



# Stree Nidhi Credit Cooperative Federation Ltd,

Department of Rural Development Govt.of Telangana

TFD NO.002/2014

# 502, 5<sup>th</sup> Floor, Hermitage Office complex, Hill fort Road, Adarsh Nagar, Hyderabad- 500 004.



## Notification

No: V/SN/Admin/2018

Date: 17.12.2018

### **Recruitment of Deputy General Managers, Zonal Manager, Assistant General Manager, Regional Managers, Chief Managers, Assistant Managers, Consultant (IT) and Office Assistants (Attender) in 'STREE NIDHI'**

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**IMPORTANT: LAST DATE FOR RECEIPT OF APPLICATIONS - 31.12.2018**

### **Stree Nidhi Profile:**

Stree Nidhi Credit Cooperative Federation Ltd is an apex society at State Level registered under State Cooperative Societies Act'1964 with its registered office located in Hyderabad. Stree Nidhi is promoted jointly by the Govt. of Telangana and federations of SHGs and commenced operations from 06.10.2011.

Stree Nidhi is looking for eligible candidates to work as (i) Regional Managers (at District level) on contract basis in Telangana State from the candidates of retired/VRS bankers in the cadre of scale of III or IV, L4 staff members from SERP, DMCs from MEPMA with adequate experience in working with Federations of SHGs/Community Based Organizations/Rural Banking/NGOs/Financial Institutions in Credit monitoring and Management of NPA/Recovery with skills to use computers (ii) For other vacancies (at H.O level, Hyderabad) with requisite experience on contract basis. The vacancy position respect of the above is furnished here under:

SL No	Name of the post	No of Posts
1	Deputy General Manager - Funds Management	1
2	Deputy General Manager - Institutional Monitoring/ Social Audit/Training	1
3	Deputy General Manager - Vigilance	1
4	Zonal Manager - Monitoring	1
5	Assistant General Manager - Institutional Monitoring/ Social Audit/Training	1
6	Regional Manager at district level	14
7	Chief Manager - Funds Management	1
8	Chief Manager - Financial Inclusion	1
9	Assistant Manager - Information Technology	3
10	Consultant - Information Technology	1
11	Office Assistant (Attender) at Hyderabad	02

The selected candidates for the post of Regional Manager are required to work in any district(s) allotted to them in the state. For other posts, the candidates will be posted at Head Office, Stree Nidhi, Hyderabad.

The details of eligibility criteria viz. qualifications, age, experience and other requirements are given below (For job profile see annexure I). The Zonal Manager will be in charge of 6-7 districts and required to tour districts for a minimum period of 15 days in a month.

**1. AGE, QUALIFICATION & EXPERIENCE**

<b>Deputy General Manager- Funds Management</b>	<b>Post Code No. 01</b>
Vacancies	01
Age	Age shall be between 40-61 years as on date of notification
Qualifications	Post Graduate and preference will be given to MBA/PGDBM in Finance/ Commerce from a recognized University in India established or incorporated by or under Central Act, Provincial Act, a State Act or an Institution recognized by the UGC. CAIIB will be preferred.
Experience	Min. 15 years of service in Bank / Financial Institution, preferably with experience in Fund Management Services. Experience in IT/Fund Management, preparation of the proposals for accessing credit from banks/FI. Experience in functioning of SHGs and their federations is preferable.
Requirements	English, Telugu proficiency. Good interpersonal and communication skills. Must have computer knowledge, proficiency in MS- Office.

<b>Deputy General Manager- Institutional Monitoring/ Social Audit/ Training</b>	<b>Post Code No. 02</b>
Vacancies	01
Age	Age shall be between 40-61 years as on date of notification
Qualifications	Post Graduate and preference will be given to MBA / PGDBM in Finance / M. Com /Agriculture/Veterinary from a recognized University in India established or incorporated by or under Central Act, Provincial Act, a State Act or an Institution recognized by the UGC.

Experience	Min. 15 years of service with experience in functioning of institutions, assessment of SHGs and their federations and audit. The job involves analysis of balance sheet and P&L of CBOs, conducting Social Audit, rating of CBOs, rating of borrowers and Training skill.
Requirements	English, Telugu proficiency. Good interpersonal and communication skills. The organization functions on technological platform and candidate should have good knowledge in MS office.

