

Appointment of Business Correspondent (BC) Supervisor on contract basis at Hassan Center.

Bank of Baroda, a Government of India Enterprise, invites applications from interested candidates for appointment of Business Correspondent (BC) Supervisor on contract basis at **Hassan** Center in the state of Karnataka.

Details of the Vacancies

SI No	Name of Centre	Name of Regional Office	District to Cover	State	No. of vacancy
1	Hassan	Hassan	Hassan & Chikkamagaluru	Karnataka	One

Criteria for Engagement of Business Correspondent (BC) Supervisors

SI.No	Particulars	Proposed Criteria
1	Mode of selection	Interview Only
2	Eligibility	 For Retired Bank Employees Retired officers (including voluntarily retired) of any PSU bank up to the rank of Chief Manager. Retired clerks and equivalent of Bank of Baroda having passed JAIIB with good track record. All retired bank employees applicants should have rural banking experience at least 3 years. The maximum age for continuation of BC supervisors will be 65 years. For Young Candidates Minimum qualification should be graduate with Computer knowledge (MS Office, email, Internet etc.), however qualification like M.Sc. (IT)/ BE (IT)/ MCA/MBA will be given preference.
		 Should be in the age group of 21-45 years at the time of appointment. The maximum age for continuation of BC supervisors will be 65 years.
3	Geographical Location Of The Candidates	Preference will be given to the candidates from the same District where they will be assigned to function and if suitable candidates are not available in the same district, the candidates may be selected from the adjoining districts. Candidate should be proficient in local language & dialect both reading and writing. UNDER NO CIRCUMSTANCES THE CANDIDATES WILL BE SELECTED FROM OTHER STATES
4	Period Of Contract	The contract will be initially for a period of 12 months subject to review after every 6 months



5	Roles Responsibilities	& • • • •	Monitor 50-60 BCs assigned to them. Ensure that banking services are available to the identified villages/ SSAs (Sub Service Areas)/ Non-SSAs including communities in urban/metro areas. Educate BCs about their roles and responsibilities. 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 the report to Regional Manager. Visit to allocated villages/SSAs/Non-SSAs as well as communities in their operational area and BC points in the district at least once in 15 days and submit the report to FI coordinators of the Region. Monitor & Control the activities of the BCs in coordination with link branch. BC supervisors must 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 the BCs are available on daily basis and transactions in the BC points are taking place as per prescribed norms/guidelines.
		•	Ensure that BCs are not doing any type of off-line transactions at BC points.
		•	Ensure that BCs are engaged in cross selling of our bank's and third party products.
		•	Ensure that BCs are engaged in recovery of our bank's dues.
		•	Conduct financial literacy sessions with villagers/communities during his visit to the villages/BC points.
		•	Ensure that BCs have displayed the Dos &Don'ts board at BC points. Ensure that BCs are issuing only system generated slips to customers.
		•	Ensure that BCs are not using any stationery of the bank. BC Supervisor must take feedbacks from local customers regarding functioning of the BC agent during his visit and submit the feedback/Report to Regional Office.
		•	Plan and organize camps in consultation with the link branch /Regional Office from time to time for achieving various targets. Coordinate with the branch and service provider for appointment of BCs for suitably identified locations. In case of attrition of BCs, coordinated action should be taken for substitution of BCs at the earliest to ensure that continued banking services are available to customers. To identify BCs for uncovered villages allotted by DFS.





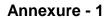
8	Interview Process	Based on the eligibility, candidates will be shortlisted for interview
		process.
		Shortlisted candidates will be called for interview in due course.
9	Last date of application	Last date of application received to our office is 24.03.2023 .
		*The application form (Annexure-I) should be submitted in hard copies to the Regional Office Hassan either through speed post/registered post/courier or in person on or before 24.03.2023.

Duly filled Application with enclosure of Education Qualification and other relevant Document sent in Hard copy only will be considered valid.

Please send the application on below mention address with title on envelope stating as "APPLICATION FOR THE POST OF BC SUPERVISOR ON CONTRACTUAL BASIS".

Address for Application to be sent:

To, The Regional Manager, Bank of Baroda Regional Office-Hassan No.208 ,1st floor Santhepet,Behind APMC Yard BM Road Hassan -573201 Karnataka





Application for the Business Correspondent Supervisor

To The Regional Manager Bank of Baroda Hassan Region

Affix Photograph

With reference to you advertisement dated ______, I submit my application and details for the assignment of Business Correspondent Supervisor as given below:

NAME	/HUSBAND'S MALE/FEMALE) BIRTH	
DATE OF BIR	BIRTH	
ADDRESS	CURRENT	
	CONTAC [®]	



		E-MAIL ID	
7	EDUCATIONAL QUALIFICATION		
8		TY, IF ANY S/NO)	
9	PREVIOUS E	EXPERIENCE	

SI.No	Name of Organization	Designation	From	То	Responsibilities

10	NAME & ADDRESS OF TWO REFERENCE		
11	PREFERRED DISTRICTS FOR WORKING	Preference 1	Preference 2



12 ANY OTHER INFORMATION THE APPLICANT WISHES TO GIVE IN SUPPORT OF HIS/HER CANDIDATURE

DECLARATION

I hereby declare that the particulars furnished above are true and correct to the best of my 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/engagement for the said post is liable to be cancelled/disengaged at any stage. I will not claim any employment in the bank, based on this engagement.

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 the content of the advertisement will be instituted by me only at Vadodara and Courts/tribunals/forums at Vadodara will have jurisdiction to try the same. I undertake to abide by all the terms and conditions mentioned in the advertisement dated _____.

Place : Date :

(Signature of Applicant)

Enclosure:

- 1. Copy of Aadhaar Card & PAN Card
- 2. Copy of document with current Address (applicable if current address is different from Aadhaar)
- 3. Copy of 10th, 12th, Graduation and Post-Graduation Certificates (as applicable)
- 4. Copy of employment proof in the previous organization.