



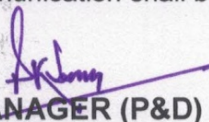
Saurashtra Gramin Bank

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SAURASHTRA GRAMIN BANK
FINANCIAL INCLUSION DEPARTMENT
HEAD OFFICE-RAJKOT
ANNOUNCEMENT

ENGAGEMENT OF RETIRED OFFICERS OF PSBs AND RRBs ON CONTRACT BASIS FOR BUSINESS CORRESPONDENT SUPERVISOR

1. Applications are invited from the retired officials of PSBs and RRBs (including SGB) (Scale-I to Scale-V), who has retired from the Bank's services on attaining superannuation at the age of 60 years or **voluntary retired/resigned from the Bank in normal course/circumstances**.
2. Details of District wise vacancies are enclosed at Annexure-I.
3. Eligibility criteria & other detailed Terms & Conditions for the post of BUSINESS CORRESPONDENT SUPERVISOR are given at Annexure-II. Application form is given at Annexure-III.
4. The application form complete in all respects may be sent to The General Manager, FI Department, Wing-2, 1st Floor, LIC, Jeevan Prakash Building, Tagore Road, Rajkot-360001, Gujarat, India by registered post/ speed post/ courier.
5. Last date for submission of application is 24.06.2024 by 5.00 PM. Applications received thereafter will not be entertained.
6. For further details, FI department, Saurashtra Gramin Bank Head Office may be contacted on the telephone number +91 7574808079.
7. Before applying candidates are requested to ensure that they fulfil the eligibility criteria as on the date of eligibility.
8. Candidates must attach required documents with the application form, failing which their application/candidature will not be considered for shortlisting/interview.
9. Candidature/ Shortlisting of a candidate will be provisional and will be subject to satisfactory verification of all details/ documents with the originals when a candidate reports for interview (if called).
10. In case a candidate is called for interview and is found not satisfying the eligibility criteria he/ she will not be allowed to appear for the interview.
11. Candidates called for interview, shall attend on their own expenses.
12. Candidates are advised to check Bank's website www.sgbrrb.org regularly for details and updates.
13. In case more than one candidate scores same marks as cut-off marks in the final merit list (common marks at cut-off point), such candidates will be ranked in the merit according to their age in descending order.
14. Bank is not obliged to provide any reasons for acceptance or rejection and no further discussion/communication shall be entertained with applicant in that regard.


GENERAL MANAGER (P&D)



Sr. No	District	Vacancy
1.	AMRELI + BOTAD	1
2.	BHAVNAGAR	1
3.	DEVBHUMI DWARKA	1
4.	GIR SOMNATH	1
5.	JAMNAGAR	1
6.	JUNAGADH	1
7.	RAJKOT + PORBANDAR	1
8.	SURENDRANAGAR + MORBI	3
	Total	10



**ELIGIBILITY CRITERIA/TERMS AND CONDITIONS AND OTHER DETAILS FOR
ENGAGEMENT OF RETIRED OFFICERS AS BUSINESS CORRESPONDENT
SUPERVISOR**

1. Proposal for engagement	Engagement of retired officials for CSP visit/Coordination at Region Office.
2. Engagement type	Engagement for full time work. Nearly 60 CSPs to be allotted to each BC Supervisor
3. Eligibility: Retired, voluntary retired/resigned Officers in normal course/circumstances from Scale I to V of RRBs (including SGB) and PSBs on or before 31.05.2024.	
Other Eligibility Criteria (as on 31.05.2024):	
<ul style="list-style-type: none"> • The Retired Officer should have sufficient work experience and overall professional competence in the relevant area. • The Retired Officer should possess the special skill/ aptitude/ quality, as per the requirement. • The Retired Officer should have a good track record of performance and deep knowledge of systems and procedures. • The Officers suspended/dismissed/who have left the Bank otherwise before superannuation is not eligible for consideration for appointment. • The Retired Officer should maintain good health. • Officer's education, work experience, and overall background should be matched with the requirement of job and terms and conditions of the Bank's existing engagement policy for retired officers. • The candidates called for interview, shall attend at their own expense. • The engagement shall be up to the maximum age of 65 years, subject to other conditions regarding renewal of contract. As such, the retired officer from other PSBs or RRBs should not be more than 63 years of age as on 01.06.2024. 	
4. Period of engagement	<ul style="list-style-type: none"> • The engagement shall be for a period of Two years subject to Annual Review.
5. Identification of role / responsibilities / Job profile BC Supervisor for CSP Visits	<ol style="list-style-type: none"> 1. Inspect and monitor the activities at CSPs/BCs at regular intervals i.e. at fortnightly intervals (Proposed monthly). BC Supervisors are supposed to do one financial/ non-financial transactions through AEPS or Micro ATM and will submit the report to respective Region Office. 2. To ensure issuance of printed receipts to the customers and oversee the fund handling at CSP outlets. 3. Ensure maintenance and availability of below mentioned registers, signage board and mandatory display at CSP Points as per the policy. <ol style="list-style-type: none"> A) Daily Transaction Register B) Account Opening Register



