

## APPOINTMENT OF FINANCIAL LITERACY COUNSELLORS ON CONTRACT BASIS

**Bank of Baroda, a Government of India Enterprise**, invites offline applications from interested candidates who are an ex-banker with minimum 5 years of experience in any nationalized Bank / RRB / Pvt. Bank OR Business correspondent / BC Coordinator with minimum 5 years of experience OR Ex RSETI Director/Faculty with minimum 5 years of Experience and age at the time of application should not exceed -64- years, for appointment as Financial Literacy Counsellor on contract basis at the **JANDLI**, Ambala (District) centers in the State of Haryana, preferably from same district. **(No of Vacancies-1)**

The candidates should be resident of the same District or adjoining District where the vacancy is declared and proficient in local language.

Sr No	District	Name of Center	Number of Vacancies	Last date of Submission of offline application	Regional office Address for submission of Application
1.	Ambala	Jandli	1	12.07.2024	SCO 62-63, SECTOR 17 BANK OF BARODA, CHANDIGARH (160017)

### BEFORE FILLING THE APPLICATION

PLEASE GO THROUGH BELOW MENTIONED DETAIL GUIDELINES REGARDING ROLE & RESPONSIBILITY ALONG WITH ELIGIBILITY CRITERIA/QUALIFICATION AND REMUNERATION OF THE CANDIDATES PROPOSED TO BE RECRUITED ON CONTRACT BASIS AS FLC COUNSELLORS BY BANK OF BARODA.

#### A. Criteria for Engagement of FLC Counsellors:

Sr. No.	Particulars	Proposed Criteria
1.	Eligibility	<p><u>Qualification.</u></p> <p>i) A graduate degree from recognized University. Preference should 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>Candidates for the post of FLC counsellor may be selected from open market. Counselors should have sound knowledge of banking, insurance, investment, Pension, law, finance, requisite communication and team building skills etc.</p> <p><u>Experience :</u></p> <p>Shall be an ex-banker (Officer cadre) with minimum 5 years of experience in any Nationalized Bank / RRB / Pvt. Bank.</p> <p>OR</p> <p>Persons having minimum 5 years' experience in banking / with</p>

		<p>related fields, MBFCs / Fls.</p> <p style="text-align: center;">OR</p> <p>Business correspondent / BC-Coordinator with minimum 5 years of experience.</p> <p style="text-align: center;">OR</p> <p>Ex RSETI Director with minimum -3 years of experience/Faculty with minimum 5 years of Experience.</p> <p><u>Age</u> Maximum Age at the time of appointment on contract should not be more than 64 years subject to good health.</p> <p><u>Resident.</u> Should be resident of respective State preferably from the same District.</p>
	Remuneration	A consolidated remuneration per month will be Rs. 18000/- plus maximum Rs. 5000/- towards conveyance expenses on reimbursement basis (total Rs. 23000/-). The reimbursement of conveyance expenses will be subject to number of meetings/camps conducted per month. Rs. 3000/- if less than -10- camps conducted per month and Rs. 5000/- if more than -10- camps per month.
	Terms of Appointment	<p>i. Engagement of the counsellors will be for period on contractual Basis and shall not exceed one year and Renewal of the contract may be extended by RO based on approval from ZO based on satisfactory performance, subject to annual review.</p> <p>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.</p> <p>iii. The contract may be terminated by either party by giving due notice. The counsellor has to serve a notice of at least 3 months. From Bank's side, notice period of one month shall be given to counsellor.</p> <p>iv. Renewal of contract may be possible at Bank's sole discretion In terms of extant policies and Rules.</p>
	Key Responsibility Area:	He would be in charge of a particular FLC and would provide Counseling at FLC in accordance with the guidelines of RBI on FLC. He shall report to the concerned Lead District Manager or RSETI Director (to be decided by RO)/ Base Branch office in case Of non-lead Districts.
	Roles & Responsibilities:	<p>i. Carry on day to day activities of FLCs as per guidelines of RBI</p> <p>ii. To maintain arm's length relationship with the Author Banks</p> <p>iii. Not to give impression that the counselling centers are pan of the bank.</p> <p>iv. Not to promote the products of the Bank.</p> <p>v. Not to give an impression to the general public/banks constituents that the counselling centers are recovery or marketing agents of the bank.</p> <p>vi. To provide counselling services except to willful defaulters.</p> <p>vii. Impart financial literacy in the form of simple messages likewhy</p>

