



Stree Nidhi Credit Cooperative Federation Ltd.,

Department of Rural Development Govt. of Andhra Pradesh

AFD NO.002/2014

Room No. 304 & 301, 3rd Floor, Summit Apartments, Hill fort Road, Adarsh Nagar, Hyderabad- 500 004.

Date: 03.09.2014

Recruitment of Deputy General Managers, Assistant General Managers, Managers and Asst. Managers in 'STREE NIDHI'

IMPORTANT: LAST DATE FOR RECEIPT OF APPLICATIONS – 13.09.2014

Stree Nidhi Profile:

Stree Nidhi Credit Cooperative Federation Ltd is a A.P. Government partnered Society, registered under A.P. Cooperative Act, 1964 with its registered office located in Hyderabad. Stree Nidhi has started its business operations w.e.f. 06.10.2011. Stree Nidhi is looking for talented, qualified professionals and experienced VRS/Retired Banking Professionals, project FTEs in level 3, 4 & 5 cadre of SERP and Employees of similar Cadres of MEPMA and others from MF sector who have requisite experience for appointing on contract basis for the following positions. **Though few vacancies exist at Head office, all the positions are subject to the entire State of Andhra Pradesh comprising 13 districts and the Management reserves the right of transferring any of it's employees to any of the Districts in Andhra Pradesh.**

1. Deputy General Manager- Fund Management and Accounts –(1 Post) Code No.1
2. Deputy General Manager – Credit (1- Post)- code No.2
3. Deputy General Manager- (Financial inclusion and I.T) – code No.3
4. Deputy General Manager – Monitoring (1- Post)- Code No.4
5. Assistant General Manager – (6-Posts)-Code No.5
6. Manager - Monitoring (2-Posts) –Code No.6
7. Manager - Institution Monitoring (2-Posts) – Code No.7
8. Manager -Accounts (1-Post)-Code No.8
9. Manager-IT (1 Post) Code No.9
10. Asst.Managers-26 (Two positions in each Districts of A.P.State) Code No.10
11. Computer Operator/Administrative Assistant-1 Code No.11

The details of qualifications, experience, age and requirements are furnished here under for the above posts.

1. AGE, QUALIFICATION & EXPERIENCE (As on 31.08.2014)

DEPUTY GENERAL MANAGER – Fund Management and Accounts	Post Code No. 01
Vacancies	01
Qualifications	Post Graduate and preference will be given to MBA / PGDBM in Finance / M.Com /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 reconciliation of bank accounts, Compilation & checking of income and expenditures, Maintenance of Accounts, Balance Sheets verification, Liaison with Banks, day to day accounting of the Institution , good technical skills and computer knowledge and exposure to CBS environment.
Age	40 to 61 years, however age will be relaxed in case of deserving candidates
Requirements	English, Telugu proficiency. Good interpersonal and communication skills. <ul style="list-style-type: none"> ⌚ Knowledge on SHGs/VO structures ⌚ Exposure to IT knowledge in MS office ⌚ Preparation of proposals for borrowings and coordination with banks
Posting	The Posting is at Head Office. However, postings may be anywhere in the State, the candidates if selected should be willing to work in any District. The Posting is subject to transfer to any place in the state based on administrative exigencies.
DEPUTY GENERAL MANAGER – credit management and IT	Post Code No. 02
Vacancies	01
Qualifications	Graduate/Post Graduate and Preference will be given to MBA/PGDBM in Finance/ Commerce /Graduate in Agriculture/ Veterinary from a recognized University, preferably with JAIIB/CAIIB. Experience in SHG financing and rural banking etc.
Age	40 to 61 years, however age will be relaxed in case of deserving candidates
Experience/Requirements	Min. 15 years of service in Bank / Financial Institution. Preference will be given to candidates possessing experience in IT / IT related services. <ul style="list-style-type: none"> ⌚ Knowledge on SHGs/MS/VO Structures ⌚ Must have computer knowledge, proficiency in MS- Office. ⌚ Project appraisals and analysis of balance sheets and credit appraisals. ⌚ Knowledge of RBI guidelines on extension of credit to microfinance organizations. ⌚ They must know Telugu and have good English proficiency, good interpersonal and communication skills.
Posting	The Posting is at Head Office. However, postings may be anywhere in the State, The candidates if selected should be willing to work in any District. The Posting is subject to transfer to any place in the state based on administrative exigencies.
DEPUTY GENERAL MANAGER – Financial Inclusion and IT	Post Code No. 03

