



Regional Office, Akola

Business Correspondent Supervisor
On annual contract basis.

Last date of Receipt of application at Regional Office: 29.02.2024

Date of interview: It will be decided after receipt of applications.

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Annexure-I

Engagement of 2 Business Correspondent Supervisor for supervising BC activities.

1. Vacancy :

Sr No.	District	Vacancy
1	Buldana (Malkapur)	1
2	Washim	1
	Total Vacancy	2

We are inviting applications for post of 'Business Correspondent Supervisors' on contractual basis for closely monitoring of Business Correspondent Agents (BCA).

2. Eligibility Criteria :

a) Young Candidates :

- Minimum Qualification: Graduate with Computer knowledge (MS Office, email, Internet etc. Qualification like M.SC (IT)/BE(IT)/MCA/MBA will be given preference.
- Age group of 21-45 years at the time of appointment and maximum age for continuation will be 60 years.

b) Retired Bank Employees :

- Retired Officers (including voluntary retired) of any bank (PSU/RRB/Private Banks/Co-operative Banks) up to the Rank of Senior Manager or equivalent.
- Retired clerks and equivalent of Central Bank of India - JAIB with good track record.
- Maximum entry age - 64 years and maximum age for continuation will be 65 years.

3. Geographical location of the candidates:

- Candidates will be selected from the same District where they will be assigned to function.
- Candidates from other states are not eligible.
- Candidates should be proficient in local language (Marathi) and dialect both reading and writing.
- Job requirement: Should be willing and in a position to visit villages in the district for supervision and other activities as per assignment on periodic intervals.
- Should have accommodation near the nodal branch and not in any case outside the district for which selection is to be made.

4. Due diligence: Due diligence including KYC & CIBIL reports should be followed at the time of appointment {Those who are having adverse record, or terminated/ dismissed from past service etc. should not be considered).
Police verification must be arranged and conducted in respect of each selected applicant before assignment of duty.

5. Period of Contract: Initially for a period of 12 months subject to satisfactory annual performance review.

6. Assignment of BC Agents / Conflict of interest: The number of BCs mapped to the supervisors can be increased or decreased in case of exigencies as per requirement from time to time.

While assigning BC agents to a supervisor, it should be ensured that BC agent should not be related to the supervisor as a family member, blood relation, close relative or having any business relations

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7. Monthly Remuneration & other allowance payable to BC Supervisor:

A) Monthly Remuneration :

Sr. No.	Type of Supervisor	Fixed Component	Variable Component *	Conveyance Allowance (Fixed)	Mobile / Internet Charges
1	Category A	₹ 15,000/-	₹ 10,000/-	₹ 4,000/-	₹ 500/-
2	Category B	₹ 12,000/-	₹ 8,000/-	₹ 3,000/-	₹ 500/-

*Variable component will be ascertained based on the score secured by each BC Agent on various parameters

TDS shall be deducted from the monthly remuneration as per Income Tax Department guidelines.

B) Leave : Maximum 3 days leave during the month & 30 days in a calendar year. Leave entitlement will be calculated at the rate of 2.5 days leave for each completed month from the date of joining. Availment of leave more 3 days will require notice not less than 7 days.

8. IIBF - BC Certification :

- BC supervisors need to obtain IIBF-BC certification within 3 months from the date of joining.
- Bank shall reimburse the Registration Fee one time upon completing the course and for non-compliance penalty will be levied as under :
 - From 4th month to 6th - ₹ 1000/- will be deducted from the fixed component.
 - From 7th to 12 month, ₹ 2000/- will be deducted from the fixed component
 - After 12 months, his/her contract will not be renewed.

*Retired Bank staffs who have already completed JAIB/CAIB are excluded from IIBF BC Certification.

9. Termination of services: Either party can initiate for termination of contract by giving 30 days, notice. However, in case of non-satisfactory conduct & performance, / misbehavior / indulgence in any mis-appropriation / frauds, bank reserves the right to terminate the contract instantly without any prior notice. Further, Bank reserves the right to reduce the tenure of contract or prematurely terminate the contract with one month's notice. Bank will blacklist the Supervisor involved in fraud / misappropriation etc. and a list of such supervisor should be circulated by Zones at regular intervals to avoid engagement in any other zone.

10. Roles and Responsibilities of BC Supervisor:

- ❖ To monitor working of BC Agents assigned to him/her on daily basis through BC Dashboard / telephonic Calls / on line VC meetings besides monthly visit to BC Points.
- ❖ Fixation of targets and monitoring the progress vis-à-vis target
- ❖ To Ensure that banking services are available to the identified villages/SSAs (Sub Service Areas)/Non-SSAs including communities in rural / urban / metro areas.
- ❖ To educate BC about their roles and responsibilities.
- ❖ To ensure redressal of grievances of customers / BCs and submit feedback to link branch with copy to Regional Office..
- ❖ Conduct meetings in the villages/SSAs/Non-SSAs as well as communities in their operational area to encourage villagers/customers for availing of banking services of our bank and submit report to linked Regional Offices.
- ❖ Visit to allocated villages / SSAs / Non-SSAs as well as communities and BC points in the district at least once in a month.
- ❖ Monitor & Control the activities of the BCs in coordination with link branch and to ensure that BCs remain active.
- ❖ Ensure that the BCs are operational during the working hours as per extant guidelines of the Bank.
- ❖ To ensure that BCs are not doing any type of off-line transactions at BC point.

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- ❖ To ensure that BCs are engaged in cross selling of Central Bank of India and third party products.
- ❖ To ensure that BCs are engaged in recovery of Central Bank of India.
- ❖ Plan and organize camps in consultation with the link branch/Regional Office from to time for achieving various targets.
- ❖ To coordinate with the branch and CBCs/Service provider for appointment of BC for identified location.
- ❖ Any other terms and conditions as applicable.

11. GENERAL INSTRUCTIONS: While applying for the post, the applicant should ensure that he/she fulfills 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 engagement, his/her contractual engagement 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 Management.

The Management reserves the right to fill or not to fill the above advertised position without assigning any reason thereof. Mere admission of the 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.

12. Mode of Application: Candidates have to send applications through Registered post/Speed Post/courier Service to following address. No other Mode will be accepted. **Last Date of receiving complete application at Regional Office: 29.02.2024.**

Address the application, super scribing "Application for the post of Recruitment as Business Correspondent Supervisor on contract" to 'Regional Manager, Central Bank of India, Regional Office, "Mangesh" Mangal Karyalay, Adarsh Colony, Akola 444004.