

Terms of Reference for the post of “Project Co-Ordinator - FLCRP”

1. OBJECTIVES OF THE ASSIGNMENT:

Project Coordinator to coordinate all the works related to implementation of FLCRP programme and Digital Financial literacy Program at National Academy of RUDSETI.

2. SCOPE OF WORK:

- i. To oversee, implement & strengthen FLCRP and Digital Financial Literacy Program.
- ii. To draw a training programme calendar and coordinate with SRLMs to conduct the training to achieve the Annual Action Plan.
- iii. Coordinate with RSETIs, State Rural Livelihood Missions (SRLMs)/MoRD to facilitate training of Master trainers and Financial Literacy community resource persons (FL CRPs).
- iv. Facilitate coordination between NAR, RSETIs, SRLMs and MoRD for distribution of training tool kit to trained FL CRPs.
- v. Development, compilation and updating of training modules, manuals, handbook etc on Financial Literacy and Digital Finance.
- vi. Preparation of progress reports, case studies and other required documents regarding FLCRP programme and FL Tool Kits claims.
- vii. Monitor, coordinate and follow up with RSETIs, SRLMs and MORD for progress/update on Financial Literacy program and Digital Finance.
- viii. Liaison and coordination with relevant division of Rural Development Department, Govt of India and stakeholders of Financial Literacy program for various activities of NAR.
- ix. Submit required MIS reports to various authorities, maintain all the records/books of FLCRP Programme.
- x. To submit monthly progress report by way of an Office Note to Director General.
- xi. Any other work assigned by reporting officers/designated authority.

3. MINIMUM ELIGIBILITY CRITERIA

- i. Education and experience:

Post graduate in Management/Rural Management / Rural development/Social Work/MSW/Agriculture/Economics/Engineering from recognized institute with minimum 5 (Five) year experience out of which two years of work experience in Financial Inclusion/Digital Finance/ Financial Literacy/Training, Capacity building/Rural development/SHG based program//Livelihoods program.

OR

Graduate with 5 year experience in Scheduled Commercial Banks in the department of financial inclusion/financial literacy.

- ii. Must be computer literate i.e., able to efficiently use MS office applications.
- iii. Must be proficient in English. Knowledge of any other languages would be an added advantage.

4. **Age limit:** Maximum 45 years as on the date of application.

5. **Remuneration:** Consolidated remuneration Rs 63,000/- (Rupees Sixty Three Thousand only) per month.

6. Place of Posting:

Candidate will be placed at NAR Campus, Bengaluru. However as per Job needs may have to travel to various States, Districts & Villages. The travel expenses reimbursement will be done as per the prevailing NAR policy from time to time.

7. Period of engagement: The term of engagement is on contract basis for a period of one year only. Depending upon the requirement and continuation of the project it may be extended on mutual agreement.

8. Reporting: The Project Coordinator shall report to Director General, NAR

9. General conditions:

- i. The offered assignment is purely temporary and does not envisage any kind of regular appointment in NAR at any point of time.
- ii. In case of large number of applications, the NAR may shortlist the candidates.
- iii. The NAR reserves the right to relax any of the requirements i.e., age, educational qualification, experience etc., in exceptional cases.
- iv. Should possess his or her own Laptop and internet connectivity for discharging the duties from any location at any point of time.
- v. Eligible for CL of one day per month. Leave availed over and above the eligible leave will be treated as Loss of Pay (LOP).
- vi. NAR reserves the right to decide / relax / modify / cancel the recruitment process in case the suitable candidates are not found.
- vii. Canvassing in any form will be treated as disqualification.
- viii. No correspondence will be entertained as regards short-listing, calling for interview, selection or engagement.
- ix. No representations / correspondence in any form, will be entertained.
- x. Not eligible for any other perquisites such as Medical Insurance, Reimbursement of Medical Expenses, Conveyance allowance, Leave Fare Concession, Telephone / Mobile & Internet Charges, News Paper Subscription, Gratuity, Pension, Quarter facility, etc.

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