

## **NOTIFICATION**

### **Engagement of Financial Literacy Counselors for putting up in Panel – for Financial Literacy Centers.**

Applications are invited for the following positions for putting on panel for engagement in temporary vacancy or on regular vacancy on contract basis as the case may be in terms of norms at our Financial Literacy Centers (FLCs) in terms of:

1. Two (2) Senior Counselor at FLC, Guntur, Guntur District
2. One (1) Junior Counselor at FLC, Guntur, Guntur District
3. One (1) Senior Counselor at FLC, Bhimavaram, West Godavari District
4. One (1) Senior Counselor at FLC, Rajahmundry, East Godavari District

**(A) Eligibility-Essential:**

1. Retired bank officers may be considered for appointment, as counselors with experience of having worked in rural/semi urban area. Counselor should have sound knowledge of banking, requisite communications and team building skills etc.
2. He should have unblemished service record with high integrity and should possess satisfactory service.
3. He should be able to work independently and should have computer knowledge, especially of program like MS word, power point, excel and should be able to operate internet.
4. A well qualified / trained counselor will only be selected to man the center on a full time basis.
5. Initial engagement of counselors shall be for one year, subject to satisfactory performance which shall be evaluated by competent authority on Quarterly basis. Renewal may be possible at Bank's sole discretion in terms of extant policies and rules. The extension will be subject to upper age limit of 65 years.
6. Should be well conversant with local language.
7. Should be resident of the same State preferably should hail from same or nearby district.
8. Should have sound health

**(B) Eligibility-Desirable:**

**Senior Counselor:** Retired Senior Manager and above cadre with sufficient rural service, good communication skills and having good exposure to Financial Inclusion aspects.

**Junior Counselor:** Retired in Manager Cadre with sufficient rural service having computer knowledge in making correspondence with concerned agencies/offices. In the absence of Senior Counselor, he should be capable of attending works allotted to him.

**(C) Age at the time of engagement:** less than 62 years, but relaxation given to the applicants who is having past experience in similar line of activity duly observing maximum age limit at 65 years.

**(D) Period of appointment:**

The candidate shall be appointed on contract basis for a period of one year, subject to satisfactory performance which shall be evaluated by competent authority on quarterly basis. Renewal could be considered at bank's sole discretion in terms of the extant policies and rules.

**The upper age at the completion of term should not exceed 65 years.**

**(E) Contract amount and other travelling expenses:**

1. **Senior Counselor:** per month around Rs.25,000/- or above including TA, DA etc., payable in terms of contractual obligations.
2. **Junior Counselor:** per month around Rs.20,000/- or above including TA, DA etc., payable in terms of contractual obligations.

**(F) Leave :**

The candidate shall be entitled for 15 days leave per year with maximum of 02 days per month on non cumulative basis. Any leave availed more than this, would be treated as leave on loss of pay on pro-rata basis.

**(G) Selection procedure:**

- a) While applying for the post, the applicant should ensure that he/she fulfills the eligibility 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 Chairman. Bank reserves the right to fill or not to fill the above position without assigning any reason thereof.
- c) The selection of Counselor will be made by 'Selection Committee' consisting of 1) Chairman, Chaitanya Godavari Grameena Bank, 2) District Development Manager, NABARD and 3) Chief Manager/Senior Manager (FI), Chaitanya Godavari Grameena Bank.

**(H) Mode of Application and Selection:**

Applications shall be submitted only in the prescribed format provided on our website. Applications duly filled in and signed shall be scanned and submitted by e-mail to [fi@cgb.co.in](mailto:fi@cgb.co.in).

Applications so received will be on record with the Financial Inclusion Department, Head Office **and as and when any vacancy arises, the short-listed candidates will be called for interview at our Head Office, Guntur** on a date specified, by e-mail communication to the e-mail id provided in the application by the applicant.

Candidates called for interview are required to produce at the time of interview the original documents in support of their candidature as mentioned in their application as regards to age, qualifications and job experience etc.

Candidates called for interview shall attend the same at their own expenses.

Bank also reserves the right to accept the candidature in deserving cases even when the applicant does not fulfill all the essential eligibility criteria.

Bank Reserves the Right to fill in or not to fill in any one or all the vacancies and no correspondence will be entertained from any applicant or person on the subject.

Canvass in any form is a disqualification.

CHAIRMAN  
(T KAMESWARA RAO)