



# STREE NIDHI CREDIT COOPERATIVE FEDERATION LIMITED

Department of Rural Development, Government of Andhra Pradesh

Regd.No.AFD No.002/2014

301, 304,.3<sup>rd</sup> Floor, Summit Apartment, Hill fort Road, Adarsha Nagar, Hyderabad-500 004.

Date: 29.04.2015

## Recruitment of Deputy General Managers, Assistant General Managers

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Notification:108/1/SN/Recruitment of Staff/2015

**IMPORTANT : LAST DATE FOR ONLINE SUBMISSION OF APPLICATIONS: 08 May 2015**

### Stree Nidhi Profile:

Stree Nidhi Credit Cooperative Federation Ltd is a Society, registered under A.P. Cooperative Societies Act, 1964 with its registered office located in Hyderabad. Stree Nidhi is looking for talented, qualified professionals and experienced VRS/ Retired Banking Professionals, project FTEs in level 4 & 5 cadres of SERP and Employees of similar cadres of MEPMA and others from MF sector who have requisite experience for appointing on contract basis for the following positions. **All the positions are subject to the entire state of Andhra Pradesh comprising 13 Districts and the Management reserves the right of transferring any of it's employees to any of the places in Andhra Pradesh.**

SI.NO	Designation of the Post	No.of Posts	Post Code
1	Deputy General Manager – FM and Accounts	1	01
2	Deputy General Manager – Monitoring	2	02
3	Deputy General Manager – Information Technology	1	03
4	Assistant General Manager – Accounts	1	04
5	Assistant General Manager – Administration	1	05
6	Assistant General Manager – Financial Inclusion	1	06
7	Assistant General Manager – Credit	1	07
8	Assistant General Manager – Policy & Monitoring	1	08
9	Assistant General Manager – (Information Technology& Management Information System)	1	09

The details of eligibility criteria viz. Qualifications, experience, age and requirements are given below for the above posts (For job profile see annexure-1)

## 1. AGE, QUALIFICATION & EXPERIENCE

<b>DEPUTY GENERAL MANAGER – Fund Management &amp; Accounts</b>	<b>Post code No:01</b>
<b>Vacancies</b>	01
<b>Qualifications</b>	Post Graduate and preference will be given to MBA (Finance)/PGDBM in Finance/ M.Com. Graduates with professional qualifications with relevant experience can also be considered depending on the merits of the case.
<b>Experience</b>	15 years of relevant experience in Officers cadre in a Bank/ Financial Institution, preferably in monitoring banking operations, credit limits, Fund Management, Management of assets and liabilities etc., Maintain liaison with financial institutions. Overall knowledge in Funds Management. Experience in analyzing funds position, ratio analysis etc., Experience in CBS environment is preferable.
<b>Age</b>	40 to 61 years
<b>Requirements</b>	The organization functions on technological platform hence candidate should have good knowledge in Computer Applications. Proficiency in English and Telugu is must. Good interpersonal and communication skills, both verbal and written are required. The candidate should possess proficiency in finance and accounting methodologies and fund management strategies.
<b>Posting</b>	At Head Office of Stree Nidhi, A.P. The posting is subject to transfer to any place in the state based on Admn. Exigencies.
<b>DEPUTY GENERAL MANAGER – (Monitoring)</b>	<b>Post Code No. 02</b>
<b>Vacancies</b>	02
<b>Qualifications</b>	Post Graduate and Preference will be given to MBA-Fin/HR/PGDBM in Finance/M.Com. Graduates in Agriculture/Veterinary from a recognized University. Graduates with professional qualifications with relevant experience can also be considered depending on merits of the case.
<b>Age</b>	40 to 61 years.
<b>Experience</b>	Min.15 years of experience in Bank/Financial Institution in Officers Cadre. Preference will be given to candidates possessing experience in working in livelihood promotion organization, handling business development services and monitoring team in credit operations. Experience in dealing with financial portfolio, coordinating with line departments. Experience in SHG financing and rural banking etc., experience in credit/recovery/NPA management is essential.
<b>Requirements</b>	<ul style="list-style-type: none"><li>• Knowledge in functioning of SHGs and their Federations (MS/TLF/VO/SLF)s</li><li>• Must be willing to tour 20 days in a month as they will be in charge of 3-5 districts.</li><li>• Must have computer knowledge, proficiency in MS- Office</li><li>• They must know Telugu and have good English proficiency, good interpersonal and communication skills ,both verbal and written. Should possess Leadership qualities</li></ul>

