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Agricultural, Rural Development & Financial Inclusion Dept. Central Office

Annexure I

Reg: Engagement of Business Correspondent Supervisor for supervising BC activities.

1. Due diligence:

- Due diligence including KYC & CIBIL reports should be followed at the time of appointment (Those who are having adverse record, or terminated/ dismissed from past service etc. should not be considered).
- Police verification must be arranged and conducted in respect of each selected applicant before assignment of duty.

2. Selection and Approval of BC Supervisor:

The selection will be held through an interview process.

3. Period of Contract:

The contract will be initially for a period of 12 months subject to satisfactory annual performance review.

4. Assignment of BC Agents / Conflict of Interest:

- **BC Supervisor should not be related to any BC Agent as a family member, blood relation, close relative or having any business relations.**

5. Termination of services:

- Either party can initiate for termination of contract by giving 30 days' notice. However, in case of non-satisfactory conduct & performance / misbehavior / indulgence in any misappropriation / frauds, bank reserves the right to terminate the contract instantly without any prior notice.
- Further, Bank reserves the right to reduce the tenure of contract or prematurely terminate the contract with one month's notice.
- Bank will blacklist the Supervisor involved in fraud / misappropriation etc. and a list of such supervisor should be circulated by Zones at regular intervals to avoid engagement in any other Zone.

6. IIBF – BC certification:

BC supervisors need to obtain IIBF-BC certification within 3 months from the date of joining. Bank shall reimburse the Registration Fee one time upon completing the course.

*Retired Bank staffs, who have already completed JAIB/CAIB are excluded from IIBF BC certification.

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7. GENERAL INSTRUCTIONS:

- While applying for the post, the applicant should ensure that he/she fulfills the eligibility criteria and other norms mentioned above and that the particulars furnished are correct in all respects. In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material fact (s), his/her candidature will automatically stand cancelled. If any of the above shortcoming (s) is/are detected even after engagement, his/her contractual engagement is liable to be terminated without any notice.
- In case of suitable and deserving cases, any of the requirements and conditions of eligibility mentioned above, may be relaxed at the discretion of the Management. The Management reserves the right to fill or not to fill the above advertised position without assigning any reason thereof.
- Mere admission of the application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him/her right to be called for interview.

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Agricultural, Rural Development & Financial Inclusion Dept. Central Office

Annexure I

Application for the Business Correspondent Supervisor

To,
The Regional Manager
Central Bank of India
_____ Region

Space for
Photo

With reference to your advertisement dated _____, I submit my application and details for the assignment of Business Correspondent Supervisor as given below:

| | | | |
|----|-------------------------|-----------|---|
| 1. | NAME (IN FULL) | | |
| 2. | FATHER'S/HUSBAND'S NAME | | |
| 3. | GENDER (MALE/FEMALE) | | |
| 4. | DATE OF BIRTH | | |
| 5. | ADDRESS | CURRENT | |
| | | PERMANENT | |
| 6. | CONTACT DETAILS | MOBILE NO | |
| | | E-MAIL ID | |
| 7. | EDUCATION QUALIFICATION | | 10 th Standard : 12 th Standard : Graduation : Post-Graduation: Other : |

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| | | |
|----|------------------------------------|--|
| 8. | DISABILITY, IF ANY (YES/NO) | |
|----|------------------------------------|--|

| | | | | | | |
|-----|--|----------------------|--------------|--------------|--------------|------------------|
| 9. | PREVIOUS EXPERIENCE | | | | | |
| | Sr. No. | Name of Organization | Designation | From | To | Responsibilities |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| 10. | NAME AND ADDRESS OF TWO REFERENCE | | 1) 2) | | | |
| 11. | PREFERRED DISTRICT FOR WORKING | | Preference 1 | Preference 2 | Preference 3 | |
| 12. | ANY OTHER INFORMATION THE APPLICANT WISHES TO GIVE IN SUPPORT 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 _____ and Courts/tribunals/forums at _____ will have jurisdiction to try the same. I undertake to abide by all the terms and conditions mentioned in the advertisement dated _____

Place:

Date:

(Signature of Applicant)

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Mumbai Main Office Building, 2nd Floor, M.G. Road, Fort, Mumbai - 400 023

□□□□□□□ / Telephone : 61648787 □□□□□□□ / website : centralbankofindia.co.in

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Enclosure:

1. Copy of Aadhaar Card and PAN Card.
2. Copy of document with current Address (Applicable if current address is difference from Aadhaar)
3. Copy of 10th, 12th, Graduation and Post-Graduation Certificates (as applicable)
4. Copy of employment proof in the previous organization.