



Government of India  
Ministry of Women & Child Development

07 OCT 2015

Shastri Bhawan New Delhi-1  
Dated: 24th September, 2015

To

The Chief Secretaries of All State Governments and Union Territories.

**Sub: Filling up of the post of Executive Director, a Selection Post In Rashtriya Mahila Kosh on Deputation (including short-term contract) bearing Revised Pay Band: Rs.37400-67000+Grade Pay of Rs.10000/- .**

Sir/Madam,

The Rashtriya Mahila Kosh (RMK) is an autonomous organisation 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 Executive Director which is proposed to be filled up through selection on Deputation (including short-term contract) in Pay Band of Rs.37400-67000+Rs.10000 as Grade Pay. Officers working under the Central Government/State Governments/Union Territories/autonomous organisations under Central/State Govt./ Nationalised banks holding analogous post or officers having 2 years experience in the Grade pay of Rs 8900/- in GOI or 3 years experience in the Grade pay of Rs 8700/- in GOI on regular basis with at-least five years experience in financial matters at the level of DS/Director or equivalent post, may apply for this post through proper channel.

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 (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation 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 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 four weeks from the date of publication of this circular in the Employment News/Razgar Samachar.

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

Contd..2/-

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 organisations 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

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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 : Executive Director, Rashtriya Mahila Kosh .(Selection post on Deputation basis including short term contract.)

SCALE OF THE POST : Revised Pay band + Grade pay (Rs 37400- 67000+10000/-) PB-4

Last date of receipt of Application : 4 weeks from the date of publication of the advertisement in Employment News.

**PROFILE OF RASHTRIYA MAHILA KOSH (RMK):-** Rashtriya Mahila Kosh (RMK) is an autonomous organisation 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. JOB DESCRIPTION AND RESPONSIBILITIES OF EXECUTIVE DIRECTOR, RASHTRIYA MAHILA KOSH:** The Executive Director is the Chief Executive Officer of the Kosh. He/She shall be responsible for the proper administration of the affairs of the Kosh as well as of the conduct of the other Officers and staff, under the overall supervision, direction and control of the Governing Board of RMK. He will be assisted by officers and staff as may be determined by the Governing Board. In all the matters under his charge, he has such powers and duties as assigned to him by the Governing Board. He may further sub-delegate the powers and duties with the approval of the Governing Board. He also functions as the Member Secretary of the General Body and of the Governing Board of RMK. Should be responsible for strategic planning. He/She

- ~ Should be able to provide executive leadership.
- ~ Built and demonstrate a strong and accountability framework.
- ~ Should be able to develop strategic plan, partnerships and network to leverage resources and impact.
- ~ Build systems and develop and put in place robust processes and standard practices for discharge of functions and responsibilities of the Kosh.

**3. ELIGIBILITY (AGE):** Not more than 56 years on the closing date of application. The age of superannuation is 60 years.

**4. QUALIFICATION AND EXPERIENCE:** (i) The incumbent should be holding analogous post or officers having 2 years experience in the Grade pay of Rs 8900/- in

GOI or 3 years experience in the Grade pay of Rs 8700/- in GOI on regular basis with at least five years experience in financial matters at the level of DS/Director on regular basis in the Central Government Ministries/Departments/State Govts./Union Territories or in Autonomous Bodies/Nationalized banks under the Central/State Govts./UTs.

(ii) Possessing the following educational qualifications and experience:-

**Essential**

Graduate degree from a recognized University and five years experience in financial matters at the level of Deputy Secretary/Director in GOI or equivalent post.

**Desirable**

Field experience in social sector, especially women & children, disadvantaged and vulnerable groups etc.

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 organisation/ 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)}

5. **DURATION OF APPOINTMENT:** The appointment on deputation shall normally be for a minimum period of five years 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.

**GOVERNMENT OF INDIA  
MINISTRY OF WOMEN AND CHILD DEVELOPMENT**

APPLICATION FOR THE POST OF EXECUTIVE DIRECTOR, RASHTRIYA MAHILA  
KOSH, B-12 QUTAB INSTITUTIONAL AREA, NEW DELHI-110603.

**BIO-DATA**

1.	Name of candidate	
2.	Date of Birth	
3.	Educational Qualifications	
4.	Present Post held	
5	Job description of present post held	
6.	Scale of pay: Basic Pay Grade Pay Present Emoluments,	
7.	Whether temporary/permanent	
8.	Past Experience in the last ten years (Job description, Post held and pay drawn with special reference to eligibility criteria for the post of ED, RMK).	

Signature of applicant

Telephone No.

Place:

Date.