

HIGHER EDUCATION FINANCING AGENCY
ENGAGEMENT OF RETIRED OFFICIALS OF PUBLIC SECTOR BANKS ON
CONTRACT BASIS

Higher Education Financing Agency (HEFA) is a joint venture company of Ministry of HRD - GOI and Canara Bank. It is a Union Government company registered under Sec 8 of The Companies Act 2013 established with the objective of financing the creation of capital assets in India's higher education institutions like IIT,IIIT,IISER, IIM, NIT and Central Universities etc.

For more information visit our website www.hefa.co.in

Openings are available for the following posts on contract basis:

- (i) **One Senior Credit Analyst**
- (ii) **One Public Relation Officer (PRO)**
- (iii) **One Manager - Establishment**

ELIGIBILITY CRITERIA & OTHER DETAILS:

All the eligibility [Age, Qualification, Work experience etc.] shall be computed as on 01.06.2017 (inclusive).

Applications are invited from retired officials in Scale II to VI from Public Sector Banks for the above posts in the company.

Bio Data cum Application form is available in word format on our website. The applicants can fill the same and sent it as attachment to the mail.

The applicants should submit by mail the duly completed **Bio-Data- cum-Application Form** to careers@hefa.co.in addressed to

Managing Director
Higher Education Financing Agency
6th Floor, Naveen Complex
No 14, MG Road, Bangalore

For clarifications if any please contact

Anand Kumar
Executive Vice President
Higher Education Financing Agency
info@hefa.co.in

080 25594720

Date : 18/11/2017

Place : Bangalore

**TERMS & CONDITIONS FOR ENGAGEMENT OF RETIRED OFFICERS OF PSBs IN HIGHER
EDUCATION FINANCING AGENCY**

SCOPE OF WORK	Openings are for retired officers from public sector Banks on contract basis to supplement the Company Staff force in various roles as per Job Description.
ELIGIBILITY	<ol style="list-style-type: none">1. The scheme is for retired officers from leading Public Sector Banks.2. Age should not be more than 63 years, as on <u>01.06.2017</u>.3. Should have good track record and experience of minimum of 20 years of service in Bank.4. Should have sufficient domain expertise and should have good communication skills.5. Should possess adequate computer knowledge and should be able to handle computers, power point presentations independently.6. Should have good exposure to Credit / Public relations / Establishment by working in the respective departments either in branches or administrative offices.7. Eligibility criteria and other details in respect of each of the positions is given below.

(i) SENIOR CREDIT ANALYST ON CONTRACT BASIS:

ELIGIBILITY CRITERIA & OTHER DETAILS	
NO. OF POSTS	1 (One)
AGE	Maximum 63 years as on 01.06.2017 (inclusive)
PERIOD OF CONTRACT	<ul style="list-style-type: none">➤ Initially for a period of one year extendable by one or more years at the absolute discretion of the Company.➤ The contract of service may be terminated by the company at any time during the currency of contract without assigning any reason with one-month notice.
TERMINATION OF CONTRACT	Performance of the Officer will be evaluated periodically. In case the performance / conduct of the Officer is not satisfactory the role can be terminated, the 'Official on contract' shall also give one month notice for cessation of contract.
ELIGIBILITY / EDUCATIONAL QUALIFICATION	<ul style="list-style-type: none">➤ Bachelor's Degree / Post Graduate Degree in any discipline from any recognized university in India➤ Candidates having JAIIB/CAIIB certificate / MBA (Fin) will be given preference.
POST QUALIFICATION WORK EXPERIENCE	<ul style="list-style-type: none">➤ Candidate to have min 20 years of working experience in any PSB, out of which a minimum of 10 years in Corporate Credit/ Project finance/Project appraisal at branch /administrative unit.➤ Candidate should submit the Proof of experience at the time of interview.
PREVIOUS DESIGNATION HELD	<ul style="list-style-type: none">➤ Min. Scale IV and above in PSBs.