<b>Posting</b>	Postings may be anywhere in the State, should be willing to work from any District HQ, subject to transfer based on administrative exigencies.
<b>DEPUTY GENERAL MANAGER – (Information Technology)</b>	<b>Post Code No. 03</b>
<b>Vacancies</b>	01
<b>Qualifications</b>	P.G in Computer Science or MCA/ B.Tech (CSE)/ (IT) from a recognized University. Good Exposure and skills in Data Base Management Systems like Oracle, SQL server, Net working systems and procedures. Knowledge in languages and tools like Dot Net, Java, VB, Windows and Operating systems.
<b>Age</b>	40 to 61 years.
<b>Experience</b>	1) 10-15 Years of experience as Software Engineer/Data Base Manager in IT organizations/Banks/ Financial Institutions 2) At least 3 years of relevant experience in core banking solutions.
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Knowledge of programming implementation, coding and language. Analytical ability.</li> <li>• Good working knowledge and excellent skills on all software tools. English proficiency, and must know Telugu. Should possess good liasioning skills</li> </ul>
<b>Posting</b>	At Head Office of Stree Nidhi, A.P. The posting is subject to transfer to any place in the state based on Admn. Exigencies
<b>ASSISTANT GENERAL MANAGER – Accounts</b>	<b>Post code No:4</b>
<b>Vacancies</b>	01
<b>Qualifications</b>	Post Graduate. Preference will be given to MBA (Finance), PGDBM in Finance, Post Graduate in commerce/ICWA (Inter), CA (Inter) with proficiency in computer application and monitoring of Banking Operations.
<b>Age</b>	30-40 yrs.
<b>Experience &amp; Requirements</b>	<ul style="list-style-type: none"> <li>• 10 years of experience in accounting and reconciliation of accounts. Maintenance of accounts, day book and general ledger, Preparation of Balance Sheet, TDS and Return file submission etc.</li> <li>• Thorough knowledge on Accounting system, process, standards, Procedures &amp; practices.</li> <li>• Proficiency in Tax matters, Excel, Macros programming and implementation, relevant accounting packages, conversation of statements to excel.</li> <li>• Proficiency in Telugu &amp; English</li> </ul>
<b>Posting</b>	At Head Office of Stree Nidhi, A.P. The posting is subject to transfer to any place in the state based on Admn. Exigencies

<b>ASSISTANT GENERAL MANAGER- Administration</b>	<b>Post code No:5</b>
<b>Vacancies</b>	01
<b>Qualifications</b>	Post Graduates with PG Diploma in Personnel Management or Business Administration or H.R Management or M.B.A(HR)
<b>Age</b>	30-40years.
<b>Experience &amp; Requirements</b>	10 years' experience in HR and Administrative Matters in a Financial Organization/Banks is a must. Experience in dealing vigilance and DP matters are required. The Job involves recruitment and trainings, Staff Matters, administration of day to day activities, liaising with all government departments and other external organizations.
<b>Posting</b>	At Head Office of Stree Nidhi, A.P. The posting is subject to transfer to any place in the state based on Admn. Exigencies
<b>ASSISTANT GENERAL MANAGER – Financial Inclusion</b>	<b>Post code No:06</b>
<b>Vacancies</b>	01
<b>Qualifications</b>	Post Graduate. Preference will be given to PG in computer applications/B.Tech(CS), M.Com/MBA (Finance), DCA with proficiency in computer application & Technology aspects with regard to Financial Inclusion.
<b>Age</b>	30-40 yrs
<b>Experience&amp; Requirements</b>	<ul style="list-style-type: none"> <li>• Should have a minimum experience of 5-10 years in the field of financial inclusion and conversant with the pertaining technology.</li> <li>• Knowledge in accounting i.e. reconciliation &amp; cash management.</li> <li>• Knowledge on banking products with special focus rural products.</li> <li>• Should be conversant with EBT, DBT, AEPS, Rupay card, IDBRT Standards.</li> <li>• Proficiency in Telugu &amp;English</li> </ul>
<b>Posting</b>	At Head Office of Stree Nidhi, A.P. The posting is subject to transfer to any place in the state based on Admn. Exigencies
<b>ASSISTANT GENERAL MANAGER – Credit Management</b>	<b>Post code No:07</b>
<b>Vacancies</b>	01
<b>Qualifications</b>	Post Graduate. Preference will be given to candidates in Commerce/Agriculture/ Veterinary/MBA/PGDBM in Finance from a recognized University.
<b>Experience</b>	10 years in any Financial Institution, preferably hands on experience in managing credit portfolio, fixation of credit limits, Expertise in preparing project reports, appraisals, designing new loan products. Having overall knowledge in credit management. Experience in working with SHGs and its Federations/Microfinance Institutions is essential.
<b>Age</b>	30 to 40 years
<b>Requirements</b>	The organization functions on technological platform hence candidate should have good knowledge in Computer Applications. Proficiency in Telugu &English. Good Interpersonal and Communication skills.
<b>Posting</b>	At Head Office of Stree Nidhi, A.P. The posting is subject to transfer to any place in the state based on admn. Exigencies

