

Chief Executive Officer

Name of the post	Chief Executive Officer
Level of posting	Head office
No. of position	1
Type of appointment	Deputation / Retired Officer
Remuneration	As per the parent department for deputation and Rs 1,00,000/- Per month for retired officials.
Reporting	Chief executive officer will report to ACS /PS of Rural Development or officer nominated by him/her and Managing Committee/ Board of Rajasthan Mahila Nidhi.
Age	Should not be above 65 years of age
Eligibility	<p>In Service or Retired Officials of Apex Bank, Commercial Banks/PSUs/RRBs/RBI/NABARD with Minimum 2 years of working experience at DGM/MD level.</p> <ul style="list-style-type: none">• Experience in financing SHGs and in supervising the SHG and Rural Credit portfolio and• Experience in Credit/Recovery/NPA management, proficiency in Computer application and fair knowledge of banking is essential.• Must have minimum 3 years working knowledge and experience in financing of NBFCs & NBFC- mFIs.• Must have good knowledge & experience to deal with Statutory requirement of RBI and other statutory agencies of GoI/ GoR.• Should have experience to mobilize funds and avail finance/Refinance from higher financing agencies vis NABARD, SIDBI and CBs/CCBs/RRBs etc.• Preference/more weightage will be given to postgraduate [M.Com., MBA (Finance) or any relevant] from recognized university.

Roles and Responsibilities

Rajasthan Mahila Nidhi Credit Cooperative Federation Ltd under the aegis of RGAVP would provide timely and affordable credit to the poor SHG members of RGAVP. At State level, Chief Executive Officer will work under the supervision of ACS /PS of Rural Development or officer nominated by him/her and Managing Committee/ Board of Mahila Nidhi. The CEO shall have the following powers and

duties, besides such other powers or duties as may be entrusted to him from time to time by the Managing Committee / Government

- Shall have control over the administration of the Rajasthan Mahila Nidhi Credit Cooperative Federation Ltd.
- Mobilization of resources and investment of surplus funds.
- Shall convene the meetings of the General Body and Managing Committee of the Rajasthan Mahila Nidhi Credit Cooperative Federation Ltd as per bye-laws/ Rajasthan Co-operative Societies Act, 2001.
- Shall be the officer to sue or to be sued on behalf of the Rajasthan Mahila Nidhi Credit Cooperative Federation Ltd and all bonds and agreements in favour of the Rajasthan Mahila Nidhi Credit Cooperative Federation Ltd as shall be in his/her name. He/she shall execute all debt agreements and other documents for the purpose of the business of the Rajasthan Mahila Nidhi Credit Cooperative Federation Ltd.
- Shall ensure compliance of the provisioning of the Bye-laws, Rajasthan Co-operative Societies Act, 2001 Rajasthan Co-operative Societies Rules, 2003 and instructions issued from time to time to time by Registrar Co- operatives Societies. Rajasthan, State Government, RBI and Govt of India etc.
- Shall be responsible for the general conduct of the day-to-day business of the Rajasthan Mahila Nidhi Credit Cooperative Federation Ltd and shall have control and supervision over the paid officers and staff of the Rajasthan Mahila Nidhi Credit Cooperative Federation Ltd.
- Shall receive or arrange to receive all money and securities on behalf of the Rajasthan Mahila Nidhi Credit Cooperative Federation Ltd and shall make arrangements for proper maintenance and custody of cash balance and other properties of the Rajasthan Mahila Nidhi Credit Cooperative Federation Ltd. He/she shall receive deposits (both demand and time deposits) from member's/ Nominal members and issue deposit certificates in accordance with rules framed in this behalf and arrange their payment on maturity with interest.
- Shall receive applications for admission to the membership of Rajasthan Mahila Nidhi Credit Cooperative Federation Ltd and maintain record for them, place before the Managing Committee and communicate applicants of the decisions of the Managing Committee within time prescribed as per provision of the Rajasthan Co-operative Societies Act, 2001
- Shall have powers to endorse and transfer promissory notes, Government and other securities, and to sign negotiable instruments on behalf of the Rajasthan Mahila Nidhi Credit Cooperative Federation Ltd.

