



**Collectorate: Gajapati
(S.W.Section)**

Phone No. 06815-222025

Email – dswogajapati@nic.in

gajapati.missionshakti@gmail.com

ଦିଗନ୍ତ
ଶକ୍ତି

Notice for Expression of Interest for eligible WSHG/Federation members to act as Business Correspondent Agent in unbanked/under banked GPs

Interested WSHG/Federation Members having willingness and aptitude for delivery of door step financial services, are invited to submit their proposal before the concerned CDPO in the mentioned format (enclosed as Annexure-II) within 15 (fifteen) days of this advertisement i.e. by 20.11.2021 for engagement of Business Correspondent Agent (BCA) in identified unbanked/underbanked GPs in this District (enclosed as Annexure-I).

Detailed eligibility criteria, selection procedure and application form is available in the Gajapati District Website i.e. www.gajapati.nic.in

The application must reach within the scheduled date and time at the office of the concerned CDPO of ICDS project Gosani/ Gumma/ Kashinagar/ Mohana/ Nuagada/ R. Udayagiri/ Rayagada. Application received after due date will be rejected.

Date of receipt of the applications with effect from: - 06.11.2021

Last date for receiving the completed applications: - 20.11.2021


06.11.21

**District Social Welfare Officer,
Gajapati**

Memo No.: -1529 /SW

Date: - 06 .11.2021

Copy to D.I.O, NIC Gajapati, Paralakhemundi for information with a request to webhost the notice.


06.11.21

**District Social Welfare Officer,
Gajapati**



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ଶିକ୍ଷା
ଶକ୍ତି

Memo No.: - 1530 /SW

Date: - 06.11.2021

Copy to All CDPOs of this District for information and instructed to display the notice and the format in their office and in all AWCs/Federations of their concerned block for fifteen days. The applications should be received as per the above notification with in the due dateline. They are requested to facilitate selection of willing and eligible WSHG members to take up this activity in accordance with the enclosed guideline.


**District Social Welfare Officer,
Gajapati**

Memo No.: - 1531 /SW

Date: - 06.11.2021

Copy to all Block Development Officers of this District for favour of information and necessary action.


**District Social Welfare Officer,
Gajapati**

Memo No.: - 1532 /SW

Date: - 06.11.2021

Copy to PD, DRDA, Gajapati for favour of information and necessary action.


**District Social Welfare Officer,
Gajapati**

Memo No.: - 1533 /SW

Date: - 06.11.2021

Copy submitted to steno to Collector, Gajapati for kid information of Collector, Gajapati.


**District Social Welfare Officer,
Gajapati**



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ଶକ୍ତି

Memo No.: - 15361SW

Date: - 06 .11.2021

Copy submitted to Commissioner-cum-Director, Mission Shakti, Directorate of Mission Shakti for favour of kind information.


**District Social Welfare Officer,
Gajapati**



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The broad objective of the initiative “SHG member as BCs” is to “demonstrate the effective convergence of Financial Inclusion Strategies and the SHG Movement under Mission Shakti”. The specific objectives are:

- Increase the outreach of banking services such as savings, deposit, withdrawal, remittances, insurance etc.
- Improve the quality and effectiveness of the financial services in rural areas particularly for SHG members/households and the public at large.
- Empower SHG federation and SHG members by functioning as BCA.
- Establish a sustainable BC network to offer banking services in un/under- banked GPs in rural areas.
- Integrate the SHG based transactions with the ICT-based Micro ATM operated by BCAs.

