



## STREE NIDHI CREDIT COOPERATIVE FEDERATION LIMITED

Department of Rural Development: Government of Telangana

TFD No: 002/2014

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

Date: 22.01.2018

### Recruitment of Unit Head (Accounts), Chief Managers and Assistant Managers in 'STREE NIDHI'

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**IMPORTANT: LAST DATE FOR RECEIPT OF APPLICATIONS – 03.02.2018**

#### Stree Nidhi Profile:

Stree Nidhi Credit Cooperative Federation Ltd is a society registered under State Cooperative Societies Act'1964 with its registered office at Hyderabad. Stree Nidhi has been promoted by federations of SHGs and Govt. of Telangana. Stree Nidhi is looking for talented, qualified, committed professionals experienced VRS/Retired Banking Professionals and others with requisite experience for the following positions. **All the positions are at H.O. and will be subject to administrative exigencies.**

Sl. no	Designation of the post	No of posts
1	Unit Head – Accounts	1
2	<b>Consultant</b> - Credit Management	1
3	<b>Consultant</b> – Credit Monitoring	1
4	<b>Consultant</b> – Information Technology	1
5	<b>Consultant</b> – Management Information System	1
6	Chief Manager – Financial Inclusion	1
7	Assistant Manager – Accounts & Reconciliation	2

The details of eligibility criteria viz. qualifications, experience, age and requirements are given below for the above posts (for Job profile see annexure).

#### 1. AGE, QUALIFICATION & EXPERIENCE (As on 31.12.2017)

Unit Head - Accounts	Post Code No. 01
Vacancies	01
Qualifications	Any Post Graduate/preference will be given to MBA / M.Com/ or Graduate in Agriculture/Veterinary from a recognized University, preferably with JAIIB/CAIIB. Experience in SHG financing and rural banking etc.
Experience	Min. 15 years of service in Scheduled Bank. The job involves monitoring of Bank Reconciliation, Compilation & checking of income and expenditures, Maintenance of Accounts, Balance Sheet preparation, liaison with banks, monitoring day to day accounting transactions and knowledge in CBS environment
Age	45 to 61 years
Requirements	Proficiency in finance and accounting methodologies. The organization functions on technological platform; hence the

	candidate should have good knowledge in Computer Applications. Exposure to IT, knowledge in MS office is must. English, Telugu proficiency. Good interpersonal and communication skills, both verbal and written.
Posting	At Head Office subject to administrative exigencies.
<b>CONSULTANT Credit Management</b> -	<b>Post code No: 02</b>
Vacancies	01
Qualifications	Post Graduate in Agriculture / Commerce / Finance / Veterinary/Social Work and preference will be given to MBA/PGDBM from a recognized University.
Experience	5-10 years in any Financial Institution, preferably hands on experience in working with Farmers Producer Groups/Organizations, managing credit portfolio, fixation of credit limits, Expertise in preparing project proposals/reports, appraisals, designing new loan products. Having overall knowledge in credit management. Experience in working with SHGs/FPGs and its federations/Microfinance institutions is essential.
Age	40 to 50 years
Requirements	The organization functions on technological platform hence candidate should have good knowledge in Computer Applications. English, Telugu proficiency. Good interpersonal and communication skills.
Posting	At Head Office subject to administrative exigencies
<b>CONSULTANT Credit Monitoring</b> -	<b>Post code No: 03</b>
Vacancies	01
Qualifications	Post Graduate in Agriculture/Finance / Commerce Veterinary/Social Work and preference will be given to MBA/PGDBM from a recognized University.
Experience	5-10 years in any NGO dealing with livelihood promotion activities to Rural poor. Having working experience in preparing project proposals, special project, project financing. Working in liaison with NGOs, Govt. departments and line departments. Expertise in analyzing rural potential and suggesting viable enterprises, identification of gaps in supply-demand based on existing enterprises. Having overall knowledge in credit management. Experience in working with SHGs/rural poor and its federations/Microfinance institutions is essential.
Age	35 to 45 years
Requirements	The organization functions on technological platform. Hence candidate should have good knowledge in Computer Applications. English, Telugu proficiency. Good interpersonal and communication skills.
Posting	At Head Office subject to administrative exigencies

