



KARNATAKA GRAMIN BANK: HEAD OFFICE BALLARI HUMAN RESOURCES WING: STAFF SECTION

Notification for Appointment of “Principal cum Faculty Member” & “Faculty Members” for Bank’s Training Centres on Contract Basis

Karnataka Gramin Bank is a scheduled commercial Bank fully owned by Government of India and sponsored by Canara Bank, having a network of more than one thousand branches located across 22 districts of Karnataka.

Applications are invited for the appointment of Principal cum Faculty and Faculty members for Bank’s Training Centres on Contract Basis.

1	Name of the post	1. Principal cum Faculty Member 2. Faculty Member
2	No. of Posts and Location	1. Principal cum Faculty Member: One (01) at Mysuru 2. Faculty Member: Two (02) at Mysuru 3. Faculty Member: One (01) at Kalaburagi
3	Nature of Employment	On contract basis for a period of 3 years subject to half yearly review, extendable by one year at a time at the sole discretion of the Bank
4	Age as on 31.07.2021	Minimum - 45 years Maximum - 63 years
5	Qualification (Common for both posts)	Essential Qualification, Preferable experience & Other Requirement: 1. Should be a Post Graduate (Any Discipline) 2. Candidates with Specialized qualifications like CAIIB, CA MBA, ICWA, Ph.D, PG Diploma (Banking) will be given preference. 3. Should have a flair for teaching and possess sound Computer Knowledge. 4. Should have excellent communication skills, fluency in English and Kannada (writing, listening& speaking skills) 5. Previous experience as Faculty in Banks/ Financial Institutions/ Corporates/ Training Institutes/ Educational Institutes will be preferred. 6. Candidate having experience in the field of operations, Credit, Risk Management and other Banking aspects will be given preference. 7. Retired (including VRS) Bank Employees not below the rank of Senior Manager. 8. Candidates having versatile Banking skills along with teaching abilities and strong communication skills will be given preference
6	Selection Process	<ul style="list-style-type: none">The applications received from the candidates will be screened and shortlisted on the basis of eligibility and relevant experience.

		<ul style="list-style-type: none"> • The required number of shortlisted candidates will be called for personal interview for final selection. • The final selection will be made on the basis of eligibility, experience, qualification and performance during Personal Interview. • Candidates called for interview shall attend the interview at their own cost. • The Personal interview will be conducted by a committee constituted for the purpose. • Mere satisfying the eligibility norms does not entitle a candidate to be called for interview. • The Bank reserves the right to reject any application not suitable to the Bank's requirement without assigning any reason whatsoever and call only the required number of candidates out of those who fulfil the eligibility criteria as required for the post
7	Job Profile: Principal cum Faculty Member	<p>Role Expectation: The Principal shall be responsible for maintaining the day-to-day affairs of the Staff Training Centre and its smooth functioning.</p> <p>The Candidate is expected to perform the role of facilitator and mentor.</p> <p>The Principal shall, apart from acting as a faculty member himself, ensure that the faculty members working under him develop, design and impart training in various functional areas like Credit (special emphasis on Agriculture Credit) & Risk Management, Rural Banking, Treasury, FI & Agriculture, Operations & Services, Leadership (Behavioural Sciences), Sales & Marketing, Audit, Vigilance & Compliance, Digital Banking, IT (CBS- Finacle Operations) and other such Bank related areas as required from time to time.</p> <p>Brief Job Description: The selected candidate shall act as the administrative head as well as faculty member of the Training Centre. He shall ensure smooth conduct of training activities at the Bank's Training Centres, as under:</p> <ul style="list-style-type: none"> • Ensure smooth conduct of day-to-day affairs and training activities at the Training Centre and such other "on the job" locations. • Handling sessions in training programmes • Contributing to other academic activities of the Institute • Assessing the training need gaps at all levels and all cadres of the Bank and co-designing and fulfilling training requirements. • Developing Training calendar on monthly/ quarterly / yearly basis.

