

**APPOINTMENT OF BCCs (BC Coordinators) ON CONTRACTUAL BASIS FOR MEHSANA ZONE**

**No. of Post: 2**

**Last date of Receipt of Application: 15.07.2016**

Sr. No	Particulars	Proposed Criteria
1	Eligibility	<p><b>Qualification/Experience:</b> 10<sup>th</sup> Pass with Diploma/BE/ BCA/ MCA/ Degree in Computer Science/ Equivalent qualification/ Graduate with working experience in computer/IT(MS Office, Email, Internet etc.)</p> <ul style="list-style-type: none"> <li>• Shall be Fluent in spoken and written local language.</li> <li>• Fluency in Hindi/English would be an added qualification</li> <li>• Should ready to travel in remote/rural villages</li> <li>• <u>Applicant should belong to local area North Gujarat i.e Mehsana, Patan and Banaskantha Districts (area of Operation).</u></li> </ul> <p><b>Age:</b> Not Above 45 years as on date 30.06.2016.</p>
2	Remuneration	Rs.15000/-(Rupees Fifteen Thousand only) per month
3	Conveyance	Rs.2500/- per month
4	Mobile Re-charge	Rs. 500/-
5	Duties	<p>i)To monitor on-line/off-line overall functioning of BMs on daily basis.</p> <p>ii)To coordinate the Bank Mitras, Base Branch and TSP to ensure successful implementation of Financial Inclusion Plan i.e. PMJDY</p> <p>iii) To organize/coordinate/ attend Financial Literacy camps/Gram Sabhas etc.</p> <p>iv)To arrange for Locational Trainings for Bank Mitras, to install/update S/W in micro ATM and to extend all related technical support etc.</p> <p>v)Any responsibility entrusted by Bank for promotion of Bank Mitras' activity</p> <p>vi) To ensure the terms and conditions of the agreement executed by the Bank and BM are complied with.</p>
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	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	Field General Managers / GM (IT/FI), HO in case there is no FGM, on the recommendations of Zonal Manager- If performance is not satisfactory and/or any other reason, bank does not require BCC services. -One month advance notice period
9.	Period of Engagement	Initially for period of Six Months renewable for further period as felt necessary by the Bank if services found satisfactory by the Bank. If performance is not satisfactory and/or for any other reason Bank does not require the services the engagement will be discontinued by giving one month's advance notice

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

**Address for Application to be sent:**

The Zonal Manager  
Dena Bank  
Zonal Office  
2<sup>ND</sup> FLOOR SHRI RAM COMPLEX  
RADHANPUR HIGHWAY RAOD  
MEHSANA-384002

APPLICATION FOR THE POST OF  
BUSINESS CORRESPONDENT CO-ORDINATOR

TO,  
The Zonal Manager  
Dena Bank  
Zonal Office  
2<sup>ND</sup> FLOOR SHRI RAM COMPLEX  
RADHANPUR HIGHWAY ROAD  
MEHSANA-384002

Affix Photograph and sign across
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With reference to your advertisement on Bank's website dated \_\_\_\_\_  
I, submit my application for the **assignment of Business Correspondent Co-coordinator** as shown below.

1	NAME(IN FULL)	
2	FATHER'S/HUSBAND'S NAME	
3	GENDER(MALE/FEMALE)	
4	DATE OF BIRTH (DD/MM/YYYY)	
5	AGE WITH DATE OF BIRTH AS ON DATE 30.06.2016	
6	ADDRESS	PRESENT
		PERMANENT
7	CONTACT DETAILS	MOBILE NUMBER
		LANDLINE NUMBER
		E-MAIL ID
8	DISABILITY IF ANY	

**9. Education Qualification:**

Qualification	Details	Board/University	Full Time/Part Time	Year of Passing	Subject/ Specialization	Marks/Grade ( Rank if any)
Diploma						
Graduation						
Post-Graduation						
Professional Qualification						
Other/Computer Knowledge						

**10. EXPERIENCE (Preceding 10 years)****Total (In years):**

Sr. No	Name of the organisation	Designation/Rank	Duration		Responsibilities
			From (year)	To(year)	

11	NAME AND ADDRESS OF TWO REFERENCES	Reference 1	Reference 2

12	PREFERRED DISTRICT FOR WORKING	1	2	3
13	ANY OTHER INFORMATION THE APPLICANT WISHES TO GIVE IN SUPPOT 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 Mumbai and Courts/tribunals/forums at Mumbai will have jurisdiction to try the same. I undertake to abide by all the terms and conditions mentioned in the advertisement displayed on Banks website dated\_\_\_\_\_.

Place:

Date:

(Signature of applicant)

Enclosure:

- 1.
- 2.
- 3.