<p>JOB DESCRIPTION</p>	<ul style="list-style-type: none"> ➤ HEFA's main business activity is lending and resource mobilization functions. Nature of lending involves Project Appraisal, preparing Board Notes, sanction, disbursement, monitoring the projects, recovery etc. Personnel having good exposure in credit for handling matters relating to the credit functions viz., credit appraisal, sanctions, disbursement and monitoring of projects / loan applications received by HEFA. <p>Roles/Responsibilities and terms of contract furnished below:</p> <ul style="list-style-type: none"> ➤ Shall assume the role of coordinator, facilitator and key person in credit appraisal, developing systems, procedures, policies relating to all aspects of credit functionality of HEFA . ➤ Shall be responsible for all aspects of credit functions of the company viz; credit appraisal, preparing Board notes/loan proposals to the Committees, disbursement, monitoring projects, credit monitoring and recovery of loans.
<p>REMUNERATION</p>	<ul style="list-style-type: none"> ➤ The Compensation will be at par with the industry standards and shall not be a constraint for the suitable candidate. ➤ The Compensation and terms and conditions will be negotiated/finalized depending upon the suitability of the candidate.
<p>MODE OF SELECTION</p>	<ul style="list-style-type: none"> ➤ Candidates will be short-listed for Personal Interview, based on their qualification, experience and suitability for the post. ➤ The shortlisted candidates have to undergo the process of Personal Interview. ➤ The Personal interview will be conducted for 100 marks. ➤ Final Selection will be on the basis of marks secured by the candidate in Personal Interview.

<p style="text-align: center;">OTHER MATTERS</p>	<ul style="list-style-type: none"> ➤ Short-listing will be based on the documents / certificates / testimonials etc submitted by the candidates to substantiate his qualification / post qualification experience declared in the application . ➤ Candidates short-listed will have to make their own arrangement for travel / stay for attending the interview. ➤ Engagement of selected candidate is subject to his / her being declared medically fit as per the requirement of the Company. ➤ Decisions of Company in all matters regarding eligibility, selection etc. would be final and binding on the candidates. ➤ No representation or correspondence will be entertained by the Company in this regard and the decision of the Company would be final.
<p style="text-align: center;">TERMS AND CONDITIONS OF ENGAGEMENT</p>	<ul style="list-style-type: none"> ➤ The terms & conditions of engagement is whole and simple governed by the provisions of the contract and the engagement shall not be construed as an employment in the Company and the provisions of PF / Gratuity / Pension, etc. shall not apply in this case. ➤ The contract can be terminated by either of the parties by giving one month's clear notice. ➤ No other allowance / payment / benefit / facility from the Company other than what has been specifically mentioned in the Terms & Conditions shall be payable. ➤ He / She is required to execute the Contract Agreement, Fidelity & Secrecy Bond and any other document in connection with or incidental to his engagement as a "Senior Credit Analyst" on contract. ➤ His / Her engagement on contract is for a specific period as stated in the above, and as such should not be construed as an offer of employment or a regular employment in the Company. ➤ On completion of the contractual period of one year, his / her engagement shall automatically come to an end and be renewed on the company's discretion. There will not be a need for issuance of communication by the Company for termination of the contract after the above said period. ➤ He/she shall be required to execute the Fidelity & Secrecy agreement in which he/she shall agree not to disclose any information/Data which he/she is privy to while in the contract engagement and shall take reasonable security measures to prevent accidental disclosure.

(ii) PUBLIC RELATION OFFICER (PRO) ON CONTRACT BASIS:

ELIGIBILITY CRITERIA & OTHER DETAILS	
NO. OF POSTS	1 (One)
AGE	Maximum 63 years as on 01.06.2017 (inclusive)
PERIOD OF CONTRACT	<ul style="list-style-type: none">➤ Initially for a period of one year extendable by one or more years at the absolute discretion of the Company.➤ The contract of service may be terminated by the company at any time during the currency of contract without assigning any reason with one-month notice.
TERMINATION OF CONTRACT	Performance of the Officer will be evaluated periodically. In case the performance / conduct of the Officer is not satisfactory the role can be terminated, the 'Official on contract' shall also give one month notice for cessation of contract.
ELIGIBILITY / EDUCATIONAL QUALIFICATION	<ul style="list-style-type: none">➤ Bachelor's Degree / Post Graduate Degree from any recognized university in India➤ Should have excellent PR skills, effective communication skill. Liasoning and negotiation skills.
POST QUALIFICATION WORK EXPERIENCE	<ul style="list-style-type: none">➤ Candidate to have min 20 years of working experience in any PSB.➤ Prior experience of handling PR matters is desirable.➤ Candidate should submit the Proof of experience at the time of interview.
PREVIOUS POSITION HELD	<ul style="list-style-type: none">➤ Min. Scale IV and above in PSBs.