<b>Deputy General Manager - Vigilance</b>	<b>Post Code No. 03</b>
Vacancies	01
Age	Age shall be between 40-61 years as on date of notification
Qualifications	Post Graduate and preference will be given to MBA / PGDBM in Finance / M. Com /Agriculture/Veterinary from a recognized University in India established or incorporated by or under Central Act, Provincial Act, a State Act or an Institution recognized by the UGC.
Experience	Min. 15 years of service in dealing with vigilance matters and knowledge on CVC guidelines etc., Must have worked in relative departments in the Govt. or in financial Institution. Experience in handling vigilance matters/fraud cases in any financial institution.
Requirements	English, Telugu proficiency. Good interpersonal and communication skills. The organization functions on technological platform and candidate should have good knowledge in MS office. Understanding of SHGs and their federations is preferable.

<b>Zonal Manager - (Monitoring)</b>	<b>Post Code No. 04</b>
Vacancies	01
Age	Age shall be between 40-61 years as on date of notification
Qualifications	Post Graduate and Preference will be given to MBA/PGDBM in Finance/ Commerce /Graduate in Agriculture/ Veterinary from a recognized University in India established or incorporated by or under Central Act, Provincial Act, a State Act or an Institution

	recognized by the UGC. Experience in SHG financing and rural banking etc. is mandatory.
Experience	Min. 15 years of service experience in Bank/Financial Institution and with experience in functioning SHGs and in supervising the SHG portfolio.
Requirements	Knowledge on SHGs/MS/VO Structures is essential. Must have computer knowledge, proficiency in MS-Office. Must be willing to tour minimum 15 days in a month. They must know Telugu and have good English proficiency, good interpersonal and communication skills.

<b>Assistant General Manager (Institutional Monitoring / Training /Social Audit )</b>	<b>Post Code No. 05</b>
Vacancies	01
Age	Age shall be between 32 to 45 years as on date of notification
Qualifications	Any Post Graduate/preference will be given to MBA/PGDBM in Finance / Social Work/ Commerce/ or Graduate in Agriculture / Veterinary / from a recognized University, with proficiency in computer application
Experience	<ul style="list-style-type: none"> <li>• 8-10 years of working experience with SHGs and their federations and or with microfinance institutions, grading of CBOs/borrowers is essential.</li> <li>• Expertise in conducting audit of Micro Finance Institutions/Community Based Organisations.</li> <li>• Balance sheet, P&amp;L analysis.</li> <li>• Preparing Business Plan and projections for CBOs</li> <li>• Knowledge in accounting.</li> <li>• Preparing training plan and implementation.</li> </ul>
Requirements	Skills in Auditing and Inspection with proficiency in English and Telugu. Good interpersonal and communication skills, both verbal and written. Proficiency in computer applications is a must.

<b>Regional Manager (at district level)</b>	<b>Post code: 06</b>
Vacancies	14
Age	Age shall be between 40-61 years as on date of notification
Qualifications	Post-Graduation from any recognized University in India established or incorporated by or under Central Act, Provincial Act, a State Act or an Institution recognized by the UGC. MBA/PGDBM in Finance/MSW/M.Com or Graduate in Agriculture/ Veterinary from a recognized University are preferred.
Experience	10 years experience in working with Federations of SHGs/Community Based Organizations/Rural Banking/NGOs/Financial Institutions in Credit monitoring and Management of NPA/Recovery or any other relevant experience.
Requirements	Skill to use Computer Applications is a must. Must have proficiency in reading, writing and speaking Telugu and English languages. Good interpersonal and communication skills. Should be willing to tour minimum 20 days in a month. Posting will be at District Head Quarters and should be willing to work anywhere in the state and districts will be allocated depending on administrative exigencies. Candidate must stay at their allotted Head Quarters only.

<b>Chief Manager - Funds Management</b>	<b>Post Code No. 07</b>
Vacancies	01
Age	Age shall be between 30-45 years as on date of notification
Qualifications	Graduate and preference will be given to MBA (Finance)/PGDBM in Finance/ Commerce from a recognized University in India established or incorporated by or under Central Act, Provincial Act, a State Act or an Institution recognized by the UGC.

