

No. RMK/Rectt/GM/2011  
Government of India  
Ministry of Women & Child Development

Shastri Bhawan New Delhi-110 001  
Dated: 11<sup>th</sup> December, 2015

To  
The Chief Secretaries of All State Governments and Union Territories.

Subject : Filling up of the post of General Manager, a Selection Post In Rashtriya Mahila Kosh on Deputation (including short-term contract) .

Sir/Madam,

The Rashtriya Mahila Kosh (RMK) is a registered society under Society Registration Act, 1860 under the Ministry of Women & Child Development. The main objective of RMK is to provide micro-credit to poor women for livelihood support and income generating activities at concessional terms. There is one vacant post of General Manager which is proposed to be filled up through selection on/ transfer or deputation/short-term contract basis. Officers working in Government of India belonging to All India/Central Services with experience of working in Economic Ministries or any or more of the areas viz. Rural Development, Women and Child Development and Social welfare are eligible to apply. Besides, scale IV or scale V officers working in any of the Public Sector Banks/Development Banks like NABARD, SIDBI etc. with experience of fund management/rural credit/lending through SHGs/Micro Credit Programmes etc. are also eligible.

2. Detailed particulars, eligibility requirements etc. in respect of the post are enclosed (Annexure-I). Persons selected on deputation basis will be entitled to the normal deputation terms as admissible under the Central Government Rules in force from time to time. The period of deputation (including short-term contract), including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department, shall ordinarily not exceed five years.

3. The maximum age limit for the candidates for appointment is 56 years as on the closing date of receipt of application prescribed.

4. It is requested that particulars of eligible and interested officers duly verified and counter signed by the employer may be forwarded through proper channel in the attached proforma (Annexure-II) along with their up to date Confidential Report/ dossiers or Photocopy of ACRs duly attested by officer not below the rank of Under Secretary on each page for the last five years and Integrity Certificate/Vigilance Clearance and Penalty Statement imposed during the last ten years so as to reach this Ministry within eight weeks from the date of publication of this circular in the Employment News/ Rozgar Samachar.

5. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

6. The applications received without up to date confidential reports/Vigilance Clearance/Integrity Certificate or otherwise found incomplete will not be entertained.

Yours faithfully,

  
(Rashmi Saxena Sahni)  
Joint Secretary  
Ph.23388576

Copy to:-

1. All Ministries/Departments of Government of India with the request for further circulation of vacancy among all the Attached/Subordinate Offices/Statutory Commissions/Autonomous bodies/Nationalised banks under their control.
2. Governor, Reserve Bank of India, Parliament Street, with request to circulate the vacancy.
3. Chairperson Central Board of Direct taxes North Block New Delhi.
4. Chairman Central Board of Customs & Central Excise North Block New Delhi.

5. The Director General (Resettlement Division), Ministry of Defence, West Block-IV, Wing-1, R.K. Puram New Delhi for wide publicity among eligible officers
6. General Manager, Rashtriya Mahila Kosh for information
7. Attached/Subordinate Offices/Autonomous organizations under Ministry of Women & Child Development.
8. NIC for placing the vacancy circular on the website of this Ministry.

Yours faithfully,

  
(Rashmi Saxena Sahni)  
Joint Secretary  
Ph.23388576

No. RMK/Rectt/GM/2011  
GOVERNMENT OF INDIA  
MINISTRY OF WOMEN AND CHILD DEVELOPMENT

NAME OF THE ORGANISATION : Rashtriya Mahila Kosh, Ministry of Women & Child Development

NAME OF THE VACANT POST : General Manager, Rashtriya Mahila Kosh (Selection post on transfer or Deputation basis /Short-term contract.

SCALE OF THE POST : Fixed contractual fee as fixed by RMK from time to time in case of short term contract. As per usual deputation terms as applicable to officers belonging to All- India and Central Services or Banks as the case be in case of transfer on deputation.

Last date of receipt of Application : 8 weeks from the date of advertisement in Employment News

PROFILE OF RASHTRIYA MAHILA KOSH (RMK):- Rashtriya Mahila Kosh (RMK) is a registered society under Society registration act, 1860 under the Ministry of Women & Child Development. The objective of RMK is to provide micro-credit to poor women for various livelihood support and income generating activities.

## 2. QUALIFICATION AND EXPERIENCE:

Age limit for recruitment on **short term contract** below 45 years

Educational and other qualifications required for recruits on **short term contract**.

- A) Post Graduate in Social Sciences from a recognized University with a minimum of 55% marks.
- B) Minimum 7 years experience in the social or economic sector, preferably in the management of micro credit programmes, SHGs etc. Preference will be given to those candidates with a proven track record and a high level motivation towards work in the social sector. Person with finance background preferred. Computer literacy is required for candidates applying for the post..

**In case of recruitment by deputation :**

(A) Any officer of the rank of Deputy Secretary / Director in the Govt. of India belonging to the All India / Central Services with experience in any one or more of the following areas :-

- a) Working in Economic Ministries.
- b) Rural Development.
- c) Women & Child Development
- d) Social Welfare

OR

Scale IV or Scale V officers working in any of the Public Sector Banks/ Development Banks like NABARD, SIDBI etc., with experience of Funds Management/ Rural Credit/lending through SHGs/Micro Credit Programmes etc.

Such deputation will normally be for two years initially and will be renewable thereafter with mutual consent for one year at a time.

Note:

- (i) Period of Deputation/Contact including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ department in Central Government/ State government shall ordinarily not exceed five years.
- (ii) The maximum age limit for deputation (including short term contract) shall be 56 years as on closing date of receipt of application prescribed. {The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (other than those in Andaman & Nicobar Islands and Lakshadweep)}

3. DURATION OF APPOINTMENT: The appointment on deputation shall normally be for a minimum period of TWO years (Extendable further by one year

at a time) or upto the date of superannuation, whichever is earlier. No application shall be entertained under any circumstances after the stipulated date. Eligible persons may submit their applications in prescribed Proforma given at Annexure-II through proper channel accompanied by the vigilance clearance and photocopies of the ACRs for the last five years duly attested by the officers not below the rank of Under Secretary to the Government of India or equivalent addressed to Joint Secretary (RMK), Ministry of Women and Child Development, Room No.756, 'A' wing, Shastri Bhavan, New Delhi-1.

**ANNEXURE-II**

**RASHTRIYA MAHILA KOSH**

**APPLICATION FOR THE POST OF GENERAL MANAGER IN RASHTRIYA MAHILA KOSH, MINISTRY  
OF WOMEN & CHILD DEVELOPMENT ON DEPUTATION BASIS**

**BIO-DATA**

1.	Name					
2.	Date of Birth					
3.	Whether belongs to SC/ST/OBC					
4.	Address with Telephone/Mobile No.					
5.	Date of Superannuation/ retirement					
6.	Educational qualifications					
7.	Present post held					
8.	Job description of present post held					
9.	Scale of pay					
10.	Past Experience specially in Micro-finance (Since joining service)					
11.	Office/Bank/Financial Institution (Attach separate sheet)	Post held	From	To	Scale of pay	Nature of Duties
12.	Additional information, if any.					