



Stree Nidhi Credit Cooperative Federation Ltd.

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.



Notification

No: 01/SN/Admin/Recruitment/2019-20

Date: 29.05.2019

Recruitment of Assistant Managers

Important Dates:

Web Link for online submission of applications will be available from **30.05.2019** onwards and Last date for submission of online applications **15.06.2019**

Stree Nidhi Profile:

Stree Nidhi Credit Cooperative Federation Ltd, Telangana is an apex society at State Level registered under State Cooperative Societies Act' 1964 with its registered office at Hyderabad. Stree Nidhi promoted jointly by the State Govt and federations of SHGs and commenced it's operations on 06.10.2011. Stree Nidhi is inviting applications from eligible candidates to work as Assistant Managers in Districts in Telangana State. **The number of vacancies are 144.**

The selected candidates for the post are required to work in any Mandal (s)/towns allotted to them in native district concerned. For administration convenience, they may also be posted in neighbouring districts. The district wise, gender wise and social category position of vacancies are given in Annexure I and nature of job profile is given in Annexure II.

1. The details of eligibility criteria viz. qualification, age, experience and other requirements are given below:

Qualification	<ul style="list-style-type: none">• 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 55% marks for OCs, 50% marks in case of BCs and 45% marks in case of SCs/STs/PWD• Candidate must possess the required educational qualifications as on 31.03.2019 and possess degree certificate.• Knowledge in MS Office is mandatory, a certificate in support of the
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	same should also be uploaded.
Age	<ul style="list-style-type: none"> • Age between 25-30 years as on 31.03.2019. Upper age limit relaxed as below: • 3 years in case of BCs • 5 years in case of SCs/STs/PWD
Other Requirements	<ul style="list-style-type: none"> • Must be able to read and write in Telugu and English • The candidate must be a native of Telangana state only. • The eligible candidates to apply for vacant positions in their native district only. • Selected candidates must stay at their allotted headquarters only. • Submission of relieving certificate from the previous employer is mandatory, if already employed. • Must be willing to tour for a minimum of 20 days in a month. • Must own a Two-wheeler or should acquire the same at the earliest but not later than three months of joining. • Must possess a valid driving license or should acquire the same as on the date of posting or within a period of two months from the date of joining. • The candidate shall accept all other terms and conditions as per contract agreement.
Posting	<ul style="list-style-type: none"> • Candidates will not be posted in their native Mandal and will not have their native Mandal as his/her area of operation. Keeping in view administrative exigencies they may also be posted in neighbouring districts. • Will be in charge of 1-3 Mandal Samakhyas/Town Level Federations allotted depending on the need and other administrative exigencies.

2. Remuneration per month:

Name of the Post	Remuneration	Fixed Travel Allowance (FTA)	Vehicle Maintenance Allowance
Assistant Manager	Rs. 13,000/-	Rs. 2,500/- to Rs. 3,500/- based on no. of MSs/TLFs allotted	Rs. 700/-

- The selected candidates shall be covered under HR policy of Stree Nidhi.
- The remuneration amount mentioned will be consisting of Basic Pay, eligible Special Allowance, HRA, CCA and PF includes contribution by employee and employer.

- Assistant Managers are eligible for Travelling Allowance (TA) and Daily Allowance (DA) while on tour as per the guidelines in force.
- Vehicle Maintenance Allowance will be paid only on possession and use of own vehicle for official visits.
- There will be a regular performance review and Stree Nidhi has discretion to terminate his/her services if the performance is not found satisfactory. This is **neither a Government Job nor a permanent job** and candidates will be recruited only 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 considered for appointment on contract basis for 5 years as per the policy of Stree Nidhi. However, the Contract is renewable on yearly basis, subject to review of performance.

