

NOTIFICATION

File No.10(114)-Corpn/ST/2016/Part-1/8926-27

Dated, 18 April, 2022.

Engagement for the post of Credit Consultant in Tripura Scheduled Tribes Cooperative Development Corporation Ltd. Lake Chowmuhani, Krishnanagar, Agartala, West Tripura

Tripura Scheduled Tribes Cooperative Development Corporation Ltd seeks to engage following post on purely temporary and on contractual basis for a period of 11(Eleven) months:

Name of Post	Number of Post
Credit Consultant	01

- The selected candidate would be appointed on purely contract basis for a term mentioned above and may be extended on performance and requirement
- The selected candidate should come under an agreement as per the norms with The Tripura Scheduled Tribes Cooperative Development Corporation Ltd.
- Application should be submitted the application in sealed cover envelope subs-cribbing the name of the post and advertisement No & date directly addressing to: **The General Manager, Tripura Scheduled Tribes Cooperative Development Corporation Ltd. Lake Chowmuhani, Krishnanagar, Agartala, West Tripura, PIN- 799001.**
- Last date of submission of application is 6/5/22. Application received after due date will not be entertained

2. Job responsibilities of Accounts Officer:

- Accounts compilation.
- VRS maintenance
- General ledger of Account.
- Loan recovery maintaining.
- Interest Calculation
- Accounts related works.
- Recovery, Loan approval, field inspection.
- Any other works assigned by the Tripura Scheduled Tribes Cooperative Development Corporation Ltd.

3. Period of Contract:

The Credit Consultant will be engaged on purely temporary and on contractual basis for a period of 11(eleven) month and may be extended on performance and requirement.

4. Eligibility for Credit Consultant:

Academic Qualification: Candidate must be a Graduate in Commerce from any recognized Institute/University.

Or

Candidate must be MBA in Finance from any recognized Institute/University.

Experience: Candidate should be a Retired Bank Official having at least 5 years of experience as a Senior official in any public sector bank not below the rank of Assistant Manager.

Desirable: Candidate should have knowledge on Accounts related matter, Audit and Computer.

- Eligible and interested Retired employees having above criteria may send their application as per format with complete CV along with all relevant documents related to academic qualifications, experience, last pay certificate issued by their previous employer etc, present employment , if any.

5. Remuneration of the Credit Consultant:

- The monthly remuneration of the consultant will be an amount of Rs. 30,000/-. The amount of remuneration so fixed remain unchanged from the term of contract.
- There will be no annual increment/percentage increase during the initial contract period of 11 (eleven) months.
- The income tax or any other tax liable to be deducted as per the prevailing rules will be deducted at source and for this, Department will issue TDS certificate.
- No DA (Dearness Allowance) shall be allowed during the period of contact.
- If the contract extended beyond 1 year than an annual increment of 5% may be applicable in the successive years.

6. Age Criteria:

- Candidate should not be more than 65 years of age on the last day date of application.

7. Leave Criteria:

- 01 day Casual Leave per month, 01 day Extra Ordinary leave per month and 10 days Medical Leave will be applicable in 12 months subject to prior sanction of leave by the Competent Authority.
- Leave cannot be claimed as a matter of right.

8. Code of Conduct:

- The candidate shall follow the rules and regulations of the Tripura Scheduled Tribes Cooperative Development Corporation Ltd.
- The candidate shall not reveal to any person or organization, confidential information pertaining to the organization, its work and its policies.

9. Confidentiality of data and documents:

- The data collected/produced as well as deliverable produced for the Tripura Scheduled Tribes Cooperative Development Corporation Ltd shall remain with this office. No one shall utilize or publish or disclose or part with, to third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of assignment from the Tripura Scheduled Tribes Cooperative Development Corporation Ltd, without the express written consent of this office. The engaged consultant is bound to hand over the entire set of records of assignment to this Corporation before the expiry of the contact and before the final payment are released by this Corporation.

10. Conflict of interest:

- The Credit Consultant engaged shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Department.

11. Interview of Candidates for the post of Credit Consultant:

- The selection of eligible candidates shall be made through interview by a committee comprising of officials constituted for this purpose by the competent authority.
- No TA/DA shall be provided for appearing before the interview.

12. Special Conditions:

- The assigned consultant may have to perform outdoor duties. Those who are not able to perform outdoor duties need not to apply.
- The Managing Director, Tripura Scheduled Tribes Cooperative Development Corporation Ltd reserves the right to review the guidelines for the post of Credit Consultant.
- The Managing Director, Tripura Scheduled Tribes Cooperative Development Corporation Ltd reserves the right to accept or reject any application for the above mentioned post without assigning any reason thereof and the decision of the MD, Tripura Scheduled Tribes Cooperative Development Corporation Ltd in this regards shall be final.

13. Termination of Contract:

- The contract may be terminated by either of the party with prior of 30 days.
- The aforesaid engagement is purely on temporary and contractual basis. The selected candidate will be governed by the provisions or the guideline for engagement of Credit Consultant in Tripura Scheduled Tribes Cooperative Development Corporation Ltdas amended from time to time.

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12/4/22

(Dr. Vishal Kumar, IAS)
Managing Director,

Tripura Sch. Tribes Cooperative Development Corp. Ltd.

APPLICATION FORMAT

To
The General Manager,
Tripura Scheduled Tribes Co-operative
Development Corporation Ltd.,
Lake Chowmuhani, Krishnanagar,
Agartala, West Tripura, PIN-799001.

Affix a
Passport size latest
colour photograph
and sign on it
(Do not staple)

Sub: _____

1. Name of the candidate: Sri/Smt _____
(in Block Letters)
2. Father's/Husband's Name: Sri/Late _____
3. Permanent address : Vill _____ P.O _____
Sub-Div. _____ Dist. _____
Pin. _____
4. Present Address : Vill _____ P.O _____
Sub-Div. _____ Dist. _____
Pin. _____
5. Social Category : ST/SC/ UR
6. Contact no (mandatory) : _____
7. Email ID (mandatory) : _____
8. Date of birth : DD _____ / MM _____ / YYYY _____
9. Age as on 01/01/2022 : _____ Years _____ Month _____ Days
10. Educational Qualification:

Sl No	Name of the examination (HS onwards)	Board/University	Year of passing	Grade/Marks obtained		CGPA to % Conversion factor (copy of the conversion factor to be enclosed)
				CGPA	Percentage	
i						
ii						
iii						
iv						
v						

11. Previous experience relevant to the Post applied for: (Certificate/Certificates to be enclosed)

Sl No	Capacity /Designation	Experience period (From DD-MM-YYYY to DD-MM-YYYY)	Experience Duration (YY-MM-DD)	Name of the Company/ Organization/Dept.
i.				
ii.				
iii.				
IV				
V				

12. Details of Present/Last Position held:

Present/Last Position held	Name of the Present/Last Company/ Organization/Dept.	Present/ Last Monthly Salary drawn

NOTE: Complete Curriculum Vitae (CV) to be submitted along with the application otherwise the application will not be considered.

DECLARATION BY THE CANDIDATE

I do hereby declare that all the information furnished above is true to the best of my knowledge. If any information furnished above is found in correct/false, my candidature may be disqualified by the ST Corporation.

Place:

Full Signature of the candidate

Date: _____ / _____ /2022

N.B:- Supporting documents (Self attested copies) in respect of Sl. No. 3, 5, 8, 9, 10,11 & 12 are required to be submitted along with complete Curriculum Vitae (CV) or resume.