



**Indian Overseas Bank
Financial Inclusion Cell
Regional Office Chennai I & II**

Engagement of Business correspondents

Regional Office Chennai – I & Chennai - II Seeks applications from eligible candidates, to work as a Business Correspondents on commission basis in the branches situated at Chennai District.

Interested individuals may send their filled in application to Indian Overseas Bank, Regional Office Chennai, No 763, Anna Salai, Chennai 600002 as per the format enclosed along with a recent passport size photograph with duly attested KYC Documents such as PAN Card, Aadhaar Card and a valid address proof with present address. The Top of envelop should be mentioned with "Engagement of Business Correspondents".

Eligibility of a Business Correspondent

1. Individuals with minimum age of 18 and above
2. Retired bank employees/retired teachers/retired government employees and Ex-servicemen, members of Self Help Groups (SHGs) which are linked to banks etc., are also eligible.
3. The Applicant should have the minimum qualification of 10th std. and should be able to read and write in Tamil & English and should have basic computer knowledge.
4. The Applicants should be a permanent resident of only from Chennai City.
5. The Applicant should produce two references given by respectable persons preferably known to the bank.
6. The Applicant should have good CIBIL score.
7. Candidates with IIBF certificate examination for Business Correspondents will be preferred.

Scope of Activities:

1. Opening of Savings Accounts
2. Identification of prospective customer / borrowers
3. Creating awareness about savings, digital banking and other products offered by the bank.
4. Receipt and delivery of small value remittances / payments.
5. Recovery of principal/collection of interest.
6. Collection of small value deposit.

7. Sale of Micro Insurance/Mutual Fund products/pension products/ other third party products as per the norms of SEBI,IRDA, Associations of Mutual Fund of India & RBI.
8. Disbursal of small value credit.
9. Door Step Banking and any other job assigned by Bank time to time.
10. Serving of customers beyond Banking hours.

The activities to be undertaken by the BCs would be within the normal course of the bank's banking business, but conducted through the Business Correspondents at places other than the bank premises / ATMs. Our Bank can include any activities/functions in respect of Business Correspondents as may be advised by RBI/Bank from time to time.

The Application has to reach us on or before 22.10.2018. The eligible applicants will be called for an interview.

The Engagement of BCs depends upon satisfying the norms of due diligence as laid down by the bank and it is only on temporary basis and their services will be renewed annually based on their monthly performance and this arrangement should not be construed to mean as one of employment in the service of the Bank.

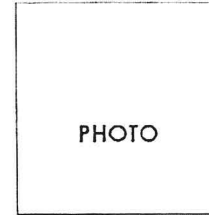
Decision of bank in all matters regarding eligibility, selections would be final and binding on all candidates. No Representation or correspondents will be entertained by the bank in this regard.

CHIEF REGIONAL MANAGER

REQUISITION FOR ENGAGEMENT OF BUSINESS CORRESPONDENT(BC)

Place:
Date :

From:



To

The Regional Office
Chennai I & Chennai II Region
Indian Overseas Bank

Dear Sir,

Sub: Request for engagement of Business Correspondents (BC)

I understand that your bank is going to engage 'Business Correspondent (BC)' for rendering banking services in selected centres / villages. I am residing in the village for the past years.

I am willing to render my services as BC for your branch and carry out the functions as desired by your bank. I enclose my bio data in the format specified for your kind perusal.

I am fully aware and agreeable that in case the bank engages me as BC, I will execute a Letter of Agreement and perform the duties as per the directions / instructions of the bank.

I assure that I will discharge my duties satisfactorily and maintain confidentiality of customer information.

Thanking you,

Yours faithfully,

BIO-DATA

1	Name of the applicant		
2	Name of the father/Husband		
3	Age and Date of Birth		
4	Sex		
5	Nationality		
6	Religion		
7	Community: OC / OBC /SC /ST		
8	Educational Qualification		
9	Technical qualification if any		
10	Languages Known		
11	Residential Address:		
	Door No:		
	Name of the Street		
	Name of the Village		
	Taluk		
	District		
	Pin code No:		
12	Mobile No.		E mail :
13	Occupation: (Student/Unemployed / Retired / Exservicemen / NGO / Petty-shop / STD/PCO Booth/ Housewife etc)		
14	Saving Account No:		
15	Date of opening:		
16	Whether Permanent resident of the village (Say yes or No)		
17	If no the distance from the residence to the applied village		
18	Distance from the residence to the branch		
19	Details of the deposit held if any		
20	Name of the two referees and their contact details		
21	<p style="text-align: center;">Declaration</p> <p>I declare that the above information is correct and true to the best of my knowledge.</p> <p>Place: _____ Signature</p> <p>Date: _____</p>		

ENCLOSURE:

Photocopy of duly attested PAN card, Aadhaar card and a valid present address proof.