3. Mode of filling Online Application Form:

Online application form will be available on the websites of www.tsird.gov.in and www.streenidhi.telangana.gov.in; **The candidates need to fill the application form online and upload the following scanned copies in jpg format only and size of the document shall not to exceed 150 kb.**

- i. Passport size photograph (not more than 50 kb) and
 - ii. Signature (not more than 30 kb)
 - iii. SSC marks Memorandum
 - iv. Degree Certificate & Memorandum of Marks
 - v. Computer proficiency certificate
 - vi. Any other qualification, relevant certificate and memorandum of marks
 - vii. Caste Certificate issued by the Competent Authority
 - viii. Nativity Certificate issued by the Competent Authority
 - ix. PWD certificate, in case of differently abled person.
- As this job involves touring and those who are capable can apply.
 - Documents received which are improper scanned/blurred and not legible will be rejected.
 - The online application can be submitted from 10.30 a.m. on 30.05.2019. Last date and time for submission is 5.00 p.m. on 15.06.2019. No application shall be entertained after the stipulated date and time and submission of applications in other form will not be accepted.

4. Selection Procedure:

- i. The applications of candidates who fulfill the eligibility criteria received for each post as per rule of reservation in each district will be scrutinized and top 25 candidates

will be shortlisted based on marks obtained in Graduation. In case, eligible applications received are less than 25, all such applicants will be called for written examination.

- ii. Those qualified in the written examination, in order of merit will be called for Group Discussion in the ratio of 1:4 or actual, whichever is less.
- iii. The selection of candidates will be based on marks secured in written exam and Group Discussion, subject to rule of reservation.

5. Procedure for Written exam:

- i. **Short listing Candidates:** Shortlisted candidates will be informed one week before the date of written examination by SMS alert and through e-mail with details of venue, date and time of examination. Hence, the candidates are required to provide correct e-mail ID and mobile number in online application. The details of information will be displayed in Stree Nidhi and TSIRD websites.
- ii. **Payment of Examination Fee: the candidates shortlisted for written exam have to pay non refundable examination fee** of Rs. 100/- in respect of SC/ST/PWD and Rs. 350/- for others by remitting the amount through SBI i-Collect. The candidates shortlisted will be informed through e-mail or SMS and a weblink will be provided to pay the examination fee in www.tsird.gov.in **and** www.streenidhi.telangana.gov.in;
- iii. Duration of written exam will be 1 hour 30 minutes.
- iv. The written exam will be only in objective type for 80 marks and 20 marks for Group Discussion.
- v. Written exam will be on Current Affairs, General Knowledge, General English (10th Class standard), Arithmetic and Reasoning, Banking and Micro finance and basic knowledge in computers.
- vi. Medium of examination will be in Telugu only.
- vii. The candidate has to produce original Aadhaar Card/PAN Card/Driving license or any valid photo identity card for identification of the candidate along with Hall Ticket at the venue of exam.
- viii. Exam will be conducted at Hyderabad only.
- ix. No TA/DA will be paid for attending written exam/Group Discussion.

6. Procedure for Group Discussion:

- i. Candidates will be shortlisted for group discussion based on marks obtained in written exam in the ratio of 1:4 or actual whichever is less.
- ii. Date of conducting group discussion will be informed through SMS alert to the registered mobile number and e-mail id in the application and also through Stree Nidhi and TSIRD web sites.
- iii. While attending group discussion, candidates have to bring all the original documents viz. educational qualifications, caste, nativity, Aadhaar, PAN Card, PWD certificate if applicable and certificate of experience if any.

7. General Instructions:

- a) Candidates with criminal back ground/where disciplinary proceeding are pending not eligible to apply.
- b) While applying for the post, the applicant should ensure that he/she fulfils the prescribed eligibility norms and the particulars furnished are correct in all respects. In case if it is detected at any stage that a candidate does not fulfil the eligibility conditions or that he/she has furnished any incorrect/ false information or has suppressed any material fact(s), the appointment will be cancelled.
- c) Mere submission of application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on them any right to be called for written exam.
- d) The Managing Director, Stree Nidhi reserves the right to keep in abeyance or cancel the recruitment at any point of time without assigning any reason.
- e) Legal disputes, if any, will be entertained within the jurisdiction of Hyderabad only.