- Shall have general custody of all properties of the Rajasthan Mahila Nidhi Credit Cooperative Federation Ltd subject to definite responsibility being fixed on the members of the staff, who shall be responsible for the custody of the stocks or properties placed with him.
- Shall get prepared the annual report, balance sheet, budget and programme of work for being placed before the Managing Committee or General Body duly audited and ensure regulatory compliances.
- Shall ensure proper maintenance of accounts, registers and the preparation of the financial statements prescribed under rules and by the Registrar from time and to make them available for audit, inspection, inquiry etc.
- Shall be responsible to ensure that loans are disbursed immediately as per the credit policy Rajasthan Mahila Nidhi Credit Cooperative Federation Ltd. S/he shall be responsible to ensure recovery by devising proper strategies to ensure proper repayment and NPA management.
- Any other functions, as may be assigned from time to time by the ACS /PS of RD&PR or officer nominated by him/her and managing committee/ Board of Rajasthan Mahila Nidhi Credit Cooperative Federation Ltd. Jaipur.

Terms and Conditions

- The tenure of the Chief Executive Officer initially will be for one year from the date of joining which is extendable year to year basis based on Performance Appraisal and as per the requirement in case of retired officer.
- The Chief Executive Officer will be paid as per his/her Pay Level in his/her parent department for deputation or Rs. 1,00,000 per month consolidated (including mobile & Laptop allowance). TA/DA shall be applicable in both cases as per RGAVP norms.
- The appointee may be allowed to travel on duty in bus/rail/air as per the rules applicable in RGAVP (Equivalent to Project Director).
- The Chief Executive Officer can be terminated with notice of one month on either side or by depositing/paying one month's remuneration in lieu of notice.
- The appointment shall stand terminated automatically on expiry of stipulated period, if not extended prior to stipulated date. Appointee will not be entitled for any claim for service rendered after expiry of stipulated date of contract.
- Ensure honest and disciplined conduct in discharge of duties, any breach thereof, which in the opinion of Management Committee/Board of Rajasthan Mahila Nidhi Credit Cooperative Federation Ltd and RGAVP is prejudicial to the interest of the Rajasthan Mahila Nidhi Credit Cooperative

Federation Ltd and RGAVP, will render him/her liable for disciplinary action.

- Any financial or disciplinary misconduct, if proven, after an enquiry shall entitle his/her termination with immediate effect.

DGM – Accounts and Procurement

Name of the Post	DGM – Accounts and Procurement
Level of Posting	Head Office
No. of position	1
Type of appointment	On Direct Contract
Remuneration Rs.	Rs. 75,000 per month
Reporting	DGM will report to Chief Executive Officer
Qualification	Post Graduate in any discipline and preference will be given to MBA / PGDBM in Finance / Commerce / M. Com from a recognized University in India established or incorporated by or under Central Act, Provincial Act, a State Act or an Institution recognized by the UGC preferably with JAIIB/CAIIB.
Age	Should not be above 55 years of age
Experience	<p>Minimum 15 years of service in Scheduled Bank. Experience in SHG financing and rural banking etc. The job involves reconciliation of Bank accounts, Compilation & checking of income and expenditures, Maintenance of Accounts, Balance Sheet verification, liaison with banks, day to day accounting of the institutions, monitoring accounting transactions and knowledge in CBS environment.</p> <p><u>Requirements:</u></p> <ul style="list-style-type: none">— 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.— Must have good interpersonal and communication skills.

Roles and Responsibilities

- Maintenance of proper Books of Accounts and approvals of Office Expenditure
- Managing the recovery of loans, loan accounting system and DCB
- Monitoring of reconciliations done for each Head of account vis-a-vis Bank Reconciliation
- Filling of IT Returns/GST Returns.

- In charge of security documents/items (Cheque Books, DDs/POs/Cards etc.,) Fixed assets management.
- Generate MIS reports and Review status related to accounts.
- Attending Internal Auditing & Statutory Auditing and Audit works Compliance Reports.
- Scrutinizing Vouchers/Office Accounts/other Accounts etc.,
- Balance Sheet Verification and finalization of accounts and publication of Balance Sheet after getting audited
- Supervising the functioning of staff in accounts department.
- Responsible for the aspects related to procurements as a whole under the guidance of Chief Executive Officer.
- Assignments pertaining to the procurements and inventory management.
- Prepare procurement plan, inventory management, and keep track on articles procured and issued at all levels in the Rajasthan Mahila Nidhi Credit Cooperative Federation Ltd.
- Liaisoning for procurement with Govt. of Rajasthan, Govt. of India, World Bank.
- Any other work entrusted from time to time by the management.