1. Selection Process

1.1 Eligibility criteria

- 1.1.1 Must be a Woman SHG member.
- 1.1.2 Should be in the age group of 18 to 45 years.
- 1.1.3 Must have passed 10th standard (matric). (preference will be given to higher academic qualification)
- 1.1.4 Well conversant with local language/dialect and able to read & write.
- 1.1.5 Must be from the same locality (GP).
- 1.1.6 Must be capable of operating computer/laptop/smart phone or can be trained for the same.
- 1.1.7 Must have good communication skill.
- 1.1.8 Must have KYC documents like Aadhar/Voter ID, PAN.
- 1.1.9 Must have ability to deposit the security deposit of Rs. 25,000/- and to meet the cost of infrastructure like furniture, computer/laptop, internet connection, biometric devices, web Camera, Micro ATM etc. and books of record costing around Rs. 50,000/-.
- 1.1.10 Should have adequate space for operating the CSP (Customer Service Point).
- 1.1.11 Should not be a full time or part time employee of any Government / Non- Government organization/ Local Self – Governance body.



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1.2. Notification, Screening and Selection:

1.2.1. Advertisement for engagement of WSHG/Federation members as Business Correspondent Agents (BCAs) for a period of 02 years shall be notified at the Office of the DSWO and the Offices of the concerned CDPOs and shall be displayed at concerned AWCs for a period of 15 days. It shall also be circulated to all the BLFs of the district.

1.2.2. The willing WSHG/Federation member shall submit the application at the office of the CDPO, duly filled along with supporting documents as prescribed and enclosed at **Annexure – II** within specified deadline indicated in the advertisement.

1.2.3. Block Level Committee - Block Level Committee consisting of following officials shall examine the received application from the members of WSHG/federation and recommend the suitable WSHGs/federation to the DSWO based on criteria detailed.

- i. Block Development Officer (BDO) –Chairperson
- ii. Child Development Project Officer (CDPO)- Convenor
- iii. Block Mission Shakti Coordinator (BMSC)- Member
- iv. Block Project Coordinator (BPC), Mission Shakti- Member
- v. Block Project Manager (BPM), OLM - Member
- vi. Representative of Bank– Member (from Partnering Banks)

The committee shall examine the applications and recommend the selected WSHG/Federation members to the DSWO for necessary approval of the District Collector. District Collector shall have discretion to review the recommendation and may take appropriate decision in selecting suitable WSHG/Federation member.

1.3. Evaluation Process:

1.3.1. The Block Level Committee shall check whether the candidates satisfy the eligibility criteria as detailed at sl. No. 1.1. Based on the supporting documents submitted by candidates, the eligibility of the candidate shall be evaluated.



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- 1.3.2. Based on the eligibility criteria and assigned parameters, a merit list shall be prepared in the prescribed format. Candidate who is most qualified shall be recommended for that GP to act as BCA.
- 1.3.3. In case of tie between 2 or more candidates, candidates shall be prioritized in following order.
- Educational Qualification (Candidates with higher education qualification)
 - Age (whoever is lesser in age)
- 1.3.4. Merit list shall be displayed in CDPO office and office of the DSWO with due approval from District Collector.
- 1.3.5. Merit list will remain valid for 2 years with effect from publication of results and will be followed to fill up future vacancy on resignation / termination of selected candidates or in case additional BCA is needed for that GP.

2. Operation of BC:

- 2.1 On approval by the District Collector, the selected SHG/Federation members shall execute an agreement as per the norms of the partnering banks for providing financial services.
- 2.2 The selected BCA shall not claim any employment, benefits or remuneration from partnering bank (except performance incentives/commissions) and Mission Shakti, by virtue of execution of agreement and in providing the financial services as per the agreed terms.

3. List of unbanked/underbanked GPs:

- 3.1 List of GPs where there is no brick & mortar bank branch, enclosed as **Annexure-I**.



