



उत्तराखण्ड ग्रामीण बैंक
UTTARAKHAND GRAMIN BANK
(प्रायोजक भारतीय स्टेट बैंक)
(SPONSORED BY STATE BANK OF INDIA)

Uttarakhand Gramin Bank, Dehradun (herein after referred to as 'The Bank') invites applications from retired office assistant and officers of RRB/PSB/SBI for Business Correspondent Supervisor (retired office assistant to scale III officer) to monitor and to provide handholding support to the CSPs for one year, (extendable on annual basis for one year, subject to satisfactory performance to be evaluated by the Bank). Interested candidates must send the application by post or deliver by hand to

The General Manager (Administration),
Uttarakhand Gramin Bank,
Head Office – 18, New Road,
Dehradun - 248 001
Tel - 0135 -2710660, 2710661

scanned copy of the application form along with Self-attested copy of PAN CARD, Aadhar Card, Marksheet/ Degree of Post-Graduation/ Graduation, certificate of CAIIB, JAIIB, Domicile Certificate, relieving letter from the last organization served, Certificate issued by the parent organization on prescribed format, application form (along with annexures) should be mailed to fi@ho.ugb.org.in The eligible list of candidates will be intimated about the date of interview.

The application can be downloaded from our bank website www.uttarakhandgraminbank.com. The last date for submission of applications at above-mentioned address is 25.07.2023 up to 5 p.m. Applications received after the last date will not be entertained.

The Bank shall have the right to cancel and/or extend the time line for submission of application if required. Further, the Bank reserves the right to accept or reject any application, or all the offers without assigning any reason thereof.

The engagement will initially stand for the period for one year, however, the appointment may be renewed for next 12 months on the same terms and conditions, subject to the satisfactory assessment in the annual review of the performance of the Business Correspondent Supervisor.

The Bank reserves the right to alter the schedule reflected in this document or to change the process or procedure to be applied. The Bank also reserves the right to decline to discuss the matter further with any party expressing interest. No reimbursement of cost of any type will be paid to any person submitting their application.

On receipt of intimation from the Bank regarding acceptance of the Application, the successful candidate shall be bound to implement the Contract from the date specified therein. The successful candidate shall sign an agreement in accordance with the extant provisions and shall be liable to pay the appropriate and required stamp duty amount on the said agreement in accordance with the Stamp laws in force in Uttarakhand. The original Agreement will be retained by the Bank and certified copy of Agreement will be retained by the successful candidate.

TERMS AND CONDITIONS FOR ENGAGEMENT OF BUSINESS CORRESPONDENTS SUPERVISER (BCS)

The start date for application: 13/07/2023

The last date for application: 25/07/2023 (5:00 PM)

Details of the Posts -Business Correspondents Supervisor (BCS)-04 (For all districts except nainital, u s nagar, and haridwar)

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S.No.	Particulars	Remarks
i)	Proposal for engagement	Engagement of retired officials as Business Correspondent Supervisor (retired office assistant to III officer) minimum 60 CSPs to be allotted to each BCS.
ii)	Engagement type	Engagement for full time works as per the banking hours.
iii)	Eligibility	retired from the office assistant to officer scale III (Length of service as an office assistant must be at least 15 years) The engagement shall be up to the maximum age of 65 years, subject to other conditions regarding renewal of contract. As such the ex office assistant / officer should not be more than 63 years of age at the time of engagement.
iv)	Process of engagement	1. Application will be invited through our bank's website and simultaneously displayed on Notice Board at ROs and Head Office. 2. Interview weighted by maximum 50 Marks & 50 Marks to be kept for other parameters
v)	Period of engagement	Two-years subject to annual review
vi)	Income Tax	Income tax and any other tax liabilities on remuneration will be deducted as per prevailing rate (s) mentioned in the IT Rule.
vii)	Identification of role / responsibilities / Job profile for BC Supervisor	<ul style="list-style-type: none"> • Provide guidance and training to the CSPs on banking practices and improve compliance report of BCs / CSPs on various Bank's instructions. • Inspect and monitor the activities at CSPs/BCs at regular intervals i.e., at fortnightly intervals or decided by the Head office time to time. BC Supervisor are supposed to do one financial/ non-financial transactions through AEPS or Micro ATM during the visit and will submit the report to RO on prescribed format/ on online portal/Applications (annexure-I) • Ensure maintenance of prescribed registers, display of uniform signboard, display of DO and Don'ts, display list of available service and product details at CSP locations on prescribed format and ensure to display details of all the CSPs linked with the branch on prescribed format at all the branches. • Escalate operative issues of CSPs to higher authority. • Ensure resolution of CSP issues quickly. • Provide feedback to RO team to improve efficiency of BC channel. • Send alerts to RMs on critical issues. • Improve financial literacy training to BCs / CSPs in handling of new products. • Activating inactive BCs / CSPs. • Report instances of CSPs marketing products that compete with our Bank products. • Accelerate linking of Aadhar, Mobile seeding in FI account. • Monitor activation of Micro ATMs supplied to BCs for issuance of Green PIN and activation of RuPay Cards. • Helping and imparting job knowledge to the CSPs for acquisition of the BC/BF Certification from IIBF. • Helping and imparting job knowledge to the CSPs for acquisition of the Debt Recovery Agent (DRA) qualifications to supplement the Bank's recovery efforts. • Carry weekly review of CSP'S performance with district coordinators (Corporate BC) and submit report to HO. • Any other task assigned by the Bank related to the BC Channel.

