



Baroda Rajasthan Kshetriya Gramin Bank

(Head Office : Ajmer)

Appointment of BCA Supervisor on contract basis

During the implementation of financial inclusion across our Service Area in 21 Districts through BCAs / E - Mitras, the need was felt for the supervision of the work done by them. Thus, it has been decided to appoint Supervisors to strengthen the Bank's monitoring system. The Supervisor would be appointed, who will monitor the activities of 25-50 BCAs working in SSAs located in a cluster of villages close to each other. Retired bank officials will be engaged on contract basis for working as BCAs supervisors.

Bank invites applications for the post of BCA Supervisors from interested candidates. Applications should be submitted to our Offices,. Last date for receiving applications to us is 13.12.2016, after which no application will be entertained. The details of eligibility, remuneration and selection process are annexed here with.

Eligibility:

- Retired officers (including those who have taken VRS) from any RRB/ PSU bank in the rank of Scale – I to Scale - IV may be appointed under this scheme.
- Applicant should have substantial exposure in rural banking.
- Age not to exceed 65 years at the time of appointment or review of his / her contract.
- Should be physically fit and not have any medical condition which may not allow the incumbent to undertake the duties prescribed.
- Due diligence should be undertaken at the time of appointment (Those who having adverse record, or were terminated / dismissed from service will not be considered).
- Should be willing to visit villages in the district for supervision at periodic intervals.
- Preference will be given to those who belong to the District and are based near the Nodal Branch for which selection is made.

Remuneration:

The selected candidate will be eligible for fixed emoluments of Rs.10000/- per month. A fixed allowance amounting to Rs. 3000/- per month for conveyance and a fixed amount of Rs. 2000/- per month towards usage of mobile phone and business development etc. is also payable per month.

Selection Process

Applications in prescribed forms will be collected from the willing candidates in response to the Advertisement published by the Bank in leading newspaper of the state of Rajasthan. The Prescribed forms can be downloaded from the Bank's website www.brkgb.com. Applications complete in all respects can be deposited with the respective Regional Office under which the post has been specified. Application forms received after the last date of submission may not be entertained.

The selection will be made through Group Discussion / Presentation followed by Interview by a committee headed by the Chairman and comprising of The General Manager, Regional Head, Chief Manager, HO; Senior Manager, FI.

Period of Contract:

Appointment of BCAs Supervisor would be purely on contractual basis and the contract will be initially for a period of 6 months subject to review and can be extended on half yearly basis.

Review of performance:

The BCAs Supervisors will be directly reporting to the respective Regional Manager. The respective Regional Manager will review the performance of the Supervisor on monthly basis and recommend to Chairman for further continuation / termination of the contract based on his / her satisfactory performance.

Termination of Services:

The BCAs Supervisor will be required to give notice in writing, 15 days in advance in case he / she is interested for termination of the contract. The Bank will also give a notice of 15 days before terminating the contract. However, in case of misconduct / misbehaviour on the part of the BC Supervisor, the Bank reserves the right to terminate the services immediately without giving any prior notice.

Roles and Responsibility of the BC Supervisor:

- To Ensure that banking services are made available to the identified villages through the BCs allocated to him / her..
- Ensuring that the BCs are aware of their roles and responsibilities and are performing accordingly.
- Periodically updating the BCs regarding rules, regulations and new products.
- Redress grievances of customers and submit feedback to link branch / Regional Office.
- Conduct meetings in villages to encourage villagers for availing of banking services of our bank through the BCs.
- Visit allocated villages in the district at least two days in a week.
- Monitoring and controlling the activities of the BCs in coordination with link branch.
- BC supervisor must ensure that
 - At least 5 to 10 accounts are opened or transactions in accounts are carried out in the village on an average per day.
 - At least one account per house hold is opened per day.
 - The BC is available on daily basis and transactions are being carried out regularly.
 - BCs should collect certified copies of “Aadhaar Cards” for onward submission to link branch so that they are promptly seeded in SAVING accounts.
 - BCs should collect application forms for Pradhan Mantri Suraksha Bima Yojana and Pradhan Mantri Jeevan Jyoti BimaYojana for onward submission to link branch.
 - BCs should collect application forms for Atal Pension Yojana

- BCs should collect application forms for Overdraft facility under PMJDY Over draft scheme.
- BC is engaged in recovery of bank dues from borrowers against Loans sanctioned / disbursed to them under various Loan schemes e.g. KCC, SHG, JLG, Sulabh Rin, Saral Krishi etc.
- BCs should help in distribution of Rupay cards to customers.

The BC Supervisor is also required to carry out the following duties

Coordinate with the branch and service provider for appointment of BCAs for the respective locations.

In the case of attrition of BCAs, coordinated action be carried out for substitution of BC at the earliest to ensure that continued banking services are provided in the village.

To ensure that the details of field BC and the Officer visiting the village are displayed

In case any information related to undesirable activity like misappropriation of funds / fraud / adverse feedback is received for any field BC the same be promptly reported to the Bank.

BCAs supervisor should submit the weekly report to the Regional Office on business/activity developments as stated above during the visit with copy Link Branches.

Maintain close coordination with Link Branch, Regional Office and service providers and submit the suggestions for improvement of BCAs activities, if any.

Any other duties assigned by the Bank.

On recommendations of Regional Head, the Bank may consider rewarding the supervisors performing exceptionally well. They may also be rewarded for proposing innovative ideas for business development.

Region should allocate village wise monthly target for business development under Financial Inclusion to Link Branches. The BC Supervisor is required to monitor the business garnered in each village vis-à-vis target. In case less than 50% target is achieved by BCAs for two consecutive months in any two quarters, the performance of the concerned BCAs Supervisor will also come under the scanner. The Regional Office may review the performance and corrective action may be initiated.

Place---Ajmer
Date---06-12-2016

General Manager (Operation)

The General Manager(Operation)
Baroda Rajasthan Kshetriya Gramin Bank
Head office,Plot No. 2343,Second Floor
Vaishali Nagar--Ajmer

Photo

Dear Sir,

Re:- Application for engagement of `BCA Supervisor`on contract basis

Sir,

In response of your advertisement dated 07-12-2016 for BCA supervisor on contract basis ,I submit my request for BCA supervisor. My basic information/ past experience is as under. I have retired from the services of(Bank Name)_____ on _____as Designation _____and willing to work as a `BCA --Supervisor` on contract basis in Region_____ of your Bank.

:

Name		
Father's Name		
Category(GEN/OBC/SC/ST/Other)		
PAN No.		
Permanent Address:		
Mobile No.		
E-mail Address		
Date of Birth		
Age as on 01.01.2017		
Educational & Professional Qualification		
Computer Knowledge		
EC No. of Last Employment		
Date of retirement		
Scale & Designation at the time of retirement		
Name of branch from where retired		
Adverse Remark(if Any) in past service		
Any disciplinary action taken during the service period if Yes	Order No.	Quantum of Punishment
Name of pension drawing Br		
Any serious disease(If yes nature of illness)		

Last Assignments:

Assignment	Period	Branch/ Office

Sir,(Name of place)----- was remained my **area of operation** for about**(years)** while working with the esteemed organization `(Name of Bank)`-----.

Thanking you

With Regards

Yours faithfully

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Signature:-

Name & EC No.:

Date:-

Enclose--(1)KYC Documents (2)Age Proof (3) Document of educational qualification(4) Designation proof