

**NOTICE INVITING APPLICATIONS FOR THE POST OF BUSINESS  
CORRESPONDENT SUPERVISORS ON CONTRACTUAL BASIS**

Bank of Baroda invites application for prequalification from young candidates as well as experienced retired bankers for the post of BC supervisors on contractual Basis for 4 vacancies in Sonapat, Panipat, Yamuna Nagar, Kaithal, Ambala, Karnal district branches.

Date of Issue of paper advertisement	26-10-2023
Last date and time for submission of application	15-11-2023 / 1700 hours
Number of vacancies	2 (For Ambala & Panipat District)

**Selection Procedure for BC Supervisors on Contract Basis:**

Engagement of BC supervisor by concerned Regional Offices for monitoring the performance of field BCs.

**Advertisement on Bank's website**

**ELIGIBILITY CRITERIA:**

**For Retired Bank Employees**

- Retired officers (including voluntarily retired) of any PSU bank up to the rank of Chief Manager may be appointed for the purpose.
- Retired clerks and equivalent of Bank of Baroda having passed JAIB with good track record.
- All retired bank employees applicants should have rural banking experience at least 3 years.
- The maximum age for continuation of BC supervisors will be 65 years.

**For Young Candidates**

- Minimum qualification should be graduate with Computer knowledge (MS Office, email, Internet etc.), however qualification like M.Sc. (IT)/ BE (IT)/ MCA/MBA will be given preference.
- Should be in the age group of 21-45 years at the time of appointment.
- The maximum age for continuation of BC supervisors will be 65 years.

**2. GEOGRAPHICAL LOCATION OF THE CANDIDATES**

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Regional Office, Karnal : Namaste Chowk, Opposite Deventure Hotel, Karnal - 132001

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The candidates shall be selected from the same District where they will be assigned to function and if suitable candidates are not available in the same district, the candidates may be selected from the adjoining districts. Candidate should be proficient in local language & dialect both reading and writing.

**UNDER NO CIRCUMSTANCES THE CANDIDATES WILL BE SELECTED FROM OTHER STATES.**

**3. PERIOD OF CONTRACT**

The contract will be initially for a period of 12 months subject to review after every 6 months.

**4. ROLE AND RESPONSIBILITIES**

- Monitor 50-60 BCs assigned to them.
- Ensure that banking services are available to the identified villages/ SSAs (Sub Service Areas)/ Non-SSAs including communities in urban/metro areas.
- Educate BCs about their roles and responsibilities.
- Ensure redressal of grievances of customers/BCs and submit feedback to link branch with copy to Regional Office.
- Conduct meetings in the villages/SSAs/Non-SSAs as well as communities in their operational area to encourage villagers/customers for availing of banking services of our bank and submit the report to Regional Manager.
- Visit to allocated villages/ SSAs/ Non-SSAs as well as communities in their operational area and BC points in the district at least once in 15 days and submit the report to FI coordinators of the Region.
- Monitor & Control the activities of the BCs in coordination with link branch. BC supervisors must ensure that BCs remain active.
- Ensure that the BCs are operational during the working hours as per extant guidelines of the bank. To ensure that the BCs are available on daily basis and transactions in the BC points are taking place as per prescribed norms/guidelines.
- Ensure that BCs are not doing any type of off-line transactions at BC points.
- Ensure that BCs are engaged in cross selling of our bank's and third party products.
- Ensure that BCs are engaged in recovery of our bank's dues.
- Conduct financial literacy sessions with villagers/communities during his visit to the villages/BC points.

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- Ensure that BCs have displayed the Dos & Don'ts board at BC points.
- Ensure that BCs are issuing only system generated slips to customers.
- Ensure that BCs are not using any stationery of the bank.
- BC Supervisor must take feedbacks from local customers regarding functioning of the BC agent during his visit and submit the feedback/Report to Regional Office.
- Plan and organize camps in consultation with the link branch / Regional Office from time to time for achieving various targets.
- Coordinate with the branch and service provider for appointment of BCs for suitably identified locations. In case of attrition of BCs, coordinated action should be taken for substitution of BCs at the earliest to ensure that continued banking services are available to customers.
- To identify BCs for uncovered villages allotted by DFS.
- Ensure that the details of field BC and officer visiting the village are displayed in the village.
- Coordinate and interact with link branch, Regional Office and Corporate BCs and submit the suggestions for improvement of BC activities, if any.
- Arrange for locational training programs on technical updates, operational guidelines etc for BCs.
- The BC Supervisor will monitor the performance of each BC through dash board.
- The BC Supervisors will be responsible for fixation of targets and monitoring the progress vis-à-vis target. BC Supervisor will be evaluated based on the performance and achievement of various targets of BC agents.
- Region should allocate village wise monthly targets for business development under financial inclusion to link branches. The BC supervisors would monitor the business development in village vis-à-vis targets. In the case of non-achievement of targets of financial inclusion in case more than 50% of BCs under particular supervisor for consecutive 2 months or any 2 quarters, the performance will be reviewed for continuation of service by Regional Head and if deemed fit, he/she can be discontinued with prior approval of Zonal Head. BC wise target has been allotted to all the corporate BCs by FI department HO.
- Perform quarterly Verification of Cash with BCs and submit report to the link branch.
- BC Supervisor should submit a monthly report of their performance to Regional FI Coordinator in the prescribed format devised by respective Regional Offices.
- Any other duties assigned by the bank as and when assigned.