	<ul style="list-style-type: none">C) Complaint/Feedback RegisterD) Officer Visit RegisterE) Banner displaying Details of CSP and linked branchF) Banner of Dos and Don'tsG) Various Services available at CSP <ol style="list-style-type: none">4. Provide guidance and training to the CSPs on banking practices and improve compliance report of BCs / CSPs on various Bank's instructions.5. Escalate operative issues of CSPs to higher authority.6. Ensure resolution of CSP issues quickly.7. Provide feedback to concerned Regional Office to improve efficiency of CSPchannel.8. Send alerts to Regional Manager at Regional Offices on critical issues.9. Improve financial literacy training to BCs / CSPs inhandling of new products.10. Conduct due diligence on new BCs / CSPs.11. Activating inactive BCs / CSPs.12. Report instances of CSPs marketing products that compete with our Bank products.13. Accelerate linking of Aadhar, Mobile seeding in FI account.14. Monitor activation of Micro ATMs supplied to BCs for and activation of RuPay Cards.15. Persuasion of CSPs for acquisition of the Debt Recovery Agent (DRA) qualifications to supplement the Bank's recovery efforts.16. Any other work assigned by the Bank.
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6. Remuneration Matrix – BC Supervisor

For retired officials, appointed as Business Correspondent Supervisor, Remuneration for CSP visits will be Rs 25000/- plus Rs 6000/- as travel expenses per month.

Criteria: - Each CSP is to be visited by the BCF every month. CSPs not visited in the previous month need to be necessarily visited in the current month else only 35% remuneration will be paid.	% of CSPs Visits	Remuneration details
	90% and more visits at allotted CSPs	Full remuneration
	80% and upto 90% visits	80% of the Remuneration
	70% and upto 80% visits	70% of the remuneration
	50% and upto 70% visits	50% of the remuneration
	Below 50% visits	35% of the remuneration

Remuneration to BC Supervisors to be paid in the first week of the following month. BC Supervisor will be required to provide certificate detailing the CSP visits done by him during the month and submit it on the last date of the month.

Further, if CSP visits by BC Supervisor are less than 50% for 2 months, letter to be issued giving notice of 1 month and thereafter the services of BC Supervisor will be terminated.

7. Reporting:

Business Correspondent Supervisors will report to Manager Business at the concerned Regions.



8. Other facilities/provisions to the retire officers during engagement:

- **Leave:** The retired officers shall be entitled to leave of 15 days during the engagement period of each one year. For the purpose of computation of leave, intervening Sundays/Holidays shall not be included. The Bank shall have absolute right in its discretion to either grant or reject the application for leave taking into consideration the administrative exigencies. The leave not availed during the engagement period will lapse. Eligibility of leave would be determined on prorata basis.
- The Retired Officers shall not be eligible for re-imburement of medical or any other benefits during the engagement period. However, Retired Officers will continue to avail the facilities to them as a pensioner of the Bank.
- The Retired Officers will not accept any assignment with any other organization during the period of their contractual service in the Bank.
- The Retired Officers will not exercise any Administrative/ Financial Powers during the period of engagement
- **PF/Bonus/Pension/Arrears:** The contractual period will not be reckoned as service for the purpose of superannuation benefits/PF/Bonus etc.
- **Income Tax:** Income Tax or any other tax liabilities on remuneration will be deducted, as per prevailing rates mentioned in the Income Tax rules.
- **Termination of contract:** Either party can initiate for termination of contract by giving 30 days' notice. However, in case of non-satisfactory conduct /misbehavior, bank reserves the right to terminate the contract instantly without any prior notice. The authority for deciding such cases will be General Manager in charge of FI department. Bank should blacklist the Supervisor who has been involved in fraud and a list should be circulated to Regions at regular intervals to avoid engagement in any other Regions.
- **Execution of agreement for contractual engagement:** Selected BC supervisor will execute stamped undertaking before taking up the assignment.