<b>ASSISTANT GENERAL MANAGER - POLICY &amp; MONITORING</b>	Post Code No:8
<b>Vacancies</b>	1
<b>Qualifications</b>	Post Graduate. Preference will be given to candidates with MBA/PGDBM in Finance/LLB/ M.Com/Agriculture/Veterinary from a recognized University, with Experience in SHG financing and Rural banking etc.
<b>Experience</b>	Min. 15 years of service in Scheduled Bank. The job involves follow up of the issues pertaining to Board Meetings, agenda follow-up action and preparation of minutes, organizing staff meetings etc. Follow-up with DGMs and District Units in the field and their monitoring. Implementation & follow up of policy issues regularly. Preference will be given to Candidates with Proficiency in cooperative laws, rules and regulations. Liaise with Banks on day to day accounting of the Institution. Should possess good technical skills and computer knowledge and exposure to CBS environment.
<b>Age</b>	30-40 years
<b>Requirements</b>	Proficiency in Telugu & English. Good Interpersonal and Communication skills. <ul style="list-style-type: none"> <li>• Knowledge on SHGs/VO structures</li> <li>• Exposure to IT knowledge in MS office</li> <li>• Preparation of Proposals for borrowings and coordination with banks</li> </ul>
<b>Posting</b>	At Head Office of Stree Nidhi, A.P. The posting is subject to transfer to any place in the State based on Admn.Exigencies
<b>ASSISTANT GENERAL MANAGER - IT and MIS</b>	<b>Post code No:9</b>
<b>Vacancies</b>	01
<b>Qualifications</b>	P.G in Computer Science or MCA/ B.Tech (CSE)/ (IT) from a recognized University. Good Exposure and skills in Data Base Management Systems like Oracle, SQL server, Net working systems and procedures. Knowledge in languages and tools like Dot Net, Java, VB and Operating systems, Windows XP, Windows7.
<b>Age</b>	30-40 years
<b>Experience&amp; Requirements</b>	Should possess minimum 5-10 years experience in the field of Information technology and development of software applications in MIS/Dash Board, Data Analysis
<b>Posting</b>	At Head Office of Stree Nidhi, A.P.The posting is subject to transfer to any place in the State based on Admn.Exigencies

### **Scales of Pay**

- DGM- Consolidated scale of Rs.35000/- per month. Those posted in the District will be eligible for hired car and DA.
- AGM- Consolidated salary of Rs.25000/- per month. Those posted in the District will be eligible for hired car and DA.

Higher salary can be considered in case of deserving candidates with professional competency and experience.

The Selected candidates shall be taken on contract basis as consultants. The contract tenure will be for 2 years and renewed thereafter, subject to mutual consent and performance. There will be regular performance review and Stree Nidhi has discretion to terminate his/her services on account of unsatisfactory performance. In case of deputation, salary as per the scale drawn in the parent department will be considered. In case of applications from SERP, candidates should be in L4&L5 category for AGM and DGM positions respectively. ***Candidates to note that this is not a Govt. Job.***

### **3. SELECTION PROCEDURE**

- i. The eligible candidates subject to a maximum of 1:5 will be called for personal interview and decision of Stree Nidhi in this regard shall be final.
- ii. Those selected for the above posts have to join within 30 days from the date of issue of selection letter.

