

### **Assistant Manager**

<b>Name of the Post</b>	<b>Assistant Manager</b>
Level of Posting	Block Level
No. of position	86
Type of appointment	On Direct Contract
Remuneration Rs.	Rs. 25,000 per month
Reporting	Assistant Manager will report to Regional Manager
Qualification	Bachelor 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
Age	Should not be above 55 years of age
Experience	<p><u>For Candidates from women SHG members:</u> Candidates should be a women SHG member of a SHG registered RGAVP and should have completed a minimum period of 6 months as RGAVP SHG member</p> <p><u>For Candidates who are Book Keepers from SHG/ Village organization Assistants (VOA) from VO/ Accountant from Cluster Level Federation</u></p> <ul style="list-style-type: none"> <li>— Knowledge in functioning of SHGs and their federations(SHG/VOs/CLFs) is essential</li> <li>— Must have a minimum of one (1) year of service of working as BK/VO/Accountant and presently working</li> </ul> <p><u>For Candidates from other than above categories i.e. from open market:</u></p> <ul style="list-style-type: none"> <li>— Minimum one year of post qualification experience in the relevant field</li> <li>— Knowledge in functioning of SHGs and their federations (SHGs/VO/CLF) will be an added advantage</li> </ul> <p><u>Requirements:</u></p> <ul style="list-style-type: none"> <li>— Proficiency in Computer Applications is a must.</li> <li>— Good interpersonal and communication skills.</li> </ul>

### **Roles and Responsibilities**

Assistant Manager is responsible for smooth and effective implementation and monitoring of Rajasthan Mahila Nidhi Credit Cooperative Federation Ltd activities in the Blocks allocated to them. The roles and responsibilities of AMs are as follows.

**Credit Flow:**

- a. Managing Credit Portfolio of VOs/CLFs/SHGS
- b. Planning visits to VOs/CLFs/SHGs/Members for ensuring credit flow and prompt repayments.
- c. Preparation of cluster wise Credit plan.
- d. Identification of suitable income generating actives.
- e. Conduct exercise for grading of VOs/CLFs.
- f. Monitor coverage of members under Rajasthan Mahila Nidhi Credit Cooperative Federation Suraksha scheme and settlement of claims in time
- g. Coverage of livestock and other assets under insurance policy as per the policy of Rajasthan Mahila Nidhi Credit Cooperative Federation Ltd.

**Repayment:**

- a. Follow-up with VO/CLFs/SHGs/members and staff for 100% recovery.
- b. Resolving issues like VO ID not known, adjustment of VO credits, any other operational problems without any lapse of time.
- c. Coordinating with bankers for resolving bank related issues.

**Deposits:**

- a. Mobilization of savings from SHGs and their federations

**Documentation:**

- a. Ensure execution of loan documents by SHGs and their custody at VO/CLF level as per guidelines.

**Trainings:**

- a. Orientation/training on Rajasthan Mahila Nidhi Credit Cooperative Federation Ltd to staff of VOs/CLFs/Community.
- b. Coordinate with the staff in resolving issues if any
- c. Building capacities of VOs/CLFs and ensure implementation of systems and controls.

**Implementation of BC activities**

- a. Monitor the growth in volume of transactions at BC points and make them to function on sustainable basis.
- b. Extend all the support in expanding services of BC points in the area of operations
- c. Maintain liaison with Banks concerned.

- d. Extend support in identification of VLEs as and when required.

**Others:**

- a. Resolving technical issues
- b. Coordinate with other government department to facilitate SHG members to avail services.
- c. Daily monitoring of reports on web and follow-up with community/CBOs
- d. Image building in the field.
- e. Any other works entrusted from time to time.

**Terms and conditions**

- The tenure of the Assistant 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 Assistant Manager will be paid the consolidated remuneration of Rs. 25,000/- 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.