Vacancies	01
Qualifications	A graduate/Post Graduate preferably in computer science and with experience in IT related Banking and CBS.
Age	40 to 61 years, However age will be relaxed in case of deserving candidates
Experience	<p>10 years experience as Software Engineer/Data Base Manager preferably in IT/Organisations/Banks/Financial Institutions. 3-5 years experience in Core Banking solutions, with knowledge in programming implementation, coding and language. The candidate should possess good analytical ability. MBA/PGDBM in Finance/JAIIIB/CAIIB and experience in SHG financing and rural banking etc will be an added qualification.</p> <p>Should have associated with the Financial Inclusion implementation programmes atleast for a period of 3 years either in Banks or in any Financial Institutions. Should have ability in organizing teams and train them for successful implementation of the programmes under financial inclusion.</p>
Posting	The Posting is at Head Office. However, postings may be anywhere in the State, The candidates if selected should be willing to work in any District. The Postings are transferable to any place in the state based on administrative exigencies.
DGM – (Monitoring)	Post Code No. 04
Vacancies	01
Qualifications	Graduate/Post Graduate and Preference will be given to MBA/PGDBM in Finance/ Commerce /Graduate in Agriculture/ Veterinary from a recognized University, preferably with JAIIIB/CAIIB. Experience in SHG financing and rural banking etc.
Age	40 to 61 years, However, age will be relaxed in case of deserving candidates
Experience Requirements	<p>Min. 15 years of service in Bank / Financial Institution. Preference will be given to candidates possessing experience in IT / IT related services.</p> <ul style="list-style-type: none"> ⌚ Knowledge on SHGs/MS/VO Structures ⌚ Must have computer knowledge, proficiency in MS- Office. ⌚ Must be willing to tour 20 days in a month. ⌚ They must know Telugu and have good English proficiency, good interpersonal and communication skills.
Posting	The Posting may be anywhere in the State, The candidates if selected should be willing to work in any District in the state of Andhra Pradesh. The Postions are transferable to any place in the State of A.P based on administrative exigencies.
ASSISTANT GENERAL MANAGERS	Post code No:05
Vacancies	06 (Admn—1, Credit-2, Monitoring -1, Financial Inclusion-2)
Qualifications	<p>For AGM (Admn) Graduate/Post Graduate in finance/ Commerce/ Agriculture/ Veterinary from a recognized University with qualification in personnel management. Preference will be given to MBA (HR) or post graduate diploma holders in personnel management from accredited Institutions.</p> <p>For AGM (Credit and Monitoring) Graduate/Post Graduate and Preference will be given to MBA/PGDBM in Finance/ Commerce /Graduate in Agriculture/ Veterinary from a recognized University, preferably with JAIIIB/CAIIB. Experience in SHG financing and rural banking etc.</p>

	<p>For AGM (FI) Graduate/Post Graduate. MBA/ PGDBM in Finance/ JAIB/CAIB and experience in SHG financing and rural banking etc will be an added qualification.</p>
Experience	<p>For AGM (Admn)</p> <p>5 years of service in Bank / Financial Institution, preferably with experience in handling administration activities. The job involves administration of day to day activities. Liaisoning with all Govt. departments and other external organizations. Should have experience in Handling staff matters. The organization functions on technological platform and candidate should have good knowledge in MS office.</p> <p>For AGM (Credit and Monitoring)</p> <p>Min. 5 years of service in Bank / Financial Institution. Preference will be given to candidates possessing experience in IT / IT related services. The organization functions on technological platform and candidate should have good knowledge in MS office.</p> <p>For AGM (FI)</p> <p>Min. 5 years of service in Bank / Financial Institution. Preference will be given to candidates possessing experience in IT / IT related services. The organization functions on technological platform and candidate should have good knowledge in MS office. Should have associated with the Financial Inclusion implementation programmes atleast for a period of 3 years either in Banks or in any Financial Institutions.</p>
Age	30 to 40 years relaxable by 5 years in case of deserving candidates
Requirements	English, Telugu proficiency. Good interpersonal and communication skills.
Posting	The Postings of AGM (Credit) are at Head Office. However, postings may be anywhere in the State, The candidates if selected should be willing to work in any District. The Postings are transferable to any place in the state based on administrative exigencies. The Postings for AGM (monitoring) will be at Districts. Other conditions will apply
MANAGER (Monitoring)	Post Code No. 06
Vacancies	02
Qualifications	Any Graduation. MBA/PGDBM in Finance, MSW, M.Com from a recognized University is preferable. Qualification in Computer Application is essential.
Experience	2-3 years experience in working with SHGs and their Federations/ Microfinance institutions/Community based organisations is desirable.
Age	25 to 30 years, relaxable by 5 years in case of deserving candidates
Requirements	Candidates must have computer knowledge, proficiency in MS-Office. Must have proficiency in English and Telugu. Must have good interpersonal and communication skills. Must own a vehicle or should be willing to acquire the same. Must possess Driving Licence. Should be willing to tour 20 days in a month
Posting	Posting will be any where in any District in the State of Andhra Pradesh and are transferable to any place in the state based on administrative exigencies.
MANAGER – (Institution monitoring)	Post Code No. 07