Experience	5-10 years of relevant experience in any Financial Institution, preferably in monitoring banking operations, credit limits, Fund Management, Management of assets and liabilities, Financial accounts etc..
Requirements	The organization functions on technological platform hence candidate should have good knowledge in Computer Applications. Proficiency in English and Telugu is must. Good interpersonal and communication skills, both verbal and written

<b>Chief Manager - Financial Inclusion</b>	<b>Post Code No. 08</b>
Vacancies	01
Age	Age shall be between 30-45 years as on date of notification
Qualifications	Graduate in Computer Science/MCA from a recognized University in India established or incorporated by or under Central Act, Provincial Act, a State Act or an Institution recognized by the UGC. Knowledge in Hardware, Networking and MS Excel is preferred.
Experience	Should possess minimum 5-10 years experience in the field of financial inclusion with any Corporate BC in supervisory capacity and Technical guidance. Technical knowledge in computer applications, hardware and repairs. Knowledge on banking products with special focus on rural products is desirable. Should be conversant with EBT, DBT, AEPS, Rupay card, IDRST standards.
Requirements	Must have proficiency in English and Telugu. Must have good interpersonal and communication skills. Need to tour regularly.

<b>Consultant -Information Technology</b>	<b>Post Code No. 09</b>
Vacancies	01
Age	Age shall be between 30-45 years as on date of notification
Qualifications	Post-Graduation in Computer Science or MCA/ B. Tech (CSE)/ (IT) from a recognized University in India established or incorporated by or under Central Act, Provincial Act, a State Act or an Institution recognized

	by the UGC. Good Exposure and skills in Data Base Management Systems like Oracle, SQL server, Networking systems and procedures. Knowledge in languages and tools like Dot Net, Java, VB and Windows Operating systems.
Experience	Should possess minimum 3 years experience in the field of Information technology and development of software applications in MIS/Dash Board, Data Analysis, Networking, procurement of Hardware.
Requirements	Ability to manage Hardware software installation and maintenance of hardware, network, internet is required Certification in data base management, networking or any other higher qualification is added advantage.

<b>Assist Manager - Information Technology</b>	<b>Post Code No. 10</b>
Vacancies	03
Age	Age shall be between 25-35 years as on date of notification
Qualifications	Poly-Technic Diploma in Computers/ Engineering Graduate/MCA from a recognized University/Institute in India established or incorporated by or under Central Act, Provincial Act, a State Act or an Institution recognized by the UGC. Good Exposure in Data Base Management Systems like Oracle, SQL server, Networking systems and procedures. Knowledge in languages and tools like Dot Net, Java, VB and Windows Operating systems. Candidates with proficiency in MS Office are preferred.
Experience	Freshers/one year experience in the field of Information technology and development of software applications in MIS/Dash Board, Data Analysis and Networking.
Requirements	Ability to manage Hardware software installation and maintenance of hardware, network, internet is required. Certification in data base management, networking or any other higher qualification is added advantage.

<b>Office Assistant (Attender)</b>	<b>Post code: 11</b>
Vacancies	02
Qualifications	Graduation from any recognized University in India established or incorporated by or under Central Act, Provincial Act, a State Act or an Institution recognized by the UGC.
Age	25-35 years
Experience	2 years experience in any Govt. Dept/NGO/Society
Requirements	Reading and writing Telugu & English is a must. Must possess a two-wheeler and License. Should be physically fit and active and travel locally to all Govt. Offices and secretariat. Helping in Organizing meetings and willing to stay late night. Ability to take Xerox and scan, willing to do any work assigned from time to time.

## **2. Salary/ Remuneration:**

<b>SL. No</b>	<b>Name of the Post</b>	<b>Consolidated pay per month</b>
1	Deputy General Manager	Rs. 45,000/-
2	Zonal Manager	Rs. 40,000/-
3	Assistant General Manager	Rs. 40,000/-
4	Regional Manager	Rs. 35,000/-
5	Chief Manager	Rs. 35,000/-
6	Assistant Manager - Information Technology	Rs. 18,000/-
7	Consultant - Information Technology	Rs. 35,000/-
8	Office Assistant (Attender)	Rs. 13,000/-

Zonal Managers/Regional Managers are eligible to hire four-wheeler for official tours in allotted district(s) and also eligible for TA and DA while on tour as per the guidelines, in force.