आवेदन फार्म

को: महाप्रबंधक, वित्तीय समावेशन विभाग, सौराष्ट्र ग्रामीण बैंक, प्रधान कार्यालय, विंग-2, प्रथम तल, एलआईसी, जीवन प्रकाश बिल्डिंग, टैगोर रोड, राजकोट-360001, गुजरात, भारत।	कृपया चिपकाएं पासपोर्ट का आकार फोटो और हस्ताक्षरित
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प्रिय महोदय,

सार्वजनिक क्षेत्र के बैंकों और क्षेत्रीय ग्रामीण बैंकों के सेवानिवृत्त अधिकारियों की संविदा नियुक्ति

अवर व्यवसाय संवाददाता पर्यवेक्षक

चूंकि बैंक उपरोक्त पद के लिए पीएसबी और आरआरबी (स्केल-I से स्केल-IV) के सेवानिवृत्त कर्मचारी की संविदात्मक नियुक्ति की प्रक्रिया में है, मुझे सूचित करना है कि मैं सामान्य क्रम/परिस्थितियों में बैंक (बैंक का नाम) से अधिवर्षिता प्राप्त करने के बाद सेवानिवृत्त हो चुका हूँ या स्वैच्छिक सेवानिवृत्त/त्यागपत्र दे चुका हूँ _____ सेवाएं में संविदात्मक नियुक्ति के लिए अपनी उम्मीदवारी प्रस्तुत करता हूँ। मेरी विस्तृत जानकारी

पर _____.

बायोडाटा और फोटोग्राफ निम्नानुसार है:

1. निम्न पद के लिए आवेदन किया	बिजनेस कॉरिस्पॉण्डेंट सुपरवाइजर
2. नाम	
3. पीएफ इंडेक्स नंबर / कर्मचारी संख्या	
4. जन्म तिथि	
5. श्रेणी (सामान्य / ओबीसी / एससी / एसटी)	
6. उस बैंक का नाम जहां से सेवानिवृत्त/त्यागपत्र दिया	
7. बैंक में शामिल होने की तिथि 8. बैंक में किस रूप में शामिल हुए	
9. सेवानिवृत्ति की तिथि	
10. सुपरएनुएशन / स्वैच्छिक सेवानिवृत्ति	
11. सेवानिवृत्ति के समय अधिकारी का ग्रेड	
12. शाखा/क्षेत्र/अंचल से सेवानिवृत्त	
13. आवेदन की तिथि पर अधिकारी की आयु	
14. संपर्क विवरण	
क. आवासीय पता (पूरा डाक पता पिन कोड सहित)	
ख. मोबाइल नंबर	
सी. ईमेल आईडी	

15. अंतिम तीन असाइनमेंट (अंतिम और पीछे की ओर)			
कार्यभार	विभाग/ शाखा कार्यालय	अवधि से तक _____ (साल)	_____
16. एफआई/एसएचजी/जेएलजी/एफएलसी/ग्रामीण शाखा प्रबंधक में अनुभव (कृपया निर्दिष्ट करें)			
17. सेवा के दौरान कोई सजा/जुर्माना लगाया गया?			
18. क्या सीबीआई/अन्य प्रवर्तन एजेंसियों का कोई मामला लंबित है?			
19. यदि कोई गंभीर बीमारी हो तो?			
20. क्या आप संचालन क्षेत्र में स्वतंत्र रूप से घूमने में सक्षम हैं?			

घोषणा

मैं पुष्टि करता हूँ कि उपरोक्त जानकारी सही है और यह मेरे सेवा रिकॉर्ड पर आधारित है। मैं सेवानिवृत्ति प्राप्त करने पर बैंक की सेवा से सेवानिवृत्त हो गया हूँ या सामान्य क्रम/परिस्थितियों में बैंक से स्वैच्छिक सेवानिवृत्त/त्यागपत्र दे दिया है। यदि कोई भी जानकारी उक्त स्व-घोषणा के विपरीत पाई जाती है, तो मेरी नियुक्ति समाप्त की जा सकती है।

इस संबंध में बैंक का निर्णय अंतिम एवं मेरे लिए बाध्यकारी होगा।

तारीख:

(आवेदक के हस्ताक्षर) _____

अनुलग्नक: _____

निम्नलिखित की स्व-सत्यापित फोटो प्रतियां: _____

1. पैन कार्ड

2. आधार कार्ड 3. अंतिम

सेवा प्रदान करने वाले संगठन से रिलीविंग पत्र 4. पता प्रमाण।