| इंडियन बैंक Indian Bank<br>इलाहाबाद ALLAHABAD | विभाग / Department<br>वित्तीय समावेशन<br>FINANCIAL INCLUSION | अंचल कार्यालय / Zonal Office<br>Pearl Arcade, 8th East Main Road, Gandhi Nagar,<br>वेल्लूर / Vellore-632006<br>Phone No: 0416-2249627 |
|---|---|---|

**ZOV/FI/41/2022-23** **Date: 18.10.2022**

The Deputy General Manager (I T)
Indian Bank,
Corporate Office,
Chennai.

Dear Sir,

Sub: Porting of advertisement for engagement of Financial Literacy Counsellor (FLC) for Ranipet District and Faculty for IndSETI at Ranipet in Bank's Website.

As approved by our Bank's Board regarding adoption of the Human Resource Policy for Financial Literacy Counsellors and Faculty for IndSETI , applications seeking expression of interest for engagement as FLCs for Ranipet District and Faculty for IndSETI at Ranipet is enclosed along with terms and conditions .

We request that the same may be ported in Bank's website following due process.

Yours faithfully

**Zonal Manager**

Encl : Application and terms & conditions for engagement of FLC at Ranipet, Tirupattur and Chengalpattu.

Copy to: Executive President, IBTRD/DGM(HO : RBD/ CO:FID ), Chennai

इंडियन बैंक अंचल कार्यालय वेल्लूर आर बी डी एफ आई RBD FI ZONAL OFFICE, VELLORE INDIAN BANK

# INDIAN BANK TRUST FOR RURAL DEVELOPMENT (IBTRD)

C/O RURAL BANKING DEPARTMENT, CORPORATE OFFICE, INDIAN BANK , CHENNAI -14

**ENGAGEMENT OF FACULTY ON CONTRACT BASIS AT INDIAN BANK SELF EMPLOYEMENT TRAINING CENTRE (INDSETI) ESTABLISHED AT RANIPET**

**IMPORTANT: LAST DATE FOR RECEIPT OF APPLICATION – 05/11/2022**

Indian Bank Trust for Rural Development (IBTRD) is operating 33 Indian Bank Self Employment Training Institutes (INDSETIs) in its Lead Districts. IBTRD is proposing to engage a Faculty on contractual basis at **Ranipet** location.

**Objectives of RSETI :**

To identify, orient, motivate and assist unemployed youth to undergo free residential training at RSETI to take up self-employment / wage employment activities in Rural / Urban areas.

**Qualification / other criteria for Faculty** **No. of vacancy – 01**

| S. No | Parameters | Norms |
|---|---|---|
| 1 | Age | 22 - 40 years |
| 2 | Educational / Qualification | Graduate/Post Graduate viz.,MSW/MA in Rural Development /M A Sociology/Psychology/ B.Sc.(Vet/ Agri/Hort/Agri.Marketing )/ B.A. with B.Ed. etc., |
| 3 | Preference | Previous experience as Faculty preferred. |
| 4 | Communication skills | Fluency in local language and English with sound computer knowledge is essential. |
| 5 | Technical Skills | Should have a flair for teaching.<br>Skill in typing in English is essential. Typing skills in local language (Tamil) an added advantage. |
| 6 | Remuneration | Rs.20000/- Per month with other applicable allowances. |
| 7 | Engagement Period | On contract basis for 3 years with annual performance review and renewal of contract. |
| 8 | Selection Process | Written test followed by Personal Interview |

1. Applicant shall apply in the prescribed format (Available in Bank's website) with full details.
2. Completed application with all details supported by relevant certificates to be sent to respective locations viz.,

**The Lead District Manager**
**IndSETI Ranipet premises,**
**9 M F Raod, Navalpur,**
**Ranipet - 632401**

IBTRD reserves the right to reject incomplete/ ineligible application.

For more details visit our website: www.indianbank.in \ **career**

**Zonal Manager, Indian Bank, Vellore zone**

इंडियन बैंक अंचल कार्यालय, वेलूर आर भी टी एफ आई RBD FI ZONAL OFFICE VELLORE INDIAN BANK

# INDIAN BANK TRUST FOR RURAL DEVELOPMENT (IBTRD)

C/O RURAL DEVELOPMENT DEPARTMENT , CORPORATE OFFICE, INDIAN BANK , CHENNAI -14

**ENGAGEMENT OF FINANCIAL LITERACY COUNSELLOR ON CONTRACT BASIS AT FINANCIAL LITERACY CENTRES (FLCC) ESTABLISHED IN RANIPET.**

**IMPORTANT: LAST DATE FOR RECEIPT OF APPLICATION – 05/11/2022**

Indian Bank Trust for Rural Development (IBTRD) is running 33 Indian Bank Self – Employment Training Institutes (INDSETIs) in their Lead Districts. IBTRD is looking now for engagement of Financial Literacy Counselors on contractual at Ranipet location.

