



# CHAITANYA GODAVARI GRAMEENA BANK

(A Government undertaking sponsored by Andhra Bank)  
Head Office, Raghu Mansion, 4/1, Brodipet, Guntur-522 002, A.P.

## NOTIFICATION FOR ENGAGEMENT OF COUNSELORS FOR FINANCIAL LITERACY CENTERS

Applications are invited for the following positions at our Financial Literacy Centers (FLCs) on contract basis:

1. Senior Counselor at FLC, Guntur, Guntur District
2. Junior Counselor at FLC, Guntur, Guntur District
3. Senior Counselor at FLC, Bhimavaram, West Godavari District
4. Senior Counselor at FLC, Rajahmundry, East Godavari District

### **(A) Eligibility-Essential:**

- 1) Retired bank officers may be considered for appointment, as Counselors with experience of having worked in rural/semi urban area. Counselor should have sound knowledge of banking, requisite communication and team building skills etc.
- 2) He should have unblemished service record with high integrity and should possess satisfactory service.
- 3) He should be able to work independently and should have computer knowledge, especially of program like MS word, power point, excel and should be able to operate internet.
- 4) A well qualified/ trained counselors will only be selected to man the center on a full time basis
- 5) Initial engagement of counselors shall be for one year, subject to satisfactory performance which shall be evaluated by competent authority on Quarterly basis. Renewal may be possible at Bank's sole discretion in terms of extant policies and rules. The extension will be subject to upper age limit of 65 years.
- 6) Should be well conversant with local language.
- 7) Should be resident of the same State preferably should hail from same or nearby district.
- 8) Should have sound health

### **(B) Eligibility-Desirable:**

**Senior Counselor:** Retired Senior Manager and above cadre with sufficient rural service, good communication skills and having good exposure to Financial Inclusion aspects. In case of non-availability of such suitable candidates, those retired in middle management cadre would be considered at the sole discretion of the Bank

**Junior Counselor:** Retired in Manager Cadre with sufficient rural service having computer knowledge in making correspondence with concerned agencies/offices. In the absence of Senior Counselor, he should be capable of attending works allotted to him.



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**(C) Age at the time of engagement:** less than 62 years, but relaxation will be given to the applicants who are having past experience in similar line of activity duly observing maximum age limit at 65 years.

**(D) Period of appointment:**

The candidate shall be appointed on contract basis for a period of one year, subject to satisfactory performance which shall be evaluated by competent authority on quarterly basis. Renewal could be considered at bank's sole discretion in terms of the extant policies and rules.

The upper age at the completion of term should not exceed 65 years.

**(E) Contract amount and other travelling expenses:**

Particulars	Senior Councilor	Junior councilor
Emoluments	Rs.20,000/- PM	Rs.15,000/-PM
TA for outstation duties	Actual by Bus/ Train on production of voucher. <ul style="list-style-type: none"><li>• Rs 2.25 per KM for travel by own vehicle</li><li>• Rs 1.25 per KM by any other mode of travel</li><li>• Actual/permissible auto charges, wherever applicable</li></ul>	
Halting Allowance for outstation duties	For outstation duty, more than 8 hrs: Rs.300/-per day. If outstation duty exceeds 4 hrs and is up to 8 hrs: Rs.150/- per day.	
Room Rent for outstation duties	Maximum of Rs.600/- per day	

**(F) Leave :**

The candidate shall be entitled for 15 days leave per year with maximum of 02 days per month on non cumulative basis. Any leave availed more than this, would be treated as leave on loss of pay on pro-rata basis.



## **CHAITANYA GODAVARI GRAMEENA BANK**

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### **(G) Mode of Application and Selection:**

Applications shall be submitted only in the prescribed format provided on our website.

Applications duly filled in and signed shall be scanned and submitted by e-mail to [fi@cgggb.co.in](mailto:fi@cgggb.co.in)

**Applications so received will be on record with the Financial Inclusion Department and as and when the vacancies arise for filling up, the short-listed candidates will be called for interview at Our Head Office, Guntur on a date specified, by mail to the e-mail id provided in the application**

Candidates called for interview are required to produce the documents in support of their candidature as mentioned in their application in regard to age, qualifications and job experience etc. at the time of interview.

Candidates called for interview shall attend the same at their own expenses.

Bank also reserves the right to accept the candidature in deserving cases even when the applicant does not fulfill all the essential eligibility criteria.

Bank reserves the right to fill in or not to fill in one or all the vacancies and no correspondence will be entertained from any applicant or person on the subject.

Canvassing in any form is a disqualification.

V Brahmananda Reddy  
Chairman