

F. No. 1/23/2015-SDE  
Government of India  
Ministry of Skill Development and Entrepreneurship

2nd Floor, Shivaji Stadium Annexe  
Shaheed Bhagat Singh Marg  
New Delhi -110001  
Dated: 26.11.2015

To

Anil Kumar Kashyap  
Principal System Analyst, NIC  
2nd Floor, Shivaji Stadium Annexe  
Shaheed Bhagat Singh Marg  
New Delhi -110001

Subject: Advertisement for Recruitment in National Skill Development Fund/Trust -  
reg.

Sir,

The undersigned is directed to enclose a Recruitment Notice along with a Detailed Advertisement for recruitment in National Skill Development Fund/Trust under the M/o Skill Development and Entrepreneurship. NIC is requested to place the advertisement on the website of this Ministry under intimation to the undersigned.

Yours faithfully,



(Parveen Jargar)

Under Secretary to the Government of India  
Ph: 23450850

**Recruitment Notice**

National Skill Development Fund Trust invites application for appointment to the Posts of Fund Manager, Assistant Funds Manager, Manager (Accounts and Administration), Assistant Manager (Accounts & Administration) and Executive Officer on contract basis with consolidated pay. Detailed Advertisement is available on the website at <http://msde.gov.in/>. Last date for receipt of application is 30<sup>th</sup> December, 2015.



(Parveen Jargar)

Under Secretary to the Government of India

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## भर्ती सूचना

राष्ट्रीय कौशल विकास निधि ट्रस्ट द्वारा निधि प्रबंधक, सहायक निधि प्रबंधक, प्रबंधक (लेखा एवं प्रशासन), सहायक प्रबंधक (लेखा एवं प्रशासन) तथा कार्यपालक अधिकारी के पदों पर समेकित वेतन (कंसोलिडेटेड पे) पर अनुबंध के आधार पर नियुक्ति हेतु आवेदन आमंत्रित किए जाते हैं। इस संबंध में विस्तृत विज्ञापन वेबसाइट <http://msde.gov.in/> पर उपलब्ध है। आवेदन प्राप्ति की अंतिम तिथि 30 दिसंबर, 2015 है।



(प्रवीण जरगर)

अवर सचिव, भारत सरकार

## RECRUITMENT FOR POSTs IN NATIONAL SKILL DEVELOPMENT FUND TRUST

National Skill Development Fund Trust invites application for appointment to the Posts given below on contract basis with consolidated pay.

### 1. About the Trust

The National Skill Development Fund was set up in 2009 by the Government of India for raising funds both from Government and Non-Government sectors for skill development in the country. The Fund is contributed by various Government sources, and other donors/ contributors to enhance, stimulate and develop the skills of Indian youth by various sector specific programs. A public Trust set up by the Government of India is the custodian of the Fund. The Trust accepts donation, contribution in cash or kind from the Contributors for furtherance of objectives of the Fund. The Fund is operated and managed by the Board of Trustees. The Fund meets its objectives through National Skill Development Corporation (NSDC) which is an industry led 'Not For Profit Company' set up for building skill development capacity and forging strong linkages with the market. NSDC acts as a catalyst in skill development by providing funding to enterprises, companies and organizations that provide skill training. Accounts of the Trust are subject to CAG Audit and are also audited by a Chartered Accountant for every financial year and in such manner as may be directed by GOI.

### 2. Posts, Pay, qualifications and experience criteria

Sl. No.	Category	Qualifications	Experience	Expected Salary
1	Fund Manager	MBA Marketing / Finance with minimum 55% Marks	10-15 years	20-25 lakh
2	Assistant Funds Manager	MBA Marketing / Finance with minimum 55% Marks	4-6 years	12-15 lakh
3	Manager (Accounts and Administration)	CA	10-15 years Preference will be given to person who has experience of dealing with company law as an employee or as a retainer.	20-25 lakh
4.	Assistant Manager	CA	4-6 years	12-15 lakh

	<b>(Accounts &amp; Administration)</b>		Preference will be given to person who has experience of dealing with company law as an employee or as a retainer.	
<b>5</b>	<b>Executive Officer</b>	CS/ LLB with minimum 55% Marks	4-6 years	8 - 13 Lac

### 3. Job profile

(i). Fund Raising Team (Consisting of 1 Fund Manager and one Assistant Fund Manager). Fund Manager's experience should not be merely in terms of years of experience but in terms of actual experience in fund raising.

a. **Fund / Risk Management:**

- Fund Raising through CSR
- Arrange for short term/long term lines of borrowings through Multilateral Development Banks/Institutions
- Directs and develops strategies associated with ongoing re-engineering of financial operations
- Effective treasury management and ensuring proper cash flow and effective fund utilization
- Cash flow forecasting on quarterly basis

b. **Fund / Risk Management:**

- Ensure that all treasury functions are carried out within the defined guidelines and policies
- Regularly update investment policies, and monitor compliance with the updated policies
- Responsible for filing quarterly short-term issuance reports with the Donor Agencies.

c. **Banking / Investment:**

- Responsible for Company's Bank relationships, i.e., negotiations on pricing, bank services purchased, review of new banking cash management products and bank agreements. Manage the overall budget for bank fees
- Ensure that there are no idle funds and get best returns for surplus funds ensuring minimum risk to
- Regularly update investment policies, and monitor compliance with the updated policies

d. **Cash Flow Monitoring:**

- Management of consolidated cash resources by governing Daily decisions on cash requirements through cash accounting, electronic funds movements and letters of credit
- Develops and maintains forecast models necessary to support short-term and intermediate cash flows.

