



DISTRICT OFFICE: KHORDHA  
(SOCIAL WELFARE SECTION)

E-mail : dswokhurda@nic.in, Tel. No. 06755221902

Letter No. 3678 /SW Dt. 26.11.2020

**ADVERTISEMENT FOR INVITING EXPRESSION OF INTEREST FOR ELEGIBLE WSHG/ FEDERATION MEMBERS TO ACT AS BUSINESS CORRESPONDENT AGENT IN UNBANKED / UNDERBANKED GPs.**

Interested WSHGs / Federation Members having willingness and aptitude for delivery of door step financial services, are invited to submit their proposal before the concerned CDPO Khordha, Begunia, Bolagarh, Jatni, Banpur, Chilika, Tangi, BBSR R, Baliana & Balipatna in the mentioned below format within 15 (fifteen) days of this advertisement i.e. by 10<sup>th</sup> Decemember 2020 up to 5.30 P.M. for engagement of BC in identified unbanked/ underbanked GPs.

*BC*  
*26/11/2020*  
Signature of the DSWO  
*gk* Khordha

Sl. No.	Block Name	Name of unbanked & underbanked GPs
1	Baliana	Jayadev
2	Baliana	Sarakana
3	Balipatna	Alisisasan
4	Balipatna	Amanakud
5	Balipatna	Deulidharpur
6	Balipatna	Guapur
7	Balipatna	Marthapur
8	Banpur	Ayatapur
9	Banpur	Bhabanipur
10	Banpur	Bheteswar
11	Banpur	Deogaon
12	Banpur	Moramori
13	Banpur	Niladriprasad
14	Banpur	Torasingh
15	Banpur	Tumuraputsasan
16	Begunia	Badaberena
17	Begunia	Deuli
18	Begunia	Dingar
19	Begunia	Gadamanitri
20	Begunia	Govindapur
21	Begunia	Haja

22	Beguinia	Hirapur
23	Beguinia	Kantabada
24	Beguinia	Kunjuri
25	Beguinia	Pangarsingh
26	Beguinia	Rautapada
27	Beguinia	Sagadabhanga
28	Beguinia	Sarua
29	Beguinia	Simore
30	Bhubaneswar	Kalyanpur
31	Bolagarh	Arikama
32	Bolagarh	Fasioda
33	Bolagarh	Kadab
34	Bolagarh	Kalanga
35	Bolagarh	Khanguria
36	Bolagarh	Sanapadar
37	Chilika	Atharbatia
38	Chilika	Dungamal (Ct)
39	Chilika	Hatabaridiha
40	Chilika	Kumandala Patana
41	Chilika	Mansinghpur
42	Chilika	Singeswar
43	Jatni	Angarapada
44	Jatni	Chhanaghara
45	Jatni	Kantia
46	Jatni	Tirimal
47	Khordha	Barasahi
48	Khordha	Nandapur
49	Khordha	Golabai Sasan
50	Khordha	Nalipada Arjunpur
51	Khordha	Nijigarhtapanga
52	Khordha	Orabarasingh
54	Tangi	Achutapurpatana
55	Tangi	Badapokharia
56	Tangi	Lendo
57	Tangi	Mangalajodi
58	Tangi	Pariorada
59	Tangi	Ramachandrapur
60	Tangi	Sanarautapada
61	Tangi	Sundarpur
62	Tangi	Tankol
63	Tangi	Ujalagopinathur

## 1. Selection Process

### 1.1. Eligibility criteria FOR BUSINESS CORRESPONDENT AGENT

- 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 10<sup>th</sup> 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 / NonGovernment organization/ Local Self – Governance body.

Memo No. 3679

Date. 26.11.2020 .

Copy forwarded to all Child Development Project Officers, Khordha District for information with an instruction to display "Expression of Intrest" notice in their Notice board and in all the above Gram Panchayat Head Quarters and each Anganwadi Centers of concerned GPs for wide circulation among all WSHGs / Federation members in their respective areas. It is therefore instructed to follow the instruction of Govt. issued vide letter no. 1548 dt. 18/11/2020 of Commissioner-cum-Director, Directorate of Mission Shakti, Deptt. Of W & CD & Mission Shakti, Odisha. The schedule programme for Expression of Interest for selection of BUSINESS CORRESPONDENT AGENT IN UNBANKED / UNDERBANKED GPs is as follows -

Last date for submission of Appliction by WSHG/ Federation members- 10/12/2020 up to 5.30 P.M.

Scurtiny & evaluation process and recommendation of provisional list of candidates by the Block Level Committee- 11<sup>th</sup> to 16<sup>th</sup> December 2020

Approval of District Collector & publication of final list of selected candidates - 17/12/2020

Memo No. 3680

Date 26.11.2020

Copy forwarded to President /Secretary of all Block Level Federation for information & necessary action.

Bl  
26/11/2020  
District Social Welfare Officer  
g/c Khordha

Memo No. 3681

Date 26.11.2020

Copy forwarded to Project Director, DRDA, Khordha/ Sub- collector, Kordha, Bhubaneswar/ All B.D. Os of Khordha District for favour of information & necessary action.

Bl  
26/11/2020  
District Social Welfare Officer  
g/c Khordha

Memo No. 3682

Date 26.11.2020

Copy to Office Notice Board, O/O, DSWO, Khordha/ Social Welfare Section, Khordha

Bl  
26/11/2020  
District Social Welfare Officer  
g/c Khordha

Memo No. 3683

Date 26.11.2020

Copy to D.I.O, NIC, Khordha for favour of information & kindly upload this advertisement (E.O.I) in District Website.

Bl  
26/11/2020  
District Social Welfare Officer  
g/c Khordha

Bl  
26/11/2020  
District Social Welfare Officer  
g/c Khordha

Memo No. 3684 Date 26.11.2020

Copy to LDM, Khordha for kind information & necessary action.

Bl  
26/11/2020  
District Social Welfare Officer  
Khordha

Memo No. 3685 Date 26.11.2020

Copy to P.A. to Collector, Khordha for kind information of the Collector & DM, Khordha.

Bl  
26/11/2020  
District Social Welfare Officer  
Khordha

Memo No. 3686 Date 26.11.2020

Copy Submitted to the Commissioner-cum-Director, Mission Shakti, Deptt. of W & CD & Mission Shakti, Bhubaneswar, Odisha for favour of information & necessary action.

Bl  
26/11/2020  
District Social Welfare Officer  
Khordha

Annexure – IIName of the Position: **Business Correspondent Agent**

Name of the GP applied for: \_\_\_\_\_

Paste your recent  
passport size  
photo

SI No	Item	Particulars/ description
A.	<b>General Information:</b>	
	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	<b>SHG Member Information</b>	
	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	<b>Educational Qualification</b>	
	Minimum matric pass (10 <sup>th</sup> ) 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"> <tr> <td>Language</td> <td>Read</td> <td>Write</td> <td>Speak</td> </tr> <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> </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 <sup>th</sup> ) 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, Shakti Barta 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

**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: