



(भारत सरकार का उपक्रम A Govt. of India Undertaking)

विभाग Department : Financial Inclusion

3rd Floor, Pattabhi Bhavan,

प्रधान कार्यालय Head Office: हैदराबाद Hyderabad

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NOTIFICATION FOR 9 VACANCIES OF BANK MITRA FACILITATORS ON CONTRACT BASIS IN ANDHRA BANK IN THE STATES OF ANDHRA PRADESH & TELANGANA

Vacancies:

In the state of Andhra Pradesh, 5 vacancies, one each in the following districts:

S No	District	Zone
1	Srikakulam	Srikakulam
2	Krishna	Vijayawada
3	Guntur	Guntur
4	Anantapur	Kurnool
5	Kurnool	Kurnool

In the state of Telangana, 4 vacancies in each in the following districts:

S No	District	Zone
1	Warangal Rural (To cover districts of Mahabubabad, Warangal rural, Jayshankar and Jangaon and to be stationed at Andhra Bank, Zonal Office, Warangal)	Warangal
2	Khammam (To cover districts of Khammam and Badradri and to be stationed at Andhra Bank, Khammam branch.)	Warangal
3	Adilabad (To cover districts of Adilabad, Komaram Bheem, Mancheria and Peddapalli and to be stationed at Andhra Bank, Mancheria branch)	Karimnagar
4	Rangareddy (To cover districts of Vikarabad and Rangareddy and to be stationed at Andhra Bank, Zonal Office, Hyderabad II)	Hyderabad II

Nature & Assignment of duties :- The nature of jobs, Bank Mitra Facilitator is expected to attend are as under:

- Daily login status of Bank Mitras in the District.
- Daily transactions done by Bank Mitras.
- Resolving the problems faced by Bank Mitras.
- Co-ordinating between Head Office/Zonal Office and Service Provider /Bank Mitras.

- Verification of availability of all services supposed to have deployed in PoS devices.
- Implementation of instructions/directions received from Head Office/Zonal Offices on FI Activities.
- Periodical updating of Bank Mitra knowledge on Bank Schemes/Government Schemes to be implemented by them.
- Conducting of monthly meetings of Bank Mitras and review of their activities.
- Undertaking of field visits to Bank Mitra locations and to check wearing of uniform by Bank Mitras available at fixed point location with timings displayed on the Board.
- Accompanying the visiting executives for field inspections/village camps etc
- Checking the quality of service with bank's expectations and reporting deviations to the bank.
- Interacting with the customers at the villages, obtaining feed-back and reporting your observations from such feed back to the bank periodically.
- Activation/Replacement of inactive Bank Mitras in coordination with the Service providers.
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Eligibility Criteria:- The eligibility criteria for the post of Bank Mitra Facilitator is as under :

1. Retired bank officer not below Scale II either VRS or on superannuation.
2. The candidate should have knowledge about Financial Inclusion and BC agent activities FI activities i.e., either worked in FI department at controlling offices, Corporate Offices, LDM Offices, RSETTIs or actively participated in FI & FLC activities as Rural Branch Manager.
3. Age should not exceed 62 years as on date of appointment.
4. Candidates should be Physically active and of sound health.
5. Candidates should have aptitude for counselling, rural development activities with good communication skills.
6. The person should be resident of the village / operational area and should be compliant to the **due-diligence** parameters prescribed.
7. The individuals desirous of working as Bank Mitra Facilitator should be in a position to operate the Desktop / Laptop. Necessary infrastructure such as the Laptop / Desktop, connectivity etc shall be provided by Bank.
8. The person should be non-political (not holding any post in any of the political party)
9. The person shall be without any criminal record and of good repute in the area.No cases of fraud/ criminal acts should have been at any time registered.
10. The Bank Mitra Facilitators shall cease to be engaged once they complete 65 years age.
11. The Area of operation of Bank Mitra Facilitator shall be normally the District and as advised by Financial Inclusion department from time to time.
12. The nature of duties shall be decided by the Bank from time to time.

Contract period: 6 months and extendable for another two years with each term of 6 months at the discretion of the Bank. Selected candidates should execute agreement with Bank.

Nativity:- Should be a resident of the same place where he or she is posted

Remuneration: Consolidated monthly remuneration of Rs.25000/-. TA/DA for outstation travel, DA at Rs 350/- for above 8 hours and Rs 175/- from 4-8 hrs and travelling expenses will be reimbursable at public transport rates.

