

TERMS OF REFERENCE FOR THE POST OF NODAL OFFICER

1. OBJECTIVES OF THE ASSIGNMENT:

The Nodal Officer will be primarily responsible for Assisting the National Director for RSETIs in smooth and effective administration and functioning of the NACER. Assist in achievement of Annual Action Plan targets as per the MoU and other assignments.

2. SCOPE OF WORK:

- I. Supervising the works of SDRs / Faculty / OAs and ensuring all the staff members contribute to their maximum potential under their respective areas of assignments.
- II. Facilitating RSETIs in capacity building of their staff and coordinating in the matter with NACER / NAR.
- III. Ensuring functioning of RSETIs as per the stipulations provided in Standard Operating Procedures.
- IV. Collecting/generating monthly reports for all the RSETIs and to analyse and guide corrective action to improve performance in required areas.
- V. Ensuring timely submission RSETIs Training expenses claims to SRLMs by coordinating with RSETIs & SDRs and follow-up with SRLMs for release of Fund and keep updated database.
- VI. Attending the instructions of the Ministry of Rural Development.
- VII. Attending / Replying to Public grievances / complaints received.
- VIII. Co-ordinating with the Banks/RSETIs for compliance of government guidelines on RSETIs and achievement of Annual Action Plan targets.
- IX. Reviewing the performance of the RSETIs and providing feedback to NACER and other stakeholders as per the requirements.
- X. Follow up for smooth functioning of RSETI MIS, data extraction, reporting and data validation.
- XI. Checking of the bills and vouchers with respect to various expenses incurred at NACER. Ensuring that the procurement / purchase / payments are as per the guidelines of the MoRD/NAR.
- XII. Co-ordinating periodical review meetings, RSETI Directors' Conclave, Annual Grading, etc. as per the stipulations of Standard Operating Procedures (SOPs) for RSETIs.
- XIII. Liaisoning with the Bank Nodal officers for settling and lodging of claims, implementation of Kaushal Panjee, AEBAS, etc.
- XIV. Any other tasks assigned by the NDR, NACER / DG, NAR / MoRD from time to time.

3. MINIMUM ELIGIBILITY CRITERIA

- I. Qualification: Graduate / Post-Graduate.
- II. Retired Bank executive in Scale IV and above
- III. Should possess experience or should possess knowledge of functioning or handling of RSETIs with good communication skill / liaisoning ability. Direct experience in RSETI will be preferred.
- IV. Good working knowledge in MS Word, MS Excel, MS PPT, Tally and use of emails and very good typing speed.
- V. Fluency in English, Hindi and local language.
- VI. Good drafting ability.
- VII. Able to undertake extensive travel across the country as and when required.

4. MAXIMUM AGE LIMIT:

Age of candidate should not be more than 62 years as on closing day of application.

5. REMUNERATION:

Consolidated remuneration for this position will be Rs.66,000/- (Rupees Sixty six thousand only) per month. In addition, a budget of Rs.35,000/- per month will be available as TA / HA for undertaking field visits to RSETIs / Government Offices. Amount paid under TA/HA will be as per actuals within the above budget of Rs.35,000/- per month subject to submission of original bills within 7th of succeeding month along with Visit Reports.

6. PERIOD OF CONTRACT:

The term of contract shall be initially for one year which may be extended on mutual agreement up to a maximum age of 65 years.

7. LOCATION:

The Nodal Officer shall be based at NACER, Bangalore.

8. REPORTING:

The Nodal Officer shall report to NDR or to any other person assigned by the President, NAR.

9. GENERAL CONDITIONS:

1. The offered assignment is purely temporary and does not envisage any kind of regular appointment in NAR in future.
2. In case of large number of applications, the NAR may shortlist the candidates as may be necessary.
3. Canvassing in any form will be treated as disqualification.
4. No correspondence will be entertained as regards short-listing, calling for interview, selection or engagement.
5. The NAR reserves the right to relax any of the requirements i.e., age, Educational qualification, experience etc., in exceptional cases.
6. Eligible for CL of one day per month. Leave availed over and above the eligible leave will be treated as Loss Of Pay (LOP).
7. Should possess his or her own Laptop, High Speed Internet connectivity for discharging the duties from any location at any point of time.
8. All travel arrangement and Tour Programme to be arranged by self.
9. Reimbursement of Travel expenditure will be made at the prevailing eligibility rates / actuals whichever is less
10. Should be stationed at State Capital for better liaisoning with State Government Agencies, sponsor Bank, etc.
11. NAR reserves the right to decide / relax / modify / cancel the recruitment process, in case of suitable candidates, are not found.
12. Representation / correspondence in any form will not be entertained.
13. Not eligible for any other perquisites such as Medical Insurance, Reimbursement Medical Expenses, Conveyance allowance, Leave Fare Concession, Telephone / Mobile & Internet Charges, News Paper Subscription, Gratuity, Pension, Quarter facility, etc.

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