



**Regional Office: GUNTUR**

**Business Correspondent Supervisor**

On annual contract basis.

**Last date of Receipt of application at Regional Office: 24.01.2025**

**Date of interview: It will be decided after receipt of applications.**

Candidates have to send applications Through Registered Post/SpeedPost/Courier Service to following address; No Other Mode will be accepted. Last Date of receiving complete application is 24/01/2025:-

**“CENTRAL BANK OF INDIA  
REGIONAL OFFICE – GUNTUR  
5<sup>TH</sup> Floor,STANDARD BUILDING  
BOMMIDALA COMPLEX  
COLLECTR OFFICE ROAD  
NAGARAMPALEM  
GUNTUR-522004**



**Regional Office: GUNTUR**

**Engagement of Business Correspondent Supervisor for supervising BC activities.**

Central Bank of India, Guntur regional office is inviting applications for post of 'Business Correspondent Supervisors' on contractual basis for closely monitoring of Business Correspondent Agents (BCA).

**1. Vacancy:-**

Sr.No	DISTRICT	Category	Vacancy
1	Guntur,Bapatla,Palnadu	A	1
2	Nandyal,Tirupathi,YSRKadapa	B	1
Total Vacancies			2

**Eligibility Criteria:**

**a) Young Candidates :**

- Minimum Qualification: Graduate with Computer knowledge (MS Office, email, Internet etc. Qualification like M.SC (IT)/BE(IT)/MCA/MBA will be given preference.
- Age group of 21-45 years at the time of appointment and maximum age for continuation will be 60 years.

**b) Retired Bank Employees :**

- Retired Officers (including voluntary retired) of any bank including Central bank of India (PSU/RRB/Private Banks/Co-operative Banks) up to the Rank of Senior Manager or equivalent.
- Retired clerks of Central Bank of India with JAIB Qualification, good track record.
- Maximum entry age - 64 years and maximum age for continuation will be 65 years.

**Geographical location of the candidates:**

- Candidates will be selected from the same District where they will be assigned to function and if suitable candidates are not available in the same district, the candidates may be selected from the adjoining districts.
- Candidates from other states are not eligible.
- Candidates should be proficient in local language (Telugu) and dialect both reading and writing.
- Job requirement: Should be willing and in a position to visit villages in the district for supervision and other activities as per assignment on periodic intervals.
- Should have accommodation near the nodal branch and not in any case outside the district for which selection is to be made.

**Period of Contract:** Initially for a period of 12 months subject to satisfactory annual performance review.

**Assignment/ Allocation of BC Agents per District per Supervisor:**

No. of Supervisor	Type of Supervisor	No. of BCs under Single Supervisor	
1	Category A	Minimum 25	Maximum 30
2	Category B	Minimum 20	Maximum 25

**Monthly Remuneration & other allowance payable to BC Supervisor:**

**A) Monthly Remuneration :**

Sr. No.	Type of Supervisor	Fixed Component	Variable Component *	Conveyance Allowance (Fixed)	Mobile / Internet Charges
1	Category A	₹ 15,000/-	₹ 10,000/-	₹ 4,000/-	₹ 500/-
2	Category B	₹ 12,000/-	₹ 8,000/-	₹ 3,000/-	₹ 500/-

\*Variable component will be ascertained based on the score secured by each BC Agent on various parameters

TDS shall be deducted from the monthly remuneration as per Income Tax Department guidelines.



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**B) Leave:** Maximum 3 days leave during the month & 30 days in a calendar year. Leave entitlement will be calculated at the rate of 2.5 days leave for each completed month from the date of joining. Availment of leave more 3 days will require notice not less than 7 days.

**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 and for non-compliance penalty will be levied as under :
  - From 4<sup>th</sup> month to 6<sup>th</sup> - ₹ 1000/- will be deducted from the fixed component.
  - From 7<sup>th</sup> to 12 month, ₹ 2000/- will be deducted from the fixed component
  - After 12 months, his/her contract will not be renewed.

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

**Roles and Responsibilities of BC Supervisor:**

- ❖ To monitor working of BC Agents assigned to him/her on daily basis through BC Dashboard / telephonic Calls / on line VC meetings besides monthly visit to BC Points.
- ❖ Fixation of targets and monitoring the progress vis-à-vis target
- ❖ To Ensure that banking services are available to the identified villages/SSAs (Sub Service Areas)/Non-SSAs including communities in rural / urban / metro areas.
- ❖ To educate BC about their roles and responsibilities.
- ❖ To ensure readdressing of grievances of customers / BCs and submit feedback to link branch with copy to Regional Office.
- ❖ Conduct meetings in the villages/SSAs/Non-SSAs as well as communities in their operational area to encourage villagers/customers for availing of banking services of our bank and submit report to linked Regional Offices.
- ❖ Visit to allocated villages / SSAs / Non-SSAs as well as communities and BC points in the district at least once in a month.
- ❖ Monitor & Control the activities of the BCs in coordination with link branch and to ensure that BCs remain active.
- ❖ Ensure that the BCs are operational during the working hours as per extant guidelines of the Bank.
- ❖ To ensure that BCs are not doing any type of off-line transactions at BC point.
- ❖ To ensure that BCs are engaged in cross selling of Central Bank of India and third party products.
- ❖ To ensure that BCs are engaged in recovery of Central Bank of India.
- ❖ Plan and organize camps in consultation with the link branch/Regional Office from to time for achieving various targets.
- ❖ To coordinate with the branch and CBCs/Service provider for appointment of BC for identified location.
- ❖ Any other terms and conditions as applicable.



**Regional Office: GUNTUR**

**Application for the Business Correspondent Supervisor**

To,  
The Regional Head  
Central Bank of India  
Guntur Region



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 :	
8.	DISABILITY, IF ANY  (YES/NO)		



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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)

**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 10<sup>th</sup>, 12<sup>th</sup>, Graduation and Post-Graduation Certificates (as applicable)
4. Copy of employment proof in the previous organization.