

APPOINTMENT OF BC Co-ordinator

Sr. No	Particulars	Criteria
1	Eligibility	Qualification/Experience: BE (IT OR Computer)/ BCA/ MCA/ Degree in Computer Science/ Equivalent qualification. Age: Not Above 45 years (completed as of 31.05.2015)
2	Remuneration	Rs.15000/- (Rupees Fifteen Thousand only) per month
3	Conveyance	Rs.2500/- per month.
4	Mobile Re-charge	Rs. 500/- per month.
5	Duties	<ol style="list-style-type: none"> 1. To monitor on-line/off-line overall functioning of Bank Mitras on daily basis anywhere in Kutch District. 2. To coordinate the Bank Mitras, Base Branch and TSP to ensure successful implementation of Financial Inclusion Plan i.e. PMJDY 3. To organize/coordinate/ attend Financial Literacy camps/Gram Sabhas etc. 4. To arrange for Locational Trainings for Bank Mitras, to install/update S/W in micro ATM and to extend all related technical support etc. 5. Any responsibility entrusted by Bank for promotion of Bank Mitras' activity. 6. To ensure the terms and conditions of the agreement executed by the Bank and BM are complied with.
6	Working hours and location	Usual bank office hours of ZO/ Bank Branches except Bank holidays. As per bank's requirement, BCC to work from ZO/District HQ /Centre nearer /with good approachability to Bank Mitras allocated to the respective BCC. Field tours to be made under intimation to ZO. BCCs may be allowed absence for maximum 2 days in a month but the same not to be allowed to accumulate. Remuneration to be paid on pro rata if absence is more than 2 days in month.
7	Reporting	<ol style="list-style-type: none"> i) Daily Reporting to ZO in prescribed format. ii) Fortnightly Reporting to HO as deemed necessary with remark/observation by ZM
8	Discontinuation/Termination of services	The BCC to be engaged initially for a period of 6 months, to be reviewed after every 6 months for extension for 6 more months. If performance of the BCC is not satisfactory and / or any other reason or Bank does not require BCC services, the Bank reserve its rights of terminating the services with one month notice.
9	Last date for Acceptance of Application	15.06.2015

