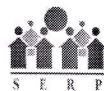


STREE NIDHI CREDIT COOPERATIVE FEDERATION LIMITED



Department of Rural Development: Government of Telangana

TFD No: 002/2014

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

Date: 08.09.2017

Recruitment of Assistant Managers (Monitoring) from Community (Women SHG members)

**IMPORTANT: LAST DATE FOR SUBMISSION OF ONLINE APPLICATION FORM:
22.09.2017, 5.00 PM.**

Stree Nidhi Credit Cooperative Federation Ltd., a Society registered under State Cooperative Societies Act'1964 promoted by federations of SHGs in association with Govt. of Telangana with its registered office located at Hyderabad. Stree Nidhi is looking for graduate women SHG members to work as Assistant Managers at Mandal level in the Districts. The district wise vacancies are as given below. The selected candidates are required to work in any Mandal in their district.

District wise vacancies positions		
Sl.No.	District Name	No. of vacancies
1	Adilabad	2
2	Badradri	3
3	Jagitial	4
4	Jangoan	3
5	Jayashankar	1
6	Jogulamba	1
7	Kamareddy	3
8	Karimnagar	4
9	Khammam	4
10	Komaram Bheem	1
11	Mahabubabad	2
12	Mahabubnagar	3
13	Mancherial	3
14	Medak	2
15	Medchal-Malkajgiri	1
16	Nagarkurnool	1
17	Nalgonda	6
18	Nirmal	2
19	Nizamabad	3
20	Peddapalli	3
21	Rajanna	2
22	Rangareddy	2
23	Sangareddy	3
24	Siddipet	3

25	Suryapet	2
26	Vikarabad	1
27	Wanaparthi	1
28	Warangal Rural	4
29	Warangal Urban	4
30	Yadadri Bhongir	3
	Grand Total	77

The details of eligibility criteria viz. qualifications, experience, age and other requirements are given below for the post of Assistant Manager (refer **Annexure** for Job profile).

1. AGE, QUALIFICATION & EXPERIENCE (As on 31.08.2017)

Name of the Post:	Assistant Manager
Total no. of Vacancies	<ul style="list-style-type: none"> • 77 (Seventy Seven)
Qualifications	<ul style="list-style-type: none"> • A Bachelor's Degree from any recognized University in India established or incorporated by or under Central Act, Provincial Act, a State Act or an Institution recognized by the UGC or an equivalent qualification with minimum 50% marks for OCs • Relaxation of 5 % i.e., 45% marks in case of BCs • Relaxation of 10% i.e., 40% marks in case of SCs/STs/PHCs • Candidates must have completed Graduation securing 50% marks in Graduation as mentioned above. • Candidate must possess, the required educational qualifications as on 31.08.2017 and posses degree certificate • If any proficiency in Computers certificate in support of the same may be enclosed.
Age	<ul style="list-style-type: none"> • Age shall be between 25-35 years as on 31.08.2017. • Age relaxation of 3 years in case of BCs • Age relaxation of 5 years in case of SCs/STs/PHCs
Experience as SHG member	<ul style="list-style-type: none"> • Candidate should be a women SHG member of an SHG registered with SERP/MEPMA and should have completed a minimum period of 6 months as on 31.08.2017 • Knowledge in functioning of SHGs and their federations (SHGs/VO/SLF/MS/TLFs) is essential. • Those SHGs/VOs/SLFs which are migrated from Rural to Urban, their identity will be available in Rural (SERP) data itself.
Requirements	<ul style="list-style-type: none"> • Must be able to read and write Telugu and English • Must own a vehicle or should be willing to acquire the same if selected. • Must possess a valid driving license or should be willing to possess the same as on date of posting or within a period of one month from the date of joining..
Posting	<ul style="list-style-type: none"> • The candidates are eligible to apply for positions in their native district only. • Will not be posted in native mandal and will not have native mandal as area of operation. Must be willing to work anywhere in the district. • Will be in charge of 4-5 Mandal Samakhya/Town Level Federations and must be willing to tour in these

	Mandals/Towns for a minimum period of 20 days in a month. • In case of selection, the candidates shall withdraw the membership in the SHG concerned.
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2. **SALARY:**

• **Remuneration per month**

Name of the post	Remuneration	FTA	Vehicle Allowance
Assistant Manager	Rs.13000/-	3500/-	700/-

- She will also be eligible for DA while on tour as per guidelines of Stree Nidhi.
- Candidates to note that this is **not a Govt.** Job and also not a permanent job but will be on contract basis. The selected candidates will be on probation for a period of 6 months and on successful completion of their probation, they will be taken on contract basis as per the policy of Stree Nidhi. The contract will be renewed every year based on performance.

3. **SELECTION PROCEDURE:**

- Rule of reservation in recruitment will be followed as per Government norms.
- In case of candidates who have completed both Graduation and Post Graduation, the highest marks secured in any of the above qualification will be considered for short listing of the candidates for written test subject to securing 50% marks in Graduation.
- The eligible/short listed candidates will be called for written test in the ratio of 1:25 on the basis of merit.
- Those qualified in the written test will be called for Group Discussion, district wise in the ratio of 1:4.
- The selection of candidates will be based on marks secured in written exam and group discussion.