Vacancies	02
Qualifications	Graduate or Post Graduate with M.com / MBA (Finance), with proficiency in computer application.
Age	25 to 30 years, relaxable by 5 years in case of deserving candidates
Experience & Requirements	<ul style="list-style-type: none"> ⌚ Thorough knowledge on Accounting ⌚ Experience in SHG financing and rural banking etc. ⌚ Balance sheet, P&L analysis. ⌚ Rating of CBOs/Borrowers ⌚ Credit Appraisal ⌚ Business plan projections ⌚ Up to 3 years experience. ⌚ Proficiency in Excel, Macros programming and implementation, relevant accounting packages. ⌚ Proficiency in Telugu & English
Posting	The Posting is at Head Office. However, postings may be anywhere in the State, The candidates if selected should be willing to work in any District. The Postings are transferable to any place in the state based on administrative exigencies.
MANAGER – (Accounts)	Post Code No. 08
Vacancies	02
Qualifications	Post Graduate in Commerce, MBA (Finance), DCA with proficiency in computer application. Preference will be given to candidates with ICWA (inter), CA (Inter)
Age	25 to 30 years, relaxable by 5 years in case of deserving candidates
Experience & Requirements	<ul style="list-style-type: none"> ⌚ Thorough knowledge on Accounting system, process, standards & practices. ⌚ Minimum 3 years experience in accounting and reconciliation of accounts. Preparation of balance sheet, maintenance of accounts, day book and general ledger etc. ⌚ Experience in SHG financing and rural banking etc. ⌚ Proficiency in Excel, Macros programming and implementation, relevant accounting packages. ⌚ Proficiency in Telugu & English
Posting	The Posting is at Head Office. However, postings may be anywhere in the State, The candidates if selected should be willing to work in any District. The Postings are transferable to any place in the state based on administrative exigencies.
MANAGER – (IT)	Post Code No. 9
Vacancies	01
Qualifications	A graduate/Post Graduate preferably in computer science and with experience in IT of Banking and CBS.
Age	25 to 30 years, relaxable by 5 years in case of deserving candidates
Experience & Requirements	5 years experience as Software Engineer/Data Base Manager preferably in IT Organisations /Banks /Financial Institutions. 3-5 years experience in Core Banking solutions, with knowledge in programming implementation, coding and language. The candidate should possess good analytical ability. MBA/PGDBM in Finance/JAIIIB/CAIIB and experience in SHG financing and rural banking etc will be an added qualification.
Posting	The Posting is at Head Office. However, postings may be anywhere in the State, The candidates if selected should be willing to work in any District. The Postings are transferable to any place in the State of A.P based on administrative exigencies.
Asst. Manager – (Monitoring)	Post Code No. 10