The selected candidates' service conditions are governed by HR policy of Stree Nidhi. There will be a regular performance review and Stree Nidhi has discretion to terminate services if performance is not found satisfactory.

Candidates to note that this is **not a Government Job** and will be on contract basis for period of 5 years for those age below 55 years except for consultants. The selected candidates will be on contract basis for one year and it will be renewed further if performance is satisfactory.



Only L4 and L5 category employees of SERP and MEPMA can apply for RM and ZM post respectively. Their applications shall be routed through CEO, SERP and MD, MEPMA as may be the case mentioning that the candidates will be deputed in case of selection.

Those selected for the post have to join within 15 days from the date of issue of offer letter.

### **3. SELECTION PROCEDURE**

- a) Eligible candidates will be called for personal interview generally in the ratio of 1:5 depending on suitable no. of candidates and decision of Stree Nidhi in this regard shall be final.

### **4. SUBMISSION OF APPLICATION**

Eligible candidates have to download the Application Form given in **Annexure-II** from following websites. [www.streenidhi.telangana.gov.in](http://www.streenidhi.telangana.gov.in); <https://www.serp.telangana.gov.in>; <http://tmepma.cgg.gov.in>;

Last date of receipt of application is 31<sup>st</sup> December, 2018. The application form should be as per the proforma enclosed. No application shall be entertained after the stipulated date. Incomplete application forms will be rejected.

Address the application, superscribing the Post Name and Code and Application for which he/she is applying for (Specify post name and code as “**Application for the post of Deputy General Manager/Zonal Manager/Regional Managers/Chief Manager/ Assistant Manager/Consultant (IT)/Office Assistant (Attender) Code No: \_\_\_\_\_**”) the post to be sent to the following address by post or in person.

#### **Office Address:**

**The Managing Director**

**Stree Nidhi Credit Cooperative Federation Ltd,**

**# 502, 5<sup>th</sup> Floor, # 5-10-192, Hermitage Office Complex,**

**Hill Fort Road, Adarsh Nagar,**

**Hyderabad-500 004**

### **5. GENERAL INSTRUCTIONS:**

- a) While applying for the post, the applicant should ensure that he/she fulfills the prescribed eligibility norms and particulars furnished are correct in all respects. In case, if it is detected at any stage that a candidate does not fulfill the eligibility conditions or that he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her appointment will automatically stand cancelled and necessary further action will be initiated. Candidates with criminal background/ disciplinary proceedings involved in Frauds etc., are not eligible to apply.
- b) The candidate must be a native of Telangana state only.

- c) Mere submission of application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on them any right to be called for written exam.
- d) In case of suitable and deserving cases, any of the requirements, including age and conditions of eligibility mentioned above, may be relaxed at the discretion of the Managing Director of Stree Nidhi.
- e) Applications must be submitted in the prescribed word document format which can be down loaded from Stree Nidhi website mentioned above and application in any other format will be rejected. Candidates must fill in details in the format either by typing or by filling the details with Black/Blue ball point pen, clearly and legibly.
- f) Those Candidates who have already attended the interview earlier on two occasions and not selected, and those who do not have knowledge in Telugu need not apply again.
- g) The Managing Director, Stree Nidhi reserves the right to keep in abeyance or cancel the recruitment at any point of time without assigning any reason what so ever.
- h) Legal disputes, if any, will be entertained within the jurisdiction of Hyderabad only.
- i) Canvassing, influencing in any form will be treated as disqualification.