- Enhance domestic and international cash flow forecasting process

**(ii). Manager (Accounts and Administration).**

**Accounts**

- Financial Accounting Process, MIS, Banking, Taxation, Treasury and Statutory Compliances
- Monitoring overall accounting function
- Over all In-charge of taxation department as well as Secretarial department
- Review of Cost & Revenue Analysis
- Handling RBI/FEMA related matters
- Cash flow management & working capital requirement
- Including oversee responsibilities of two junior consultants mentioned below

**Administration**

- Administering process of co-ordination between NSDF, NSDC, Sector Skill Council & Monitoring Agent
- Administering follow up with parties on various deliverables (e.g timely submission of reports from skill & Entrepreneurship partners)
- Administering follow up on minutes of meetings and other instructions of NSDF Trust
- Safe custody of documents
- Tracking Performance of NSDC, SSC, Entrepreneurship Partners and presenting it to the Board of NSDF
- Ensuring Quality in Juniors performance
- Motivating Juniors to achieve the objectives
- Promote process improvement

**iii). Assistant Manager (Accounts & Administration)**

**Accounts**

- Performing regular activities related to Financial Accounting Process, MIS, Banking, Taxation, Treasury and Statutory Compliances
- Maintaining proper accounting and book keeping
- Assisting Senior consultant on taxation related matters
- Performing Cost & Revenue analysis

**Administration**

- Assist Senior in co-ordinating between NSDF, NSDC, Sector Skill Council & Monitoring Agent.

- Assist Senior in follow up with parties on various deliverables (e.g timely submission of reports from skill & Entrepreneurship partners).
- Assist Senior in follow up on minutes of meetings and other instructions of NSDF Trust.
- Assist Senior in observing safe custody of documents.
- Assist Senior in tracking performance of NSDC, SSC, Entrepreneurship Partners and presenting it to the Board of NSDF

**iv). Executive Officer**

- Handle solely the entire Secretarial & Legal functions under Companies Act, RBI and FEMA compliances
- Drafting of Funding & Other Agreements including preparation of Confidentiality Agreements, Consultancy Agreements, Clinical Trial Agreements, Leave and License Agreement, Lease Agreements, Processing agreements, etc.
- Preparation of MOUs, Marketing and Investment Management Agreements.

4. A Proforma for the application is annexed.

5. The Candidates selected will be appointed on contract basis normally for an initial period of one year. This term can be extended for year to year basis depending upon performance/need of the NSDF.

6. The interested candidates may send their CV as per the prescribed format by e-mail/post latest by 30<sup>th</sup> December, 2015 to the officer as under.

Dr. B.K Ray  
Deputy Secretary to the Government of India  
Email: [bkray@nic.in](mailto:bkray@nic.in)  
Ministry of Skill Development & Entrepreneurship  
2nd Floor, Shivaji Stadium Annexe  
Shaheed Bhagat Singh Marg  
New Delhi -110001

**PROFORMA**



**APPLICATION FOR THE POST OF.....**

1. Name :  
(in Block letters)
  
2. Father's/Husband Name :
  
3. Date of Birth :
  
4. Age as on 30.12.2015: Years.....Months.....Days.....
  
5. **ADDRESS FOR CORRESPONDENCE :**
  - a. Present :
  
  - b. Permanent :
  
  - c. Email ID :
  
  - d. Mobile :
  
  - e. Phone No. (STD/ISD code) :

6. **EDUCATIONAL QUALIFICATIONS:-**

S.No	Course	Subject	University/Institute	Year of Passing	Aggregate %



7. Details of employment in the chronological order in the table indicated below.  
Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/ Organisation	Post held	From	To	Nature of duties performed

8. Nature of present employment i.e. ad-hoc or : temporary or quasi-permanent or permanent.

9. Additional details about present employment. :  
Please attach profile of the present Job.

10. Present Pay :

11. Additional information, if any, which you would like :  
to mention in support of your suitability for the post.

(This among other things may provide information with regard to

(i) Additional academic qualifications:

(ii) Professional training :

(iii) Work experience (over and above the prescribed) :

(enclose a separate sheet if the space is insufficient )

12. Remarks

(The candidates may indicate information with regard to

(i) Research publications and reports  
and special projects :

(ii) Awards/scholarship/official appreciation :

(iii) Affiliation with professional bodies/institutions/societies and :

(iv) Any other information. :

(Enclose a separate sheet if the space is insufficient)

13. Other Aspects of Appointment

The screening/selection process may include written test/personal talks.

Date :

Place :

**SIGNATURE OF CANDIDATE**

I certify that particulars furnished are correct and no criminal case is either pending or contemplated against me and not held guilty in any criminal case.

Dated:

**SIGNATURE OF CANDIDATE**