Vacancies	26 (Two positions in each district of AP)
Qualifications	Any Graduate. Knowledge in Computer Application is essential. Preference will be given to graduates in SHG members.
Experience	2-3 years experience in working with SHGs and their Federations/ Microfinance institutions /Community based Organisations is essential.
Age	25 to 35 years, relaxable by 5 years in case of deserving candidates
Requirements	Must have computer knowledge. Must have good interpersonal and communication skills. Must be willing to tour 20 days in a month.
Posting	Should be native of the District for which applied for. Must be willing to work any where in the District. The candidate is required to move in the villages and the positions are transferable to any place in the district depending on administrative exigencies. District in which they are willing to work should be specified on top of the application form.
Computer Operator/Admin. Assistant	Post Code No. 11
Vacancies	01
Qualifications	Graduate & PGDCA with hands on experience in MS-Office and having knowledge in computer applications and networking.
Experience	Worked as Office assistant/ Data entry operator in any Govt. Organisation, thorough knowledge in MS-Excel
Age	20-25 yrs
Posting	The Posting is at Head Office. However, postings may be anywhere in the State, The candidates if selected should be willing to work in any District. The Posting is transferable to any place in the state based on administrative exigencies.

Note: Candidates who have already attended the interview earlier for 2 times and not selected, those do not have working knowledge in Telugu need not apply

2. SCALES OF PAY:

Sl.No	Designation	Salary
1	Deputy General Managers	Consolidated Salary of Rs.35000/- per month
2	Assistant General Managers	Consolidated Salary of Rs.25000/- per month
3	Managers	Consolidated Salary of Rs.20000/- per month
4	Assistant Managers	Consolidated Salary of Rs.10000/- per month
5	Computer Operator / Administrative Assistant	Consolidated Salary of Rs.12000/- per month

Higher salary can be considered in case of deserving candidates. The Selected candidates shall be taken on contract basis as consultants. The contract tenure will be 2 years and renewed thereafter, subject to mutual consent and performance. There will be regular performance review and Stree Nidhi has discretion to terminate his/her services on account of unsatisfactory performance. In case of deputation, salary as per the scale drawn in the parent department will be considered. In case of applications from SERP candidates, should be in L3 category for Asst.managers, L4 category for Manager Positions and should be L5 category for AGM Positions. Employees of similar cadre in MEPMA and others from MF sector may also apply.

3. SELECTION PROCEDURE

- i. 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.
- ii. Stree Nidhi being a govt. partnered organization, roster system will be followed.
- iii. Those selected for the above posts have to join within 30 days from the date of issue of selection letter.

4. SUBMISSION OF APPLICATION

Eligible candidates have to submit their curriculum vitae. Last date of receipt of application is **13.09.2014**. No applications shall be entertained after the stipulated date. Incomplete applications will be rejected.

Address the application, Super scribing "Application for the post of Deputy General Manager, Assistant General Manager and Manager (Specify post and code)/Assistant Manager/computer Operator as the case may be to "Managing Director" Stree Nidhi Credit Cooperative Federation Ltd. and submit to the following address:

**Stree Nidhi Credit Cooperative Federation Ltd,
Room No.304 & 301, 3rd Floor, - Summit Apartments, ,
Hill Fort Road, Adarshnagar,
Hyderabad-500 004.**

Those intend to send the curriculum vitae through e-mail, may send the same to snapappointment@gmail.com or snaprecruitments@gmail.com

5. GENERAL INSTRUCTIONS:

- a) 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 stands cancelled.
- b) In case of suitable and deserving cases, any of the requirements and conditions of eligibility mentioned above, may be relaxed at the discretion of the Board of Management of Stree Nidhi. The Managing Committee of Stree Nidhi reserves the right to fill or not to fill the above advertised position without assigning any reason thereof.
- c) 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.
- d) Canvassing in any form will be treated as disqualification.
- e) The, postings may be anywhere in the State, The candidates if selected should be willing to work in any District of Andhra Pradesh. The Posting is subject to transfer to any place in the state of A.P. based on administrative exigencies.
- f) The proforma of the application is annexed.

**Sd/-
MANAGING DIRECTOR**

Stree Nidhi-Andhra Pradesh

Application for the Post of :

Post Code:

1. Name:

Surname:

2. Father's Name:

3. Date of Birth and Age as on 31.8.2014.

4. Native of ----- District

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

6. Gender Male/Female

7. Address for Correspondence

8. E-mail

9. Contact Mobile number:

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

Affix latest
photograph

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 Organisation	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 (Two)

Name	Designation and Organisation	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