**Sd/-**  
**MANAGING DIRECTOR**

**(Job Profile)****Roles and Responsibilities of Deputy General Manager/Zonal Manager/Assistant General Manager/ Regional Manager /Chief Manager/ Consultant (IT)/Assistant Manager Office Assistant (Attender)**

<b>Deputy General Manager - Funds Management</b>	<b>Post Code No. 01</b>
Job Profile	<ul style="list-style-type: none"> <li>✓ Independent Charge, overall responsible in Funds Management</li> <li>✓ Formulating strategies to develop FMS portfolio of Bank</li> <li>✓ Daily monitoring of banking operations, Monitoring credit Limits/overdrawn accounts, scrutinizing vouchers/ office accounts/ other accounts</li> <li>✓ Review daily cash balances of the Stree Nidhi bank's Accounts in different banks- ensure liquidity levels for operating activities- adequate funding in bank accounts to operate optimally.</li> <li>✓ Communication with banks ensure inter and intra bank fund transfer promptly.</li> <li>✓ All compliance related MIS and deliverables as per funding banks requirements</li> <li>✓ Set up for EFMS Fund accounting</li> <li>✓ Reconciliation and Monitoring of bank accounts periodically.</li> <li>✓ Monitoring loan repayment to banks regularly and maintain details of due dates</li> <li>✓ Mobilizing deposits and their withdrawal</li> <li>✓ Maintaining check books and other valuables under safe custody</li> <li>✓ Proper classification, tally and secure documents/ items (Cheque Books, DDs/ POs/ Cards etc.).</li> <li>✓ Business development and handling all issues connected to borrowing including preparation of project reports, discussions with Banks</li> <li>✓ Generate MIS, do profitability analysis and putting up statements on various issues like Funds position, daily disbursements, etc</li> <li>✓ Submission of required documents/statements to banks periodically as required by them</li> <li>✓ Reconciliation and maintenance of suspense accounts register as per the required format</li> <li>✓ Internal Auditing &amp; Statutory Auditing and Audit Compliance</li> <li>✓ Ensuring of Annual accounts in April</li> <li>✓ Supervising functioning of Manager</li> <li>✓ Preparation of new deposit schemes</li> <li>✓ Payment of interest on deposits at regular intervals. Printing of deposit receipts</li> </ul>

	<ul style="list-style-type: none"> <li>✓ Maintaining accounts for Share Capital, payment of dividend, and printing of certificates.</li> <li>✓ Any other work entrusted from time to time.</li> </ul>
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<b>Deputy General Manager - Institutional Monitoring/ Social Audit/ Training</b>	<b>Post Code No. 02</b>
Job Profile	<ul style="list-style-type: none"> <li>✓ Undertake CBOs rating on regular intervals.</li> <li>✓ Assess the functioning of CBOs and their financial position.</li> <li>✓ Work closely with the credit disbursement and monitoring units at Stree Nidhi.</li> <li>✓ Liaison with SERP - IB unit and give feedback.</li> <li>✓ Prepare strategies for CBOs in making them self sustainable.</li> <li>✓ Help in business planning on the basis of feedback from grass root level.</li> <li>✓ Design trainings on Business Plans development, rating etc.,</li> <li>✓ Investigate into frauds etc. and help in streamlining internal controls.</li> <li>✓ Supervise functioning of Manager / AGM</li> <li>✓ Any other work entrusted from time to time.</li> </ul>

<b>Deputy General Manager - Vigilance</b>	<b>Post Code No. 03</b>
Job Profile	<ul style="list-style-type: none"> <li>✓ Dealing vigilance matters and thorough knowledge on CVC guidelines etc.,</li> <li>✓ Must have worked in relative departments in the Govt. or in financial organization.</li> <li>✓ Possess knowledge in rules and regulation of CVC guidelines.</li> <li>✓ Working experience in any financial institution. Experience in handling vigilance matters /fraud cases in any financial institution.</li> <li>✓ Any other work entrusted from time to time.</li> </ul>

<b>Zonal Manager - Monitoring</b>	<b>Post Code-04</b>
Monitoring	<ul style="list-style-type: none"> <li>✓ Monitoring and Guiding Regional Managers and Managers placed in the Districts.</li> <li>✓ Day to Day Monitoring of MIS/Reports and follow up with Mandals for immediate action.</li> <li>✓ Liaison with PDs/APDs and concerned District staff for effective monitoring of Stree Nidhi activities</li> <li>✓ Generate necessary reports for review</li> </ul>
Credit Flow:	<ul style="list-style-type: none"> <li>✓ Managing Credit Portfolio of MS/TLF/VOs/SLF with special focus on A &amp; B grade VOs for loan disbursement</li> </ul>