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viii	Remuneration Matrix -BCS /Chief BCS	<p>For BCS (retired office assistant I to Scale III) including officers of other RRB/PSBs, appointed as Business Correspondent Supervisor, for CSP visits Rs 30000/- plus Maximum Rs 8000/- as travel expenses per month on the basis of certificate/petrol-bill.</p> <table border="1" data-bbox="292 357 1313 637"> <thead> <tr> <th>Criteria</th><th>Number of CSPs Visits</th><th>Remuneration details</th></tr> </thead> <tbody> <tr> <td rowspan="4">Each CSP is to be visited by the BCS every month. CSPs not visited in the previous month need to be necessarily visited in the current month else only 50% remuneration will be paid.</td><td>50 and more visits at allotted CSPs</td><td>Full remuneration</td></tr> <tr> <td>40 and up to 49 visits</td><td>80% of the remuneration</td></tr> <tr> <td>30 and up to 39 visits</td><td>70% of the remuneration</td></tr> <tr> <td>Below 30 visits</td><td>50% of the remuneration</td></tr> </tbody> </table> <p>Further, if CSP visits by BCS is less than 30 for 2 months, letter to be issued giving notice of 1 month and thereafter the services of BCS will be terminated.</p>	Criteria	Number of CSPs Visits	Remuneration details	Each CSP is to be visited by the BCS every month. CSPs not visited in the previous month need to be necessarily visited in the current month else only 50% remuneration will be paid.	50 and more visits at allotted CSPs	Full remuneration	40 and up to 49 visits	80% of the remuneration	30 and up to 39 visits	70% of the remuneration	Below 30 visits	50% of the remuneration
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ix)	Additional Remuneration	<p>Remuneration of Rs 2000/- will paid to the BCS who will achieve at least 60 % of the monthly target assigned by the RO under SSS (PMJJBY, PMSBY, APY and PMJDY).</p> <p>Remuneration of Rs 1000/- will paid to the BCS who will achieve at least 40% of the monthly target assigned by the RO under SSS (PMJJBY, PMSBY, APY and PMJDY).</p> <p>Remuneration to BCSs to be paid in the first week of the following month. BCS 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.</p>												
x)	Other facility /Provisions during engagement as BC Supervisor/ Chief BC Supervisor	<ul style="list-style-type: none"> • Leave: The retired officers shall be entitled to leave of 30 days during the engagement period of each one year (will accrue in month end). 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. However, if it has been on account of the Bank declining the leave, it may be encased at the rate of monetary components (other than travel expenses). Regional Manager will be the competent authority to approve the leave of the BC Supervisor. • 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: The engagement of Retired office assistant/Officers in the Bank shall not be considered as a case of re-employment in the Bank. The Bank may cancel/terminate the contract of the engagement at any time without assigning any reason whatsoever with an option of 30 days' notice period or payment/surrender of 												

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remuneration in lieu thereof. General Manager will be the competent authority to approve the discontinuation/ termination of contract with the Retired Officers engaged.