		<p>to save, why save with banks, why borrow from Banks, etc.</p> <p>VIII. To provide counselling and debt management services free of cost to the customers so as to put no additional burden on Them.</p> <p>ix. To provide financial literacy activities to the trainees of rural development and self-employed training institute towards skill development capacity building for increased earnings/debt repaying ability of the distressed borrower families.</p> <p>x. Not to involve themselves in recovering and distributing Money.</p> <p>xi. To assist and guide distressed individual borrowers.</p> <p>xii. To ensure that miss selling of financial products and services does not take place.</p> <p>xiii. To conduct Financial literacy Camps on Digital banking with latest digital banking Products.</p> <p>xiv. To maintain record in the form of register containing details such as name , gender, age, profession, contact details, whether banked or unbanked, details of services availed and whether linked with banking services</p> <p>XV. To arrange gram sabhas/ awareness camps in rural areas at regular interval.</p> <p>XVI. FLC has to submit his, tentative quarterly visit schedule to LDM. (LDM has to put the report in DLCC meeting as agendaitem of the meeting).</p> <p>XVII. 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>xviii. Other responsibilities that may deem fit from time to time.</p>
	Reporting Authority	The selected Counsellors will report to the concerned Lead District Manager/RSETI Director/Regional Office (in case of non-lead Districts) and they will submit monthly report to Zonal Manager (with a copy to RO) before payment of monthly remuneration.
	Leave entitlement:	<p>i. Casual Leave: - 1 day for every completed month subject to Maximum of 12 days for a contract period.</p> <p>ii. Sick leave: - 15 days full pay for contract period. 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. Un-availed leave if any will not be carried forward in case of further renewal/extension of your engagement, which will be Banks's sole discretion for renewal of your engagement as counsellor.</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 contract period.</p> <p>Sanctioning authority for leave and out of pocket expenses with be</p>

		RSETI, Director, in which FLC is situated. Where RSETI centers are not situated/Non-lead Districts, the sanctioning authority will be Lead District manager/District coordinator/RO. However, the sanctioning authority must submit a statement of sanctions to the Regional head every month.
	Discontinuation on/ Termination of services	<p>If performance of FLCs is not found to be satisfactory and / or for any other reason, bank does not require services of FLC, the Zonal Manager, on the recommendations of Regional Manager, will allow them to issue one months' notice for discontinuation/ termination to the FLC and the services of FLC will be discontinued / terminated on completion of notice period.</p> <p>The FLC may also issue at least -3- months' notice to the Regional Manager/RSETI Director/LDM with a copy to Zonal Manager in case he / she wants to discontinue / terminate his contract with the Bank. Such notice is required to be received by the Zonal Manager as the Zonal manager is appointing authority of the counsellor.</p>
	Last date of application	Last date of application received to our office is 06 July 2024.

**Caution:-**

**Duly filled and Signed Application with enclosure of education Qualification and other relevant Documents sent in Hard Copy only will be considered valid.**

**Please sent the application on below mention address with title on envelop stating as**

**“APPLICATION FOR THE POST OF FINANCIAL LITERACY COUNSELLOR ON CONTRACTUAL BASIS”**

**Address for Application to be sent:-**

**The Regional Manager  
Bank of Baroda  
SCO 62-63  
Sector 17  
Chandigarh (160017)**

APPLICATION FOR THE POST OF FINANCIAL LITERACY COUNSELLOR  
ON CONTRACTUAL BASIS

To,

Regional Manager,  
Bank of Baroda  
Regional Office,

Paste Passport  
size Photograph

Please sign across the  
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. CONTACT DETAILS:- Mob:-

eMAIL:-

7. GENDER:

8. NATIONALITY:

9. RELIGION:

10. MARTIAL STATUS:

11. FATHER's/ Husband's NAME:

12. PERMANENT ADDRESS:

13. EDUCATION QUALIFICATION:

Qualification	Details (B.A./B.S c/ M.A./M.Sc etc.)	Board/ University	Full( time / Part Time	Year of Passing	Subject/ Specialization	Mark s (Ran k if any)
Graduation						
Post- Graduation						
Profession al Qualificatio n						
Others/ Computer I knowledge						

14 RELATIVE EXPEREINCE - Total (in years)\_\_\_\_\_

S N	Name of Bank	Designatio n	Duration		Respons i abilities'	Pay Scale	Extra Ordinary Achieveme nt
			From	To			

15 Details of Past Employment:

- a) Organization :
- 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:

16 Date of Issue of Service Certificate of Previous Employer:

17 Details of Present Employment:

- Organization
- Full Address:
- Position:
- Reporting To:
- Date of Joining :
- Date of Leaving :
- Total Experience (In Year)
- Salary/Compensation Presently Drawn:

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

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

20 Name and addresses of two references-

**DECLARATION**

I hereby declare that the particulars furnished above are true and correct to the best of knowledge and belief and 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 advisement, 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 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 place of concerned Regional office and Courts/tribunals/forums at said center only.

I undertake to abide by all the terms and conditions mentioned in the advertisement displayed on Banks website dated\_\_\_\_\_

**(Signature of applicant)**

Place:\_\_\_\_\_ Date:\_\_\_\_\_ Enclosures:

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