

Selection procedures for FLC Counsellors on contract basis for Mehsana District

Bank has decided to hire services of Financial Literacy Centre Counselor (FLCC) at Mehsana, Gujarat.

Advertisement on Bank's website/Local Newspaper dated. 04.07.2018

Sr.	Name of FLCs	Name of Zonal Office	State	No. of vacancy
1.	Mehsana	Mehsana	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>i) Shall be an ex-banker with minimum 5 years of experience in any Nationalized Bank/ RRB/ Pvt. Bank.</p> <p>OR</p> <p>Persons having minimum 5 years of experience in banking/ with related fields, NBFCs / FIs.</p> <p>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. Mehsana</p>
2	Remuneration	<p>A Consolidated remuneration of Rs.20000/- including HA/TA (conveyance expenses) will be paid for hiring services of counselors for each completed calendar month of which Rs. 5000/- per month will be as HA/TA (conveyance expenses for conducting Financial Literacy</p>

		<p>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 counselors will be Rs 15000/- + Rs 200/ day for actual camps.</p> <p>FLC Counselor 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 counseling 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.

		<p>v) 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>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 Counselors 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 Counselor 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) -50/-</p> <p>The application fee will be by way of Demand draft in favour of Dena bank Zonal Office Mehsana.</p>
12	Last date of application	Last date of application received to our office is 16.07.2018

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
2ND FLOOR SHRI RAM COMPLEX
RADHANPUR HIGHWAY
MEHSANA-384002
Ph. 02762-250926, 251003

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

FLC Centre (District): Mehsana

To,
The Zonal Manager,
Dena Bank
Zonal Office,
2nd Floor Shri Ram
complex
Radhanpur Road
Mehsana

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. Details of Nonrefundable Application Fee:

Name of DD issuing Bank:
Date of Issue:

Place of Issue:
Amount:

7. Contact Details:

MOBILE NO. -
E-MAIL ID-

LANDLINE No.

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		Responsibi lities	Pay Scale	Extra Ordinary Achievements
			From	To			

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
OF PREVIOUS EMPLOYER:_____**

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.