

Annexure II

Recruitment for the post of FLC (Financial literacy Counsellor) on Contract basis for one year for SNEHA Muthukulam Semi Urban

IMPORTANT: LAST DATE OF RECEIPT OF APPLICATIONS – 04.10.2021

Invite application for the posts of FLC located at Muthukulam, Kerala, as given below, on contract basis.

| SN | Outsourced Position | Vacancy |
|----|---------------------|---------|
| 1 | FLC | one |

Terms and conditions, general terms and conditions for appointment of "FLCC" one post at Muthukulam are furnished here under

1. PROJECT SPECIFIC TERMS & CONDITIONS:

1.1: SCHEDULE OF APPLYING PROCESS:

| S.No | Description of Information / Requirement | Information / Requirement |
|------|---|---|
| 1 | Application Submission Mode. | Sealed covers containing self-attested copies of required documents (details as annexed in the application) and application form in prescribed format are to be submitted to The Chief Regional Manager, Indian Overseas Bank, Regional Office, M.G. Road, Near GPO, Pulimoodu Thiruvananthapuram-1 |
| 2 | Last Date and Time for submission of application along with supporting documents. | 04.10.2021 –latest by 05.00pm |
| 3 | Name of contact officials for any enquiries. | Mr Wagesh Kumar Sinha Mr. Aswin S Chand Asst General Manager Asst Manager Mob- 8088229630 Mob-99995909566 |

The details are given below.

| Sl | Name of the Post | Age | Qualification | Experience / other eligibility criteria |
|----|------------------|-----|---------------|---|
|----|------------------|-----|---------------|---|

| | | | | |
|--|---|---|--|--|
| | FLC- Financial Literacy Counsellor | Less than 65 years with sound health | <u>Preference:</u> i) Graduate/ Post Graduate degree from a UGC recognized University. In the absence of prescribed educational qualifications, Banking Experience can be taken in to consideration for appointment. | <u>Essential:</u> i) Candidate should be a retired Banker. ii) Should be resident of the same or nearby locality in same district. iii) Should be well conversant with the local language. iv) Should possess sound knowledge on Banking, Law and Finance with excellent communication and team building skills. v) Should have an unblemished service record and should be a person of high integrity and should possess satisfactory service certificate from the previous employer. vi) Should have good computer knowledge, in MS Office Package and should be able to browse internet for knowledge updation. vii) <u>Prior Experience:</u> Preference can be given to Branch Managers/Agricultural officers having worked in rural branches for at least 2 Years. But in absence of prescribed qualifications, retired bank officer who have worked other than rural branch may also be considered. |
|--|---|---|--|--|

2. EMOLUMENTS AND OTHER TRAVELLING EXPENSES:

A consolidated amount of Rs12000/- to Rs.13000/- (Muthukulam Semi Urban= Rs.13000/-) per month will be paid as remuneration package to counsellor. In addition to the said remuneration, the FLC will be paid a lump sum amount of Rs.2500/- per month, towards mobile and conveyance charge, on self-declaration. No other allowance /reimbursement of expense will be admissible.

3. Leave

The candidate shall be entitled for 2 days leave per month, subject to a maximum of 12 days per calendar year

4. JOB PROFILE:

The candidates shall be working as "FLC" and have to oversee the overall functioning of FLC Centre.

5. SELECTION PROCEDURE

The eligible candidates will be called for written test and personal interview and the decision of the Bank in this regard shall be final.

6. MONITORING AT BANK LEVEL

The performance review of FLC will be done once in a year for FLC of age below 65 years and should be completed before renewal. For FLC, who had crossed 65 years, the review will on every completed half year.

7. RENEWAL OF AGREEMENT

Counsellor may apply for renewal till 68 years, provided they satisfy the age/health criteria and maintain satisfactory track record. However, in such circumstances, if engaged, he/she will continue, subject to review of performance at every completed half year.