		<ul style="list-style-type: none"> • Developing Training material in the form of handouts, case studies, exercises, PPTs, visuals, videos, etc. • Whenever required, visit to Branches for undertaking studies in respect of operational problems, improvement of operational efficiency and customer service, analysis of the same for suggesting alternative measures/solutions. • Providing administrative support to Training system and its activities. • Working as a Team member along with other faculty members and creating a climate of learning in the Training Centre. • Ensuring upgradation of competence levels of participants by constantly bringing about improvements in the contents and methodology of training programmes. • To bring about customer focused orientation amongst the participants in order to prepare them to face the emerging challenges. • Developing and imparting training programme/ workshops in various areas of leadership development. • Effectively Imparting motivational Training programmes so as to rejuvenate the energies of the employees to achieve Bank's goals/ targets to the fullest. • Ensuring smooth conduct of various workshops, conclaves and programmes at the Training Centre. • Ensuring that the right types of training are imparted with continuous updation and best practices in the area of their domain. • To conduct cutting edge research on topics of relevance to Banking sector including operations, credit, Wealth Management, Leadership, Human Resources, Marketing, Information Technology etc. and present them in prestigious seminars. • Conducting specialized Marketing related training programmes wherein thorough knowledge of the Bank's product is imparted and skills for mobilizing Business and Bank's Goals is promoted. • Setting in place training evaluation methods, seeking feedback and initiating appropriate corrective measures where necessary on an on-going basis. • Update their knowledge in tune with the guidelines issued by the Bank and also any other terms and conditions which the Bank may stipulate in compliance to guidelines of any regulatory authorities or other internal guidelines of the Bank issued from time to time. • Submit reports of training programmes conducted on monthly / quarterly / yearly basis • Maintain secrecy of the Bank as well as Staff Training Centre.
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8	Job Profile: Faculty Member	<p>Faculty Member - Role Expectation: The Selected faculty member is expected to perform the role of facilitator and mentor. The faculty member will have to develop, design and impart training in various functional areas like Credit (special emphasis on Agriculture Credit) & Risk Management, Rural Banking, Treasury, FI & Agriculture, Operations & Services, Leadership (Behavioural Sciences), Sales & Marketing, Audit, Vigilance & Compliance, Digital Banking, IT (CBS- Finacle Operations) and other such Bank related areas as required from time to time.</p> <p>Brief Job Description: The Faculty Members are expected to undertake the following activities:</p> <ul style="list-style-type: none"> • Preparation/Vetting of course ware • Preparation/Vetting of Multiple Choice Questions • Handling sessions in Training Programmes • Organising Seminars/ Conferences • Assist in the publication work of the Institute • Contribute to other academic activities of the Institute • Liaisoning with academic/ training set-up of Bank/ Financial Institution • Assessing the training need gaps at all levels and all cadres of the Bank and co-designing and fulfilling training requirements. • Developing Training calendar on monthly/ quarterly / yearly basis in consultation with HR Wing, Head Office. • Whenever required, visit to Branches for undertaking studies in respect of operational problems, improvement of operational efficiency and customer service, analysis of the same for suggesting alternative measures/solutions. • Providing administrative support to Training system and its activities. • Working as a Team member along with other faculty members and creating a climate of learning in the Training Centre. • Ensuring upgradation of competence levels of participants by constantly bringing about improvements in the contents and methodology of training programmes. • Ensuring that the right types of training are imparted with continuous updation and best practices in the area of their domain. • To conduct cutting edge research on topics of relevance to Banking sector including operations, credit, Wealth Management, Leadership, Human Resources, Marketing, Information Technology etc. and present them in
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		<p>prestigious seminars.</p> <ul style="list-style-type: none"> • Conducting specialized Marketing related training programmes wherein thorough knowledge of the Bank's product is imparted and skills for mobilizing Business and Bank's Goals is promoted. • Setting in place training evaluation methods, seeking feedback and initiating appropriate corrective measures where necessary on an on-going basis. • Update their knowledge in tune with the guidelines issued by the Bank and also any other terms and conditions which the Bank may stipulate in compliance to guidelines of any regulatory authorities or other internal guidelines of the Bank issued from time to time. • Submitting monthly / quarterly /yearly reports of training programmes conducted • Maintain secrecy of the Bank as well as Staff Training Centre.
9	Remuneration	<ul style="list-style-type: none"> • Remuneration for Principal cum Faculty Member: ₹45,000/- per month, subject to applicable statutory deductions. • Remuneration for Faculty Member: ₹40,000/- per month, subject to applicable statutory deductions. • Casual Leave: 12 days per calendar year • Actual travelling expenses will be paid up to a maximum of AC-II tier charges in connection with outstation duties if any. • Halting allowance / lodging expenses will be paid for outstation duties if any, as applicable to Officer Scale-III in the Bank.
10	Other Conditions	<p>The contract will be subject to satisfactory completion of all Pre-employment formalities including Medical examination, Reference checks, Police Verification and verification of testimonials etc., as prescribed by the Bank.</p>

