

ADVERTISEMENT

(No.-Con-2224/2018-19 dated-08.02.2019)

Applications are hereby invited from the Indian citizens to reach the Head Office of The Burdwan Central Co-operative Bank Ltd., at 64 G. T. Road, P.O.:- Burdwan, Dist:- Purba Bardhaman, West Bengal, Pin-713101 by 4.00 p.m. on 16.02.2019. for recruitment of 2(two) Resource Persons / FLC-in-charge for Financial Literacy Centres at different locations of Purba Bardhaman and Paschim Bardhaman districts.

The description of job is as under :-

1. **Nature of Job:** The said posts are purely contractual and engagement in such posts shall, in no way, ensure engagement / appointment in any post of this Bank at a subsequent period.
2. **Nature of Job:** Impart financial literacy in the form of simple messages, conduct outdoor Financial Literacy Camps with focus on financially excluded people, disseminate information on basic banking products, maintain required registers and such other works as may be assigned to him/her from time to time.
3. **Posting:** The posting will be anywhere in Purba Bardhaman and Paschim Bardhaman districts, where he/she should be willing to work on office days and if required, on holidays under such circumstances.
4. **Remuneration :** Consolidated pay of Rs.15,000/= (Rupees fifteen thousand) only per month.

The broad eligibility criteria for resource persons are as under: –

1. **Academic qualification:** Graduate in any discipline from any UGC recognized University of India and Basic Computer Knowledge. Basic Computer Knowledge meaning a computer course covering at least MS Office and Internet Operation, with a duration of minimum six months.
2. **Language:** The candidate should be proficient in Bengali and have working knowledge of English.
3. **Age:** The age of the candidate should be more than 20(twenty) years and less than 60 (sixty) years of age as on 01.01.2019.
4. **Tenure:** The Tenure for work of the resource persons would be for one year on contractual basis. However, termination of such job may be effected by either party at any point of time on giving one month's notice from either side.
5. Canvassing, in any form, will debar the candidate from any chance of being engaged in the present job.

Contd..P2



Application procedure:-

- 1 Applications neatly computer printed or filled in black ink, duly signed by the candidate, will have to be submitted in the proforma given hereunder.
- 2 Application should be made in closed envelope marked "**Application for Resource Persons / FLC-in-charge for Financial Literacy Centres of The Burdwan Central Co-operative Bank Ltd.,**" addressed to: -
The Chief Executive Officer, The Burdwan Central Co-operative Bank Ltd., 64, G.T. Road, P.O. - Burdwan, District:-Purba Bardhaman, West Bengal , Pin- 713 101,.
- 3 The applicant must enclose with his / her application: -
Self-attested photocopies of documents as proof of age, academic / professional qualifications and experience, if any.
- 4 Application should reach the above address within 16.02.2019.
- 5 **DROP** the application in the earmarked Drop Box placed at the Head Office of The Burdwan Central Co-operative Bank Ltd., at 64, G.T. Road, P.O. - Burdwan, District:- Purba Bardhaman, Pin- 713 101, West Bengal, latest by **4-00 p.m. on 16/02/2019** Or if dropping is not possible, **send** to the above noted address by Post / Speed Post / Registered Post / Courier Service, ensuring that it reaches the address latest by **4-00 p.m. on 16/02/2019**.
- 6 **The bank will not be responsible for postal delay. Applications received after stipulated time will not be entertained.**

Procedure of selection:-

- 1 Written Examination and interview will be held at Burdwan only. No TA / DA will be paid to the candidates in this respect.
- 2 Written examination will be of 40(forty) marks consisting of four subjects, namely, Mathematics, English, Bengali and General Knowledge.
- 3 All subjects will have questions of ten marks each.
- 4 Qualifying marks for written examination will be 14 (fourteen) out of 40 (forty).
- 5 There will be no negative marking for incorrect answers.
- 6 On the basis of results of written examination short listing of candidates will be made for oral examination.
- 7 Mere securing Qualifying Marks in written examination does not guarantee short listing for oral examination.
- 8 The Admit Cards for Written examination will be sent to the respective e-mail addresses of the candidates. Admit cards will not be sent by post under any circumstances.
- 9 Admit Cards should be preserved and produced at the time of Written Examination, Interview and at the time of joining, if selected.

Contd..P3



(3)

- 10 Verification of Testimonials: Candidates short listed for interview/viva voce test will have to produce before the bank all original documents and testimonials for verification, and also have to submit one set of self-attested copies of the same.
- 11 Full marks for oral examination will be 10 (ten).
- 12 Final merit list will be prepared on the basis of total marks of written and oral examinations obtained by shortlisted candidates.
- 13 Eligible candidates will be communicated for written and oral examination through e-mail only.
- 14 Application containing false or wrong information shall be rejected summarily.
- 15 Application initially accepted is also liable to be rejected, if any defect is detected at any later stage.



Sd/-

**Chief Executive Officer,
The Burdwan Central Co-operative Bank Ltd.**

Application format for Resource Persons / FLC-in-charge for
Financial Literacy Centres of The Burdwan Central Co-operative
Bank Ltd.

- 1 Name :
- 2 E-mail address :
- 3 Contact No. :
- 4 Postal address in full with PIN Code:

- 5 Date of birth:
- 6 Age as on 01.01.2019:
- 7 Sex :
- 8 Nationality :
- 9 Details of Academic and Technical
(computer) qualifications

Self-signed p.p.
size photograph
to be pasted here.

Declaration –

1. I, do, hereby declare that I have gone through all the terms and conditions as laid down in the advertisement and that I shall abide by all the rules and regulations as may be stipulated by the Bank from time to time. I also declare that I am willing to work anywhere within the Purva and Paschim Bardhaman districts.

2. I declare that, all information as furnished by me in this application form are true to the best of my knowledge and belief, and that, if any information is found false at any stage, my candidature shall be liable to be cancelled.

Full Signature of the candidate along with date and place.