<b>CONSULTANT (Information Technology)</b> -	<b>Post code No: 04</b>
Vacancies	01
Qualifications	P.G in Computer Science or MCA/ B.Tech/BE (CSc)/(IT) with certifications in networking or database management from a recognized University.
Experience	5-10 years experience in below platforms <ul style="list-style-type: none"> <li>• Having execution of SLDC</li> <li>• Design &amp; development of databases in SQL 2008 R2 or Higher version</li> <li>• Having experience in .Net 4.0 (or) above platforms</li> <li>• Knowledge in BFS domain projects</li> <li>• Having exposure in PHP</li> </ul>
Age	Age 35-45 years
Requirements	<ul style="list-style-type: none"> <li>• Good drafting skills on SLAs, RFPs &amp; procurement related documentation.</li> <li>• Knowledge in languages and tools like Dot Net, Java, VB and windows Operating systems.</li> <li>• Having certification in networking and Database management is added advantage.</li> <li>• Ability to manage/resolve database related /network related issues with Technical Service Provider and field</li> </ul>
Posting	At Head Office subject to administrative exigencies
<b>CONSULTANT - (MIS)</b>	<b>Post code No: 05</b>
Vacancies	01
Qualifications	P.G in Computer Science or MCA/ B.Tech/BE (CSc)/(IT) with certifications in networking or database management from a recognized University.
Experience	5-10 years experience in below platforms <ul style="list-style-type: none"> <li>• Data Analytics</li> <li>• MIS</li> <li>• DBMS</li> <li>• Having execution of SLDC</li> <li>• Design &amp; development of databases in SQL 2008 R2 or Higher version</li> <li>• Having experience in .Net 4.0 (or) above platforms</li> <li>• Knowledge in BFS domain projects</li> <li>• Having exposure in PHP</li> </ul>
Age	Age 35-45 years
Requirements	<ul style="list-style-type: none"> <li>• Knowledge in working in Livelihood promotion institution</li> <li>• Understanding of rural poor livelihoods</li> <li>• Having knowledge in banking and financing systems</li> <li>• Good drafting skills on SLAs, RFPs &amp; procurement related documentation.</li> <li>• Knowledge in languages and tools like Dot Net, Java, VB</li> </ul>

	<p>and windows Operating systems.</p> <ul style="list-style-type: none"> <li>• Having certification in networking and Database management is added advantage.</li> <li>• Ability to manage/resolve database related /network related issues with Technical Service Provider and field</li> </ul>
Posting	At Head Office subject to administrative exigencies
<b>Chief Manager – (Financial Inclusion)</b>	<b>Post Code No. 06</b>
Vacancies	01
Qualifications	Any Post Graduate and preference will be given to MBA from a recognized University preferably with good IT knowledge.
Experience	<p>5-10 years of service in Bank/Financial institution, preferably with experience in <b>Financial Inclusion</b>.</p> <ul style="list-style-type: none"> <li>• The job involves planning, implementation &amp; monitoring of Financial Inclusion for Positioning of Stree Nidhi as Business correspondent and Village Organization as VLEs/CSPs with the banks in the state of Telangana, Liaison with banks regarding technology and business.</li> <li>• Monitoring VLE/CSPs transactions and guiding them technically.</li> <li>• Knowledge on accounting i.e reconciliation &amp; cash management.</li> <li>• Knowledge on banking products with special focus on rural products.</li> <li>• Should be conversant with EBT, DBT, AEPS, Rupay card, IDBRT standards, Micro ATMs, Kiosk Banking.</li> </ul>
Age	35 to 45 years
Requirements	Knowledge in MS-Office, English, Telugu proficiency. Good interpersonal and communication skills.
Posting	At Head Office subject to administrative exigencies.
<b>ASSISTANT MANAGER (Accounts &amp; Reconciliation)</b>	<b>Post code No: 07</b>
Vacancies	02
Qualifications	Graduate/Post Graduate in Commerce (M.Com), MBA (Finance), DCA with proficiency in computer application.
Age	25-30 years.
Experience	2-3 years of experience in accounting and reconciliation of accounts. Maintenance of accounts, Preparation of Balance Sheet etc.
Requirements	<ul style="list-style-type: none"> <li>• Knowledge in reconciliation of Accounts</li> <li>• Thorough knowledge on Accounting system, process, standards, Procedures &amp; practices.</li> <li>• Excel, Macros programming and implementation, relevant accounting packages, conversation of statements to excel.</li> <li>• Proficiency in Telugu &amp; English</li> </ul>
Posting	At Head Office subject to administrative exigencies

