Annexure IV

TERMS OF REFERENCE FOR THE POST OF

FACULTY

1. OBJECTIVES OF THE ASSIGNMENT:

Faculty will be responsible for undertaking all related works of training, mentoring and monitoring. They will be taking classes and organising the training programmes, preparing post programme reports and attend to all the other works of training. They will also be working as Group Heads overseeing field level working of the State level officials. Will be collating and compiling reports received from the States and following for compliance of the observations.

2. SCOPE OF WORK:

I. Arranging training programmes. Mobilizing nominations, arranging training logistics including training materials, guest faculty, etc.

II. Taking sessions in training programmes. Development of training materials.

III. Follow up and preparation of Post Programme Reports. Obtaining feedback and taking steps to improve the training on continuous basis.

IV. Attending office works whenever not taking sessions.

V. Working as Group Heads to the State Directors and co-ordinating their works.

VI. Responsible to follow up and ensure approval of SDR tour programmes.

VII. Ensuring that SDR tours are as per approval. Assigning tasks to the SDRs for overall achievement of Annual Action Plan targets of the RSETIs and also compliance of periodic instructions from MoRD/NDR/DG.

VIII. Undertaking outstation officials duties assigned from time to time.

IX. Any other work entrusted by NACER/NAR/MoRD from time to time.

3. MINIMUM ELIGIBILITY CRITERIA

I. Graduate degree in any discipline

II. Retired Bank Manager having 2 years RSETI experience or a person having at least 10 years faculty experience

III. Working knowledge of Computers

IV. Fluency in English

4. MAXIMUM AGE LIMIT:

Age of candidate should not be more than 63 years as on closing day of application.

5. REMUNERATION:

Consolidated remuneration for this position will be Rs 40,000/- (Rupees Forty thousand only) per month.

6. TERM & LOCATION:

The term of contract shall be initially for one year which may be extended on mutual agreement up to a maximum age of 65 years. The Faculty shall be based in Bangalore.
7. **REPORTING**
   The Faculty shall report to Director or to any other person assigned by the President, NAR.

8. **GENERAL CONDITIONS:**

   ➢ The offered assignment is purely temporary and does not envisage any kind of regular appointment in NAR in future.
   ➢ In case of large number of applications, the NAR may shortlist the candidates as may be necessary.
   ➢ Canvassing in any form will be treated as disqualification.
   ➢ No correspondence will be entertained as regards short-listing, calling for interview, selection or engagement.
   ➢ The NAR reserves the right to relax any of the requirements i.e., age, Educational qualification, experience etc., in exceptional cases.

   **APPLY**