Terms and conditions

- The tenure of the DGM initially will be for one year from the date of joining which is extendable year to year basis based on Performance Appraisal and as per the requirement.
- The DGM will be paid the consolidated remuneration of Rs. 75,000/- per month.
- The appointee may be allowed for TA DA as per Rajasthan Mahila Nidhi Credit Cooperative Federation Ltd provisions.
- The appointee can be terminated with notice of one month on either side or by depositing/paying one month's remuneration in lieu of notice.
- Appointee will not be entitled for any claim for service rendered after expiry of stipulated date of contract.
- Ensure honest and disciplined conduct in discharge of duties, any breach thereof, which in the opinion of management committee of Rajasthan Mahila Nidhi Credit Cooperative Federation Ltd and RGAVP is prejudicial to the interest of the Rajasthan Mahila Nidhi Credit Cooperative Federation Ltd and RGAVP, will render him/her liable for disciplinary action.

- Any financial or disciplinary misconduct if proven, after an enquiry shall entitle his/her termination with immediate effect.

Deputy General Manager – Administration and Finance

Name of the Post	DGM – Administration and Finance
Place of Posting	Head Office
No. of DGM	1 (One)
Type of appointment	On Direct Contract
Remuneration Rs.	Rs. 75,000/- (Rupees Seventy-five thousand only) per month
Reporting	DGM will report to Chief Executive Officer
Qualification	Post Graduate/MBA (HR)/PGDBM in Business Administration/Any Management Degree from a recognized university. Preference will be given to length of experience in Govt of India/Govt of Rajasthan.
Age	55 to 60 years
Experience	Minimum 15 years of relevant experience preferably Office Superintendent (Administration) in any Govt department and minimum 5 years of experience in any poverty alleviation programme i.e. NRLM etc with experience in functioning of SHGs. Management of assets and liabilities etc. Overall knowledge in Administration/staff matters and day to day work. Maintain liaison with all Govt departments and other external organizations. Must have worked in relative department in Govt. Experience in dealing with vigilance matters. Experience in conducting/handling meetings, events, visits, inspections etc.
Requirement	The organization functions on technological platform hence candidate should have good working knowledge in computer applications. Proficiency in English and Hindi with good drafting skill is must. Good interpersonal and communication skills, both verbal and written.

Roles and Responsibilities

1. The job involves administration of day to day activities.
2. Liaisoning with all Govt. departments and other external organisations.
3. Formulating strategies to develop fool proof running of organization.
4. Daily monitoring of Administrative and vigilance activities.
5. Communication with counterpart departments in the interest of Rajasthan Mahila Nidhi Credit Co-Operative Federation Ltd.
6. Monitoring HO and field staff activities to avoid indulgence in unfair means activities.

7. Submission of required documents/statements to Rajasthan Mahila Nidhi periodically as required by them.
8. Ensuring of compilation of Inspection Audit paras in time.
9. Supervising functioning of Managers (various) from vigilance point of view.
10. Any other work entrusted from time to time.

Terms and conditions

- The tenure of the DGM will be for one year from the date of joining and will be reviewed yearly on the basis of work performance and maximum upto 65 years of age.
- The DGM will be paid the consolidated remuneration per month.
- The appointee may be allowed for TA/DA as per Rajasthan Mahila Nidhi Credit Cooperative Federation Ltd provisions.
- The appointee can be terminated with notice of one month on either side or by depositing/paying one month's remuneration in lieu of notice.
- Ensure honest and disciplined conduct in discharge of duties, any breach thereof, which in the opinion of management committee of Rajasthan Mahila Nidhi Credit Cooperative Federation Ltd and RGAVP is prejudicial to the interest of the Rajasthan Mahila Nidhi Credit Cooperative Federation Ltd and RGAVP, will render him/her liable for disciplinary action.
- Any financial or disciplinary misconduct if proven, after an enquiry shall entitle his/her termination with immediate effect.