Interested applicants may send their applications, duly filling all the fields, in the enclosed format as per the annexure, to the following address of the respective zones.

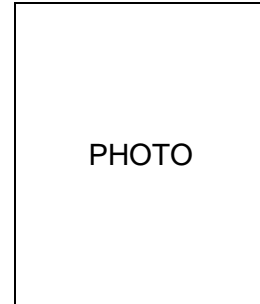
S No	Name of the District	Name of the Zone	Address
1	Guntur	Guntur	Andhra Bank. Zonal Office G.T.ROAD NAGARAMPALEM GUNTUR, Pin-522004 Ph: 0863-2241184/45741
2	Warangal Rural	Warangal	Andhra Bank, Zonal Office D.NO 4-7-152, NRR BHAVA COMPLEX , HANUMAKONDA, Pin-506010 Ph: 0870-2577812
3	Khammam		
4	Adilabad	Karimnagar	Andhra Bank, Zonal Office MUKARAMPURA,BESIDE KFS KARIMNAGAR, Pin-505001 Ph: 0878-2236605
5	Anantapur	Kurnool	Andhra Bank. Zonal Office OPP SRI RAMA THEATRE BELLARY ROAD, KURNOOL, Pin-518003 Ph: 08518-289537, 289592
6	Kurnool		
7	Krishna	Vijayawada	Andhra Bank. Zonal Office R R APPARAO STREET VIJAYAWADA, Pin- 520001 Ph: 0866-2560402
8	Rangareddy	Hyderabad II	Andhra Bank. Zonal Office Hyderabad II. HARSHA TOWERS, ROCK TOWN CLY,LB NAGAR, Pin-500068 Ph: 040 23467820/30/37
9	Srikakulam	Srikakulam	Andhra Bank. Zonal Office, Srikakulam C/O LEAD BANK OFFICE, NEAR to ANDHRA BANK RC, Pin-532001 Ph: 08942 270911

APPLICATION FOR ENGAGEMENT OF BANK MITRA FACILITATOR

Place:

Date:

From:



To
The Zonal Manager,
Andhra Bank

_____ .

Dear Sir,

Reg: Request for engagement as Bank Mitra Facilitator at _____ District.
At a location situated at _____ district.

I understand that your Bank is going in for engaging '**Bank Mitra Facilitator**' for monitoring of Bank Mitras at _____ district. I am residing in the location / village for the past ____ years.

I am willing to render my services as Bank Mitra Facilitator for your Bank and carry out the functions as desired by the Bank. I enclose my bio data in the format specified for your kind perusal.

I am fully aware and agreeable that in case the bank engage me as Bank Mitra Facilitator, I will execute a Letter of Agreement and perform the duties as per the directions/ instructions of the bank.

I assure that I will discharge my duties satisfactorily and maintain confidentiality of information I deal.

Thanking you,

Yours faithfully,

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BIO – DATA

1	Name of the applicant	Mr/Mrs./Ms.
2	Name of the father/ husband	S/o,W/o,D/o
3	Age and Date of birth	
4	Sex	Male / Female
5	Nationality	Indian
6	Religion	Hindu / Muslim / Christian / others
7	Community: OC/OBC/SC/ST	
8	Educational qualification	
9	Technical qualification, if any	
10	Languages known	
11	Residential Address	
	Door No:	
	Name of the street:	
	Name of the village:	
	Mandal:	
	District:	
	Pin code:	
	Aadhaar Number	
	PAN number, if available	
12	Mobile No	
13	Occupation: Retired as Bank Officer in Bank	(A copy of relieving letter to be enclosed)
14	Savings Account No.	
15	Date of opening	
16	Other facilities (loans etc.,) availed from Bank	
17	Whether permanent resident of the District .	
18	If not the distance from the residence to the Bank Office.	
19	Details from the residence	
20	Details of the deposits held, if any	
21	Declaration: I declare that the above information is correct and true to the best of my knowledge.	
Place:		Signature
Date:		

Copies of the documents to be submitted along with the application:

- a) Copy of Relieving letter given at the time of retirement.
- b) Age proof certification viz; PAN card / Passport
- c) Proof of Rural Service in FI / FLC activities : A Certificate from the concerned Bank Controlling Office.
- d) Proof of Address: Aadhaar Card copy / telephone bill / Electricity Bill etc

Last Date for receipt of applications : 15 days from the date of this notification.