs. 5000/- per month will be as HA/TA (conveyance expenses for conducting Financial Literacy Camps) subject to the condition that minimum 15 days have to be spent in conducting Financial literacy camp at villages in the district. Failing which conveyance expenses @ Rs. 200/- per day for actual numbers of days visit to villages for conducting F L camps will be paid. In this case monthly remuneration of FL counsellors will be Rs 15000/- + Rs 200/ day for actual camps.</p> <p>FLC Counsellor has to submit monthly visit diary of Financial Literacy Camps to the Lead Bank Manager (LDM). Subsequently, LDM should submit monthly report to Zonal Manager every month before payment of monthly remuneration. Zonal Office will release amount of monthly remuneration on verification of monthly visit diary of FLCCs. For a service period of less than one month, the payment will be made on pro-rata basis.</p> <p>Statutory tax deductions to be done as applicable by the paying authority.</p>
3	Halting / Travelling Allowance while on tour	No separate Halting / Travelling Allowance would be considered for conducting Financial Literacy Camps.
4	Terms of Appointment	<ul style="list-style-type: none"> i) Appointment will be on contract basis for a maximum period of 3 years, with annual review. ii) The Contractual engagement is purely on temporary basis. This will not vest any right to claim for regular appointment or for continued contractual appointment. iii) The contract may be terminated with notice of one month from either side. iv) Renewal of contract may be possible at Bank's sole discretion in terms of extant policies and rules.
5	Key Responsibility Area	He / She would be in charge of a particular FLC and would provide counselling at FLC in accordance with the guidelines of RBI on FLC. He / She shall report to the concerned Lead District Manager.
6	Roles & Responsibilities	<ul style="list-style-type: none"> i) Carry on day to day activities of FLCs as per guidelines of RBI. ii) Impart financial literacy in the form of simple messages like why save, why save with banks, why borrow from Banks, etc. iii) To ensure that miss selling of financial products and services does not take place. iv) To conduct financial literacy camps on Digital banking with latest digital banking products. v) To maintain record in the form of register containing details such as name, gender, age, profession, contact

		<p>details, whether banked or unbanked, details of services availed and whether linked with banking services.</p> <p>vi) To arrange gram sabhas/ awareness camps in rural areas.</p> <p>vii) FLCC has to submit his, tentative quarterly visit schedule to LDM. (LDM has to put the report in DLCC meeting as agenda item of the meeting).</p> <p>viii) Imparting knowledge on various schemes of Govt. of India (like PMJDY, APY, PMSBY, PMJBY and other social security schemes, Digital Banking etc.) announced from time to time as per instructions of HO/ ZO/ LDMs.</p> <p>ix) Other responsibilities that may deem fit from time to time.</p>
7	Reporting Authority	The selected Counsellors will report to the concerned Lead District Manager and LDM will submit monthly report to Zonal Manager before payment of monthly remuneration.
8	Leave Entitlement	<p>i) Casual Leave :- 1 day for every completed month</p> <p>ii) Sick leave: - 15 days full pay for every year. Credit will be given pro-rata basis on completion of every month.</p> <p>iii) In case of absence from office without valid leave/ leave at credit, pro-rata deduction from monthly payment shall be made.</p> <p>iv) Un-availed leave will not be carried forward to next calendar year.</p> <p>v) Bank would be free to terminate the services in case of a Counsellor remaining on unauthorized absence for more than 15 days beyond the entitled leave in a calendar year.</p>
9	Review of Contract	Zonal Manager will be the competent authority for renewal of contract of FLCC.
10	Discontinuation/ Termination of services	<p>If performance of FLCCs is not found to be satisfactory and / or for any other reason, bank does not require service of FLCC, the Zonal manager, on the recommendations of the Lead District Manager will issue one month's notice for discontinuation/ termination to the FLCC and the services of FLCC will be discontinued/ terminated on completion of notice period.</p> <p>The FLCC may also issue a notice of one month to the Zonal Manager with a copy to LDM in case he/ She wants to discontinue / terminate his contract with the bank.</p>
11	Application Fees	<p>General & OBC category – Rs. 400/-</p> <p>Reserved category(SC,ST,PH) – Rs. 50/-</p> <p>The application fee will be by way of Demand Draft in favour of Dena bank Zonal Office, Rajkot Payable at Rajkot, Gujarat.</p>
12	Last date of Application	Last date of application received to our office is 23.07.2018

Duly filled Application with enclosure of Application fee, Education Qualification and other document sent in Hard copy only will be considered valid.

