

## **TERMS OF REFERENCE FOR THE POST OF FACULTY, NAR**

### **1. OBJECTIVES OF THE ASSIGNMENT:**

Faculty will be responsible for undertaking all related works of training, mentoring and monitoring. They are required to coordinate with all the stakeholders in organizing the training programmes, taking classes, preparing pre and post training programme reports and attend to all the other works of training independently. They will also be working as Group Heads overseeing field level working of the State level officials. Will be collating and compiling reports received from the States and following for compliance of the observations.

### **2. SCOPE OF WORK:**

- I. Coordinating with all the stakeholders to mobilise trainees. Organising the training programmes, taking classes, preparing pre and post training programme reports and attend to all the other related works of training etc.
- II. Mentoring and Monitoring of RSETIs
- III. Working as liaison point with the State Directors and co-coordinating their works.
- IV. Frequent review and analysis of MIS and place before DG / MoRD.
- V. Contact SDRs and communicating the information to SDRs for collecting information
- VI. Follow-up with SDRs / RSETIs for settlement of pending reimbursement claims from SRLMs
- VII. Any other work entrusted by Director/DG,NAR/MoRD from time to time.
- VIII. Undertaking outstation official duties assigned from time to time as and when required.
- IX. Assist DG in monitoring and implementing/ issue guidelines to RSETIs / SDRs as per MoRD / Government guidelines from time to time.
- X. Attend to day to day correspondence works/ reply to inward correspondence.
- XI. Preparation of Office Note for placing before the President, DG, Board of Trustees of NAR and MoRD.

### **3. MINIMUM ELIGIBILITY CRITERIA**

- I. Educational Qualification: Minimum Graduation from the recognised universities in India.

- II. Experience:

- a) RSETI/RUDSETI Faculty with 10 year continuous teaching experience in RUDSETI/RSETI

OR

- b) Teaching Professionals of reputed National/State level Self Employment Training Institutes in India with 10 years teaching experience.

OR

- c) Retired Bank Executive in Scale III / IV /V.

The preference will be given to candidates having exposure in Entrepreneurship Development Programme (EDP)/RUDSETI/RSETIs.

- III. Fluency in English and Hindi in addition to the Regional Language and having good communication and drafting skills
- IV. Working knowledge of Computer with MS Word, Excel, Power Point, etc. Knowledge of Tally and Accounting and MIS is preferred.
- V. Having very good presentation skills.

#### **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 55,000/- (Rupees Fifty-Five Thousand only) per month.

#### **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 subject to satisfactory performance. The Faculty shall be based in Bangalore and liable to tour all over India as and when required.

#### **7. REPORTING:**

The Faculty shall report to Director / Director General, NAR

#### **8. SELECTION PROCEDURE:**

- i) Face to face interview either physically or virtually.
- ii) Presentation on a given topic for 10 minutes. Topic will be on RSETI/NAR training qualification subjects.

#### **9. 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.
- The NAR reserves the right to relax any of the requirements i.e., age, educational qualification, experience etc., in exceptional cases.
- Eligible to draw salary from the date of joining duty till the end of the Contract period or termination of contract, whichever is earlier
- NAR reserves the right to recruit or terminate.
- Should possess his or her own Laptop, High Speed Internet connectivity for discharging the duties from any location at any point of time.
- Eligible for CL of one day per month. Leave availed over and above the eligible leave will be treated as Loss of Pay (LOP).

- NAR reserves the right to decide / relax / modify / cancel the recruitment process in case of suitable candidates are not found
- Canvassing in any form will be treated as disqualification.
- No correspondence will be entertained as regards short-listing, calling for interview, selection or engagement.
- 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, Quarter facility, etc

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