

Annexure-A

Guidelines for recruitment of outsourced staff in RSETIs on contractual basis:

Last Date of Receipt of Applications: 19.03.2023

Vacancies proposed to be filled in RSETIs:

| Sr. No. | Name of RSETI | Location of RSETI | POST |
|---------|------------------|--|---------------|
| | | | FLC COUNSELOR |
| 1 | BSVS HALDWANI | BSVS RSETI, Hotel Narottam Inn, Shishmahal, Nainital Road, Haldwani, Distt Nainital Uttrakhand | 1 (One) |

1. Eligibility Criteria:

(A) AGE LIMIT: (As on 06.03.2023) - Maximum 64 Years.

(B) Educational Qualification & Experience:

| | Sr. No. | Particulars | Proposed guidelines in line with MoRD |
|--------------------------|---------|--|--|
| FLC COUNSELOR | i | Qualification & Other Requirements | <ul style="list-style-type: none"> • Shall be a Graduate from a recognized university. Preference will be given to candidates having PG Degree in the area of Agriculture, veterinary Science, Sociology, Psychology & social work. • Should be well conversant with the local language. • Shall be a flair for teaching and possess sound Computer Knowledge. • Should have sound knowledge of banking, Insurance, Investment, Pension, Law, and Finance. <p>Should possess excellent communication & Team building skills.</p> |

| | | |
|-----|------------------------|---|
| ii | Experience: | <ul style="list-style-type: none"> • Shall be an ex-banker (Officer Cadre) with minimum 5 years' experience in any nationalized bank/RRB/Pvt. Bank. <li style="text-align: center;">or • Minimum 5 Years exp. in banking/with related fields, NBFCs/ FIs. <li style="text-align: center;">or • Business Correspondent / BC – coordinator with minimum 5 years exp. <li style="text-align: center;">or Ex RSETI Director with minimum 3 years of exp./faculty with minimum 5 years of experience. |
| iii | Remuneration Structure | <p>Consolidated remuneration/month will be Rs. 18,000/-</p> <p>(Plus maximum Rs. 5000/- towards conveyance expenses on reimbursement basis.)</p> |
| | | |

(C) JOB DESCRIPTION OF FLC COUNSELOR AT RSETI.

To provide counselling at FLC in accordance with the guidelines of RBI.

(D) Selection Process: The selection process will comprise of:

(i) Interview Only.

(E) Contract Period:

A) The contract will be valid for a period of 12 month. Further renewal may be done on satisfactory performance. Each extension of the contract will be for 12 months or period until reaching of the maximum age of 65 years.

B) The contractual engagement is purely on temporary basis. This will not vest any right to claim for regular appointment or for continued contractual appointment.

(F) Leave:

| S.N. | Category of Leave | Period |
|------|-------------------|---|
| 01. | Casual Leave | 1 day for every completed month subject to maximum of 12 days for a contract period. |
| 02. | Sick Leave | 15 days full pay for contract period. Credit will be given pro-rata basis on completion of every month. |

(G) General Instructions:

- a. While applying for the posts, the applicant should ensure that he/ she fulfils 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 fulfil 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.
- f. If there is any disciplinary action taken against any selected candidate in his/her earlier organization, the decision of the BSVS trust regarding the selection non-selection of the said candidate, shall be final and binding."
- g. The BSVS trust 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.

- h. The new joinee will submit a joining report to the Director, RSETI and complete the required joining formalities.

(H) SUBMISSION OF APPLICATION:

- a. **Eligible candidates have to submit/sent their duly filled and signed applications in the given format (Annexure C) with enclosure of Education Qualification and other relevant document in Hard copy only will be considered valid.**
- b. Application received after the last date will not be entertained.
- c. Incomplete applications will be rejected.
- d. It should reach the address as under on or before **19.03.2023** along with required copy.

**The Director
Baroda Swarojgar Vikas Sansthan
RSETI Bank of Baroda
Hotel Narottam Inn
1st Floor, Shish Mahal
Nainital Road, Haldwani
Dist. Nainital, Uttrakhand PINCODE 263139**

- e. Please sent the application on above mentioned address with title on envelope stating as applicable for FLC Counsellor AS:

APPLICATION FOR THE POST OF “FLC COUNSELOR” at BSVS RSETI HALDWANI ON CONTRACTUAL BASIS.

**APPLICATION FOR THE POST OF “FLC COUNSELOR” AT RSETI HALDWANI ON
CONTRACTUAL BASIS**

**The DIRECTOR
Baroda Swarojgar Vikas Sansthan
RSETI HALDWANI
Hotel Narottam Inn, 1st Floor,
Shish Mahal, Nainital Road, Haldwani
Dist. Nainital, Uttarakhand PINCODE 263139**

Paste
Passport size
Photograph
Please sign
across the
Photograph

Dear Sir,

With reference to your advertisement on Bank’s website/Newspaper dated __, I
submit my application in prescribed format.

1. NAME (in full)-__

2. ADDRESS FOR CORRESPONDENCE:

3. CATEGORY(GEN/SC/ST/OBC): _____

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 06/03/2023: _____ **Years** _____ **Month**

6. Contact Details:

MOBILE NO. -

LANDLINE No.

E-MAIL ID-

7. GENDER:

8. NATIONALITY:

9. RELIGION:

10. MARTIAL STATUS:

11. FATHER's/ Husband's NAME:

12. PERMANENT ADDRESS:

13. COMMUNICATION SKILL IN LOCAL LANGUAGES, HINDI & ENGLISH:

| Sr.NO. | Name of Language | Weather essential or Not | Read | Write | Typing |
|--------|------------------------------|--------------------------|------|-------|--------|
| 1 | Local Language i.e. Gujarati | Essential | √ | √ | √ |
| 2 | Hindi | | | | |
| 3 | English | | | | |

14. EDUCATION QUALIFICATION:

| Qualification | Details (B.A./B.Sc/ M.A./M.Sc etc.) | Board/ University | Year of Passing | Subject/ Specialization | Marks (Rank if any) |
|----------------------------|-------------------------------------|-------------------|-----------------|-------------------------|---------------------|
| Graduation | | | | | |
| Post-Graduation | | | | | |
| Professional Qualification | | | | | |
| Others/ Computer Knowledge | | | | | |

15. RELATIVE EXPERIENCE - Total (in years)

| SN | Name of Bank | Designation | Duration | | Responsibilities | Pay Scale | Extra Ordinary Achievements |
|----|--------------|-------------|----------|----|------------------|-----------|-----------------------------|
| | | | From | To | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Total Years of Service _____ Years

Out of which as an Officer _____ Years

No. of years worked in Rural Areas _____ Years

15. Details of Past Employment:

- a) Organization :
- 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:

16. Date of Issue of Service Certificate of Previous Employer:

17. Details of Present Employment:

- a) Organization
- 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:

18. Details of Applicant close relative working in Bank of Baroda

- i.) Name
- ii.) Post
- iii.) Presently posted at

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-

- 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 or incomplete application 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 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 place of concerned RSETI and Courts/tribunals/forums at said center only.

I undertake to abide by all the terms and conditions mentioned in the advertisement displayed on Banks website dated _____.

(Signature of applicant)

Place:

Date:

Enclosures: Copy of All Educational Qualification/Experience certificate /other relevant document.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.