DGM – MIS and IT

Name of the Post	DGM – MIS and IT
Level of Posting	Head Office
No. of position	1
Type of appointment	On Direct Contract
Remuneration Rs.	Rs. 75,000 per month
Reporting	DGM will report to Chief Executive Officer
Qualification	Post Graduate in Computer Science and preference will be given to B.E/B.Tech/MCA/M.Sc. IT or Computer Science/ MBA (Systems or IT) or Equivalent from a recognized University in India established or incorporated by or under Central Act, Provincial Act, a State Act or an Institution recognized by the UGC.
Age	Should not be above 55 years of age
Experience	<p>Minimum 15 years of service in:</p> <ul style="list-style-type: none">• In execution of SLDC• Design & development of databases in SQL 2008 R2 or Higher version• Having experience in .Net 4.0 (or) above platforms• Knowledge in BFS domain projects• Having exposure in PHP <p><u>Requirements:</u></p> <ul style="list-style-type: none">— Knowledge in languages and tools like Dot Net, Java, VB and windows Operating systems.— Having certification in networking and Database management is added advantage.— Ability to manage/resolve database related /network related issues with Technical Service Provider and field— 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.

Roles and Responsibilities

- Responsible to implement and enforce the policies, procedures and best practices.

- Coordinating with TSP and ensuring smooth functioning of IT operations of the organization.
- Supervision, scheduling, professional development and discipline, formulation and implementation of IT policies, IT strategies, IT security, auditing, purchasing, procurement, budgeting & review.
- Collaborate and maintain communications with all departments in the organization
- Finding of innovative IT solutions and make recommendations for the improvement of IT systems and IT infrastructure.
- Negotiate its technology vendors, outsourcing, and consultant contracts and service agreements.
- Any other work entrusted from time to time by the management.

Terms and conditions

- The tenure of the DGM initially will be for one year from the date of joining which is extendable year to year basis based on Performance Appraisal and as per the requirement.
- The DGM will be paid the consolidated remuneration of Rs. 75,000/- per month.
- The appointee may be allowed for TA DA as per Rajasthan Mahila Nidhi Credit Cooperative Federation Ltd provisions.
- The appointee can be terminated with notice of one month on either side or by depositing/paying one month's remuneration in lieu of notice.
- Appointee will not be entitled for any claim for service rendered after expiry of stipulated date of contract.
- Ensure honest and disciplined conduct in discharge of duties, any breach thereof, which in the opinion of management committee of Rajasthan Mahila Nidhi Credit Cooperative Federation Ltd and RGAVP is prejudicial to the interest of the Rajasthan Mahila Nidhi Credit Cooperative Federation Ltd and RGAVP, will render him/her liable for disciplinary action.
- Any financial or disciplinary misconduct if proven, after an enquiry shall entitle his/her termination with immediate effect.

Assistant General Manager – Accounts

Name of the Post	AGM – Accounts
Place of Posting	Head Office
No. of AGM	1 (ONE)
Type of appointment	On Direct Contract
Remuneration Rs.	Upto Rs. 65,000/- (Rupees Sixty-five thousand only) per month
Reporting	AGM will report to Chief Executive Officer through DGM/Consultant
Qualification	Post Graduate and preference will be given to MBA (Finance/PGDBM in Finance/Commerce/Agriculture/Veterinary from a recognized university)
Age	25 to 40 years
Experience	5-10 years of relevant experience in any Financial Institution, preferably in monitoring banking operations, credit limits, fund management, Management of assets and liabilities etc., Maintain liaison with financial institutions. Overall knowledge in Funds Management. Experience in analyzing funds position, ratio analysis etc. Must have minimum 3 years working knowledge and experience in financing of NBFCs & NBFC- mFIs. Must have knowledge of Rajasthan Cooperative Societies Act and Rules.
Requirement	The organization functions on technological platform hence candidate should have good knowledge in computer applications. Proficiency in English and Hindi is must. Good interpersonal and communication skills, both verbal and written.

