

PUNJAB NATIONAL BANK
CIRCLE OFFICE NORTH DELHI

CO/ND/FLCC
26th April: 2010

The Chief Manager,
MASD,
Head Office,
New Delhi

REG--APPOINTMENT OF COUNSELLOR ON CONTRACT BASIS FOR FINANCIAL LITERACY AND CREDIT COUNSELING CENTRE (FLCC)

We are going to open Financial Literacy and Credit Counseling Centre (FLCC) at Delhi. The same will be managed by Credit Counsellor. For this purpose, a small advertisement, inviting applications for appointment of Credit counselor will be given in Local Newspaper after putting the details of Terms & Conditions & eligibility criteria on bank's website.

We give below the format of application and other detail duly approved by General Manager (Field) with a request to upload the same on bank's website:-

FORMAT FOR APPOINTMENT OF COUNSELOR FOR FINANCIAL LITERACY & CREDIT COUNSELING CENTRE (FLCC) AT DELHI IN PUNJAB NATIONAL BANK

1. NAME OF THE CANDIADATE :
2. NAME OF FATHER/HUSBAND :
3. DATE OF RETIREMENT WITH DESIGNATION:
4. AGE & DATE OF BIRTH :
5. PERMANENT ADDRESS :
6. PRESENT ADDRESS :
7. DETAILS OF EDUCATION QUALIFICATION:
8. EXPERIENCE WITH DETAILS :
9. ANY OTHER RELEVANT INFORMATION :

Eligibility:

- Individuals retired as bank officers with experience of handling credit and having worked in rural/semi urban areas.
- He should have unblemished service record and should be person of high integrity.
- He should be able to work independently and should have computer knowledge, specifically of programs like MS word, Power Point, Excel and should be able to operate internet.

Terms and Conditions:

- Short listed candidates will be called for interview by the Circle Head.
- Counselor is to be paid a fixed monthly salary of Rs.10000/-PM. He would be entitled to leaves as per rules and regulations of service prescribed from time to time.
- The counselor will be required to sign a consultancy contract on a stamp paper valued as per local Stamp Act.

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- The contract period will be for 3years, subject to renewal every year.However, it can be terminated by giving one months notice from either side.
- Counselor will have to be present at the centre from Friday to Monday between 3-6 p.m. or as directed by Circle Head from time to time.
- Counselors are to refrain from marketing/providing advice regarding investment in insurance policies, investment in securities, value of securities, purchase/sale of securities, promoting investment only in bank's own products.
- Counselor is not to promote the products of the parent bank, he should maintain arms length relationship with the parent bank.
- The applications complete in all respects, along with copies of the qualifications/experience may be sent to the Deputy General Manager, Punjab National Bank, Circle office North Delhi, 4th floor, Rajendra Bhawan, Rajendra Pace, New Delhi at the address mentioned above, by 10th May, 2010 by 4.00 pm
- Applications received late/without relevant documents /qualifications shall not be accepted.
- The Bank reserves the right to reject the candidature of an applicant/applicants and its decision in this respect shall be final.

Asstt. General Manager