### **4.SUBMISSION OF APPLICATION**

Eligible candidates have to upload the application through the following link:

[\*\*Profile Upload \(CV\).\*\*](#)

No candidate can apply for more than two posts. Last date of submission of application is: **08 May 2015.**

**5. Age:** The date of reckoning of Age is 31.03.2015

### **6. INSTRUCTIONS FOR SUBMISSION OF APPLICATION THROUGH WEBLINK.**

- a. Click on the link provided at item 4 above (submission of application) of the notification.
- b. You will be directed to Application log in.
- c. Enter the required details and click on Register button to receive a password on your mobile.
- d. Login with your registered mobile number and password received by you.
- e. Download the CV Format provided (step 1), fill the required details and save to your computer and proceed to Upload CV (step 2).
- f. Enter your details, upload your CV (< 2 MB) (Downloaded in item 6 “e” above) and your Passport size Photograph (<512KB).
- g. Please click on submit button and confirm to apply for the post.
- h. If you want to apply for another post please select a different post other than the post applied previously and submit.
- i. Please click on Print button to print your application for future reference.
- j. You can view your submitted application by using login ID and password any time.
- k. In service candidates from Govt. Departments/SERP/Other organizations also have to apply online only as per the above process. In case they are short listed for interview they will be asked to forward their application through proper channel

along with no objection certificate.

**7. GENERAL INSTRUCTIONS:**

- a) Before applying, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in the advertisement.
- b) In case it is detected at any stage that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her appointments will automatically stands cancelled.
- c) Stree Nidhi reserves the right to change the selection procedure, if necessary. The change, if any, shall be communicated through Stree Nidhi website.
- d) Merely satisfying the eligibility criteria norms do not entitle the candidate to be called for interview. Stree Nidhi reserves the right to reject any application/Candidature at any stage or cancel the conduct of interview/process without assigning any reason.
- e) Detailed advertisement can be viewed at our website.
- f) In case of suitable and deserving cases, any of the requirements and conditions of eligibility mentioned above, may be relaxed at the discretion of Stree Nidhi. The Managing Committee of Stree Nidhi reserves the right to fill or not to fill the above advertised positions without assigning any reason thereof. Posts of AGMs are subject to nativity clause.
- g) Canvassing, recommendations and influencing in any form will be treated as disqualification.
- h) No application should be sent by post.
- i) Those who do not have knowledge in Telugu need not apply.
- j) In complete applications will summarily be rejected without assigning any reason thereof.
- k) Those Candidates who have already attended the interview earlier for 2 times and not selected, need not apply.
- l) The postings may be anywhere in the State. The candidates if selected should be willing to work in any district of Andhra Pradesh. The posting is subject to transfer to any place in the state of A.P. based on administrative exigencies.

**Managing Director**

**ROLES AND RESPONSIBILITIES OF DGM/AGM**

<b>DEPUTY GENERAL MANAGER(FM &amp; Accounts)</b>	<b>Post Code No. 01</b>
<u>Job Profile</u>	<ol style="list-style-type: none"> <li>1) Formulating strategies to develop FMS portfolio of the Bank</li> <li>2) Daily monitoring of banking operations, Monitoring credit Limits/overdrawn accounts, scrutinizing vouchers/ office accounts/ any other accounts</li> <li>3) Reviews the daily cash balances of the Stree Nidhi bank's Accounts in different banks- ensure liquidity levels for operating activities-adequate funding in bank accounts to operate optimally.</li> <li>4) Reviews the bank's total liquidity levels and allocate funds</li> <li>5) Communication with peers banks and inter and intra branches of banks in ensuring fund transfer.</li> <li>6) All compliance related MIS and deliverables as per funding banks requirements</li> <li>7) Set up for EFMS Fund accounting</li> <li>8) Reconciliations: and Monitoring of reconciliations done for each MS account and Bank Reconciliations</li> <li>9) Monitoring loan repayment to banks regularly and maintain details of due dates</li> <li>10) Mobilising deposits and their withdrawal</li> <li>11) Maintaining check books and other valuables under safe custody</li> <li>12) Proper classification, tally and in-charge of security documents/ items (Cheque Books,DDs/ POs/ Cards etc.), fixed assets management, monitor functioning of security systems</li> <li>13) Business development and handling all issues connected to borrowing including preparation of project reports, discussions with Banks</li> <li>14) Generate MIS, do profitability analysis and putting up statements on various issues like Funds position, daily disbursements, etc</li> <li>15) Submission of required documents/statements to banks periodically as required by them</li> <li>16) Reconciliation and maintenance of suspense accounts register as per the required format</li> <li>17) Internal Auditing &amp; Statutory Auditing and Audit Compliance</li> <li>18) Customer service- addressing issues of MMS/V</li> <li>19) Supervising functioning of Manager</li> <li>20) Preparation of new deposit schemes</li> <li>21) Any other work entrusted from time to time as per administrative exigencies of the organization</li> </ol>
<b>DGM-(Monitoring)</b>	<b>Post Code No. 02</b>
Monitoring	<ol style="list-style-type: none"> <li>1) Monitoring and Guiding Assistant General Managers and Managers placed in the Districts.</li> <li>2) Day to Day monitoring of MIS/Reports and follow up with Mandals for immediate action.</li> <li>3) Liaison with PDs/APDs and concerned District staff for effective monitoring of Stree Nidhi activities.</li> <li>4) Generate necessary reports for review.</li> </ol>
Credit Flow:	<ol style="list-style-type: none"> <li>5) Managing Credit Portfolio of MS/TLF/VOs/SLF with special focus on A &amp; B grade VOs for loan disbursement in the districts assigned</li> </ol>