Roles and Responsibilities

9. Assisting CEO through DGM/Consultant.
10. Formulating strategies to develop FMS portfolio of organization.
11. Daily monitoring of banking operations, Monitoring Credit Limits/overdrawn accounts, scrutinizing vouchers/office accounts/other accounts.
12. Review daily cash balances of the Rajasthan Mahila Nidhi's Accounts in different banks- ensure liquidity levels for operating activities- adequate funding in bank accounts to operate optimally.
13. Monitor Bank balances.
14. Communication with banks ensure inter and intra bank fund transfer promptly.
15. All compliance related MIS and deliverables as per funding banks requirements.
16. Set up for EFMS Fund accounting.
17. Reconciliation and Monitoring of bank accounts periodically.
18. Monitoring loan repayment to banks regularly and maintain details of due dates.
19. Mobilizing deposits and their withdrawal.
20. Business development and handling all issues connected to borrowing including preparation of project reports, discussions with Banks.
21. Generate MIS, do profitability analysis and prepare up statements on various issues like Funds position, daily disbursements, etc.

22. Submission of required documents/statements to banks periodically as required by them.
23. Reconciliation and Monitoring of suspense accounts.
24. Internal Auditing & Statutory Auditing and Audit Compliance.
25. Ensuring of compilation of Annual accounts in time.
26. Supervising functioning of Managers (various).
27. Preparation of new deposit schemes.
28. Payment of interest on deposits at regular intervals. Printing of deposit receipts.
29. Maintaining accounts for Share Capital, payment of dividend and printing of certificates.
30. Any other work entrusted from time to time.

Terms and conditions

- The tenure of the AGM will be for one year from the date of joining which is extendable year to year basis based on Performance Appraisal and as per the requirement.
- The AGM will be paid the consolidated remuneration of Rs 65,000/- per month.
- The appointee may be allowed for TA/DA as per Rajasthan Mahila Nidhi Credit Cooperative Federation Ltd provisions.
- The appointee can be terminated with notice of one month on either side or by depositing/paying one month's remuneration in lieu of notice.
- Appointee will not be entitled for any claim for service rendered after expiry of stipulated date of contract.
- Ensure honest and disciplined conduct in discharge of duties, any breach thereof, which in the opinion of management committee of Rajasthan Mahila Nidhi Credit Cooperative Federation Ltd and RGAVP is prejudicial to the interest of the Rajasthan Mahila Nidhi Credit Cooperative Federation Ltd and RGAVP, will render him/her liable for disciplinary action.
- Any financial or disciplinary misconduct if proven, after an enquiry shall entitle his/her termination with immediate effect.

Assistant General Manager – Administration and Finance

Name of the Post	AGM – Administration and Finance
Place of Posting	Head Office
No. of AGM	1 (One)
Type of appointment	On Direct Contract
Remuneration Rs.	Rs. 65,000/- (Rupees Sixty-five thousand only) per month
Reporting	AGM will report to Chief Executive Officer through DGM/Consultant
Qualification	Post Graduate, preference will be given to any Management Degree from a recognized university
Age	40 to 60 years
Experience	Minimum 10 years of relevant experience preferably Office Superintendent (Administration) in any Govt department and minimum 5 years of experience in any poverty alleviation programme i.e. NRLM etc with experience in functioning of SHGs. Management of assets and liabilities etc. Overall knowledge in Administration/staff matters and day to day work. Maintain liaison with all Govt departments and other external organisation. Must have worked in relative department in Govt. Experience in dealing with vigilance matters. Experience in conducting/handling meetings, events, visits, inspections etc.
Requirement	The organization functions on technological platform hence candidate should have good working knowledge in computer applications. Proficiency in English and Hindi with good drafting skill is must. Good interpersonal and communication skills, both verbal and written.

Roles and Responsibilities

1. Assisting DGM/Consultant (concerned)/CEO.
2. Formulating strategies to develop fool proof running of organization.
3. Daily monitoring of Administrative and finance activities.
4. Communication with counterpart departments in the interest of Rajasthan Mahila Nidhi Credit Co-Operative Federation Ltd.
5. Monitoring HO and field staff activities to avoid indulgence in unfair means activities.
6. Submission of required documents/statements to Rajasthan Mahila Nidhi periodically as required by them.
7. Ensuring of compilation of Inspection Audit paras in time.