**Objectives of FLCC:**

The broad objective of the FLCCs will be to provide free financial literacy / education and credit counseling.

**No. of vacancy – 01**

| S. No | Parameters | Eligibility |
|---|---|---|
| 1 | Age | Below 65 years ( Exit Age up to 68 years) |
| 2 | Educational / Qualification | Retired employee of Financial Institution, RBI, NABARD,SIDBI and Commercial Banks. |
| 3 | Experience | Served for Five years as Officer(MMG) in Bank/Financial Institution. Should have knowledge in Rural Banking/ latest Govt.schemes. |
| 4 | Communication skills | Fluency in local language and English with MS office. |
| 6 | Other requirements | Valid Driving License is a must since the nature of job also involves travelling/field visit. |
| 7 | Remuneration | Rs.15000/- per month. |
| | Engagement Period | On contract basis for 2 years extendable for another 3 years subject to maximum age of 68 years with annual performance review. |
| 9 | Selection Process | Eligible candidates will be called for personal interview to assess teaching skills and communication capability . |

1. Applicant shall apply in the prescribed format with full details ( Please refer web site ).
2. Completed application with all particulars supported by relevant certificates to be sent to

**The Lead District Manager**
**Indian Bank ,IndSETI, Ranipet**
**9, M F Road, Navalpur, Ranipet-632401**

3 . IBTRD reserves the right to reject incomplete/ ineligible application.

For more details visit our website: **www.indianbank.in \ career**

इंडियन बैंक
अंचल कार्यालय
आर बी डी
एफ आई
RBD
FI
ZONAL OFFICE, VELLORE
INDIAN BANK

Zonal Manager, Indian Bank, Vellore Zone.

Revised Guidelines for selection of FLC Counsellors

## Financial Literacy Centre

Affix passport size photo

**Bio-Data-for Financial Counsellor**

| | |
|---|---|
| Name | |
| Father/Husband | |
| Native Place | |
| Native State | |
| Permanent address | Present address |
| Contact Numbers | |
| Email id | |
| Languages known | |
| Qualification | |
| Category | Gen<br>BC<br>MBC<br>SC/ST<br>Minority |
| Religion | |
| Date of birth | |
| Age | |
| Gender | |
| Marital status | |
| Earlier Employment : Previous employer | |
| Joined on | |
| Joined as | |
| Retired/VRS on | |
| Any other relevant information/experience in teaching etc | |

**Career path:**

| Place of work | Designation | From | To |
|---|---|---|---|
| | | | |

Two references with address and phone number:

1.

2.

Signature and Date

## Revised Guidelines for selection of FLC Counsellors

**Functioning of FLC:**

- Financial Literacy and Credit Counseling Centres are to be funded by Trust set by bank or funded by the banks themselves
- Separate premises easily approachable to the public may be hired preferably in local panchayat or administrative offices.
- As far as possible FLC to be kept as a separate entity and should maintain arms-length from Bank and should not be perceived as a recovery or marketing agent of the Bank.
- *Wide publicity to be given to the concept of credit counselling and free availability of* such services.
- FLC may be funded fully by Bank , However , as suggested by RBI possibility of cost sharing through Financial Inclusion Fund set up by NABARD may be explored
- A counsellor who may be a retired or serving bank employee. is to be available to assist anyone seeking their help free of cost , and supervising the day to day functions of the FLC
- Reputed specialists from diverse fields like Banking, Law, Management, Social mobilization, Gender and Agriculture may be involved in the counseling services
- Counsellors to assist peoples on a face to face basis as well those who approach them over telephone, email, or by means of letters without restricting themselves to their own Bank's customers.
- Where ever possible training and awareness camps may be organized to educate people of the need to save
- Working time 5 days a week between 10.00 AM to 4.00 PM
- **Financial Literacy Centers (FLCs) to conduct camps as below**
  - ✓ Minimum of one outdoor camp per month by each FLC and rural branch of banks.
  - ✓ *Minimum of One camp per month for each target group (Farmers, SHG, Pensioners* School Children, Micro & small Enterprises) by each FLC and rural branch of banks.