

**Guidelines for Recruitment of BCC (Bank Correspondant Co-ordinator) on Contractual basis:**

➤ Last Date of Receipt of Applications – **30/09/2016**

**1. ELIGIBILITY CRITERIA:-**

(A) **AGE LIMIT:** (as on 31.08.2016)- Not above 45 Years

(B) **QUALIFICATION** :- 10<sup>th</sup> Pass with Diploma/BE/ BCA/ MCA/ Degree in Computer Science/ Equivalent qualification/ Graduate with working experience in computer/IT (MS Office, Email, Internet etc.).

(C) **AREA OF OPERATION:** Raipur zone, Chhattisgarh

**2. JOB DISCRIPTIONS :-**

- 1) To monitor on-line/off-line overall functioning of BMs on daily basis.
- 2) To coordinate the Bank Mitras, Base Branch and TSP to ensure successful implementation of Financial Inclusion Plan i.e. PMJDY
- 3) To organize/coordinate/ attend Financial Literacy camps/Gram Sabhas etc.
- 4) To arrange for Locational Trainings for Bank Mitras, to install/update S/W in micro ATM and to extend all related technical support etc.
- 5) Any responsibility entrusted by Bank for promotion of Bank Mitras' activity
- 6) To ensure the terms and conditions of the agreement executed by the Bank and BM are complied with.

**3. SELECTION PROCEDURE :-**

The selection process will comprise of Personal Interview

Only those candidates who meet the minimum eligibility criteria as outlined in the advertisement will be considered.

However, merely satisfying the eligibility norms do not entitle a candidate to be called for Selection procedure. Zonal Office reserves the right to call only the requisite number of candidates for selection procedure after preliminary screening / short listing with reference to candidate's qualifications, suitability, experience etc.

**\*preference will be given to Local candidates.**

**CONTRACT PERIOD :-**

Initially the contract will be valid for a period of 6 Months renewable for further period as felt necessary by the bank if service found satisfactory.

**SALARY STRUCTURE:-**

S.N	Particulars	Salary Structure
01	Remuneration	Rs.15000/- (Rupees Fifteen Thousand only) per month

**अंचल कार्यालय, ZONAL OFFICE,**

द्वितीय तल, 2<sup>nd</sup> floor, जीवन बीमा निगम निवेश भवन-II, L.I.C. Investment Building-II जीवन बीमा निगम मंडल कार्यालय के पीछे पंडरी जीवन बीमा मार्ग, रायपुर-492004 (छत्तीसगढ़)

02	Conveyance	Rs.2500/- per month
03	Mobile Re-charge	Rs. 500/-

**ADDRESS TO SUBMIT APPLICATION FORM:-**

DENA BANK, RAIPUR ZONAL OFFICE, 2nd FLOOR, LIC INVESTMENT BLDG. – II, BEHIND LIC DIVISIONAL OFFICE, JEEVAN BIMA MARG, PANDRI, RAIPUR - 492 004 (C.G.)

**GENERAL INSTRUCTIONS:**

- a. While applying for the posts, the applicant should ensure that he / she fulfills the eligibility and other norms mentioned above and that the particulars furnished are correct in all respects. In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and / or that he / she has furnished any incorrect / false information or has suppressed any material fact(s), his / her candidature will automatically stand cancelled. If any of the above shortcoming(s) is / are detected even after appointment, his / her contractual appointment is liable to be terminated without any notice.
- b. Mere submission of application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him / her right to be called for interview.
- c. The selected candidate will be required to submit a medical fitness report signed by a district level Medical Officer, prior to joining to confirm his/ her current state of health.
- d. The offer letter will contain details of contract, effective date, remuneration, duration and clause on renewal of contract subject to satisfactory review once in a year.
- e. If either party decides to discontinue the contract, for any reason, whatsoever, the staff member or the organization, will be required to give one month's notice or equivalent salary in lieu thereof.
- f. If there is any disciplinary action taken against any selected candidate in his / her earlier organization, the decision of the Field General Manager regarding the selection / non – selection of the said candidate, shall be final and binding.”
- g. The Field General Manager reserves the right to terminate the contract without assigning any reasons. In such case, one month notice or salary in lieu thereof will be payable by the organization

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पीछे पंडरी जीवन बीमा मार्ग, रायपुर-492004(छत्तीसगढ़)

**SUBMISSION OF APPLICATION :-**

- i. Eligible candidates have to submit their applications in the given format (Annexure V)
- ii. It should reach the address given in above table on or before **30/09/2016** along Application received after the last date will not be entertained.
- iii. Incomplete applications will be rejected.

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Annexure- V

APPLICATION FOR THE POST OF  
BUSINESS CORRESPONDENT CO-ORDINATOR

To

The Zonal Manager  
Dena Bank  
Zonal Office  
Raipur

Affix  
Photograph  
and  
sign across

With reference to your advertisement on Bank's website dated \_\_\_\_\_  
I, submit my application for the assignment of Business Correspondent Co-ordinator as shown below.

1	NAME (IN FULL)		
2	FATHER'S/HUSBAND'S NAME		
3	GENDER (MALE/FEMALE)		
4	AGE WITH DATE OF BIRTH		
5	ADDRESS	PRESENT	
		PERMANENT	
6	CONTACT DETAILS	MOBILE NUMBER	
		LANDLINE NUMBER	
		E-MAIL ID	
7	EDUCATIONAL QUALIFICATION		
8	DISABILITY IF ANY		

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9	EXPEREINCE (Preceding 10 years) - Total (in years) :					
	S.No	Name of the Organization	Designation/ Rank	Duration		Responsibilities
				From (year)	To (year)	
10	NAME AND ADDRESS OF TWO REFERENCES		Reference 1		Reference 2	
11	PREFERRED DISTRICT FOR WORKING		1	2	3	
12	ANY OTHER INFORMATION THE APPLICANT WISHES TO GIVE IN SUPPORT OF HIS/HER CANDIDATURE					
<b>DECLARATION</b>						
<p>I hereby declare that the particulars furnished above are true and correct to the best of my 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/ engagement for the said post is liable to be cancelled/ disengaged at any stage. I will not claim any employment in the bank, based on this engagement.</p> <p>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 the content of the advertisement will be instituted by me only at Mumbai and Courts/tribunals/forums at Mumbai will have jurisdiction to try the same. I undertake to abide by all the terms and conditions mentioned in the advertisement displayed on Banks website dated_____.</p>						
<p>Place : Date :</p> <p align="right"><b>(Signature of applicant)</b></p>						

Enclosures:

- 1.
- 2.
- 3.