Sd/-

Managing Director

District and Social Category wise Vacancies for the post of Assistant Manager

S.No	District	OC		SC		ST		BC-A		BC-B		BC-C		BC-D		BC-E		PWD OC-General -PWD (Artho)	Total
		General	Women	General	Women	General	Women	General	Women	General	Women	General	Women	General	Women	General	Women		
1	Adilabad	2		1			1	1											5
2	Bhadradi Kothagudem	1	2			1				1									5
3	Jagtial	2	1																3
4	Jangaon	1											1						2
5	Jayashankar Bhupalpally			1															1
6	Jogulamba Gadwal	1											1		1				3
7	Kamareddy	2			1				1										4
8	Karimnagar	2	1	1							1								5
9	Khammam	1	2				1	1		1								1	7
10	Kumuram Bheem	1		1		1													3
11	Mahabubabad	1	1		1									1					4
12	Mahabubnagar	1	1					1					1		1				5
13	Mancherial	1		1						1									3
14	Medak	1	1	2		1		1											6
15	Medchal	1									1	1							3
16	Mulugu	1				1													2
17	Nagarkurnool	1	1		1					1									4
18	Nalgonda	2	2	2						1			2		1				10
19	Narayanpet	1																	1
20	Nirmal	1									1								2
21	Nizamabad	4	1	1	1		1		1	1									10
22	Peddapalli	2	1									1							4
23	Rajanna Sircilla		1	1										1		1			4
24	Rangareddy	1	1		1			1		1							1		6
25	Sangareddy	2	1	1		1		1											6
26	Siddipet	3	2			1				1		1							8
27	Suryapet	2		1									2						5
28	Vikarabad	1			1			1	1							1			5
29	Wanaparthy	1	1								1								3
30	Warangal Rural	2	1	1				1											5
31	Warangal Urban	2	1				1			1								1	6
32	Yadadri Bhuvanagiri	1	1	1										1					4
	Total:	45	23	15	6	6	4	8	3	8	5	3	7	3	4	2	2	2	144

Job Profile: Roles and Responsibilities of Assistant Manager

Credit Management:	<ul style="list-style-type: none"> ✓ Reporting to Manager/Regional Manager/Zonal Manager ✓ Managing Credit Portfolio in allocated Mandals/Towns ✓ Visits to MSs/TLFs/VOs/SLFs/SHGs/Members for ensuring credit flow, end use and timely repayments. ✓ Preparation of cluster wise Credit plan. ✓ Ensure to achieve credit flow as per the targets under credit plan throughout the year. ✓ Identification of suitable income generating activities and preparation of House Hold Livelihood Plan as per the guidelines. ✓ Conduct exercise for grading of MSs/VOs/TLFs/SLFs ✓ Ensure execution of loan documents by SHGs and their custody at MS/TLF/VO/SLF level as per guidelines. ✓ Ensure adherence to guidelines and facilitate community to access credit by using Tablet PCs.
Repayment:	<ul style="list-style-type: none"> ✓ Follow-up with members/ SHGs, MSs/TLFs/VOs/SLFs and their staff for ensuring repayment rate of 100% without adding NPAs.
Deposits:	<ul style="list-style-type: none"> ✓ Mobilization of savings from SHGs and their federations
Trainings:	<ul style="list-style-type: none"> ✓ Orientation/training on Stree Nidhi to SHG members and MSs /TLFs /VOs /SLFs and their staff. ✓ Coordinate with DRDA/MEPMA for smooth implementation of Stree Nidhi activities. ✓ Building capacities of VOs/SLFs/MSs/TLFs and ensure implementation of systems, checks and controls.
Implementation of Business Correspondent (BC) activities	<ul style="list-style-type: none"> ✓ Visit BC locations and supervise their proper functioning. ✓ Monitor the growth in transactions at BC points and make them to function on sustainable basis. ✓ Extend all the support in expanding services of BC points in the area of operation ✓ Extend support in identification of Village Level Entrepreneurs (VLEs) as and when required. ✓ Maintain proper liaison with the Banks concerned.
Others:	<ul style="list-style-type: none"> ✓ Ensure registration of claims and their settlement without any delay under Stree Nidhi Suraksha scheme. ✓ Coverage of livestock and other assets under insurance policy and settlement of claims as per the guidelines. ✓ Resolving technical issues, that may arise in field from time to time ✓ Monitor credit flow, deposit mobilisation, repayment so as to achieve corporate goals. ✓ Strive for image building in the field. ✓ Extend required support in conducting Social Audit and take follow up action there on. ✓ Any other works entrusted from time to time.