## **2. SCALES OF PAY:**

- **Unit Head (Accounts)** - Consolidated pay of Rs.40,000/- per month.
- **CONSULTANT** – Consolidated pay of Rs.38,000/- per month
- **Chief Manager** - Pay scale of Rs. 35,000/- per month
- **Assistant Manager** – Pay scale of Rs. 15,000/- per month

Higher salary can be considered in case of deserving candidates with professional competency and experience. There will be regular performance review and Stree Nidhi has discretion to terminate his/her services on account of unsatisfactory performance.

For the position of **Unit Head and Consultants** the candidates shall be taken on contract basis as CONSULTANTS. The contract tenure will be for a period of 2 years with annual renewal, subject to mutual consent and performance appraisal.

In Case of **Chief Managers and Assistant Managers** the contract will be for a period of 5 years subject to renewal every year. There will be regular performance appraisal and Stree Nidhi has discretion to terminate his/her services on account of unsatisfactory performance. In case of applications from SERP, candidates should be in L2, & L4, category for Asst. Manager and Chief Manager Positions respectively. In case of deputation from SERP, applications are to be routed through proper channel. Candidates to note that this is not a Govt. Job.

## **3. SELECTION PROCEDURE**

- i. Stree Nidhi being a Govt. promoted organization; roster system shall be followed for Chief Manager and Assistant Manager positions.
- ii. The eligible candidates subject to a maximum of 1:5 will be called for personal interview and decision of Stree Nidhi in this regard shall be final.
- iii. Those selected for the above posts have to join within 15 days from the date of issue of offer letter.

## **4. SUBMISSION OF APPLICATION**

**Eligible candidates have to download the Application Form given in Annexure-2, from Stree Nidhi and SERP websites and submit application form separately for each post mentioning the post code on top of the application form and no candidate can apply for more than two posts.** One application form is eligible for one post only. The application form should be as per the proforma enclosed. Last date of receipt of application is **03.02.2018**. No application shall be entertained after the stipulated date. Incomplete application forms will be rejected.

Address the application, super scribing the Post Name and Post Code for which he/she is applying for (**Specify post and code** as “Application for the post of Unit Head/Consultant/Chief Manager/Assistant Manager) to **“The Managing Director” Stree Nidhi Credit Cooperative Federation Ltd.**, and submit to the following address:

**Office Address:**

**Stree Nidhi Credit Cooperative Federation Ltd,  
C/o Society for Elimination of Rural Poverty,  
5<sup>th</sup> Floor, HUDA- Hermitage Offices Complex,**

**# 5-10-192, Hill Fort Road, Adarsh Nagar,  
Hyderabad-500 004**

**5. GENERAL INSTRUCTIONS:**

- a) Please download the application form from [www.streenidhi.telangana.gov.in](http://www.streenidhi.telangana.gov.in) or [www.serp.telangana.gov.in](http://www.serp.telangana.gov.in).
- b) While applying for the posts, the applicant should ensure that he / she fulfills the eligibility and other norms mentioned above and that the particulars furnished are correct in all respects. In case it is detected at any stage that a candidate does not fulfill the eligibility norms and / or that he / she has furnished any incorrect / false information or has suppressed any material fact(s), his / her appointments will automatically stand cancelled.
- c) 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 Board of Management of Stree Nidhi. The Board of Management of Stree Nidhi reserves the right to fill or not to fill the above advertised position without assigning any reason thereof. All the posts are subject to Nativity clause.
- d) Candidates must submit only one application for one post. Applications must be submitted in prescribed word document format which can be downloaded from Stree Nidhi site mentioned above, otherwise liable for rejection. Candidates must fill details in the format either by typing or by filling the details with Black / Blue ball point pen, clearly and legibly.
- e) Mere submission of application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him / her right to be called for interview.
- f) Those Candidates who have already attended the interview earlier on 2 occasions and not selected, and who do not have knowledge in Telugu need not apply again.
- g) Canvassing, recommending and influencing in any form will be treated as disqualification.**