Important Instructions:

1. How to apply:

The candidates applying for the post must submit their application by post to “**The General Manager, HR Wing, Karnataka Gramin Bank, Head Office, Ballari 583103**” in the prescribed format (Annexure-I).

The recent photograph is to be pasted at the appropriate place and application should be signed by the candidate. Incomplete and illegible applications will be rejected.

The cover containing the application should be super scribed with ‘**APPLICATION FOR THE POST OF PRINCIPAL CUM FACULTY / FACULTY AT STC**’ (whichever is applicable)

The following documents should be submitted along with the application.

- Proof of age (copy of passing Secondary/High School/10th standard Certificate or Higher Secondary School /12th Standard Certificate mentioning the DOB).
- Copy of PAN Card
- Copy of Certificates and Mark sheets in respect of qualifications (essential and desirable) acquired.
- Appropriate document(s) in support of experience.
- Medical Fitness certificate.

2. General Rules:

Application format is appended below. Candidate should apply strictly in the format as prescribed.

Candidates should enclose copies of the relevant certificate/s (in support of age, educational qualification) and appropriate documents in support of the experience, with the application. Their candidature will be considered on the strength of the information declared in the application and the copies of certificates/ documents submitted therewith. If at any stage it is found that any information furnished in the application is false/incorrect or if according to the Bank, the candidate does not satisfy the eligibility criteria, his / her candidature / appointment is liable to be cancelled / terminated at Bank’s sole discretion.

In all matters regarding eligibility, conduct of interviews, assessment, prescribing minimum qualifying standards in interview, communication of result, the Bank’s decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard.

Candidate will have to produce discharge certificate from the present employer, if any at the time of joining.

Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Ballari only.

Corrigendum, if any, issued on the above advertisement, will be published only on the Bank’s website www.karnatakagraminbank.com.

Mentioning of e-mail ID of candidate, applying for the vacancy is compulsory (Please refer Serial No. 5 of application). Applications without e-mail ID shall be rejected as all communication in this regard to all eligible candidates shall be made by the Bank through e-mail only.

3. Applicant can indicate their preference of posting i.e. Mysuru / Kalaburagi. However, the Bank reserves the right to post them in any of the STCs as per the Bank needs.

4. Closing date:

The application, along with all prescribed documents should reach the Bank's Head Office, Ballari on or before **25.08.2021**. The Bank will not be responsible for any delay in receipt of application/s or loss thereof in postal transit.

