

Rashtriya Mahila Kosh
Ministry of Women and Child Development
B-12, Qutab Institutional Area, New Delhi-110016

Dated 20th Sep 2016

VACANCY NOTIFICATION FOR APPOINTMENT OF CONSULTANTS FOR RMK

Rashtriya Mahila Kosh, a society registered under Societies Registration Act, 1860 under the aegis of Ministry of Women and Child Development, requires the services of following qualified and experienced Consultants in various fields on contract basis for a period of one year. Summary of consultant positions, Terms of Reference and remuneration for this position as under:

Sr. No.	Name of the positions	No. of Positions	Consolidated Remuneration (Rs. Per month)	Terms of Reference
1	Senior Consultant (Loans)	02	Rs.60000/-	Annex-I
2	Senior Consultant (Legal)	01	Rs.60000/-	Annex-II
3	Senior Consultant (Admin)	01	Rs.60000/-	Annex-III

2. Applications from eligible candidates for the aforesaid positions are invited in the enclosed proforma (Annexure-IV) along with the copies of certificates of essential qualifications and experiences. The applications may be addressed to the Deputy Director, Rashtriya Mahila Kosh, Ministry of Women and Child Development, B-12, Qutab Institutional Area, New Delhi-110016 (Tele: 011-26567188).

3. Applications received incomplete or after the due date will not be considered. Only shortlisted candidates will be intimated and called for an interview.

4. RMK reserves the right to reject any applications without assigning any reason.

5. Duly filled up application forms along with relevant documents may be submitted on or before 3.30 PM on 10th October, 2016.

Saravanan R
Deputy Director
Tele: 26567188

Annexure-I

Terms of Reference for hiring Senior Consultant (Loans)

Details of the posts and terms and conditions for the engagement, eligibility, experience, etc. are as under:-

1.	Name of the post	Senior Consultant (Loans)
2	Number of posts	2 (Two)
3	Essential qualification	Graduate from a recognized university with a minimum of 10 years experience in social or economic sector or banking sector
4	Desirable qualification	<ul style="list-style-type: none">• Retired from any reputed Bank with the minimum experience of 3 to 5 years at the level Officer (Scale-I) and above.• Experience in management of micro-credit programmes, micro-enterprises, self-help groups, etc
5	Scope of work	<ol style="list-style-type: none">a. Processing of loan application of IMOs/NGOs/SHGs as per loaning guidelines of RMKb. Pre/post-sanction visitsc. Putting up proposal before Loan committee for sanctioningd. Loan documentation for the sanctioned loanse. Disbursement of loans to IMOs as per proceduref. Regular follow -up for re-payment, sending reminders for delayed payments etc.g. Taking Recovery proceedings like Black-listing and taking other legal measures along with legal consultant.h. Any other such activity that may be assigned by RMK from time to time.
6	Method of recruitment	Short-term contract
7	Period of contract	One year (to be extendable) or till the period the post is filled up on regular basis, whichever is earlier. An annual performance mechanism will be in place, which will determine continuation of the Consultant further.
8	Age	Maximum age limit is 65 years
9	Remuneration (per Month)	The retired officers/ officials, who entitled for pension, will be engaged on the remuneration as per the prescribed formula i.e Last pay drawn + DA minus basic pension, subject to the maximum

		<p>remuneration of Rs.60000/- per month.</p> <p>For others, who are not entitled for pension, the entitlement would be Rs.60000/- per month.</p> <p>Travel expenditure, per diem and other cost incidental to the travel undertaken by the consultant in connection with performance of duty, will be reimbursed as per the norms of the Govt. at the GP of Rs.5400/- / Rs.6600/- and TDS will be deducted as per the Income Tax Law. No other allowances would be reimbursed.</p> <p>They will not be eligible for any other facilities, such as Residential Telephone, Residential Accommodation, CGHS and Medical Reimbursement etc.</p>
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Annexure-II

Terms of Reference for hiring Senior Consultant (Legal)

Details of the posts and terms and conditions for the engagement, eligibility, experience, etc. are as under:-

1.	Name of the post	Senior Consultant (Legal)
2	Number of posts	1 (One)
3	Essential qualification	Bachelor's degree in Law from a recognized university (LLB).
4	Desirable qualifications	<ul style="list-style-type: none">• B.Com. LLB or LLM from a recognized university• Having work experience with any financial institutions.
5	Scope of work	<ol style="list-style-type: none">a. Ability in independently handling all legal cases and coordinating with Advocates, drafting of legal documents and attending different courts in various legal cases. Drafting, legal vetting and negotiating general corporate/commercial contracts and advising company on employee/labour related issues including departmental inquiries, arbitration process, etc. To independently handle all legal cases under the supervision of respective HOD.b. To coordinate with advocates and brief from time to time the higher officials. Independently drafting of all legal documents/ agreements/treaty/ international commercial agreements.c. To independently follow on behalf of the RMK in various legal cases pending in different Hon'ble Courts. Drafting, vetting and negotiating general corporate cum commercial contracts.d. To independently handle issues relating to employee/labour related issues including all statutory obligations like EPF etc. and all other statutory applicable laws to the Corporation.e. To assist management in departmental inquiries. To handle all RTI matters and assist PIO and Appellate Authority. Drafting agreement related to construction, management and subsequent arbitration

