



CHAITANYA GODAVARI GRAMEENA BANK

(A Government undertaking sponsored by Union Bank of India)
Head Office, Raghu Mansion, 4/1, Brodipet, Guntur-522 002, A.P.

Phones.0863-2261126, 2324500 (Fax) 0863-2261123 email: fi@cgggb.co.in, boardsectt@cgggb.co.in

NOTIFICATION

Engagement of Financial Literacy Counsellors - for Financial Literacy Centres Guntur, Rajahmundry & Bhimavaram

Applications are invited for the following position 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 Centres (FLCs) Guntur, Rajahmundry & Bhimavaram:

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

(A) Eligibility-Essential:

1. Retired bank officers may be considered for appointment, as counsellor with experience of having worked in rural/semi urban area. Counsellor 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 counsellor will only be selected to man the centre on a full time basis.
5. Initial engagement of counsellor 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 Counsellor: Retired Senior Manager and above cadre with sufficient rural service, good communication skills and having good exposure to Financial Inclusion aspects.

Junior Counsellor: Retired in Manager Cadre with sufficient rural service having computer knowledge in making correspondence with concerned agencies/offices. In the absence of Senior Counsellor, 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.





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- (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:**

Particulars		Rates
Emoluments Per Month	Senior Counsellor	Rs.30,000
	Junior Counsellor	Rs.25,000
Traveling Allowance for Out Station Duties	Actual by Bus/ Train on production of voucher.	
	Travel by own vehicle	Rs.2.80 per KM
	Travel by any other mode of travel	Rs.2.00 per KM
	Actual/permissible auto charges, wherever applicable	
Halting Allowance for outstation duties	For outstation duty	Rs.450 per day - more than 8 hrs
		Rs.225 per day - exceeds 4 hrs and is up to 8 hrs
Lodging	Room Rent for outstation duties	Rs.850 per day

- (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:**

- 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.
- 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.



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- c) The selection of Counsellor 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 (as per the attached Annexure) provided on our website. Applications duly filled in and signed shall be scanned and submitted by e-mail to fi@cggb.co.in on or before **31.03.2023**.

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

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 appoint or not to appoint 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.





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ANNEXURE

Application Form for the post of Counsellor for FLC

1. Name of the applicant :
2. Father's/Husband's Name:
3. Address for communication:

PHOTO

4. Date of birth :
5. Date of retirement on superannuation/VRS:

6. Contact number: Mobile: Land line:

7. Email address :

8. Educational qualifications:

9. Professional Qualification (if any):

10. Date of Joining the bank : (Name of the Bank and date)

- 1.
- 2.
- 3.

11. Details of Grade and positions during service period
(last three promotions or positions):

- 1.
- 2.
- 3.

12. Knowledge of MS Office : Yes/No

(Signature of the applicant)

Date:



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