



HUMAN RESOURCE DEVELOPMENT DEPARTMENT

Ref No : JKGB/HO/HRDD/2024-25-93

April 04, 2024

J&K Grameen Bank invites applications for engagement of professionals on contractual basis for below mentioned positions:

1. Medical Consultant
2. Legal Consultant
3. Professional for Recovery / Follow up of Court Cases.

The applications in this regard, completed in all respect should be submitted to HRD Department, J&K Grameen Bank, Head Office, Narwal, Near Fruit Complex, Jammu, PINCODE: 180006 **by Hand / Post / Courier receivable on or before 15.04.2024.** Applications received after such date will not be entertained/considered. The envelope containing the application to be super scribed as "APPLICATION FOR THE POST OF _____ ON CONTRACTUAL BASIS".

Before applying, candidates should ensure that they fulfill the eligibility criteria for the post as on the date of eligibility. Short-listing and interview will be purely provisional without verification of documents. Candidature will be subject to verification of details/documents as and when called by the Bank.

Eligibility & other details for various positions have been detailed as under:

1. Medical Consultant

(Application Form enclosed as Annexure-A)

S. No.	Particulars	Remarks
1.	Name of the Position	Medical Consultant
2	No of Vacancy	2 (1 for Jammu region and 1 for Kashmir region)
3	Age as on 01.01.2024	The entry age limit shall be up to 70 years as on 01.01.2024. Upper age limit can be relaxed upto a period of 5 years subject to applicant's fitness for the job role.
4	Qualification	MBBS Degree from any University recognized by the Medical Council of India in the allopathic system of medicine. The Bank reserve the right to raise the minimum eligibility standards in order to limit the number of candidate to be called for Interview.
5	Experience as on date of Advertisement	Minimum 5 (five) years of experience in any hospital or clinic as a General Physician.
6	Role & Responsibility	The role of Medical Consultant will primarily involve regular medical check-up of the staff and their dependents on priority without any consultation fees. He / She will also verify the medical claims of the staff/dependents strictly as per Hospitalization Scheme in vogue in the bank

		for staff. He will provide opinion wherever his medical expertise is sought. Further, he / she may be assigned other duties as per scope of work mentioned in his agreement / contract.
7	Period of engagement	The period of engagement will be initially for a period one year, extendable for another year, depending on satisfactory performance and continued requirement. Performance will be reviewed annually or as when required.
8	Working Hours	He / She shall attend duties at least for one hour five days a week at his / her clinic or Bank's designated Office or any other place as agreed mutually from time to time.
9	Remuneration	Consolidated monthly Gross Emoluments to the contractual appointees will be flexible and will be decided as per the background / level / experience of the candidate. The remuneration paid would be subject to TDS as per Income Tax rules.
10	Selection Process	Personal Interview to assess knowledge, experience and skill of a candidate. A preliminary screening of the applications may be carried out for short-listing of eligible candidates and short-listed candidates will be called for interview. Bank can reject any applicant without assigning any reason.
11	Other Terms and Conditions	The residential / clinic address of Medical Consultant shall be within vicinity of J&K Grameen Head Office and General Manager Office (Kashmir), Sopore for vacancy of Jammu and Kashmir regions respectively.

2. Legal Consultant

(Application Form enclosed as Annexure-B):

S. No.	Particulars	Remarks
1.	Name of the Position	Legal Consultant
2	No of Vacancy	6 (One each for Head Office, Regional Office Jammu, Regional Office Kathua / Samba, Regional Office Rajouri / Poonch and 2 for Kashmir region)
3	Age as on 01.01.2024	The entry age limit shall be up to 70 years as on 01.01.2024. Upper age limit can be relaxed upto a period of 5 years subject to applicant's fitness for the job role.
4	Qualification	Bachelor's degree in Law from a recognized University.
5	Experience as on date of Advertisement	15 (Fifteen) years' experience as an Advocate.
6	Role & Responsibility	For Head Office: i. Vetting of MOUs, SLAs, Documents pertaining to loan schemes/new loan schemes or any other document required from time to time. ii. Drafting of Loan Documents in accordance with the loan scheme wherever required or any other document as and when required.

