



जम्मू एवं कश्मीर ग्रामीण बैंक

JAMMU AND KASHMIR GRAMEEN BANK

Scheduled Bank Owned by Government

Head Office: Near Fruit complex Narwal, Jammu-180006

Ph: 80821-87899

Email\_Id: personnel.hoj@jkgb.bank.in

**HUMAN RESOURCE DEVELOPMENT DEPARTMENT**

Ref No : JKGB/HO/HRDD/2026-27/2003

June 15, 2026

Jammu and Kashmir 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, Jammu and Kashmir Grameen Bank, Head Office, Narwal, Near Fruit Complex, Jammu, PINCODE: 180006 **by Hand / Post / Courier receivable on or before 22.06.2026**. 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	1 (for Jammu region)
3	Age as on 01.01.2026	The entry age limit shall be up to 70 years as on 01.01.2026. 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.
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 Srinagar City.

## **2. Legal Consultant**

(Application Form enclosed as Annexure-B):

<b>S. No.</b>	<b>Particulars</b>	<b>Remarks</b>
1.	Name of the Position	Legal Consultant
2	No of Vacancy	4 (One each for Head Office, Regional Office Jammu, Regional Office Kathua/Samba, Regional Office Rajouri/Poonch.
3	Age as on 01.01.2026	The entry age limit shall be up to 70 years as on 01.01.2026. 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	Minimum 15 (Fifteen) years' experience as an Advocate and / or as a Law Officer in Government Department / Agency/ Bank/ other Financial Institution/any other corporation.
6	Role & Responsibility	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 ii. Title Verification.

		iii. Legal Opinion in all the legal matters referred by the Regional Office/ Branch Offices.
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):

<b>S. No.</b>	<b>Particulars</b>	<b>Remarks</b>
1.	Name of the Position	Professional for Recovery/Follow up of Court Cases
2	No of Vacancy	2 (Two), Detailed as under: Professional for Follow up of Court Cases for Regional Office Jammu (1 no). Professional for Recovery/Follow up of Court Cases for Regional Office Kathua/Samba (1 no).
3	Age as on 01.01.2026	The entry age limit shall be up to 70 years as on 01.01.2026. 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) Jammu and Kashmir 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 Offices of the Bank for follow up of court cases/SARFEASI in terms of scope of work assigned to him as per agreement / contract.

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.

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***Please note any candidate can apply for single post / vacancy only.***

Sd/-  
Head of Department, HRDD

**Annexure-A**

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

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

Affix recent  
passport size  
photograph and  
sign across in full

1 NAME IN FULL: MR. / MS. \_\_\_\_\_

2 FATHER NAME: \_\_\_\_\_

3 DATE OF BIRTH (DD-MM-YYYY): \_\_\_\_\_

4 NATIONALITY: \_\_\_\_\_

5 WHETHER BELONGS TO SC/ST/OBC/EWS /GENERAL: \_\_\_\_\_

6 GENDER: \_\_\_\_\_

7 QUALIFICATION:

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

8 MEDICAL REGSITRATION NO. AND VALID UPTO: \_\_\_\_\_

9 DETAILS OF EXPERIENCE:

PLACE (HOSPITAL / CLINIC)	FROM	TO

10 COMPLETE ADDRESS:

RESIDENCE	CLINIC / DISPENSARY

11 EMAIL ID: \_\_\_\_\_

12 MOBILE NUMBER: \_\_\_\_\_

13 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, JAMMU  
AND KASHMIR 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, NARWAL  
(B) REGIONAL OFFICE JAMMU  
(C) REGIONAL OFFICE KATHUA/SAMBA  
(D) REGIONAL OFFICE RAJOURI/POONCH

\_\_\_\_\_

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: \_\_\_\_\_

OR

DETAILS OF CERTIFICATE OF ADMISSION AS ADVOCATE BY HIGH

COURT OF J&K AND LADAKH: \_\_\_\_\_

11 DETAILS OF EXPERIENCE:

DESIGNATION	FROM	TO

12 COMPLETE ADDRESS:

RESIDENCE	OFFICE

13 EMAIL ID: \_\_\_\_\_

14 MOBILE NUMBER: \_\_\_\_\_

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, 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, JAMMU AND KASHMIR 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:
  - i) PROFESSIONAL FOR FOLLOWUP OF COURT CASES FOR REGIONAL OFFICE JAMMU.
  - ii) PROFESSIONAL FOR RECOVERY/FOLLOWUP OF COURT CASES FOR REGIONAL OFFICE KATHUA/SAMBA.
  
- 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 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.*