

Recruitment/Engagement of In-charge/Counselor of FLCs (Financial Literacy Centers) on Contract basis.

IMPORTANT:

- **LAST DATE OF RECEIPT OF APPLICATION-31.08.2021.**
- **APPLICATION MUST BE SENT IN SEALED ENVELOPE THROUGH SPEED POST/REGISTERED POST**

Details:

1. AGE, QUALIFICATION & EXPERIENCE (As on 30.07.2021)

SN	Name of the Post	Age	Qualification/Experience / other eligibility criteria
1	In-charge of FLC	Age on the date of engagement should not be more than 62 years.	Essential: ✓ Preferably individual honorably retired from Bank as an officer with experience of handling worked in rural/ semi urban area. ✓ He should be able to work independently and should have computer knowledge, especially of programme like MS Word, Power Point and should be able to operate internet. ✓ Should have knowledge of banking, law, finance, agriculture for counseling related to agriculture and allied activities and requisite communication and team building skills. ✓ His age on the date of engagement should not be more than 62 years. ✓ Should be well conversant with the local language. ✓ Initial engagement of the Counselor shall be for three years subject to review on yearly basis with one year extension subject to production of medical certificate of good health from CMO. The extension will be subject to upper limit of 65 years.

2. CONTRACT PERIOD

The candidate shall be appointed on for a period of three years subject to review on yearly basis with one year extension subject to production of medical certificate of good health from CMO. The extension will be subject to upper limit of 65 years. However, Counselor can be terminated by giving one months' notice from either side.



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3. REMUNERAION AND OTHER TRAVELLING EXPENSES:

Fixed monthly remuneration to be paid is detailed below;

Location of FLC	Revised Remuneration w.e.f. 01.01.2016
Metro	Rs. 20000.00
Urban	Rs. 20000.00
Semi Urban	Rs. 15000.00
Rural	Rs. 10000.00

Counselor will be paid for on-location programmes, a sum of Rs.200/- per day subject to a maximum of Rs. 1,000/- per month. He will be entitled for Diem allowance and hotel entitlement while sent to training/seminar as applicable to MMG Scale III Officers. Counselor will also be eligible for bus/train (AC 2 tier) fare. No other allowances/ reimbursement of expenses will be admissible.

4. LEAVE:

He will be entitled to only one day leave per month on non-cumulative basis. Any leave availed more than this, would be treated as leave on loss of pay.

The leave of the FLC Counselors shall be sanctioned by the Chief Lead District Manager and in case where no LDM is there, then the Chief Manager, Planning and Development of the Circle Office shall sanction the leave of FLC Counselors.

5.JOB PROFILE:

These officers shall be working as "In charge -FLC" and have to oversee the overall functioning of FLC.

6. SELECTION PROCEDURE

The eligible candidates will be called for personal interview and the decision of the Bank/Competent Authority in this regard shall be final.

7. SUBMISSION OF APPLICATION

Eligible candidates have to submit their applications in the given format attached here with along with relevant enclosures. Application must be received in sealed envelope, super scribing, "**Application for the post of Recruitment as In charge of FLC**" to below mentioned address through speed post/registered post latest by **31.08.2021**. No applications shall be entertained beyond the stipulated date. **Incomplete applications will be rejected.**

Circle Head,
Punjab National Bank, Circle Office Panipat,
1st Floor, SCO-170
Sector 13-17, Panipat- 132103

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8. APPLICATION FEE

There is no application fee prescribed.

9. GENERAL INSTRUCTIONS:

- a) While applying for the posts, the applicant should ensure that he / she fulfill the eligibility criteria and other norms mentioned above and that the particulars furnished are correct in all respects. In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and / or that he / she has furnished any incorrect / false information or has suppressed any material fact(s), his/her candidature will automatically stand cancelled. If any of the above shortcoming(s) is / are detected even after appointment, his / her contractual appointment is liable to be terminated without any notice.
- b) In case of suitable and deserving cases, any of the requirements and conditions of eligibility mentioned above, may be relaxed at the discretion of the Management. The Management reserves the right to fill or not to fill the above advertised position without assigning any reason thereof.
- c) Mere submission of application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him / her right to be called for interview.
- d) The decision of Bank will be final at any stage of recruitment/post recruitment.



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APPLICATION FOR THE POST OF INCHARGE FLC ON CONTRACTUAL BASIS

To
Circle Head,
Punjab National Bank, Circle Office Panipat,
1st Floor, SCO-170, Sector 13-17
Panipat- 132103

Paste Passport
size Photograph
Please sign
across the
Photograph

With reference to your advertisement on Bank's website dated..... I, submit my application in prescribed format.

1. NAME (in full & capital letters)- _____

2. ADDRESS FOR CORRESPONDENCE: _____

3. CATEGORY: _____

4. If person with Disability: _____
Type of disability: _____
Percentage of disability: _____

5. DATE OF BIRTH (As per School leaving Certificate) : _____
Age in completed years and months as on 31.07.2021 : _____

6. Contact Details:
MOBILE NO. - _____
Alternate MOBILE NO. - _____
LANDLINE No. _____
E-MAIL ID- _____

7. GENDER: _____

8. NATIONALITY: _____

9. RELIGION: _____

10. MARTIAL STATUS: _____



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11. FATHER's/ Husband's NAME: _____

12. PERMANENT ADDRESS: _____

13. EDUCATION QUALIFICATION

Qualification	Details (B.A./ B.Sc/ M.A./ M.Sc	Board/ University	Full time/ Part Time	Year of Passing	Subject/ Speciali zation	Marks (Rank if any)
Graduation						
Post Graduation						
Professional Qualification						
Others/ Computer Knowledge						

Any Other Information: _____

14. RELATIVE EXPERIENCE - Total (in years) _____

SN	Name of Bank	Designation	Duration		Responsib ilities	Pay Scale	Extra Ordinary Achievements
			From	To			

15. RETIRED ON VRS/ SUPERANNUATION: _____

DATE OF RETIREMENT: _____

TOTAL YEARS OF SERVICE _____ years _____ months

OUT OF WHICH AS AN OFFICER _____ years _____ months

NO. OF YEARS WORKED AS RURAL BRANCH MANAGER/OFFICER:

_____ years _____ months

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punjab national bank

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**16. DATE OF ISSUE OF SERVICE
CERTIFICATE OF PREVIOUS EMPLOYER** _____

17. DETAILS OF PRESENT EMPLOYMENT:

- (a) Organization:
- (b) Full Address:
- (c) Position:
- (d) Reporting to:
- (e) Salary/Compensation presently drawn:

**18. Brief detail of experience in the Bank in respect of working in Rural area /as
Rural Development Incharge/ as Faculty/as LDM
etc.** _____

19. Significant Achievement (If Any) in respect of above assignments-

20. Name and addresses of two references-

- 1) _____
- 2) _____



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DECLARATION

I hereby declare that the particulars furnished above are true and correct to the best of knowledge and belief and I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the relative advertisement, my candidature/ appointment for the said post is liable to be cancelled/terminated at any stage and if appointed, my service are liable to be terminated.

I hereby agree that any legal proceedings in respect of any matter of claims or disputes arising out of this application and/or out of said advertisement can be instituted by me only at Panipat and Courts/tribunals/forums at Panipat. I undertake to abide by all the terms and conditions mentioned in the advertisement displayed on Banks website dated 20/01/2021.

I hereby agree that decision of the bank will be final at any stage of recruitment/post recruitment

(Signature of applicant)

Name: _____

Place: _____

Date: _____

Enclosures:

- 1.
- 2.
- 3.
- 4.
- 5.