		<p>iii. To provide advise/ legal opinion in all the legal matters referred by the bank.</p> <p>iv. Title Verification as and when required.</p> <p>v. Counter vetting as and when required.</p> <p>For Regional Offices:</p> <p>i. Vetting / Counter vetting of legal documents which involve mortgage of immovable property or where the loan amount is more than Rs. 10.00 lakhs</p> <p>ii. Title Verification.</p> <p>iii. Legal Opinion in all the legal matters referred by the Regional Office/ Branch Offices</p>
7	Desirable	Legal Consultants to be engaged by the Bank shall preferably be Urdu knowing.
8	Period of engagement	The period of engagement will be initially for a period one year, extendable for another year, depending on satisfactory performance and continued requirement. Performance will be reviewed annually or as when required.
9	Working Hours	The contractual appointee shall attend duties two hours, thrice a week. In addition to this, he will visit Office as and when required / asked for in case of special / emergency needs.
10	Remuneration	Consolidated monthly Gross Emoluments to the contractual appointees will be flexible and will be decided as per the background / level / experience of the candidate. The remuneration paid would be subject to TDS as per Income Tax rules.
11	Selection Process	Personal Interview to assess knowledge, experience and skill of a candidate. A preliminary screening of the applications may be carried out for short-listing of eligible candidates and short-listed candidates will be called for interview. Bank can reject any applicant without assigning any reason.
12	Other Terms and Conditions	The candidate shall be residing within operation area of Controlling Office he / she is applying for.

3. Professional for Recovery / Follow up of Court Cases

(Application Form enclosed as Annexure-C):

S. No.	Particulars	Remarks
1.	Name of the Position	Professional for Recovery / Follow up of Court Cases
2	No of Vacancy	6 (Six), detailed as under: <p>i. Professional for Recovery and Follow up of Court Cases for Regional Office Kathua / Samba.</p> <p>ii. Professional for Follow up of Court Cases for Regional Office Jammu.</p> <p>iii. Professional for Recovery for Regional Office Rajouri/Poonch.</p> <p>iv. Professional for Recovery for Regional Office Bandipora</p>

		v. Professional for Recovery for Regional Office Baramulla vi. Professional for Recovery for Regional Office Kupwara *
3	Age as on 01.01.2024	The entry age limit shall be up to 70 years as on 01.01.2024. Upper age limit can be relaxed upto a period of 5 years subject to applicant's fitness for the job role.
4	Eligibility and Experience Requirement as on date of Advertisement	Honorably retired Bank employees preferably from (1) J&K Grameen Bank and (2) J&K Bank having worked in Banking industry for minimum 25 (twenty five) years will be eligible. He should have experience of recovery or follow up of court cases for a minimum period of 5 (five) years either in Branch or Controlling Office.
5	Role & Responsibility	He shall assist the designated Controlling Office of the Bank for follow up and recovery of NPAs / follow up of court cases in terms of scope of work assigned to him as per agreement / contract. In case of professional having expertise of both recovery of NPAs and follow up of court cases, he may be assigned both duties.
6	Period of engagement	The period of engagement will be initially for a period one year, extendable for another year, depending on satisfactory performance and continued requirement. Performance will be reviewed annually or as when required.
7	Remuneration	Consolidated monthly Gross Emoluments to the contractual appointees will be flexible and will be decided as per the background / level / experience of the candidate. The remuneration paid would be subject to TDS as per Income Tax rules.
8	Selection Process	Personal Interview to assess knowledge, experience and skill of a candidate. A preliminary screening of the applications may be carried out for short-listing of eligible candidates and short-listed candidates will be called for interview. Bank can reject any applicant without assigning any reason.

**The services of Professional for Recovery for Regional Office Kupwara shall be tentatively required from July 2024.*

Please note any candidate can apply for single post only.

Sd/-
Head of Department, HRDD

Annexure-A

**APPLICATION FOR THE POST OF
MEDICAL CONSULTANT ON CONTRACTUAL BASIS**

**(APPLICATION TO BE SUBMITTED TO HRD DEPARTMENT, J&K
GRAMEEN BANK, HEAD OFFICE, NARWAL, NEAR FRUIT COMPLEX,
JAMMU, PINCODE: 180006)**

Affix recent
passport size
photograph and
sign across in full

1 REGION APPLIED FOR (JAMMU / KASHMIR): _____

2 NAME IN FULL: MR. / MS. _____

3 FATHER NAME: _____

4 DATE OF BIRTH (DD-MM-YYYY): _____

5 NATIONALITY: _____

6 WHETHER BELONGS TO SC/ST/OBC/EWS /GENERAL: _____

7 GENDER: _____

8 QUALIFICATION:

Degree / Diploma	University / Board	Year of Passing	Class / Rank

9 MEDICAL REGSITRATION NO. AND VALID UPTO: _____

10 DETAILS OF EXPERIENCE:

PLACE (HOSPITAL / CLINIC)	FROM	TO

11 COMPLETE ADDRESS:

RESIDENCE	CLINIC / DISPENSARY

12 EMAIL ID: _____

13 MOBILE NUMBER: _____

14 EXPECTED MONTHLY REMUNERATION (IN RS.): _____

15 ANY OTHER INFORMATION: _____

I hereby declare that the information and particulars given by me in this form are true and correct. I am aware that in case any of the above statements are incorrect or false or if any material information or particulars have been suppressed or omitted therefrom, my engagement (if engaged) is liable to be terminated without notice or compensation in lieu thereof.

