



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 respective Regional Offices. Last date for receiving applications at Regional Office is 31.03.2016, 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.brkqb.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

Date:

The Regional Manager
Baroda Rajasthan Kshetriya Gramin Bank
Regional office

Dear Sir,

Re:- Application for the post of `BCA Supervisor`

Sir, I have retired from the services of(Bank Name)----- on
.....as Designation I have come to know that the post of `BCA Supervisor`
for Rgion is vacant. I am willing to work as a `BCA Supervisor`. I submit my request to work
as a BCA Supervisor.

I submit the basic information/ past experience as under:

Name	
Father's Name	
PF/ EC No	
Date of Birth	
Age as on 01.01.2016	
Date of retirement	
Educational Qualification	
Designation at the time of retirement	
Name of branch from where retired	
Name of pension drawing Br	
Permanent Address:	
Mobile No.	
E-mail Address	

Last Assignments:

Assignment	Period	Branch/ Office

Sir,(Name of place)----- has remained my **area of operation** for
aboutwhile working with theesteemed
organization `(Name of Bank)-----`.

Thanking you

With Regards

Yours faithfully

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EC.No.