<p style="text-align: center;">JOB DESCRIPTION</p>	<ul style="list-style-type: none"> ➤ Job role requires good public relations with Corporates, Government Authorities, Premier Educational Institutions and such other entities. Roles/Responsibilities and terms of contract furnished below : ➤ Shall assume the role of coordinator, facilitator and key person in assisting the company in developing relationship with various institutions, Corporates, Government Authorities to augment resource mobilization functionality of HEFA. ➤ Shall be responsible for developing relationship with Premier Educational Institutions/Corporates/ HNIs/Other entities, so as to garner their support to the company and to help channelizing ancillary and third party business of these institutions viz; CASA, Retail Loans etc., to Canara Bank branches. ➤ Shall develop relationship with corporates and canvas for equity participation, donations and CSR funds to HEFA. ➤ Shall develop relationship with Govt. Authorities and other sources for augmenting resource mobilization for the company.
<p style="text-align: center;">REMUNERATION</p>	<ul style="list-style-type: none"> ➤ The Compensation will be at par with the industry standards and shall not be a constraint for the suitable candidate. ➤ The Compensation and terms and conditions will be negotiated/finalized depending upon the suitability of the candidate.

<p>TERMS AND CONDITIONS OF ENGAGEMENT</p>	<ul style="list-style-type: none">➤ The terms & conditions of engagement is whole and simple governed by the provisions of the contract and the engagement shall not be construed as an employment in the Company and the provisions of PF / Gratuity / Pension, etc. shall not apply in this case.➤ The contract can be terminated by either of the parties by giving one month's clear notice.➤ No other allowance / payment / benefit / facility from the Company other than what has been specifically mentioned in the Terms & Conditions shall be payable.➤ He / She is required to execute the Contract Agreement, Fidelity & Secrecy Bond and any other document in connection with or incidental to his engagement as a "Public Relations Officer" on contract.➤ His / Her engagement on contract is for a specific period as stated in the above, and as such should not be construed as an offer of employment or a regular employment in the Company.➤ On completion of the contractual period of one year, his / her engagement shall automatically come to an end and be renewed on the company's discretion. There will not be a need for issuance of communication by the Company for termination of the contract after the above said period.➤ He/she shall be required to execute the Fidelity & Secrecy agreement in which he/she shall agree not to disclose any information/Data which he/she is privy to while in the contract engagement and shall take reasonable security measures to prevent accidental disclosure.
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(iii) **MANAGER ESTABLISHMENT ON CONTRACT BASIS:**

ELIGIBILITY CRITERIA & OTHER DETAILS	
NO. OF POSTS	1 (One)
AGE	Maximum 63 years as on 01.06.2017 (inclusive)
PERIOD OF CONTRACT	<ul style="list-style-type: none">Initially for a period of one year extendable by one or more years at the absolute discretion of the Company.The contract of service may be terminated by the company at any time during the currency of contract without assigning any reason with one-month notice.
TERMINATION OF CONTRACT	Performance of the Officer will be evaluated periodically. In case the performance / conduct of the Officer is not satisfactory the role can be terminated, the 'Official on contract' shall also give one month notice for cessation of contract
ELIGIBILITY / EDUCATIONAL QUALIFICATION	➤ Bachelor's Degree / Post Graduate Degree from any recognized university in India
POST QUALIFICATION WORK EXPERIENCE	<ul style="list-style-type: none">➤ Candidate to have min 20 years of working experience in any PSB.➤ Experience in handling tax matters is desirable.➤ Candidate should submit the Proof of experience at the time of interview.
PREVIOUS POSITION HELD	➤ Min. Scale II and Above in PSBs .

<p>JOB DESCRIPTION</p>	<ul style="list-style-type: none"> ➤ Shall assume the role of coordinator, facilitator and key person in attending to all day to day administrative matters including Tax Matters viz; TDS, GST etc.. ➤ Shall be responsible for assisting in filing TDS returns, claiming tax exemption, filing GST Returns etc. Liasoning with Tax Officials for a logical conclusion in all tax matters. ➤ Job role requires management of day to day operations including accounting entries related to company. Roles/Responsibilities and terms of contract furnished below .
<p>REMUNERATION</p>	<ul style="list-style-type: none"> ➤ The Compensation will be at par with the industry standards and shall not be a constraint for the suitable candidate. ➤ The Compensation and terms and conditions will be negotiated/finalized depending upon the suitability of the candidate.
<p>MODE OF SELECTION</p>	<ul style="list-style-type: none"> ➤ Candidates will be short-listed for Personal Interview, based on their qualification, experience and suitability for the post. ➤ The shortlisted candidates have to undergo the process of Personal Interview. ➤ The Personal interview will be conducted for 100 marks. ➤ Final selection will be on the basis of marks secured by the candidate in Personal Interview.