8. TERMINATION OF SERVICE

The service of the counsellor shall be discontinued by either party by giving due notice. The counsellor has to serve a notice giving at least 3 months. From the bank side, the notice period of one month shall be given to counsellor.

9. Examination Centre (Tentative)

It is proposed to conduct examination in the centre given below.

Indian Overseas Bank,
Regional Office
IOB Buildings
M.G. Road, Thiruvananthapuram -695001
Telephone 0471-2476319

Please note that any request regarding change in date, centre etc. of interview/Test will not be entertained. However the conducting agencies reserve the right to change the date/venue/ time/ centre etc. of interview/Test or hold supplementary process for particular date / session / venue / centre / set of candidates at its discretion, under unforeseen circumstances, if any.

Eligible candidate should send their application along with attested copies of supporting certificates, which should reach to following address within last date & time for submission of application item of 1.1 schedules for applying process.

To,

The Chief Regional Manager,
Indian Overseas Bank
Regional Office. ,
MG Road,
Trivandrum.695001

The envelope to be super scribed with "Application for the post of FLCC for Muthukulam on Contract Basis "

10. 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) In case of suitable and deserving cases, any of the requirements and conditions of eligibility mentioned above, may be relaxed at the discretion of the Management. The Management reserves the right to fill or not to fill the above advertised position without assigning any reason thereof.

c) 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.

11. BANK'S RIGHT TO ACCEPT OR REJECT ANY OR ALL APPLICATIONS:

Notwithstanding anything contained in any of the clauses, Bank hereby reserves its right to accept or reject any or all applications.

For any queries the candidates may contact Aswin S chand, 0471-2476319, 9995909566(Between 10. AM to 5PM) or at 0809ropcd@jobnet.co.in

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APPLICATION FOR THE POST OF FLC ON CONTRACTUAL BASIS

To,
The Chief Regional Manager,
Indian Overseas Bank,
Regional Office
MG Road,
Trivandrum. 695001

Paste passport
size photograph

Please sign
across photo
graph

1. NAME (in full)- _____

2. ADDRESS FOR CORRESPONDENCE:

3. CATEGORY: _____ SC/ST/OBC/Others

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 _____:

6. Contact Details:

MOBILE NO. -

LANDLINE No.

E-MAIL ID-

8. GENDER:

9. NATIONALITY:

10. RELIGION:

11. MARTIAL STATUS:

12. FATHER's/ Husband's NAME:

13. PERMANENT ADDRESS:

14. EDUCATION QUALIFICATION: The attested copies of following certificates to be attached

| Qualification | Details (BSC/BA/MA/Msc etc) | Board/University | Fulltime/Part time | Year Of passing | Subject/specialization | Mark(rank if any) |
|----------------------------|-----------------------------|------------------|--------------------|-----------------|------------------------|-------------------|
| Graduate | | | | | | |
| Post Graduate | | | | | | |
| Professional Qualification | | | | | | |
| Other Computer knowledge | | | | | | |

15. EXPERIENCE - Total (in years) _____

| SN | Name of Bank | Designation | Duration | Responsibilities | Achievements |
|----|--------------|-------------|----------|------------------|--------------|
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16. RETIRED ON VRS/ SUPERANNUATION _____

DATE OF RETIREMENT _____

TOTAL YEARS OF SERVICE _____ years

OUT OF WHICH AS AN OFFICER _____ years

NO. OF YEARS WORKED AS RURAL BRANCH MANAGER _____ years

17. DATE OF ISSUE OF SERVICE

CERTIFICATE OF PREVIOUS EMPLOYER _____

18. DETAILS OF PRESENT EMPLOYMENT IF ANY:

(a) Organization:

(b) Full Address:

(c) Position:

(d) Reporting to:

(e) Salary/Compensation presently drawn:

19. Brief detail of experience in the Bank in respect of working in Rural area /as Rural Development in charge/ as Faculty/as LDM etc. _____

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

21. Name and addresses of two references with mobile no

1) _____

2) _____

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.

(Signature of applicant)

Place: _____

Date: _____