	6) Study health of MS/TLF/VOs/SLF concerned.
Repayment	7) Ensuring Recovery percentage to be 98% and above. 8) Creating awareness, providing guidance and technical support in elimination of VO identity not known entries and adjustment of repaid amounts. 9) Monitoring repayments in concerned Banks A/C. 10) Monitoring of Loan accounts in reducing overdues on daily basis DCB/NPA on regular basis.
Deposits	11) Mobilization of Deposits
Documentation	12) Ensuring loan documents are filled and kept in MS/TLF/VOs/SLF
Trainings	13) To Organize Orientation programmes on Stree Nidhi to staff /MS/TLF/VOs/SLF 14) Support Sub-Committees in MS EC/Staff trainings. 15) Organizing cluster level /Dist. Level trainings for staff / Community
Others	16) Expanding BC role of Stree Nidhi. 17) Any other work entrusted from time to time as per administrative exigencies of the organization
<b>DGM-IT</b>	<b>Post Code No. 03</b>
<u>Job Profile</u>	1) Database Administration (DBA) and maintenance of database system 2) Expertise in computer and network security, including the administration of security devices such as firewalls, consulting on general security measures etc., 3) Configuring necessary components and software. 4) Responsible for the integrity of the data and the efficiency and performance of the system. 5) Maintenance of network infrastructure such as switches and routers and diagnoses problems. 6) Web administrator and responsible for maintaining web server services 7) Maintenance of Portals 8) Develop/modify/maintain Database. 9) Centralized Credit MIS data to support various MIS requirement within Credit portfolio performance analysis and other risk-reporting requirement. 10) Create /modify programming according to users' requirement. 11) Standardize, automate and enhance routine MIS and ad-hoc MIS request 12) Update data base of MMS, VO, SHGs and member profiles 13) Responding to system and user support inquiries received by phone or email from field as required. 14) Maintain liaison with Software developers and address problems 15) Addressing needs of Mandal Samakhya/VOs 16) Supervising functioning of Manager 17) Any other work entrusted from time to time as per administrative exigencies of the organization.
<b>AGM – Accounts</b>	<b>Post code No.04</b>
<u>Job Profile</u>	1) Reconciliation of Bank Accounts 2) Maintaining of Cash Book 3) Handling of Petty Cash 4) Passing of Journal Vouchers