	<p>in the districts assigned</p> <ul style="list-style-type: none"> <li>✓ Study health of MS/TLF/VOs/SLF concerned</li> </ul>
Repayment:	<ul style="list-style-type: none"> <li>✓ Ensuring Recovery percentage to be 98 % and above</li> <li>✓ Creating awareness, providing guidance and technical support in elimination of VO identity not known entries and adjustment of repaid amounts</li> <li>✓ Monitoring repayments in concerned Banks A/c</li> <li>✓ Monitoring of Loan accounts in reducing overdues on daily basis DCB/NPA on a regular basis</li> </ul>
Deposits:	<ul style="list-style-type: none"> <li>✓ Mobilization of Deposits</li> </ul>
Documentation:	<ul style="list-style-type: none"> <li>✓ Ensuring loan documents are filled and kept in MS/TLF/VOs/SLF</li> </ul>
Trainings:	<ul style="list-style-type: none"> <li>✓ To Organize Orientation programmes on Stree Nidhi to staff/ MS/TLF/VOs/SLF</li> <li>✓ Support Sub-Committees in MS EC/Staff trainings</li> <li>✓ Organizing cluster level/Dist. level trainings for Staff/Community</li> </ul>
Others:	<ul style="list-style-type: none"> <li>✓ Expanding BC Role of Stree Nidhi</li> <li>✓ Any other work entrusted from time to time.</li> </ul>

<b>Assistant General Manager (Institutional Monitoring / Training / Social Audit)</b>	<b>Post Code-05</b>
Job Profile	<ul style="list-style-type: none"> <li>✓ Reporting to DGM</li> <li>✓ Undertake Community Based Organisations rating on regular intervals.</li> <li>✓ Plan for audit schedule execute and ensure audit with the help of Managers</li> <li>✓ Report to DGM on gaps observed in the respective field.</li> <li>✓ Manage to complete the Audit as per plan</li> <li>✓ Communicate audit schedule to MS/TLF/VO/SLF</li> <li>✓ Assess the functioning of CBOs and their financial position</li> <li>✓ Work closely with the credit disbursement and monitoring units at Stree Nidhi.</li> <li>✓ Liaison with SERP - Institutional Building unit and furnish feedback at regular intervals.</li> <li>✓ Prepare strategies for CBOs in making them self sustainable.</li> <li>✓ Help in business planning on the basis of feedback from grass root level.</li> <li>✓ Design trainings on Business Plans development, rating etc.,</li> <li>✓ Investigate into frauds etc., and help in streamlining internal controls.</li> <li>✓ Functioning of Stree Nidhi Committees</li> <li>✓ Any other works entrusted from time to time.</li> </ul>

<b>Regional Manager</b>	<b>Post Code: 06</b>
<b>Credit Flow:</b>	<ul style="list-style-type: none"> <li>✓ Loan disbursement in the district/s assigned to be ensured as per the projected Credit Plan</li> <li>✓ Regular monitoring of credit flow and utilization of Credit limits by VOs/SLFs</li> <li>✓ To cover all the Cattle under insurance and ensure prompt settlement of claims under Loan Suraksha and Cattle Insurance.</li> <li>✓ Implementation of strategies for consistent credit flow throughout year.</li> <li>✓ Identify cluster based livelihood/enterprises and take steps for skill development of the members.</li> <li>✓ Identification of activities to lend on project based approach.</li> <li>✓ To coordinate with Govt/Non Govt agencies in formation of Farmer Producer groups and extending finance to the needy members.</li> <li>✓ Liaison with line departments/RSETIs for training livelihoods</li> </ul>
<b>Monitoring</b>	<ul style="list-style-type: none"> <li>✓ Monitoring and extending required guidance &amp; support to Managers/Assistant Managers placed in their District.</li> <li>✓ Day to day monitoring, using MIS/Reports and follow up with staff/CBOs concerned for immediate action.</li> <li>✓ Liaison with DRDOs/APDs of DRDA and PDs MEPMA for effective monitoring of Stree Nidhi activities and resolving issues if any</li> <li>✓ To ensure compliance with systems and controls in place</li> <li>✓ Will be responsible for achieving desired performance of the district/area allocated</li> <li>✓ Reporting to Zonal Manager</li> <li>✓ Coordination with SERP/MEPMA staff</li> </ul>
<b>Repayment through SHG:</b>	<ul style="list-style-type: none"> <li>✓ Ensuring Recovery percentage of 98% and above against demand at any time</li> <li>✓ Creating awareness, providing guidance and technical support in mapping VO identity not known entries and adjustment of repaid amounts properly</li> <li>✓ Monitoring repayments in VO/SLF/SHG and to take necessary measures to achieve NPA level below 0.50% of loan outstanding</li> <li>✓ To implement strategies as required from time to time</li> </ul>
<b>Deposits:</b>	<ul style="list-style-type: none"> <li>✓ Mobilization of savings from SHGs and their federations.</li> </ul>
<b>Documentation:</b>	<ul style="list-style-type: none"> <li>✓ Ensure execution of required documents and their safe custody at VOs/SLFs/ MSs/TLFs</li> </ul>
<b>Trainings:</b>	<ul style="list-style-type: none"> <li>✓ To organize Orientation Programmes on Stree Nidhi to staff/ MS/TLF/VOs/SLF/Community as required from</li> </ul>

	<p>time to time as also to SERP/MEPMA staff</p> <ul style="list-style-type: none"> <li>✓ Monitoring Stree Nidhi Committees to function effectively</li> </ul>
<b>Financial Inclusion</b>	<ul style="list-style-type: none"> <li>✓ Expanding Business Correspondent (BC) activities of Stree Nidhi</li> <li>✓ Monitoring functioning of BC/OSS points and ensure reasonable income.</li> </ul>
<b>Others:</b>	<ul style="list-style-type: none"> <li>✓ Implementation of strategies so as to achieve the corporate objectives of Stree Nidhi.</li> <li>✓ Participate in District level/Mandal/Town level/VO/SLF level meetings</li> <li>✓ Organizing Stree Nidhi Review Committee Meeting (SNRC) as per schedule in consultation with DRDO, DRDA/District Collector.</li> <li>✓ To propagate activities of Stree Nidhi among the members of SHGs.</li> <li>✓ Any other works entrusted from time to time.</li> <li>✓ To ensure grading of federations of SHGs annually or as and when required</li> <li>✓ To ensure all the eligible Vos/SLFs, use Tablet PCs for all the transactions.</li> <li>✓ Any other work entrusted from time to time.</li> </ul>

<b>Chief Manager - Funds Management</b>	<b>Post Code: 07</b>
<b>Job Profile</b>	<ul style="list-style-type: none"> <li>✓ Assisting DGM Fund Management</li> <li>✓ Formulating strategies to develop FMS portfolio of organization.</li> <li>✓ Daily monitoring of banking operations, Monitoring credit Limits/overdrawn accounts, scrutinizing vouchers/ office accounts/ other accounts.</li> <li>✓ Review daily cash balances of the Stree Nidhi bank's Accounts in different banks- ensure liquidity levels for operating activities- adequate funding in bank accounts to operate optimally.</li> <li>✓ Monitor Bank balances.</li> <li>✓ Communication with banks ensure inter and intra bank fund transfer promptly.</li> <li>✓ All compliance related MIS and deliverables as per funding banks requirements</li> <li>✓ Set up for EFMS Fund accounting</li> <li>✓ Reconciliation and Monitoring of bank accounts periodically.</li> <li>✓ Monitoring loan repayment to banks regularly and maintain details of due dates</li> <li>✓ Mobilizing deposits and their withdrawal</li> <li>✓ Business development and handling all issues connected to borrowing including preparation of</li> </ul>