Place:

Date:

Signature

**Attested copies of relevant certificates regarding age, educational qualifications, Medical Registration, caste, experience etc. should be attached with the Application Form.*

Annexure-B

**APPLICATION FOR THE POST OF
LEGAL CONSULTANT ON CONTRACTUAL BASIS**

**(APPLICATION TO BE SUBMITTED TO HRD DEPARTMENT, J&K
GRAMEEN BANK, HEAD OFFICE, NARWAL, NEAR FRUIT COMPLEX,
JAMMU, PINCODE: 180006)**

Affix recent
passport size
photograph and
sign across in full

1 CONTROLLING OFFICE / REGION APPLIED FOR:

- (A) HEAD OFFICE
 - (B) REGIONAL OFFICE JAMMU
 - (C) REGIONAL OFFICE KATHUA / SAMBA
 - (D) REGIONAL OFFICE RAJOURI / POONCH
 - (E) KASHMIR
- _____

2 NAME IN FULL: MR. / MS. _____

3 FATHER NAME: _____

4 DATE OF BIRTH (DD-MM-YYYY): _____

5 NATIONALITY: _____

6 WHETHER BELONGS TO SC/ST/OBC/EWS /GENERAL: _____

7 GENDER: _____

8 QUALIFICATION:

Degree / Diploma	University / Board	Year of Passing	Class / Rank

9 WHETHER URDU KNOWING (YES / NO): _____

10 BAR COUNCIL REGISTRATION NO. AND VALID UPTO: _____

11 DETAILS OF EXPERIENCE:

DESIGNATION (ADVOCATE / SR. ADVOCATE)	FROM	TO

12 COMPLETE ADDRESS:

RESIDENCE	OFFICE

13 EMAIL ID: _____

14 MOBILE NUMBER: _____

15 EXPECTED MONTHLY REMUNERATION (IN RS.): _____

16 ANY OTHER INFORMATION: _____

I hereby declare that the information and particulars given by me in this form are true and correct. I am aware that in case any of the above statements are incorrect or false or if any material information or particulars have been suppressed or omitted therefrom, my engagement (if engaged) is liable to be terminated without notice or compensation in lieu thereof.

Place:

Date:

Signature

**Attested copies of relevant certificates regarding age, educational qualifications, Bar Council Registration, caste, experience etc. should be attached with the Application Form.*

Annexure-C

APPLICATION FOR THE POST OF PROFESSIONAL FOR RECOVERY / FOLLOW UP OF COURT CASES ON CONTRACTUAL BASIS

(APPLICATION TO BE SUBMITTED TO HRD DEPARTMENT, J&K GRAMEEN BANK, HEAD OFFICE, NARWAL, NEAR FRUIT COMPLEX, JAMMU, PINCODE: 180006)

Affix recent
passport size
photograph and
sign across in full

- 1 VACANCY APPLIED FOR
(A) PROFESSIONAL FOR RECOVERY AND FOLLOW UP OF COURT CASES FOR REGIONAL OFFICE KATHUA / SAMBA
(B) PROFESSIONAL FOR FOLLOW UP OF COURT CASES FOR REGIONAL OFFICE JAMMU
(C) PROFESSIONAL FOR RECOVERY FOR REGIONAL OFFICE RAJOURI / POONCH
(D) PROFESSIONAL FOR RECOVERY FOR REGIONAL OFFICE BANDIPORA
(E) PROFESSIONAL FOR RECOVERY FOR REGIONAL OFFICE BARAMULLA
(F) PROFESSIONAL FOR RECOVERY FOR REGIONAL OFFICE KUPWARA

2 NAME IN FULL: MR. / MS. _____

3 FATHER NAME: _____

4 DATE OF BIRTH (DD-MM-YYYY): _____

5 NATIONALITY: _____

6 WHETHER BELONGS TO SC/ST/OBC/EWS /GENERAL: _____

7 GENDER: _____

8 QUALIFICATION:

Degree / Diploma	University / Board	Year of Passing	Class / Rank

9 DETAILS OF EXPERIENCE:

- a. Bank Name where worked:
- b. Date of Joining (DD-MM-YYYY):
- c. Date of Retirement (DD-MM-YYYY):

- d. Cadre at the time of retirement:
- e. No. of years of experience in recovery:
- f. No. of years of experience in Follow up of Court Cases:

10 COMPLETE RESIDENTIAL ADDRESS: _____

11 EMAIL ID: _____

12 MOBILE NUMBER: _____

13 EXPECTED MONTHLY REMUNERATION (IN RS.): _____

14 ANY OTHER INFORMATION: _____

I hereby declare that the information and particulars given by me in this form are true and correct. I am aware that in case any of the above statements are incorrect or false or if any material information or particulars have been suppressed or omitted therefrom, my engagement (if engaged) is liable to be terminated without notice or compensation in lieu thereof.

Place:

Date:

Signature

**Attested copies of relevant certificates regarding age, educational qualifications, caste, experience etc. should be attached with the Application Form.*