**Sd/-**

**MANAGING DIRECTOR**

**ROLES AND RESPONSIBILITIES of Unit Head (Accounts) /CONSULTANT(Credit Management,Credit Monitoring IT, MIS) /Chief Manager( FI)/Assistant Manager (Accounts & Reconciliation)**

<b>Unit Head – Accounts</b>	<b>Post Code No. 01</b>
Job Profile	<ol style="list-style-type: none"> <li>1. Maintenance of proper Books of Accounts and approvals of Office Expenditure</li> <li>2. Monitoring of reconciliations done for each Head of account vis-a-vis Bank Reconciliation</li> <li>3. Filling of IT Returns/GST Returns.</li> <li>4. In charge of security documents/items (Cheque Books, DDs/POs/Cards etc.,)Fixed assets management.</li> <li>5. Generate MIS reports and Review status related to accounts.</li> <li>6. Attending Internal Auditing &amp; Statutory Auditing and Audit works Compliance Reports. Scrutinizing Vouchers/Office Accounts/other Accounts etc.,</li> <li>7. Balance Sheet Verification and finalization of accounts and publication of Balance Sheet after getting audited</li> <li>8. Supervising the functioning of CM/Managers/ Assistant Managers in accounts department.</li> <li>9. Any other work entrusted from time to time by the management.</li> </ol>
<b>CONSULTANT - (Credit Management)</b>	<b>Post Code-02</b>
Job Profile	<ol style="list-style-type: none"> <li>1. Liaising with NGOs, NABARD, RSETIs and other organizations working in the domain of livelihood promotion for identification of financing opportunities</li> <li>2. Financing to Farmers Producer Groups/Organizations</li> <li>3. Explore opportunities for convergence with Govt. departments for identification of sectors and economic schemes.</li> <li>4. Co-ordinate with the field team for identification of potential enterprises based on supply-demand analysis at village, mandal and district level.</li> <li>5. Preparing project proposals for livelihood activities at both urban and rural centers.</li> <li>6. Processing and approval of Micro &amp; tiny Loan proposals received from field staff.</li> <li>7. Formulation of loan products, new initiatives, preparation of new project proposals and systems and procedures in credit management.</li> <li>8. Any other works entrusted from time to time</li> </ol>

<b>CONSULTANT - (Credit Monitoring)</b>	<b>Post Code-03</b>
Job Profile	<ol style="list-style-type: none"> <li>1. Managing credit portfolio and ensuring that credit flow is achieved.</li> <li>2. Evolving strategies, action plan and guiding district level and cluster level staff in credit plan.</li> <li>3. Identifying gaps, impediments, constraints &amp; providing guidance to staff in achieving credit flow as per plan.</li> <li>4. Any other works entrusted from time to time</li> </ol>
<b>CONSULTANT - (Information Technology)</b>	<b>Post Code: 04</b>
Job Profile	<ol style="list-style-type: none"> <li>1. Responsible to implement and enforce the policies, procedures and best practices.</li> <li>2. Coordinating with TSP and ensuring smooth functioning of IT operations of the organization.</li> <li>3. 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>4. Collaborate and maintain communications with all departments in the organization</li> <li>5. Assist the IT unit head in finding innovative IT solutions and make recommendations for the improvement of IT systems and IT infrastructure.</li> <li>6. Assist IT unit head to negotiate its technology vendors, outsourcing, and consultant contracts and service agreements.</li> <li>7. Any other works entrusted from time to time.</li> </ol>
<b>CONSULTANT - (MIS)</b>	<b>Post Code: 05</b>
Job Profile	<ol style="list-style-type: none"> <li>1. Customizing Stree Nidhi reports according to requirement.</li> <li>2. Making data base a user friendly to the staff as also to the community</li> <li>3. Resolving technical issues in day to day operations.</li> <li>4. Coordinating with TSPs and ensuring smooth functioning of IT operations of the organization.</li> <li>5. 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>6. Collaborate and extend technical support required to all departments in the organization</li> <li>7. Associate in finding innovative IT solutions for improvement of IT systems and IT infrastructure.</li> <li>8. Assist IT unit, in negotiating with technology vendors, outsourcing, and consultant contracts and service agreements.</li> </ol>



