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*San. R.M.S.  
2/11*

29.10.2015

The SBH Retired Employees Association  
Ground Floor, Behind Gym  
State Bank of Hyderabad  
Gunfoundry  
Hyderabad 500001

**Reg: Marketing of Home Loans: Empanelment of Retired Employees as Home Loan Counselors**

The Bank proposes to hire the services of retired employees of the Bank for marketing Home loans.

Gist of the eligibility criteria selection procedure is appended with this letter.

Please communicate the scheme to members of your association and advise them to submit their applications at the earliest to enable us to empanel them.

Deputy General Manager

-:2:-

**I. Empanelment of Retired Staff as Home Loan Counselors (HLCs):**

<b>A</b>	<b>Eligibility</b>	<i>i. Retired Officers/ Clerical Staff (except Retired under VRS/ Dismissed/ removed consequence to DP action)</i>
		<i>ii. No case should be pending against Retired employee</i>
		<i>iii. No punishment /penalty in the last 5 years of service</i>
		<i>iv. The Retired Staff should be a local resident in the area of the branch/CPC</i>
<b>B</b>	<b>Job profile</b>	<ul style="list-style-type: none"><li>• <i>Obtain Market leads on Home loan requirements of Individuals from various sources, viz. Builders, Municipal Corporation sources etc</i></li></ul>
		<ul style="list-style-type: none"><li>• <i>Visit flat/villa construction site &amp; obtain the data on people who have registered/ booked</i></li></ul>
		<ul style="list-style-type: none"><li>• <i>Meet intending Home Loan Borrowers.</i></li></ul>
		<ul style="list-style-type: none"><li>• <i>Obtain Home Loan Application &amp; other requisite documents duly filled and handover the proposal to the Branches / CPCs for further processing.</i></li></ul>
		<ul style="list-style-type: none"><li>• <i>Follow up till sanction</i></li></ul>