	<p>project reports, discussions with Banks</p> <ul style="list-style-type: none"> <li>✓ Generate MIS, do profitability analysis and prepare up statements on various issues like Funds position, daily disbursements, etc</li> <li>✓ Submission of required documents/statements to banks periodically as required by them</li> <li>15. Reconciliation and Monitoring of suspense accounts</li> <li>✓ Internal Auditing &amp; Statutory Auditing and Audit Compliance</li> <li>✓ Ensuring of compilation of Annual accounts in time</li> <li>✓ Supervising functioning of Manager</li> <li>✓ Preparation of new deposit schemes</li> <li>✓ Payment of interest on deposits at regular intervals. Printing of deposit receipts</li> <li>✓ Maintaining accounts for Share Capital, payment of dividend, and printing of certificates.</li> <li>✓ Any other work entrusted from time to time.</li> </ul>
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<b>Chief Manager - Financial Inclusion</b>	<b>Post Code: 08</b>
Job Profile	<ul style="list-style-type: none"> <li>✓ Planning, implementation &amp; monitoring the Financial inclusion at the state level.</li> <li>✓ Preparation of field activity plan - time bound action plan.</li> <li>✓ Liaison with banks regarding technology, entering in to MOUs, business &amp; firming up the partnership with banks in FI.</li> <li>✓ Liaison with Technical Service providers (TSPs) regarding technical services to be provided at CSP level and provision of MIS.</li> <li>✓ Monitoring of reconciliation and cash management.</li> <li>✓ Monitoring the CSP transactions.</li> <li>✓ Monitoring the payment of commission to Entrepreneurs.</li> <li>✓ Procurement of hardware for the CSPs</li> <li>✓ Visit to banks regarding request to position Stree Nidhi as BC.</li> <li>✓ Monitoring and job allocation to field staff (Financial Inclusion).</li> <li>✓ Any other work entrusted from time to time.</li> </ul>

<b>Consultant - IT</b>	<b>Post Code: 09</b>
Job Profile	<ul style="list-style-type: none"> <li>✓ Responsible to implement and enforce the policies, procedures and best practices.</li> <li>✓ Coordinating with TSP and ensuring smooth functioning of IT operations of the organization.</li> <li>✓ Assist IT Unit head in supervision, scheduling,</li> </ul>



	<p>professional development and discipline, formulation and implementation of IT policies, IT strategies, IT security, auditing, purchasing, procurement, budgeting &amp; review.</p> <ul style="list-style-type: none"> <li>✓ Collaborate and maintain communications with all departments in the organization</li> <li>✓ Assist the IT unit head in fining innovative IT solutions and make recommendations for the improvement of IT systems and IT infrastructure.</li> <li>✓ Assist IT unit head to negotiate its technology vendors, outsourcing, and consultant contracts and service agreements.</li> <li>✓ Any other works entrusted from time to time.</li> </ul>
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<b>Assistant Manager - IT</b>	<b>Post Code: 10</b>
Job Profile	<ul style="list-style-type: none"> <li>✓ Responsible to implement and enforce the policies, procedures and best practices.</li> <li>✓ Coordinating with TSP and ensuring smooth functioning of IT operations of the organization.</li> <li>✓ Assist IT Unit head in supervision, scheduling, professional development and discipline, formulation and implementation of IT policies, IT strategies, IT security, auditing, purchasing, procurement, budgeting &amp; review.</li> <li>✓ Collaborate and maintain communications with all departments in the organization</li> <li>✓ Assist the IT unit head in fining innovative IT solutions and make recommendations for the improvement of IT systems and IT infrastructure.</li> <li>✓ Assist IT unit head to negotiate its technology vendors, outsourcing, and consultant contracts and service agreements.</li> <li>✓ To assist Manager/Chief Manager/Deputy General Manager.</li> <li>✓ Any other works entrusted from time to time.</li> </ul>

<b>Office Assistant (Attender)</b>	<b>Post Code: 11</b>
Job Profile	<ul style="list-style-type: none"> <li>✓ To take Xerox and scan, willing to do any work assigned from time to time.</li> <li>✓ Must possess a two-wheeler and License</li> <li>✓ Should be physically fit and active and travel locally to all Govt. Offices and secretariat.</li> <li>✓ Helping in Organizing meetings and willing to stay late night.</li> <li>✓ Any other works entrusted from time to time.</li> </ul>