		<p>process etc.</p> <p>f. Candidate should have good and sound health and should not be averse to travelling at various parts of the Country.</p> <p>g. Taking Recovery proceedings through legal measures</p> <p>h. IPR advise for Mahila E-haat and any other legal matter related to it.</p> <p>i. Any other such activity that may be assigned by RMK from time to time.</p>
6	Method of recruitment	Short-term contract
7	Period of contract	One year (to be extendable) or till the period the post is filled up on regular basis, whichever is earlier. An annual performance mechanism will be in place, which will determine continuation of the Consultant further.
8	Age limit	Maximum age limit is 65 years
9	Remuneration (per Month)	<p>The retired officers/ officials, who entitled for pension, will be engaged on the remuneration as per the prescribed formula i.e Last pay drawn + DA minus basic pension, subject to the maximum remuneration of Rs.60000/- per month.</p> <p>For others, who are not entitled for pension, the entitlement would be Rs.60000/- per month.</p> <p>Travel expenditure, per diem and other cost incidental to the travel undertaken by the consultant in connection with performance of duty, will be reimbursed as per the norms of the Govt. at the GP of Rs.5400/- / Rs.6600/- and TDS will be deducted as per the Income Tax Law. No other allowances would be reimbursed.</p> <p>They will not be eligible for any other facilities, such as Residential Telephone, Residential Accommodation, CGHS and Medical Reimbursement etc.</p>

Annexure-III

Terms of Reference for hiring Senior Consultant (Admin.)

Details of the posts and terms and conditions for the engagement, eligibility, experience, etc. are as under:-

1.	Name of the post	Senior Consultant (Admin.)
2	Number of posts	1 (One)
3	Essential qualification	Graduate from a recognized university with a minimum of 10 years experience in social or economic sector.
4	Desirable qualifications	<p>Retired Government Officials equivalent to Under Secretary and above with at least 5 years experience having knowledge of Establishment rules and General Financial Rules of GoI in any Ministry.</p> <p>In exceptional cases when retired officials are not available having the experience in particular post, the non-Government background persons having relevant experience can also be considered for these posts.</p>
5	Scope of work	<ul style="list-style-type: none">• Vigilance matters• Parliamentary issues• Organising Governing Board & Annual General Meetings of RMK• Attending RTI / PMO public grievances• Establishment matters• HR/Staff matters• Admin work related to Mahila E-haat• Any other work that may be assigned by RMK from time to time.
6	Method of recruitment	Short-term contract
7	Period of contract	One year (to be extendable) or till the period the post is filled up on regular basis, whichever is earlier. An annual performance mechanism will be in place, which will determine continuation of the Consultant further.
8	Age limit	Maximum age limit is 65 years
9	Remuneration (per Month)	The retired officers/ officials, who entitled for pension, will be engaged on the remuneration as per the prescribed formula i.e Last pay drawn + DA minus basic pension, subject to the maximum remuneration of Rs.60000/- per month.

		<p>For others, who are not entitled for pension, the entitlement would be Rs.60000/- per month.</p> <p>Travel expenditure, per diem and other cost incidental to the travel undertaken by the consultant in connection with performance of duty, will be reimbursed as per the norms of the Govt. at the GP of Rs.5400/- / Rs.6600/- and TDS will be deducted as per the Income Tax Law. No other allowances would be reimbursed.</p>
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Annexure-IV

APPLICATION FOR THE POST OF CONSULANT IN THE OFFICE OF RMK

- i. Name of the vacancy applied for: _____
- ii. Name of candidate: _____
- iii. S/o / D/o/ W/o _____
- iv. Date of Birth: _____
- v. Correspondence address: _____
- vi. Contact Landline /Mobile No.: _____
- vii. E-mail ID: _____
- viii. Educational Qualifications: _____
- ix. Professional Qualifications, if any: _____
- x. Date of Retirement, if applicable: _____
- xi. Last pay drawn with Grade Pay & Pension: _____
- xii. Work Experience after graduation till date (Enclose testimonials)

Affix recent
passport size
photo and sign
across

Sr. No.	Organisation	From	To	Position held	Brief description of nature of job

xiii) Details of enclosures (Photocopy only)

- 1) _____
- 2) _____

A candidate may attach additional sheets of paper, if required.

Signature of applicant

Place : _____
Date : _____