<p>TERMS AND CONDITIONS OF ENGAGEMENT</p>	<ul style="list-style-type: none">➤ The terms & conditions of engagement is whole and simple governed by the provisions of the contract and the engagement shall not be construed as an employment in the Company and the provisions of PF / Gratuity / Pension, etc. shall not apply in this case.➤ The contract can be terminated by either of the parties by giving one month's clear notice.➤ No other allowance / payment / benefit / facility from the Company other than what has been specifically mentioned in the Terms & Conditions shall be payable.➤ He / She is required to execute the Contract Agreement, Fidelity & Secrecy Bond and any other document in connection with or incidental to his engagement on contract.➤ His / Her engagement on contract is for a specific period as stated in the above, and as such should not be construed as an offer of employment or a regular employment in the Company.➤ On completion of the contractual period of one year, his / her engagement shall automatically come to an end and be renewed on the company's discretion. There will not be a need for issuance of communication by the Company for termination of the contract after the above said period.➤ He/she shall be required to execute the Fidelity & Secrecy agreement in which he/she shall agree not to disclose any information/Data which he/she is privy to while in the contract engagement and shall take reasonable security measures to prevent accidental disclosure.
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OTHER GENERAL TERMS & CONDITIONS :

- 1) Those who are desirous of applying for the assignment, may apply by submitting the prescribed application form given in the Annexure.
- 2) Application for engagement should be in the prescribed format & it should be submitted through our website and mail id mentioned.
- 3) Candidates will be shortlisted for interview by a Committee formed for the purpose. The decision of the Committee to accept or reject any application shall be final.
- 4) The interviews are likely to be held at Bangalore. The interview dates shall be informed in due course.
- 5) The shortlisted candidates may have to appear for a personal interview at their own cost.
- 6) Those found suitable shall be offered engagement on consolidated basis.
- 7) All the selected candidates shall sign a contract containing terms and conditions of appointment.
- 8) Selection of candidates for engagement will be at the sole discretion of the Company Management.
- 9) While appearing for the interviews copies of the below mentioned certificates to be produced :
 - a) Bank's relieving letter at the time of retirement.
 - b) Proof of experience mentioned in Bio data cum application form.
 - c) Proof of identity viz. Passport / Aadhar Card / Pan Card

LAST DATE:

Last date for receipt of application is **02.12.2017**. The application received after last date will not be entertained.

Date: 16.11.2017
Place: Bangalore

Managing Director

**BIO-DATA cum APPLICATION FORMAT
FOR ENGAGEMENT AT HIGHER EDUCATION FINANCING AGENCY**

To
The Managing Director
Higher Education
Financing Agency.
6th Floor, Naveen Complex
No.14, M.G Road,
Bangalore-560004

SI no	PARTICULARS	DETAILS		
1	Name of the applicant			
2	Previous Bank and Staff no. / Employee ID			
3	Address of the applicant			
4	Landline no/s. (with STD code) and mobile no/s.			
5	E-mail address			
6	Native place & State			
7	Date of birth			
8	Age as on 01.06.2017 (month / years)			
9	Date of appointment in the Company			
10	Date of superannuation / voluntary retirement			
11	Total service (in years)			
12	Designation at the time of retirement			
13	Branch / Office last worked			
14	Experience in relevant role (in years)			
15	Details of relevant experience	Role	From	To

Sl no	PARTICULARS	DETAILS			
16	Branches/offices worked during last five (5) years before retirement	Branch / Office	Scale	From	To
17	Qualification –Academic				
18	Qualification –Professional				
19	Any other Qualification				
20	Languages known	SPEAK	READ	WRITE	
21	Field of expertise (<i>viz., Credit /Public Relations/Tax Matters and Miscellaneous</i>)				
22	Please substantiate as to how you consider yourself suitable to take the role of faculty				
23	Whether suffering from any major ailment or has undergone any major surgery.				

Sl no	PARTICULARS	DETAILS
24	Whether ready to travel on deputation in case of need?	
25	Whether agreed to abide by the rules & regulation specified for the assignment?	
26	Other detail/s if any:	

I confirm that the details/information furnished above are / is true and correct. In case, any details furnished above is found to be incorrect at a later date, the Company has right to terminate the assignment given, without giving any notice.

Place:

Signature of the Applicant

Date: