

TERMS AND CONDITIONS FOR APPOINTMENT OF COUNSELLOR OF FLCs

For engagement of retired bank officials as in charge to oversee overall functioning of FLCs, the following terms and conditions to be read and followed by the applicant as The Counselor of FLCs:

- 1.** The applicant should have retired on attaining superannuation from Bank's service as officer in MM II and above.
- 2.** His integrity should not have been doubtful during his service in the Bank.
- 3.** Counselors are expected to counsel the public in all issues related with financial institutions, proficiency in local language (reading, writing, speaking and understanding) is essential. It is also requisite to arrange Workshops, Seminars, Nukad meetings and inhouse meetings for spreading financial literacy in the area of operation of bank branches.
- 4. Remuneration per month shall be fixed Rs.10000/-. Engagement will be purely on Contractual Basis and can be terminated at any time by giving 30 days notice. Candidate has to execute an agreement with the Bank in this regard along with abiding the other terms & conditions. Financial Literacy Counselor will also be paid a sum of Rs. 200/ Per day subject to a maximum of Rs. 1000/- per month for outdoor seminars / workshops**
- 5.** The official should have right aptitude/flair for training and rural development activities and needs special skill.
- 6.** The age should not be above 62 years (as on 01.09.2015) with sound health.
- 7.** Qualification Graduate/Post Graduate degree from a UGC recognized University.
- 8.** The applicant should possess satisfactory service certificate from the previous employer.
- 9.** The applicant should be well conversant with the local language.
- 10.** Application should be submitted on the prescribed format available on the website of the Bank (www.pgbho.com) and should be submitted with employer bank certificates.
- 11.** Candidate should also have adequate knowledge of the IT (i.e. Word, Excel, Power Point Presentation, etc.).
- 12.** Performance of the engaged candidate will be monitored by the Regional Managers of concerned region on quarterly basis during First Year and later on, on yearly basis.
- 13.** FLC will work as per the working hours of branch (where Financial Literacy Center is established).
- 14. Infrastructure required for running the FLC will be provided by the Bank.**

15. The selection is based on performance in the interview. Decision of the Bank in this regard will be final.

16. The candidate will be engaged on contract basis for a period of 1 years. Renewal may be possible at Bank's sole discretion in terms of extant policies and rules.

17. No TA / DA will be given for the Interview.

18. The contract may be terminated by either side by giving one months notice.

The date of interview will be decided with due consultation with Higher authorities and committee formed for the same.

Last date for submission of application is **31.10.2015**

Other operational guidelines and detailed Job Profile will be given to the selected Candidates at the time of joining the duties..

General Manager
PGB Head Office, Kapurthala