

1.0 Engagement of FI Supervisor

- a] **Eligibility:** The employees retired from the services of the Bank on attaining the age of superannuation or by opting VRS, with scale II and above while they were in services of the Bank are eligible.
- b] The employees who have resigned/terminated/ from the services of the Bank, or given CRS, are strictly **NOT** eligible.
- c] Age of the retired employee shall not exceed **70** years at the time of engagement.
- d] Commitment, diligence, integrity, dedication of the retired employee during his services in the Bank is a criterion for selection.
- e] Cases of CBI or any other enforcement agencies or by the Bank should not be pending against the employee while applying for empanelment. A declaration to this effect shall be obtained from the applicant.
- f] No punishment/penalty should have been inflicted on the employee during **2 years** of his service in the Bank preceding to his retirement.
- g] The retired employees having knowledge about the Financial Inclusion initiatives, selection criteria, engagement /operations of Bank Mitras, salient features and nature of work under PMJDY, KYC Norms, operation of micro ATMs, issuance of cards, to be given preference for engagement.
- h] The retired employees should be preferably resident of the locality where the Zonal Office is located.
- i] The retired employees who have already been appointed / empanelled by the Bank as Consultants /Advisors etc. are not eligible.
- j] The employee, if approved/empaneled, should be in a position to monitor all the FI activities from the Zonal Office concerned and all related assignments given by the Bank from time to time in connection with FI/PMJDY/micro insurance etc.,
- k] A consolidated fixed allowance of Rs 14500.00 and fixed out of pocket expenses (including conveyance, telephone charges etc.) of Rs 4500.00 will be offered to each FI Supervisor.
- l] Any retired employee seeking engagement, shall submit application directly or through any of the Branches, in the prescribed format as per **Annexure** along with the required documents to the Zonal Office, requesting for engagement as

FI Supervisor. Application submitted at the Branches shall be forwarded to the Zonal Office with Branch recommendations.

- n] Based on the report of interviewing committee, Zonal Head shall approve the engagement

2.0 Broadly, the FI Supervisors are required to do the following activities

- 2.1 Monitoring the steps taken by the branches concerned on opening the accounts of unbanked household in allotted villages/wards and placing data before Zonal Head for review.
- 2.2 Ensuring updating the census code in CBS and listing out the households and address of those where account opening has to complete as per time schedule prescribed.
- 2.3 Ensuring that the branches in the Zone provide RuPay debit cards to all the account holders,
- 2.4 Monitoring the branches to ensure completion of survey of households.
- 2.5 Ensuring that fixed Bank Mitras/CSCs in all the allotted villages are engaged, activated, e-KYC is activated, micro ATMs are provided to each one of them, and Micro ATMs are working effectively.
- 2.6 Ensuring that Bank Mitra/CSCs get the minimum remuneration of Rs.5000/- PM.
- 2.7 Training/guiding and supervising the Bank Mitras/CSCs to ensure they are active and contribute to business of the Bank
- 2.8 Achievement of targets under Swavalamban [pension scheme], micro insurance sales by the branches allocated with the targets in the Zone etc.
- 2.9 Ensuring that the branches keep adequate stock of RuPay cards, financial literacy materials, display posters, Banners, keep adequate stock of pamphlets all printed in local language.
- 2.10 Ensure that the branches conduct camps/meetings/visits as per the ZO/HO instructions. Arrange for Bank Mitra Meets at regular intervals at the Zonal level.
- 2.11 Any work entrusted from time to time.



CORPORATION BANK

Annexure

1. Please fill all the columns in the application invariably & no columns shall be left blank. If any information is not applicable, mark as NA.
2. Corporation Bank reserves the right to reject any application without assigning any reason.
3. Please tick (✓) whichever is applicable.

Affix recent
Photograph
of the applicant
with signature

To,
The Zonal Head
Corporation Bank
Zonal Office:

Dear Sir,

With reference to your advertisement on “engagement of Financial Inclusion Supervisor”, I would like to apply for engagement under the proposed work. To enable you to consider my application, I furnish the following details.

| | | | | | | |
|---|---|--------------------------|--------------------|-------------------------------|------------------|---------------|
| 1 | Name, Address & contact details of the Retired Employee. | Mr./Ms. | | | | |
| | | Staying in own House [] | | Rented House, since [] | | |
| | | Phone: | | Mobile: | | |
| | | Email : | | | | |
| 2 | Permanent Address [if other than the above] | | | | | |
| 3 | Educational Qualifications | Specialization, if any: | | | | |
| 4 | Other Details | Date of Birth | Date of Retirement | Employee No. | No of Dependents | Vehicle Owned |
| | | | | | | |
| 5 | Previous Experience [Starting from the last Branch/Office] and current employment details | | | | | |
| | Name of the Branch/ Office | Period | Scale/Designation | Nature of work handled | | |
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| 6 | Details of Awards & Recognitions, if any : | | | | | | | | | | | | | |
| 7 | Details of Training/Exposure, especially in Financial inclusion/rural credit/rural extension , if any: | | | | | | | | | | | | | |
| 8 | Details of Disciplinary Action/Punishments inflicted, if any: Details of any pending disciplinary action/CBI case, if any: | | | | | | | | | | | | | |
| 9 | Banking details | <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">a] Branch where Pension is disbursed</td> <td></td> </tr> <tr> <td>b]Bank Account No receiving pension</td> <td></td> </tr> <tr> <td>c] Bank name</td> <td></td> </tr> <tr> <td>d] Branch name</td> <td></td> </tr> <tr> <td>e]Loan enjoyed if any</td> <td></td> </tr> <tr> <td>f]PAN Number</td> <td></td> </tr> </table> | a] Branch where Pension is disbursed | | b]Bank Account No receiving pension | | c] Bank name | | d] Branch name | | e]Loan enjoyed if any | | f]PAN Number | |
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| d] Branch name | | | | | | | | | | | | | | |
| e]Loan enjoyed if any | | | | | | | | | | | | | | |
| f]PAN Number | | | | | | | | | | | | | | |
| 10 | Documents enclosed | 1] Copy of the letter for proof of retirement. 2] Copy of identity card issued by PAD for retired employees in your Bank. 3] Bank Account Statement for the last 6 months. 4] Copy of PAN card. | | | | | | | | | | | | |

Declaration

I hereby declare that the information furnished herein above is true and correct to the best of my knowledge and belief.

- I am not employed elsewhere, or
- I will leave my present employment before accepting this assignment, if given.

Mark '✓' or 'X' in relevant statements.

Place:

Date:

Signature of the Applicant