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**5. PAYMENT OF MONTHLY REMUNERATION:**

The BC Supervisors will have a mixed structure of monthly remuneration comprising of both fixed and variable components.

<b>Fixed Component</b>	<b>Variable Component</b>
Rs. 15,000/-	Rs. 10,000/-

The variable components will be ascertained based on the score secured by each BC agent on various parameters as per scoring matrix given in Annexure II.

The variable component of the commission will be decided as per the slab given below:

Annexure II

Sr. No	Scoring	Variable Component
1	»=30 — 39	Rs.4000/-
2	>= 40 — 49	Rs. 5000/-
3	>=50 — 59	Rs. 6000/-
4	>=60 — 69	Rs. 7000/-
5	>=70 — 79	Rs. 8000/-
6	>=80 — 89	Rs. 9000/-
7	>=90-100	Rs. 10,000/-

**6. MONITORING AND REVIEW**

- Regional Office shall closely monitor and review the performance of BC Supervisor on monthly basis.
- The FI Coordinators shall be the direct reporting authority of the BC Supervisors.
- FI coordinator will assign roles and responsibilities to BC Supervisors and monitor the activities regularly.
- FI Coordinators to ensure that BC supervisors are assigned targets and monitor the progress regularly.
- Ensure that BC Supervisors are submitting their monthly performance report as per Point No.8 (Roles and Responsibilities).
- Deputy Regional Heads, looking after financial Inclusion activities, will review

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the performance of the BC supervisors on half-yearly basis.

### **7. TERMINATION OF SERVICES:**

- Bank reserves the right to 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 Regional Head.
- Bank shall blacklist the Supervisor who has been involved in fraud and a list should be circulated to Zones/Regions at regular intervals to avoid engagement in any other Zone/Regions.
- The BC Supervisor can also initiate for termination of contract by giving 30 days' notice.

### **8. INTERVIEW PROCESS**

- Based on the eligibility, candidates will be shortlisted for interview process.
- Shortlisted candidates will be called for interview in due course.

### **9. LAST DATE OF APPLICATION**

- Last date for application to be received at our regional office is **15-11-2023**.

\*The application form (Annexure — I) should be submitted in hard copies to the regional office, Karnal either through speed post/registered post/courier on or before 15-11-2023

Duly filled application with enclosure of education qualification and other relevant documents sent in hard copy only will be considered.

Please send the application on below mention address with title on envelope stating as  
“APPLICATION FOR THE POST OF BC SUPERVISOR ON CONTRACTUAL BASIS”.

Address for Application to be sent:

To,  
The Regional Manager  
Bank of Baroda  
Karnal Region  
Opposite Deventure Hotel  
Namaste Chowk, Karnal  
Haryana - 132001



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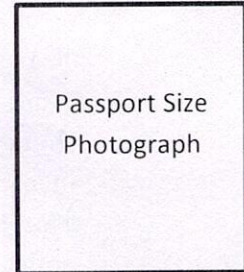
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**Application for the Business Correspondent Supervisor**

To  
The Regional Manager  
Bank of Baroda  
Karnal Region  
Karnal



With reference to you advertisement dated \_\_\_\_\_, I submit my application and details for the assignment of Business Correspondent Supervisor as given below:

1	NAME (IN FULL)		
2	FATHER'S/HUSBAND'S NAME		
3	GENDER (MALE/FEMALE)		
4	DATE OF BIRTH		
5	ADDRESS	CURRENT	
		PERMANENT	
6	CONTACT DETAILS	MOBILE NO	
		E-MAIL ID	



7	EDUCATIONAL QUALIFICATION					
8	DISABILITY, IF ANY (YES/NO)					
9	PREVIOUS EXPERIENCE					
	<b>S NO</b>	<b>Name of Organization</b>	<b>Designation</b>	<b>From</b>	<b>To</b>	<b>Responsibilities</b>
10	NAME & ADDRESS OF TWO REFERENCE					
11	PREFERRED DISTRICTS FOR WORKING		Preference 1	Preference 2	Preference 3	



12	ANY OTHER INFORMATION THE APPLICANT WISHES TO GIVE IN SUPPORT OF HIS/HER CANDIDATURE	
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**DECLARATION**

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.

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 Vadodara and Courts/tribunals/forums at Vadodara will have jurisdiction to try the same. I undertake to abide by all the terms and conditions mentioned in the advertisement dated \_\_\_\_\_.

Place:

Date:

(Signature of Applicant)

Enclosure:

1. Copy of Aadhaar Card & PAN Card
2. Copy of document with current Address (applicable if current address is different from Aadhaar)
3. Copy of 10<sup>th</sup>, 12<sup>th</sup>, Graduation and Post Graduation Certificates (as applicable)
4. Copy of employment proof in the previous organization.
5. Copy of acknowledgement of Police Verification Request.



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