

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

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

Faculty will be responsible for undertaking all related works of training, mentoring and monitoring. They will be taking classes and organising the training programmes, preparing post programme reports and attend to all the other works of training. 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. Follow-up with SDR for receipt of Visit Reports and analyse the Tour programme and recommend TA bill for sanction accordingly on monthly basis
- II. Mentoring and Monitoring of RSETIs
- III. Working as liaison point with the State Directors and co-coordinating their works.
- IV. Ensuring that SDR tours are as per approval. Assigning tasks to the SDRs for overall achievement of Annual Action Plan targets of the RSETIs and also compliance of periodic instructions from MoRD / NDR / DG.
- V. Review of Visit Reports submitted by SDRs in respect of their periodical visits to RSETIs and ensure compliance of SDR observation by the RSETIs and send communication to RSETI and SDR and Nodal Bank
- VI. Frequent review and analysis of MIS and place before NDR / MoRD.
- VII. Contact SDRs and communicating the information to SDRs for collecting information
- VIII. Follow-up with SDRs / RSETIs for settlement of pending reimbursement claims from SRLMs
- IX. Any other work entrusted by NACER/NAR/MoRD from time to time.
- X. Undertaking outstation official duties assigned from time to time as and when required.
- XI. Assist NDR in monitoring and implement / issue guidelines to RSETIs / SDRs as per MoRD / Government guidelines from time to time.
- XII. Attend to day to day correspondence / reply to inward correspondence
- XIII. Preparation of Office Note for placing before President, NAR / Board of Trustees.

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

- I. Qualification: Graduate / Post-Graduate
- II. Retired Bank Executive in Scale III / IV
- III. Fluency in English and Hindi in addition to the Regional Language and having good drafting skills
- IV. Full working knowledge in Computer with MS Word, Excel, Power Point, etc., and knowledge of Tally and Accounting and MIS will be preferred.
- V. Having very good typing speed

**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. The Faculty shall be based in Bangalore.

**7. REPORTING:**

The Faculty shall report to Director / National Director for RSETIs, NACER

**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.
- 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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