

TERMS OF REFERENCE FOR THE POST OF State Director for RSETIs (SDRs)

1. OBJECTIVE OF ASSIGNMENT:

SDR will be the professionals lending their services for mentoring and monitoring of RSETIs. The key role of SDR is to mentor and monitor the RSETIs in a particular State or a cluster of RSETIs (numbering about 25 to 30) in a contiguous area. SDR will be located in the concerned State Capital or in any other location within the State based on the need. He will be required to have all the basic knowledge relating to the functioning of RSETIs and the role and responsibilities of various stakeholders so that he can handhold the RSETIs in getting the best practices implemented in the RSETIs in the pre-training, training and post-training activities and impart quality training to the candidates. SDR will work as a link between all the stakeholders like RSETIs/ Banks / State Governments / NGOs / other Institutions involved in entrepreneurship development at the State level.

2. SCOPE OF WORK:

- I. Visiting/inspecting the assigned RSETIs at least once in a quarter of year to mentor and monitor their performance and to guide them in their activities. He may also be required to make surprise visits in addition to the regular visits.
- II. Ensuring achievement of Annual Action Plan (AAP) targets including targets under training, settlement, credit linkage, EAPs, etc. by the assigned RSETIs.
- III. Ensuring functioning of RSETIs as per the stipulations provided in Standard Operating Procedures.
- IV. Collecting/generating monthly reports for all the RSETIs in his area of operation its analysis and corrective action to improve performance in required areas.
- V. Providing required handholding support to the RSETIs.
- VI. Reviewing the performance of the RSETIs and providing feedback to NACER and other stakeholders as per the requirements.
- VII. Attending various State-level meetings on RSETIs and Liaisoning with the State Govt. and sponsor Banks.
- VIII. Ensuring timely submission and release of RSETI claims by coordinating with the States and the Banks.
- IX. Liaisoning with the Bank Nodal officers for settling and lodging of claims, implementation of Kaushal Panjee, AEBAS, etc.
- X. Facilitating RSETIs in capacity building of their staff and coordinating in the matter with NACER / NAR.
- XI. Planning, Execution and Monitoring of Financial Literacy Programmes by the RSETIs.
- XII. Supervision of uploading of RSETI trainees/ Rural poor data on MIS along with at- least two documents establishing the candidate belonging to Rural poor.
- XIII. Supervision, assisting and reporting on infrastructure facilities available at RSETI-including allotment of land, possession of land, infra grant, construction of building status, any hindrances, etc.
- XIV. Assisting Director of RSETIs in timely submission of reimbursement claims of genuine rural poor.
- XV. Any other work entrusted by NACER/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 / liaising ability. Direct experience in RSETI will be preferred.
- IV. Good working knowledge in MS Word, MS Excel, MS PPT and use of emails and very good typing speed.
- V. Fluency in English, Hindi and local language of the State applied for
- VI. Able to undertake extensive travel across the State / Inter State

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 RSETI visits. 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. TERM & LOCATION:

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. The SDR shall be based at predefined locations in the States.

7.REPORTING:

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

8. GENERAL CONDITIONS:

- The offered assignment is purely temporary and does not envisage any kind of regular appointment in NAR in future.
- In case of large number of applications, the NAR may shortlist the candidates as may be necessary.
- Canvassing in any form will be treated as disqualification.
- No correspondence will be entertained as regards short-listing, calling for interview, selection or engagement.
- The NAR reserves the right to relax any of the requirements i.e., age, Educational qualification, experience etc., in exceptional cases.
- Eligible for CL of one day per month. Leave availed over and above the eligible leave will be treated as Loss Of Pay (LOP) subject to approval.

- Should possess his or her own Laptop, High Speed Internet connectivity for discharging the duties from any location at any point of time.
- All travel arrangement and Tour Programme to be arranged by self.
- Reimbursement of Travel expenditure will be made at the prevailing eligibility rates / actuals whichever is less
- Should be stationed at State Capital for better liaisoning with State Government Agencies, sponsor Bank, etc.
- NAR reserves the right to decide / relax / modify / cancel the recruitment process in case of suitable candidates are not found
- No representations / correspondence in any form will be entertained
- 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, Quarters facility, etc.

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