Please sent the application on below mention address with title on envelope stating as “APPLICATION FOR THE POST OF FINANCIAL LITERACY COUNSELLOR ON CONTRACTUAL BASIS”

Address for Application to be sent:

The Zonal Manager
Dena Bank
Zonal Office
1st Floor, Giriraj Chambers,
Rajputpara Main Road,
Nr. Trikon Baug,
Rajkot – 360001.

**APPLICATION FOR THE POST OF FINANCIAL LITERACY COUNSELLOR ON
CONTRACTUAL BASIS
FLC Centre (District) : Dev Bhoomi Dwarka**

To,
The Zonal Manager
Dena Bank
Zonal Office
1st Floor, Giriraj Chambers,
Rajputpara Main Road,
Nr. Trikon Baug,
Rajkot – 360001.

Paste & Sign
across the
passport size
photograph

Dear Sir,

With reference to your advertisement on Bank's website dated _____, I submit my application in prescribed format.

1. NAME (in full) - _____

2. ADDRESS FOR CORRESPONDENCE: _____

3. CATEGORY: _____

4. If person with Disability:

Type of disability:

Percentage of disability:

5. DATE OF BIRTH (As per School leaving Certificate):

Age in completed years as on .../.../.....:Years

6. Details of Non-refundable Application Fee:

Name of DD issuing Bank: _____ Place of Issue: _____

Date of Issue: _____ Amount Rs. _____

7. Contact Details:

MOBILE NO.: _____ LANDLINE No. _____

E-MAIL ID- : _____

8. GENDER:

9. NATIONALITY:

10. RELIGION:

11. MARTIAL STATUS:

12. FATHER's/ HUSBAND's NAME:

13. PERMANENT ADDRESS: _____

14. EDUCATION QUALIFICATION:

Qualification	Details (B.A. / B.Sc. / M.A. / M.Sc. etc.)	Board / University	Full Time / Part Time	Year of Passing	Subject/ Speciali- zation	Marks (Rank if any)
Graduation						
Post Graduation						
Professional Qualification						
Others/ Computer Knowledge						

15. RELATIVE EXPERIENCE - Total (in years)

Sr.	Name of Bank	Designation	Duration From To	Responsibi- lities	Pay Scale	Extra Ordinary Achievements

16. DETAILS OF PAST EMPLOYMENT:

- (a) Organisation
- (b) Full Address:
- (c) Position:
- (d) Reporting to:
- (e) Date of Joining:
- (f) Date of Leaving:
- (g) Total Experience (In Year):
- (h) Salary/Compensation presently drawn:

17. DATE OF ISSUE OF SERVICE CERTIFICATE
 OF PREVIOUS EMPLOYER: _____

18.DETAILS OF PRESENT EMPLOYMENT:

- (a) Organisation
- (b) Full Address:
- (c) Position:
- (d) Reporting to:
- (e) Date of Joining:
- (f) Date of Leaving:
- (g) Total Experience (In Year):
- (h) Salary/Compensation presently drawn:

19. Brief detail of experience in the Bank in respect of working in rural area /as Rural Development In-charge/ as Faculty/as LDM, etc.

20. Significant Achievement (If Any) in respect of above assignments-

21. Name and addresses of two references-

- 1) _____

- 2) _____

DECLARATION

I hereby declare that the particulars furnished above are true and correct to the best of knowledge and belief and I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the relative advertisement, my candidature/ appointment for the said post is liable to be cancelled/terminated at any stage and if appointed, my service are liable to be terminated. I am willing to serve anywhere in India. I agree that Bank has right to transfer me to any part of the country at its discretion.

I hereby agree that any legal proceedings in respect of any matter of claims or disputes arising out of this application and/or out of said advertisement can be instituted by me only at Mumbai and Courts/tribunals/forums at Mumbai undertake to abide by all the terms and conditions mentioned in the advertisement displayed on Banks website dated _____.

(Signature of applicant)

Place: _____

Date: _____

Enclosures:

- 1.
- 2.
- 3.