	<ol style="list-style-type: none"> <li>5) Finalisation of Accounts</li> <li>6) Recording of receipts and payments</li> <li>7) Consolidation of Bank statements</li> <li>8) Generating reports in MS-Excel(Pivot tables, V-lookup etc)</li> <li>10) Filling of TDS returns</li> <li>11) Attending to Audit requirements</li> <li>12) Preparation on book debts.</li> <li>13) Any other work entrusted from time to time as per administrative exigencies of the organization</li> </ol>
<b>AGM –Admn</b>	<b>Post code No.05</b>
Job Profile	<ol style="list-style-type: none"> <li>1) Office Administration and maintain office premises.</li> <li>2) Staff related issues – payment of staff salaries /maintenance of records/appointment</li> <li>3) Ensure compliance with various provisions of Bye –Laws and A.P. Co-operative Societies Act’ 1964</li> <li>4) Issues connected to MC meeting</li> <li>5) Purchases etc.</li> <li>6) Any other work entrusted from time to time as per administrative exigencies of the organization</li> </ol>
<b>AGM –FI</b>	<b>Post code No. 06</b>
Job Profile	<ol style="list-style-type: none"> <li>1) Implementation &amp; monitoring of FI in the districts</li> <li>2) Liaisoning with TSPs regarding technology services to be provided and any problems in the field</li> <li>3) Monitoring the CSPs transactions</li> <li>4) Monitoring reconciliation &amp; cash management</li> <li>5) Follow up with banks regarding modalities in partnering in FI</li> <li>6) Any other work entrusted from time to time as per administrative exigencies of the organisation.</li> </ol>
<b>AGM-Credit</b>	<b>Post Code No. 07</b>
Job Profile	<ol style="list-style-type: none"> <li>1) Managing Credit portfolio of MMS/VOs</li> <li>2) Fixation of Credit limits</li> <li>3) Receive loan requests received from MMS/VOs for sanction of loans.</li> <li>4) Do necessary due diligence and compliance with broad norms as stipulated by RBI under priority sector guidelines</li> <li>5) Segregation of loans sanctioned bank wise for transfer</li> <li>6) Ensure generation of loan account numbers and reflection of amounts in the accounts.</li> <li>7) Pushing to E-FMS and follow up disbursement.</li> <li>8) Ensure execution of loan documents at MMS/VO levels</li> <li>9) Safe custody of loan documents</li> <li>10) Follow up recoveries on due dates</li> <li>11) Ensure credit of repaid amounts to accounts concerned</li> <li>12) Generate necessary reports for review</li> <li>13) Monitor DCB/NPA on a regular basis following RBI norms</li> <li>14) Alerting the staff concerned on default.</li> <li>15) Any other work entrusted from time to time as per administrative exigencies of the organization</li> </ol>
<b>AGM-Policy &amp;Monitoring</b>	<b>Post code No. 08</b>

Monitoring	<ol style="list-style-type: none"> <li>1) Monitoring and Guiding Assistant General Managers and Managers placed in the allotted Districts</li> <li>2) Day to Day Monitoring of MIS/Reports and follow up with Mandals for immediate action</li> <li>3) Liaison with PDs/APDs and concerned District staff for effective monitoring of Stree Nidhi activities.</li> <li>4) Generate necessary reports for review</li> </ol>
Credit Flow	<ol style="list-style-type: none"> <li>5) Managing Credit Portfolio of MS/TLF/VOs/SLF with special focus on A&amp;B grade VOs for loan disbursement in the districts assigned.</li> <li>6) Study health of MS/TLF/VOs/SLF concerned</li> </ol>
Repayment	<ol style="list-style-type: none"> <li>7) Ensuring recovery percentage to be 98% and above</li> <li>8) Creating awareness, providing guidance and technical support in elimination of VO identity not known entries and adjustment of repaid amounts</li> <li>9) Monitoring repayments in concerned Banks A/c</li> <li>10) Monitoring of Loan accounts in reducing over dues on daily basis DCB/NPA on a regular basis.</li> </ol>
Deposits	11) Mobilization of Deposits
Documentation	12) Ensuring loan documents are filled and kept in MS/TLF/VOs/SLF and safe custody of documents
Trainings	<ol style="list-style-type: none"> <li>13) To organize orientation programmes on Stree Nidh to staff/MS/TLF/VOs/SLF</li> <li>14) Support Sub-Committees in MSEC/Staff trainings</li> <li>15) Organizing cluster level /Dist. level trainings for Staff/Community</li> </ol>
Others	<ol style="list-style-type: none"> <li>16) Expanding BC role of Stree Nidhi</li> <li>17) Any other works entrusted from time to time as per administrative exigencies of the organization</li> </ol>
<b>AGM – IT &amp; MIS</b>	<b>Post Code No.09</b>
Job Profile	<ol style="list-style-type: none"> <li>1) Data base Administration (DBA) and maintenance of database system</li> <li>2) Expertise in computer and network security, including the administration of security devices such as firewalls, consulting on general security measures etc.</li> <li>3) Configuring necessary components and software.</li> <li>4) Responsible for the integrity of the data and the efficiency and performance of the system</li> <li>5) Maintenance of network infrastructure such as switches and routers and diagnoses problems</li> <li>6) Web administrator and responsible for maintaining web server services.</li> <li>7) Any other works entrusted from time to time as per administrative exigencies of the organization</li> </ol>