8. Supervising functioning of Managers (various).
9. Any other work entrusted from time to time.

Terms and conditions

- The tenure of the AGM will be for one year from the date of joining and will be reviewed yearly on the basis of work performance and maximum upto 65 years of age.
- The AGM will be paid the consolidated remuneration per month.
- The appointee may be allowed for TA/DA as per Rajasthan Mahila Nidhi Credit Cooperative Federation Ltd provisions.
- The appointee can be terminated with notice of one month on either side or by depositing/paying one month's remuneration in lieu of notice.
- Ensure honest and disciplined conduct in discharge of duties, any breach thereof, which in the opinion of management committee of Rajasthan Mahila Nidhi Credit Cooperative Federation Ltd and RGAVP is prejudicial to the interest of the Rajasthan Mahila Nidhi Credit Cooperative Federation Ltd and RGAVP, will render him/her liable for disciplinary action.
- Any financial or disciplinary misconduct if proven, after an enquiry shall entitle his/her termination with immediate effect.

AGM – MIS

Name of the Post	AGM – MIS
Level of Posting	Head Office
No. of position	1
Type of appointment	On Direct Contract
Remuneration Rs.	Rs. 65,000 per month
Reporting	AGM will report to DGM - MIS & IT
Qualification	Post Graduate in any discipline and preference will be given to M.E/M.Tech/MCA/M.Sc. IT or Computer Science/ MBA (Systems or IT) or Equivalent from a recognized University in India established or incorporated by or under Central Act, Provincial Act, a State Act or an Institution recognized by the UGC.
Age	Should not be above 55 years of age
Experience	<p>Minimum 12 years in the field of Information Technology. Procurement of Hardware. Ability to take care of IT systems and procedures and IT asset management. Liaisoning with TSPs.</p> <p><u>Requirements:</u></p> <ul style="list-style-type: none">— Knowledge in languages and tools like Dot Net, Java, VB and windows Operating systems.— Having certification in networking and Database management is added advantage.— Ability to manage/resolve database related /network related issues with Technical Service Provider and field— 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.

Roles and Responsibilities

- Responsible to implement and enforce the policies, procedures and best practices.
- Coordinating with TSP and ensuring smooth functioning of IT operations of the organization.
- 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 & review.

- Collaborate and maintain communications with all departments in the organization
- Assist the IT unit head in finding innovative IT solutions and make recommendations for the improvement of IT systems and IT infrastructure.
- Assist IT unit head to negotiate its technology vendors, outsourcing, and consultant contracts and service agreements.
- Coordination with TSP and MIS team of Streenidhi which may involve frequent travel to Hyderabad for initial 6 months.
- To assist Deputy General Manager – MIS & IT.
- Any other works entrusted from time to time.

Terms and conditions

- The tenure of the AGM initially will be for one year from the date of joining which is extendable year to year basis based on Performance Appraisal and as per the requirement.
- The AGM will be paid the consolidated remuneration of Rs. 65,000/- per month.
- The appointee may be allowed for TA DA as per Rajasthan Mahila Nidhi Credit Cooperative Federation Ltd provisions.
- The appointee can be terminated with notice of one month on either side or by depositing/paying one month's remuneration in lieu of notice.
- Appointee will not be entitled for any claim for service rendered after expiry of stipulated date of contract.
- Ensure honest and disciplined conduct in discharge of duties, any breach thereof, which in the opinion of management committee of Rajasthan Mahila Nidhi Credit Cooperative Federation Ltd and RGAVP is prejudicial to the interest of the Rajasthan Mahila Nidhi Credit Cooperative Federation Ltd and RGAVP, will render him/her liable for disciplinary action.
- Any financial or disciplinary misconduct if proven, after an enquiry shall entitle his/her termination with immediate effect.

Manager – Accounts and Procurement

Name of the Post	Manager – Accounts and Procurement
Level of Posting	Head Office
No. of position	1
Type of appointment	On Direct Contract
Remuneration Rs.	Rs. 35,000 per month
Reporting	Manager will report to DGM – Accounts and Procurement
Qualification	Post Graduate in any discipline and preference will be given to MBA / PGDBM in Finance / Commerce / M. Com from a recognized University in India established or incorporated by or under Central Act, Provincial Act, a State Act or an Institution recognized by the UGC.
Age	Should not be above 55 years of age
Experience	<p>Minimum 7 years of service in Scheduled Bank. Experience in SHG financing and rural banking etc. The job involves reconciliation of Bank accounts, Compilation & checking of income and expenditures, Maintenance of Accounts, Balance Sheet verification, liaison with banks, day to day accounting of the institutions, monitoring accounting transactions and knowledge in CBS environment.</p> <p><u>Requirements:</u></p> <ul style="list-style-type: none"> — 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. — Must have good interpersonal and communication skills.