4. **Mode of filling of Online Application Form:**

Online application form will be available on the websites of Stree Nidhi, SERP and TSIPARD. The candidates need to fill the application form online and enclose the following:

- Photograph (not more than 50 KB) & Signature (not more than 30 KB)
- Degree certificate & Marks Memo
- PG Certificate & Marks Memo
- SSC Marks Memo
- Caste certificate
- Computer certificate

The online application can be submitted from **10.30 am on 08.09.2017**. Last date and time for filling of online application form in the website is **5.00 pm on 22.09.2017**. No applications shall be entertained after the stipulated date & time and no offline applications will be entertained.

5. Procedure for Written Test:

- i. Short listed candidates will be informed one week before the written test by SMS alert, through mail. Hence, the candidates are requested to give correct e-mail ID and mobile number
- ii. Date of written test will be on **8th of October 2017**
- iii. Duration of exam will be for 1 hr. 30 minutes from 11.30 am to 1.00 pm
- iv. Venue for the exam will be TSIPARD, Rajendranagar, Hyderabad. Date & time of exam will also be intimated through mail and SMS.
- v. Candidates will be called for written test in the ratio of 1:25
- vi. No TA/DA will be paid for attending the written test/Group Discussion
- vii. The candidate has to bring Aadhar Card/PAN Card/Driving license/Voter ID card or any valid photo identity card for identification of the candidate for written exam.
- viii. Written test consists of objective type for 65 marks, descriptive type questions for 10 marks and comprehension for 5 marks.
- ix. Syllabus for written test will be Current affairs & General Knowledge , General English, Arithmetic & Reasoning, SHGs and its federations, basic knowledge on Computers, etc.,

6. Procedure for Group Discussion:

- i. Short listed candidates will be called for Group Discussion in the ratio of 1:4
- ii. Tentative date of Group Discussion will be 2nd week of October 2017
- iii. Final results will be declared one week after the Group Discussion.

7. GENERAL INSTRUCTIONS:

- a) Please fill the online application form which is available in the below mentioned websites www.streenidhi.telangana.gov.in or www.serp.telangana.gov.in or www.tsipard.gov.in
- b) While applying for the post, the applicant should ensure that 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 she has furnished any incorrect / false information or has suppressed any material fact(s), her appointment will automatically stand cancelled.
- c) All the above vacancies are subjected to **Nativity clause**.
- d) Legal disputes if any will be entertained within the jurisdiction of Hyderabad only.
- e) Mere submission of online application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on her any right to be called for written test.

- f) Once the member is appointed in Stree Nidhi, she will not be eligible to continue as member in SHG and avail the financial services from Stree Nidhi.
- g) The MD, Stree Nidhi reserves the right to keep in abeyance or cancel the recruitment at any point of time without assigning any reason
- h) **Canvassing, recommendations and influencing in any form will be treated as disqualification.**



MANAGING DIRECTOR

JOB PROFILE: ROLES AND RESPONSIBILITIES ASSISTANT MANAGER

Post Name:	Assistant Manager
Credit Flow:	<ul style="list-style-type: none">✓ Reporting to ZM/RM✓ Managing Credit Portfolio of MS/TLF/VOs/SLF✓ Planning visits to MS/TLF/VOs/SLF for ensuring credit flow, prompt repayments, deposit mobilization.✓ Fixation of Credit limits, preparation of cluster wise Credit plan.✓ Rating exercise for grading of MS/VO/TLF/SLF
Repayment:	<ul style="list-style-type: none">✓ Follow-up with VO/SLFs, members and staff for 100% recovery.✓ Resolving issues like VO ID not known, adjustment of VO credits, any other operational problems without any lapse of time.✓ Co-ordinating with bankers for resolving recovery related issues.
Deposits:	<ul style="list-style-type: none">✓ Samruddhi deposit Mobilization✓ Focussing on Sankalpa and Bhavitha deposits
Documentation:	<ul style="list-style-type: none">✓ Verification of Loan documents, 100% mobilisation of Share Capital from MS/ TLF.
Trainings:	<ul style="list-style-type: none">✓ Orientation/training on Stree Nidhi to DRDA staff/ MS/TLF/VOs/SLF/Community.✓ Supporting DRDA/MEMPA staff in resolving all types of issues✓ Building capacities of VOs/SLFs/MS/TLF and ensure implementation of systems and controls.
Business Correspondence:	<ul style="list-style-type: none">✓ Monitoring of VLE functioning✓ Maintaining liaison with local bankers✓ Helping VLEs in business development
Others:	<ul style="list-style-type: none">✓ Resolving technical issues✓ Developing good liaison with DRDA/MEPMA staff and other government departments.✓ Daily monitoring of reports on web and follow-up with community/CBOs✓ Image building in the field.✓ Report any frauds, misappropriation of misuse immediately to Manager/RM/ZM under information to HO.✓ Enquiring about adverse press on Stree Nidhi✓ Any other works entrusted from time to time.