- Execution of agreement for contractual engagement: The Retired Officers will execute a stamped undertaking before taking up the assignment.
- An agreement shall be entered into with each officer specifying the penalty clauses as may be decided by the appointing authority

Bank reserves the right to put in place a system in place to check the attendance of concerned officer.

Candidates are requested to fill the application form, and send a scanned copy of the application form along with Self-attested copy of PAN CARD, Aadhar Card, Marksheet/ Degree of Post-Graduation/ Graduation, certificate of CAIIB, JAIIB, Domicile Certificate, relieving letter from the last organization served, Certificate issued by the parent organization on prescribed format.

All application form (along with annexures) should be mailed to fi@ho.ugb.org.in The eligible list of candidates will be intimated about the date of interview.

At the time of interview, all original documents should be produced for verification purpose.



Application for the engagement of retired officers as Business Correspondent Supervisor (BCSs) on contract basis in Uttarakhand Gramin Bank.

To
The General Manager (Administration)
Head Office
18 New Road
Dehradun

Paste (not to staple) A recent passport size photograph here and sign across in full with date

Madam / Dear Sir,

I submit herewith my application for the post of Business Correspondent Supervisor (BCSs) on contract basis in Uttarakhand Gramin Bank. I have read the Role, Responsibilities and Functions relating to the post and advise that they are acceptable to me.

1. Applied for the post of:

Business Correspondent Supervisor (BCS)

Office assistant to Scale III of RRB/SBI / and officers of other PSBs

2. Full Name Shri / Smt / Kum (in Block Letters as per Bank records):

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3. Father's / Husband's Name:

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4. Employee ID

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5. Date of Birth: (DD/MM/YYYY) *

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* Applicants should be more than 60 years and less than 63 years of age as on date of engagement.

6. Joined the Bank as _____ on _____

7. Retired from (Parent Bank):

UGB

8. Date of Retirement: (DD/MM/YYYY)

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9. Retired as (Please Tick): MMGS-III / MMGS-II / JMGS-I/ OFFICE ASSISTANT

10. Name and Code no. of Bank / Branch where from receiving pension:



11. Address for correspondence (IN BLOCK LETTERS):

[illegible][illegible]

Email id		@	
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12. Category (Tick in the appropriate box)
(Enclose relative category certificate if applicable)

SC	ST	C	EWS	GEN
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13. Educational Qualification:

14. Last 3 assignments held as on date of retirement covering minimum 5 years:

Sl. No	Assignment	From	To	Office/Branch
1.				
2.				
3.				

15. Presently Engaged: (Yes / No)

Presently Engaged: (Yes / No)		
If yes	Full Time	Part Time
Details of the Employer		
Designation		
Terms of Contract		
Details of Contract		
Emoluments (Rupees)		

16. Please give preferences of place to work and post:

Preference	Place	Post
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First		
Second		
Third		

For PSB Employees will provide the name, address, and contact details of DPD and Vigilance Clearance issuing authority.

Declaration: I hereby declare that:

1. I retired from the Bank's service on attaining superannuation and not under Voluntary Retirement Scheme or Exit Option Scheme.
2. No punishment / penalty was inflicted on me during last five years of my service in the Bank preceding my retirement.
3. No case of CBI or any other Law Enforcement Agency is pending against me.
4. I am physically fit to carry out duties of the Business Correspondent Supervisor (BCS) including continuous travel for duties.
5. I shall execute a standard Non-Disclosure Agreement in Banks format.
6. I further declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found untrue or incorrect at any stage of my not satisfying any of the eligibility criteria according to State Bank of India, my candidature / engagement is liable to be cancelled.
7. Further, I will not claim any extension of contract as a right.

Place:

Signature:

Date:

Name of the Applicant:

(On bank's letter head)

This is to certify that sri/smt.....s/o,w/o
Sri.....was retired from our bank on..... as

He/ She is having..... Years of experience as office assistant/asst.
Manager/manager/senior manager.

He is also having years of experience in financial inclusion Department at
administrative offices in our bank. (if applicable)

No major penalty was/has been imposed on him/her till his/her retirement. He/She availed
Medical Leave fordays in the last year of his/her service.

This certificate has been issued at the specific request of Sri/Smt..... To apply
for the engagement of retired officers as Business Correspondent supervisor on contract basis in
Uttarakhand Gramin Bank, Head office, Dehradun.

Date:

Place:

authorized signatory

With seal