	9. Any other works entrusted from time to time.
<b>Chief Manager (Financial Inclusion)</b>	<b>Post code: 06</b>
	<ol style="list-style-type: none"> <li>1. Planning, implementation &amp; monitoring the Financial inclusion at the state level.</li> <li>2. Preparation of field activity plan – time bound action plan.</li> <li>3. Liaison with banks regarding technology, entering in to MOUs, business &amp; firming up the partnership with banks in FI.</li> <li>4. Liaison with Technical Service providers (TSPs) regarding technical services to be provided at CSP level and provision of MIS.</li> <li>5. Monitoring of reconciliation and cash management.</li> <li>6. Monitoring the CSP transactions.</li> <li>7. Monitoring the payment of commission to Entrepreneurs.</li> <li>8. Procurement of hardware for the CSPs</li> <li>9. Visit to banks regarding request to position Stree Nidhi as BC.</li> <li>10. Monitoring and job allocation to field staff (Financial Inclusion).</li> <li>11. Any other duties assigned from time to time.</li> </ol>
<b>ASSISTANT MANAGER- (Accts &amp; Reconciliation)</b>	<b>Post Code: 07</b>
Job Profile	<ol style="list-style-type: none"> <li>1. Attending to reconciliation work of Village Level Entrepreneurs/Customer Service Providers in Financial Inclusion.</li> <li>2. Taking up reconciliation of VLE transaction on day to day basis</li> <li>3. Verifying the URL to assess the cash requirement of deposits by VLEs</li> <li>4. Passing of Journal vouchers</li> <li>5. Finalization of Accounts</li> <li>6. Recording of receipts and payments</li> <li>7. Consolidation of Bank Statements</li> <li>8. Generating reports in MS-Excel (Pivot tables, V-look up, etc.</li> <li>9. Working under the guidance of DGM (FI)</li> <li>10. Any other works entrusted from time to time by CM/AGM/DGM (FI)</li> </ol>

**Stree Nidhi – Telangana**  
**Application Form**

**Application for the Post of:**

**Post Code:**

1. Name:  Surname:

2. Father's Name:

3. Date of Birth and Age as on 31.12.2017.

4. Native of \_\_\_\_\_ District

5. Category: OC/BC/SC/ST/Minority

BC: A/B/C/D/E

6. Gender: Male/Female

7. Address for Correspondence:

Affix latest  
photograph

8. E-mail:

9. Contact Mobile number:

10. Education Qualification: (in descending order up to SSC/Class X)

Degree/ Diploma Certificate	Year of passing	College institution	Board/ university/ Institution	Subject	Marks/ Devision

11. Experience in Years -----(latest first) if needed a separate sheet may be enclosed.

S.No	Name of the Organization	Designation	Tenure from -to & years and months	Responsibility / assignment	Achievement	Present salary drawn

12. Expected Salary:

13. Amount of Pension drawn if any from State/Central/Banks/ Other organisations.

14. Languages Known:

Language	Read	Write	Speak
Telugu			
English			
Hindi			

15. Computer Proficiency:

16. Any other information applicant may like to give (but not more than 100 words)

17. References of Two persons not related to candidate:

Name	Designation and Organization	Address with contact number

I hereby declare that all the statements made in this application form and enclosures are true to the best of my knowledge and belief.

Date:

Place:

Signature of the Candidate