



PUNJAB & SIND BANK

(A Government of India Undertaking)

Zonal Office Hoshiarpur

Punjab & Sind Bank Zonal Office Hoshiarpur invites application for appointment of FLC Counsellor at Balachaur block District Nawanshahar.

Terms and Conditions:-

1	Name of the Centre	Financial Literacy Centres (FLCs)
2	Location of the FLC	The FLC shall be located in the Bank's premises with a separate enclosure for Financial Literacy Counsellor and visitors.
3	Qualification	Graduate with sound knowledge of banking, law, finance along with requisite communication and team building skills.
4	Other Eligibility condition for hiring	Retired Bank Officials of Scale-II & above with adequate experience as Branch Incharges, ex- serviceman etc. will be hired on contract basis for one year which can be renewed on the basis of recommendations from concerned Zonal Manager every year till the Counsellor attains the age of 65years. He should be in good health to perform his duties.
5	Working Knowledge of Computers	Financial Literacy counsellor should be able to work independently and should have workable computer knowledge like MS Word, Power Point, Excel and should be able to operate internet.
6	Knowledge of Local Language	Financial Literacy Counsellor should be preferably from same or nearby district and well conversant with local language.
7	Upper age limit	Till he attains the age of 65 years with sound health
8	Administrative set up / control/ and monitoring	FLC have one Financial Literacy Counsellor who will be working under the direct control of Zonal Manager. However, Administrative Control of the Financial Literacy Counsellor shall be under the concerned Branch Manager. The period of contract will be of 12 months from the date of joining duties. However, Competent Authority will have right to terminate the contract in case of unsatisfactory performance by giving 30days prior notice.
9	Reporting Mechanism	The financial Literacy Counsellor shall submit quarterly performance in prescribed format in excel sheet to respective Regional Director of RBI within 20 days from the end of quarter while submitting monthly report to concerned Zonal Office.



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10	Infrastructure	The FLC being a part of the Bank Office or a rural branch should have a separate room/ space with a seating capacity of minimum 10 members to address walk-in- customers and basic amenities like computers / laptops and printers, furniture & fixtures, one telephone connection with internet connection and a helpline for addressing grievances of the public by the respective Zonal Offices for the purpose of effective and efficient functioning of the FLCs.
11	Remuneration and other expenses.	<p>(a) The consolidated remuneration of Rs.18000/- per month subject to minimum 07 camps/ meetings per month shall be paid by the bank.</p> <p>(b) Reimbursement of conveyance charges of maximum Rs.2000/- per month on production of bill and subject to minimum of 10 Camps/ meetings per month to be passed by concerned Zonal Office.</p> <p>(c) No remuneration will be paid in case of not conducting any camps/ meetings during the month. Further Rs.1000/- per short camp/ meetings will be deducted from fixed remuneration in cases where minimum 07 camps/ meetings not conducted during the month.</p> <p>(d) Bank shall also bear 2/3 Tier Sleeper Class/ Chair Car/ Non AC Bus Fare to attend any training or meeting called by Bank/ RBI. The above remuneration/conveyance charges/ Travelling expenses will be approved and paid by concerned Zonal office.</p> <p>(e) FLC will not be eligible for Provident Fund/ any other benefits/ facility whatsoever as a retired Bank Officer, FLC is allowed to draw pension and relief on pension etc from concerned institution in addition to above remuneration.</p> <p>(f) The performance of FLC will be reviewed by concerned Zonal Office on monthly basis and the consolidated performance review will be submitted to Head office quarterly.</p>
12	Leave Entitlement	18 days leave per year with maximum of 02 days per month with the permission of Zonal Manager.
13	Dedicated Helpline	Financial Literacy Counsellor's Name & Mobile Number will be available at " PSB FLC/ RSETI" portal on our bank's website. SLBC/ NABARD should provide a dedicated helpline for all the Financial Literacy Counsellors at all India level or in a particular state.
14	Any disciplinary action	Bank will consider those candidates who have clean track record of their service.

Zonal manager
Punjab & sind Bank
Hoshiarpur



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Application for the post of Counsellor at Financial Lietracy Centres of Punjab & Sind Bank at Block Balachaur of Distt Nawanshahar.

(Application must reach concerned Zonal Offices on or before 02-05-2025 till 4.00 PM)

The Zonal Manager
Punjab & Sind Bank
ZO: Hoshiarpur

Dear Sir,

Reg: Application for the post of FLCs Counsellor at Block Balachaur Distt. Nawanshahar

I offer my services on contract basis for one year for the captioned post. A brief of my resume is as under:-

Name with PF Code:

Father's Name:

Age: Years

Months:

Date of Birth:

Gender:

Residential address:

Telephone No:

Mobile:

Email ID:

Qualification:

Whether any major/minor penalty awarded during the service time:

Whether have working knowledge in Ms-word, excel, power point, internet:

Languages Known:

Bank from which retired:

No of years of service in Bank Scale at the time of retirement:

Whether performed duties as Branch Incharge, If yes, no of years:

Date of retirement:

Designation at the time of Retirement:

Whether superannuated/VRS/any other:

Name and Contact No of two references:

1.

2.

Whether presently employed anywhere. If yes, detail thereof:

I undertake to declare that information submitted above is true to best of my knowledge and belief. I understand it is the discretion of the Bank to hire services on contract basis. While subjugating to bank's decision in this regard, undersign relinquish right to any claim in future.

Date:

Name:

Place:

Signature: