

## **Terms & Conditions for the engagement of Finance Facilitation Professional at National SC-ST Hub Offices (NSSHO) of NSIC**

NSIC desires to engage few retired/ex-Bank Officers from Public Sector Banks & Private Banks as “Finance Facilitation Professional” on contractual basis with the job responsibility to aid, assist and counsel SC/ST entrepreneurs in availing credit from banks & financial institutions under various commercial and promotional schemes of the central/ state governments and also from Non-banking Finance Companies (NBFCs) & Micro Finance Institutions (MFIs). Such professionals would be working from the NSSH Offices mentioned in the advertisement. The scope of work and related terms & conditions is given as under:-

### **I. Scope of Work:-**

The scope of work shall encompass the following:

- (i) To create awareness of the schemes related to credit support to MSMEs amongst SC/ST entrepreneurs through campaigns and training workshops.
- (ii) To facilitate SC/ST MSMEs in preparing their proposals and project reports for availing credit from the banks / financial institutions.
- (iii) To mobilize bank loan proposals of SC/ST MSMEs for submission to Banks/Financial Institutions.
- (iv) To appraise the credit proposals and suggest necessary improvements with the view to enhance acceptability of such proposals at Banks /FIs.
- (v) To follow up with the Banks / Financial Institutions regarding credit proposals submitted and expedite their sanction. In case of any queries by the banks, assist MSME units for preparing the desired information/details for submission to the banks/FIs.
- (vi) To facilitate the SC/ST entrepreneurs in availing short term credit under NSIC’s Raw Material Assistance scheme (against Bank Guarantee).
- (vii) To mobilize and process applications under various subsidy interventions of NSSH
- (viii) Any other work assigned from time to time.

### **II. Eligibility:-**

1. The Professionals must be
  - MBA/ ICWA / B Com with knowledge of various credit schemes of Banks for MSME sector
  - The applicant must have minimum 5 years post qualification work experience in bank(s) / NBFCs in the advances/credit department and possess sound knowledge of appraisal of credit proposals and on various credit norms as applicable to the banking credit system.
  - Below 50 years of age

OR

**Retired Officer** (superannuated / VRD opted) must be –

- Retired/left the services of the Public Sector/ Private Bank at the level of Senior Management Grade Scale-III (or its equivalent) or higher scale without any stigma from the vigilance angle.
  - Graduate and/or higher qualification
  - Must have served the bank(s) with minimum 5 years in the advances/credit department of the Bank having sound knowledge of appraisal of credit proposals and of various credit norms as applicable to the banking credit system.
  - The applicant must be between 58 to 65 years as on the date of the advertisement and lower age in case of VRS shall be allowed
2. The applicant should have sound knowledge of Hindi/ English languages and proficiency in regional languages spoken at the locations of NSSH offices listed in the advertisement.

### III. **Emoluments:-**

The consolidated emoluments will be Rs.50,000/- per month.

### IV. **Period of Engagement:-**

- (i) The applicants shall be engaged on contractual basis for 1 year **or** the period upto which National SC-ST Hub scheme is implemented by NSIC, **whichever is earlier**. Extension beyond the initial contract period may be considered subject to continuation of NSSH Scheme with NSIC, requirement of NSSH Scheme and performance of the individual.
- (ii) He/she will be entitled for 12 days leave during the period of one year.
- (iii) The engagement can be dispensed with by the Corporation without assigning any reason after giving 15 day's notice or the professional can repudiate the contract himself/herself by giving 15 day's notice.

### V. **Place of deployment :-**

The selected professional may be posted at various National SC-ST Hub Offices of the Corporation as advertised in the newspaper/ website subject to having proficiency in the local language. He/she has to work on full time basis at designated office & will have to visit the target beneficiaries and other field offices under respective zones for carrying out the assigned work. The travel and boarding expenses in such cases will be borne by the company as per defined guidelines and to be treated at par with Chief Manager of the Corporation..

### VI. **Performance:-**

The performance of such professionals shall be reviewed every month and non-performers would be removed by giving 15 days' notice to the applicant.

### VII. **Method of Selection:-**

1. Applications are invited in the prescribed format with CVs from individual applicants ready for deployment as e-tendering professionals at any / all the locations mentioned in the advertisement.

2. The selection shall be made by the "Selection Committee" duly constituted for this purpose at NSIC through a personal interview of the eligible candidates at a location to be decided by NSIC. The candidates will have to appear for such interview. They will be reimbursed to & fro travel (restricted to 2<sup>nd</sup> AC Rail fare).
3. Preference would be given to the SC/ST candidates.

Note:-The scope of work/requirement given above is indicative & can be changed by the management as per requirement of the Corporation or NSSH Scheme.

**Application for engagement as Finance Facilitation Professional / E-Tendering  
Professional at National SC-ST Hub Offices of NSIC**

Please attach  
passport size  
photograph

1. Location Preferred (maximum 3) : (1) \_\_\_\_\_  
(in order of preference) (2) \_\_\_\_\_  
(3) \_\_\_\_\_
2. Name (Mr. / Mrs. / Ms.) : \_\_\_\_\_
3. Gender (Male/Female/ Other) : \_\_\_\_\_
4. Are you from SC/ST category? (Y/N) : \_\_\_\_\_  
(If Yes, Caste certificate should be produced at the time of interview)
5. Date of Birth (DD/MM/YY) : \_\_\_\_\_
6. Qualification : \_\_\_\_\_
7. Regional Languages Known : \_\_\_\_\_
8. Correspondence Address : \_\_\_\_\_  
\_\_\_\_\_  
District: \_\_\_\_\_,  
State: \_\_\_\_\_ PIN \_\_\_\_\_
9. Telephone Number : +91- (STD \_\_\_\_\_)- \_\_\_\_\_
10. Mobile Number : +91- \_\_\_\_\_
11. Email : \_\_\_\_\_@\_\_\_\_\_
12. Details with experience as per eligibility criteria : Annexure \_\_\_\_\_  
(Please attach CV as annexure)
13. Date of superannuation/ VRS : \_\_\_\_\_
14. Designation and scale of pay at the Time of superannuation / VRS: \_\_\_\_\_
15. Whether any penalty was imposed during the service (if so give details): \_\_\_\_\_

I hereby certify that the information furnished by me is correct and I am eligible for the said engagement.

Signature  
(Name)

Date:-  
Place: -