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ANNEXURE-I

List of Unbanked GPs (Where Crick & Mortar branch not available)				
SL No.	District	Name of the Block	Name of the Grama Panchayats	Population of the G.P
1	GAJAPATI	GOSANI	AGARAKHANDI	3141
2	GAJAPATI	GOSANI	BAGASOLA	4192
3	GAJAPATI	GOSANI	BHUSUKUDI	2248
4	GAJAPATI	GOSANI	MADHUSUDANPUR	3278
5	GAJAPATI	GOSANI	SARADHAPUR	2324
6	GAJAPATI	GUMMA	BAIJHAL	2859
7	GAJAPATI	GUMMA	JEEBA	4658
7	GAJAPATI	KASINAGAR	BUDURA	4046
8	GAJAPATI	KASINAGAR	K.SITAPUR	7268
9	GAJAPATI	KASINAGAR	KHARADA	4183
10	GAJAPATI	KASINAGAR	SIDHAMADANGA	2565
11	GAJAPATI	NUAGADA	K.JHALARSING	1846
12	GAJAPATI	R. UDAYAGIRI	SUBALADA	2667
13	GAJAPATI	R. UDAYAGIRI	TABARSINGI	3548

Annexure – II

Name of the Position: Business Correspondent Agent

Name of the GP applied for: _____

Paste your recent
passport size
photo

SI No	Item	Particulars/ description
A.	General Information:	
	Name of the applicant (in Capital letter)	
	Father's / Husband's Name	
	Date of Birth (DD/MM/YYYY)	
	Name of the Domicile Village and GP	
	Contact Number (Mobile)	
	Email ID (if any)	
	Aadhar No. / Voter ID No.	
	PAN Number(If available)	
	Permanent Address for Communication	AT: Post: PS: PIN:
B	SHG Member Information	
	Name of the SHG	
	Date of admission to the SHG (DD/MM/YYYY)	
	Present Position held in the SHG (President/Secretary/Book keeper/Member)	
C	Educational Qualification	
	Minimum matric pass (10 th) Yes/No	
	Higher education if any (intermediate/ Degree/Master Degree/Others)	
	Computer Literate (Yes/No):	

	Computer literacy Certificate if any (DCA/PGDCA/Other):																					
	Proficiency in operating Computer/laptop/Smart phone (Yes/No):																					
	Language known (tick the appropriate)	<table border="1"> <thead> <tr> <th>Language</th> <th>Read</th> <th>Write</th> <th>Speak</th> </tr> </thead> <tbody> <tr> <td>Odiya</td> <td></td> <td></td> <td></td> </tr> <tr> <td>English</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Hindi</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other (specify)</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Language	Read	Write	Speak	Odiya				English				Hindi				Other (specify)			
Language	Read	Write	Speak																			
Odiya																						
English																						
Hindi																						
Other (specify)																						
D	Ability to meet the cost of operation of the business like security deposit, furniture & fixture, devices etc. (Yes/No)																					
	Adequate space for operating the CSP (Customer Service Point) (Yes/No)																					
E	Year of experience working with SHG/Federation/Bank (Any work experience, training/ certificate course completed on cash management/ record keeping, management and banking etc.)																					

Enclosure: List of self-attested photocopies of relevant documents

SI No.	Document Name	Whether enclosed (Yes/No)
1	Matric (10 th) Certificate	
2	Higher Education Certificate (Please specify) Intermediate (+2) Graduation (+3) Post-Graduation (PG) Any Other	
3	Aadhar with mention of concern GP / Residence Certificate / Certificate issued by Sarpanch for proof of residence	
4	Aadhar Card / Voter ID	
5	PAN Card	

6	Computer Education Certificate	
7	SHG Declaration Certificate (as to date of admission to SHG, position held etc.)	
8	Self-Declaration for proficiency in operating Computer/laptop/Smart phone	
9	Work experience as federation office bearer / executive committee member.	
10	Work experience (such as Book Keeper, Shakti Sahayika, Master trainer, SHG facilitator etc.) and training certificate (if any)	

Declaration:

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. Further, I state that I am not currently engaged in any Government/Non-Government organization/ Local Self – Governance body as a part time /full time employee. In the event of information being found false or incorrect, or ineligibility being detected before or after the selection process, action can be taken against me.

Date:

Place: Full Signature of the Applicant

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Acknowledgement

Received the Expression of Interest from Ms. _____,
 _____ SHG, GP _____, on date _____ for
 engagement as Business Correspondent Agent in identified GP.

Signature of the CDPO/ Authorised Signatory

Date: