

Uttarakhand Gramin Bank, Dehradun (herein after referred to as 'The Bank') invites applications from retired office assistant & officers for Business Correspondent Supervisor (retired office assistant/executive to officer scale III ) and Chief Business Correspondent Supervisor (retired Officer IV to scale V) to monitor and to provide handholding support to the CSPs deployed in different ROs 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 & FI ),  
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](mailto: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](http://www.uttarakhandgraminbank.com). The last date for submission of applications at above-mentioned address is **30.04.2025 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 of 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 Supplementary Auditor.

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.



| S.No. | Particulars           | Remarks   |
|-------|-----------------------|---|
| i)    | Engagement for        | Engagement of retired office assistant/executive officials as Business Correspondent Supervisor (retired office assistant/executive to Officer scale III) minimum 60 CSPs to be allotted to each BCS and Chief BC supervisor (retired Officer scale IV to scale V) to examine the progress of CSP channel and review the BCS progress.  |
| ii)   | Engagement type       | Engagement for full time works as per the banking hours.  |
| iii)  | Eligibility           | BC SUPERVISOR - Retired Office assistant/executive to Officer scale III (Minimum 12 years of experience and having supervisor role experience)<br>CHIEF BC SUPERVISOR - Retired Officer scale IV to scale V (Minimum 12 years of experience and having supervisor role experience)<br>The engagement shall be upto maximum age of 65 years. As such the ex-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 RCo and Head Office.<br>2. Applicant scoring minimum 30% marks in parameters shall be recommended by the committee for interview.   |
| v)    | Period of engagement  | Two years subject to annual review.   |



**TERMS AND CONDITIONS FOR ENGAGEMENT OF BUSINESS  
CORRESPONDENTS SUPERVISOR (BCS) & CHIEF BUSINESS  
CORRESPONDENTS SUPERVISOR (CBSS)**

**Application are invited from Officers of RRBs/SBI/PSBs and suitable employees based on following criteria-**

**Eligibility: -**

- 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/executive/officer should not be more than 63 years of age at the time of engagement.
- The ex-office assistant/executive/officer should have retired from the Bank's (RRBs/SBI/PSBs) service only on attaining superannuation at the age of 60 years.
  1. Retired Office assistant/executive and Officer from the scale I to V
- No punishment/penalty have been inflicted on the official during five years of his service in the Bank preceding to his retirement.
- The officer voluntarily retired/resigned/suspended/who have left the Bank otherwise before superannuation are not eligible for consideration for appointment.
- No case of CBI or other Law enforcement agencies should be pending against the staff.
- The integrity of the official should not have been doubtful.
- The person should maintain good health.
- The person should have a good track record of performance and deep knowledge of systems and procedures.
- Those retiring within next 3 months may also apply.

| S.No. | Particulars             | Remarks   |
|-------|-------------------------|---|
| i)    | Proposal for engagement | Engagement of retired office assistant/executive officials as Business Correspondent Supervisor (retired office assistant/executive to Officer scale III ) minimum 60 CSPs to be allotted to each BCS and Chief BC supervisor (retired Officer scale IV to scale V) to examine the progress of CSP channel and review the BCSs progress.  |
| ii)   | Engagement type         | Engagement for full time works as per the banking hours.  |
| iii)  | Eligibility             | <b>BC SUPERVISOR-</b> Retired Office assistant/executive to officer scale III (Minimum 15 years of experience and having supervisory role experience)<br><b>CHIEF BC SUPERVISOR-</b> Retired officer scale IV to scale V (Minimum 15 years of experience and having supervisory role experience)<br>The engagement shall be upto maximum age of 65 years, As such the ex-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.<br>2. Applicant scoring minimum 30% marks in parameters shall be recommended by the committee for interview.   |
| 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"><li>• Provide guidance and training to the CSPs on banking practices and improve compliance report of BCs / CSPs on various Bank's instructions.</li><li>• 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)</li><li>• 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.</li><li>• Escalate operative issues of CSPs to higher authority.</li><li>• Ensure resolution of CSP issues quickly.</li><li>• Provide feedback to RO team to improve efficiency of BC channel.</li><li>• Send alerts to RMs on critical issues.</li><li>• Imparting financial literacy training to BCs / CSPs in handling of new products.</li><li>• Activating inactive BCs / CSPs.</li><li>• Report instances of CSPs marketing products that compete with our Bank products.</li><li>• Accelerate linking of Aadhar, Mobile seeding in FI account.</li><li>• Monitor activation of Micro ATMs supplied to BCs for issuance of Green PIN and activation of RuPay Cards.</li><li>• Helping and imparting job knowledge to the CSPs for acquisition of the BC/BF Certification from IIBF.</li><li>• Helping and imparting job knowledge to the CSPs for acquisition of the Debt Recovery Agent (DRA) qualifications to supplement the Bank's recovery efforts.</li><li>• Carry weekly review of CSP'S performance with district coordinators (Corporate BC) and submit report to HO.</li><li>• Any other task assigned by the Bank related to the BC Channel.</li></ul> |                                     |                         |
|       | For Chief BC Supervisor   | <ul style="list-style-type: none"><li>• Provide guidance and training to the BCSs.</li><li>• Inspect and monitor the activities at BCSs and Corporate BCs.</li><li>• Provide feedback to HO to improve efficiency of BC channel.</li><li>• Carry weekly/daily review of BCSs performance and submit report to HO.</li><li>• Any other task assigned by the bank related to the BC Channel.</li></ul>   |                                     |                         |
| viii) | Remuneration Matrix -BCS  | For BCS (retired office assistant/executive to Officer 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.   |                                     |                         |
|       |   | 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   | 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 |





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|     |  | <div> <div>else only 50% remuneration will be paid.</div> <div>Below 30 visits</div> <div>50% of the remuneration</div> </div> <p>Further, if CSP visits by BCS is less than 30 for 2 months, letter to be issued giving notice of 01 month and thereafter the services of BCS will be terminated.</p> <p>For Chief BCS (retired staff Officer Scale IV to Scale V) Rs 38000/- per month plus Maximum Rs 5000/- as traveling and lodging expenses per month on the basis of actual bills.</p>  |
| 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 (PMJJB, 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 (PMJJB, 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"> <li>• <b>Leave:</b> The retired office assistant/executive and 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 encashed at the rate of monetary components (other than travel expenses). General Manager and Regional Manager will be the competent authority to approve the leave of the BC Supervisor.</li> <li>• The Retired Office assistant/executive /officers will not accept any assignment with any other organization during the period of their contractual service in the Bank.</li> <li>• The Office assistant assistant/executive/officers will not exercise any Administrative/ Financial Powers during the period of engagement.</li> <li>• <b>PF/Bonus/Pension/Arrears:</b> The contractual period will not be reckoned as service for the purpose of superannuation benefits/PF/Bonus etc.</li> <li>• <b>Income Tax:</b> Income Tax or any other tax liabilities on remuneration will be deducted, as per prevailing rates mentioned in the Income Tax rules.</li> <li>• <b>Termination of contract:</b> The engagement of Office assistant/executive /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 remuneration in lieu thereof. General Manager will be the competent authority to approve the discontinuation/ termination of contract with the Office assistant/executive/officers engaged.</li> <li>• <b>Execution of agreement for contractual engagement:</b> The Retired office assistant/executive/Officers will execute a stamped undertaking before taking up the assignment.</li> <li>• An agreement shall be entered into with each officer specifying the penalty clauses as may be decided by the appointing authority</li> </ul> <p>Bank reserves the right to put in place a system in place to check the attendance of concerned office assistant/executive/officer.</p> |





Annexure – I

**Application for the engagement of retired officers as Business Correspondent Supervisor (BCSs)/ Chief Business Correspondent Supervisor 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)/ Chief Business Correspondent Supervisor 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/executive to Scale III of RRB/SBI / and officers of other PSBs |  |
| Chief Business Correspondent Supervisor | Scale- IV to Scale V 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): - Office Assitant/Excecutive/SMGS-V / SMGS-IV / MMGS-III / MMGS-II /JMGS-I

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



of 1000 (1000) and 1000 (1000)

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| Mobile no. | + | 9 | 1 |  |  |  |  |  |  |  |  |
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12. Category (Tick in the appropriate box)  
(Enclose relative category certificate if applicable)

|    |    |  |     |
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| SC | ST |  | EWS |
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| SC | ST | EWS | GEN |
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14. Last 3 assignments held as on date of retirement covering minimum 5 years: -

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

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

| Preference | Place | Post |
|------------|-------|------|
| First      |       |      |
| Second     |       |      |
| Third      |       |      |

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



**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)/ Chief Business Correspondent Supervisor 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: -**