Roles and Responsibilities

- Maintenance of proper Books of Accounts and approvals of Office Expenditure
- Managing the recovery of loans, loan accounting system and DCB
- Monitoring of reconciliations done for each Head of account vis-a-vis Bank Reconciliation
- Filling of IT Returns/GST Returns.
- In charge of security documents/items (Cheque Books, DDs/POs/Cards etc.,)
- Fixed assets management.
- Generate MIS reports and Review status related to accounts.

- Attending Internal Auditing & Statutory Auditing and Audit works Compliance Reports.
- Scrutinizing Vouchers/Office Accounts/other Accounts etc.
- Balance Sheet Verification and finalization of accounts and publication of Balance Sheet after getting audited.
- Supervising the functioning of staff in accounts department.
- Responsible for the aspects related to procurements as a whole under the guidance of Chief Executive Officer.
- Assignments pertaining to the procurements and inventory management.
- Prepare procurement plan, inventory management, and keep track on articles procured and issued at all levels in the Rajasthan Mahila Nidhi Credit Cooperative Federation Ltd.
- Liaisoning for procurement with Govt. of Rajasthan, Govt. of India, World Bank.
- Any other work entrusted from time to time by the management.

Terms and conditions

- The tenure of the Manager initially will be for one year from the date of joining which is extendable year to year basis based on Performance Appraisal and as per the requirement.
- The Manager will be paid the consolidated remuneration of Rs. 35,000/- per month.
- The appointee may be allowed for TA DA as per Rajasthan Mahila Nidhi Credit Cooperative Federation Ltd provisions.
- The appointee can be terminated with notice of one month on either side or by depositing/paying one month's remuneration in lieu of notice.
- Appointee will not be entitled for any claim for service rendered after expiry of stipulated date of contract.
- Ensure honest and disciplined conduct in discharge of duties, any breach thereof, which in the opinion of management committee of Rajasthan Mahila Nidhi Credit Cooperative Federation Ltd and RGAVP is prejudicial to the interest of the Rajasthan Mahila Nidhi Credit Cooperative Federation Ltd and RGAVP, will render him/her liable for disciplinary action.
- Any financial or disciplinary misconduct if proven, after an enquiry shall entitle his/her termination with immediate effect.

Manager – Admin and Finance

Name of post	Manager Admin and Finance
Level of posting	Head Office
No of positions	1
Type of appointment	On Direct Contract
Remuneration	Rs 35,000/- per month
Reporting	Manager will report to AGM/DGM/Consultant
Qualification	Graduate or Postgraduate in computer/IT – Proficiency in computer application. Preference will be given to candidates who have working experience in Administration Department and postgraduate degree from any recognized university
Age	Should not be above 55 years of age
Experience	<p>Read, write and speaking proficiency in Hindi and English. Minimum 3-5 years of service in Financial Institute, with accounting and reconciliation of accounts. Maintenance of accounts, day book and general ledger, Preparation of Balance Sheet. TDS and Return file submission.</p> <p>Thorough knowledge on accounting system, process, standards, procedures and practices.</p> <p>Proficiency in Tax matters, Excel, Macros programming and implementation, relevant account package, conversion of statements to excel.</p> <p>Must have working knowledge and experience in financing of NBFCs & NBFC- mFIs.</p> <p>Must have knowledge of Rajasthan Cooperative Societies Act and Rules.</p> <p>Experience in SHG financing and rural banking. Knowledge on office administration and HRM.</p> <p>Proficiency in M.S. Office.</p> <p>Good interpersonal skills/drafting skills and communication skills</p> <p>The organization functions on technological platform, hence the candidate should have good knowledge in computer applications.</p>

Roles and responsibilities

Regular reporting to CEO through Manager/AGM/DGM/Consultant.

Maintenance of Admin and Finance record updated in all respect, upto the standard of audit.

Maintenance of various registers pertaining to Admin and Finance.

Maintenance of various files/registers/records pertaining to Admin and Finance.

Payment of salaries and other bills, timely within rules.

Help in assessment of staff productivity and disciplinary matters.