7. (i) **GENDER:** MALE/ FEMALE
(ii) **MARITAL STATUS:** SINGLE / MARRIED

8. **CATEGORY:** GEN /OBC / SC / ST

9. **Details of Educational/Professional Qualifications (As on 31.07.2021)**

[Please enclose self-attested photo copies of certificates in support of the claim]

Examination Passed	Name of Board/ University/Institute	Subjects studied	Year of Passing	Marks Obtained / Out of	%of Marks
Graduation					
Post-Graduation					
Additional Qualification					
Year of completion of JAIIB / CAIIB	JAIIB: _____ CAIIB: _____				

10. **Experience Details as on 31.07.2021** (Please enclose copies of relevant Certificates):

Give details of each assignment undertaken by you, after professional qualification.

Name of the Organization	Designation	Duration of Service	Key Responsibilities handled	Reasons for leaving	Last Drawn Salary

11. Give names of two references with their address, telephone numbers and email address.

Name of the Referee	Designation & Name of the Organization	Present Address	Mobile Number & e-mail Id

12. Any Other Additional Information:

(Extracurricular activities including awards, achievements etc.)

DECLARATION:

I hereby certify that the information furnished heretofore is correct to the best of my knowledge and belief. Nothing material has been concealed / omitted nor is anything contained heretofore false in any manner. I am aware, that in case, any of the information is found false subsequently, I shall be liable to be terminated / dismissed immediately from Bank's service without any service benefit and without notice or reason therefor, subject to other consequential legal actions.

I also understand that if I do not fulfil the eligibility criteria as stipulated in the advertisement, Bank shall be at liberty to reject my application, without any written communication in this regard.

I have read and understood terms & conditions in the advertisement given by the Bank.

Place: _____

Date: _____

SIGNATURE OF APPLICANT

Important:

***Please ensure to fill your valid e-mail ID at Point No. 5 which is compulsory, failing which application shall be rejected straightway.**

Incomplete application in any manner that is to say- application not filled properly, without Photograph, Signature, Proofs of Date of Birth and Educational Qualification/ Professional Qualification, Experience, without valid e-mail ID, Phone/ mobile number, etc., and received after expiry of stipulated date shall be rejected at the sole responsibility of the candidate.

5. CONTACT INFORMATION:

STD CODE	TELEPHONE NO	MOBILE NO	Email IDs*

*legible valid e-mail ID is compulsory

6. PERMANENT ADDRESS (Leave one box blank between two parts of your address)

7. (i) **GENDER:** MALE/ FEMALE
(ii) **MARITAL STATUS:** SINGLE / MARRIED

8. CATEGORY: GEN /OBC / SC / ST

9. Details of Educational/Professional Qualifications (As on 31.07.2021)

[Please enclose self-attested photo copies of certificates in support of the claim]

Examination Passed	Name of Board/ University/Institute	Subjects studied	Year of Passing	Marks Obtained / Out of	%of Marks
Graduation					
Post-Graduation					
Additional Qualification					
Year of completion of JAIB / CAIB	JAIB: _____ CAIB: _____				

10. Experience Details as on 31.07.2021 (Please enclose copies of relevant Certificates):

Give details of each assignment undertaken by you, after professional qualification.

Name of the Organization	Designation	Duration of Service	Key Responsibilities handled	Reasons for leaving	Last Drawn Salary

11. Give names of two references with their address, telephone numbers and email address.

Name of the Referee	Designation & Name of the Organization	Present Address	Mobile Number & e-mail Id

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DECLARATION

I hereby certify that the information furnished heretofore is correct to the best of my knowledge and belief. Nothing material has been concealed / omitted nor is anything contained heretofore false in any manner. I am aware, that in case, any of the information is found false subsequently, I shall be liable to be terminated / dismissed immediately from Bank's service without any service benefit and without notice or reason therefor, subject to other consequential legal actions.

I also understand that if I do not fulfil the eligibility criteria as stipulated in the advertisement, Bank shall be at liberty to reject my application, without any written communication in this regard.

I have read and understood terms & conditions in the advertisement given by the Bank.

Place: _____

Date: _____

SIGNATURE OF APPLICANT

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