

## **Detailed guidelines for the post of contractual Financial Literacy counsellor**

### **Eligibility criteria:**

1. **Number of Positions:** Two (02). One each at FLCC Centre Anantnag & FLCC Centre Udhampur.
2. **Qualification:** Should be a Graduate with experience in banking/related fields and have sound knowledge of banking, law, finance, agriculture and allied activities.
3. **Experience:** The applicant should have requisite communication and team building skills. Knowledge of local language along with working knowledge of Computers is essential. . Preference will be given to candidates with knowledge/skills of having conducted financial literacy camps.
4. Preference will be given to honorably retired Bank Officer not below the rank of Scale-I.
5. **Remuneration:** Rs. 15,000/- Per Month (Rupees Fifteen Thousand Only) in addition to conveyance facility for conduct of camps.
6. **Age:** Maximum 65 years as on 01.04.2024 and on the first day/date of Financial year in which contract is to be renewed.
7. **Contract Tenure:** The duration of contract will be 24 months from effective date. The contract shall be renewable up-to a maximum period of 3 years subject to satisfactory performance and annual appraisal /review. If either party decides to discontinue the contract, for any reason, one month's notice or equivalent salary in lieu thereof shall be required for the same.
8. **Selection Process:** The applications received from the candidates will be screened and shortlisted on the basis of eligibility and relevant experience. The shortlisted candidates will be called for personal interview to assess communication ability, knowledge/skills required for FLC Counsellor in conducting camps, experience in related fields.
9. **Roles and Responsibilities of FLC Counsellor:**
  1. Carry on day to day activities of FLCs as per the guidelines of RBI.
  2. Impart Financial Literacy and awareness to the general public.
  3. Make the public aware about the various products of the bank.
  4. Arrange awareness camps in Rural Areas.
  5. Impart knowledge on various schemes of Govt. of India like PMJDY, PMSBY, PMJJBY, APY and other social security schemes.
  6. Make the public aware about importance of cyber security and maintaining secrecy of financial information.
  7. Other responsibilities assigned that may be deemed fit from time to time.

10. **How to Apply:** Candidates are requested to submit duly filled application form along with all the supporting documents via mail on [edbbank@edb.org.in](mailto:edbbank@edb.org.in) by or before 15.05.2024. Application form is available on Banks website [www.edb.org.in](http://www.edb.org.in).

11. **Other Terms and Conditions:** Applicable as per rules of the Bank.

The Bank reserves the right to reject any application/candidature at any stage, cancel the whole process, or change the selection process upon exigencies or otherwise, without assigning any reason thereof. Shortlisted candidates will appear for interview/interaction at designated venue on their own cost/expenses.