Knowledge in PF and other staff welfare matters, Labour laws/RTI etc.

HR related activities, Transfers, postings

Data sharing and reconciliation of bank accounts

Accounting of loan repayments and deposits

Preparation of final accounts

The job involves administration of day to day activities.

Liaisoning with all Govt. departments and other external organizations.

Any other Admin and Accounted related work entrusted by higher authorities.

Terms and conditions

- The tenure of the manager initially will be for one year from the date of joining which is extendable on year to year basis based on Performance Appraisal and as per the requirement
- The manager will be paid the consolidated remuneration Rs 35,000/- per month
- The appointee may be allowed for TA/DA as per Rajasthan Mahila Nidhi Credit Cooperative Federation Ltd. extent provisions
- The appointee can be terminated with prior notice of one month on either side or by depositing/paying one month's remuneration in lieu of notice
- Appointee will not be entitled for any claim for service rendered after expiry of stipulated date of contract/ time period.
- Ensure honest and disciplined conduct in discharge of duties, any breach thereof, which in the opinion of Management Committee of Rajasthan Mahila Nidhi Credit Cooperative Federation Ltd. and RGAVP is prejudicial to the interest of the Rajasthan Mahila Nidhi Credit Cooperative Federation Ltd. and RGAVP, will render him/her liable for disciplinary action
- Any financial or disciplinary misconduct, if proven, after an enquiry shall entitle his/her termination with immediate effect

Manager - MIS & IT

Name of the Post	Manager - MIS & IT
Level of Posting	Head Office
No. of position	1
Type of appointment	On Direct Contract
Remuneration Rs.	Rs. 35,000 per month
Reporting	Manager will report to DGM - MIS & IT
Qualification	Post Graduate in Computer Science and preference will be given to B.E/B.Tech/MCA/M.Sc. IT or Computer Science/ MBA (Systems or IT) or Equivalent from a recognized University in India established or incorporated by or under Central Act, Provincial Act, a State Act or an Institution recognized by the UGC.
Age	Should not be above 55 years of age
Experience	<p>Minimum 7 years in the field of Information Technology. Having experience in execution of SLDC, Design & development of databases in SQL 2008 R2 or Higher version, having experience in .Net 4.0 (or) above platforms, knowledge in BFS domain projects and having exposure in PHP.</p> <p><u>Requirements:</u></p> <ul style="list-style-type: none">— Knowledge in languages and tools like Dot Net, Java, VB and windows Operating systems.— Having certification in networking and Database management is added advantage.— Ability to manage/resolve database related /network related issues with Technical Service Provider and field— The organization function on technological platform; hence the candidate should have good knowledge in Computer Applications. Exposure to IT, knowledge in MS office is must.

Roles and Responsibilities

- Responsible to implement and enforce the policies, procedures and best practices.
- Coordinating with TSP and ensuring smooth functioning of IT operations of the organization.
- 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 & review.

- Collaborate and maintain communications with all departments in the organization
- Assist the IT unit head in finding innovative IT solutions and make recommendations for the improvement of IT systems and IT infrastructure.
- Assist IT unit head to negotiate its technology vendors, outsourcing, and consultant contracts and service agreements.
- To assist Deputy General Manager – MIS & IT.
- Any other works entrusted from time to time.

Terms and conditions

- The tenure of the Manager initially will be for one year from the date of joining which is extendable year to year basis based on Performance Appraisal and as per the requirement.
- The Chief Manager will be paid the consolidated remuneration of Rs. 35,000/- per month.
- The appointee may be allowed for TA DA as per Rajasthan Mahila Nidhi Credit Cooperative Federation Ltd provisions.
- The appointee can be terminated with notice of one month on either side or by depositing/paying one month's remuneration in lieu of notice.
- Appointee will not be entitled for any claim for service rendered after expiry of stipulated date of contract.
- Ensure honest and disciplined conduct in discharge of duties, any breach thereof, which in the opinion of management committee of Rajasthan Mahila Nidhi Credit Cooperative Federation Ltd and RGAVP is prejudicial to the interest of the Rajasthan Mahila Nidhi Credit Cooperative Federation Ltd and RGAVP, will render him/her liable for disciplinary action.
- Any financial or disciplinary misconduct if proven, after an enquiry shall entitle his/her termination with immediate effect.