

NABSAMRUDDHI FINANCE LIMITED
A Subsidiary of NABARD



Recruitment of Assistant Manager - Recovery

NABSAMRUDDHI Finance Limited, a **Subsidiary of NABARD** is registered as a Non-Banking Finance Company – NDSI (NBFC) with a balance sheet size of over INR 1172 Crore. The Company is engaged in financing Off-Farm Sector activities mainly through the bulk lending model with a focus on Green and wellness finance (including WASH as a champion segment), Fabrics and textiles value chain, and Handicrafts as a niche segment. Its clients are mainly NBFCs, NBFC-MFIs, HFCs, Section 8 companies, Cooperatives, Trusts, etc.

Applications for the post of **Assistant Manager - Recovery** are invited, as per the details given below:

A. JOB PROFILE

The primary duties and responsibilities of the Assistant Manager - Recovery shall be as follows:

- i. Follow up and ensure recoveries from PAR, overdue accounts, and NPA
- ii. Regular Monitoring visits and verification of assets post disbursement in case of all loan accounts
- iii. Pursuing SARFAESI and legal cases filed by the Company for recovery of dues.
- iv. Follow up and collection of standard assets
- v. Fraud Reporting & other cases
- vi. Rendering services depending upon the requirement and additional items of work if any assigned by NABSAMRUDDHI from time to time.

B. ELIGIBILITY CRITERIA

a. Educational Qualifications:

- i. Graduation with a minimum of 50% or equivalent CGPA from a reputed institution.
- ii. Post-graduation on a full-time basis from a reputed institution shall be preferred

b. Experience:

- i. Minimum of 4 years of experience in recovery/collection preferably in a reputed NBFC/Financial Institution/Bank.

c. Age:

- i. Candidate should be a maximum of 55 years of age as of the date of advertisement.

C. OTHER PREFERRED CRITERIA

- i. Proficiency in using tools such as MS Office (specifically in Excel) and other computer-related functions for day-to-day functioning will be an added advantage;
- ii. Proficiency in reading, writing, and speaking English and Telugu, and spoken Hindi.

D. PLACE OF POSTING

- i. The place of posting for the present will be Hyderabad;
- ii. However, depending on the administrative requirement of NABSAMRUDDHI, the candidate may be placed anywhere in the country in the future;
- iii. The position involves frequent travel and the candidates must be willing to travel at short notice across the country.

E. EMOLUMENTS AND SERVICE CONDITIONS

- i. Pay Scale: Selected candidates will draw a basic pay of **INR 36,000/-** per month on the scale of 36000-1490-7/46430-1740-2/49910-1990-7/63840 (17 years) applicable to the Assistant Manager and they will be eligible for Dearness Allowance, HRA, CCA, Special Allowance as per rules in force from time to time. At present, initial monthly gross emoluments are approximately **INR 66, 872 /-** at the present rate of dearness allowance. Remuneration will be released after making statutory deductions that NABSAMRUDDHI may be required to make on behalf of the staff. There is a provision of annual increments as well as incentives subject to performance review.
- ii. Initial appointment of a selected applicant will be on a probationary basis for a period of 02 years.
- iii. Existing employees of Nabsamruddhi may be considered for the protection of earlier tenure for superannuation benefits.
- iv. Notice period during resignation, i.e., exit for employees under probation will be 2 months, and confirmed employees will be 3 months.
- v. The Company reserves the right to either terminate or suspend the services without any notice if it is found or the Company has a reason to believe that the candidate has committed or was a part of any form of misconduct, fraud, negligence, or any other act that is prejudicial to the interests of the Company including, but not limited to any act, omission, breach, defiance of instructions, violation of policies and practices of the Company, etc. during the course of the employment for any reason.

F. OTHER FACILITIES

- i. Leave shall be applicable as per the extant policy of the Company;
- ii. Employee Benefits and Allowances shall be paid as per the extant policy of the Company;
- iii. Medical Insurance for Health coverage, shall be applicable as per the extant policy of the Company.

G. HOW TO APPLY

- i. Interested candidates may apply online on the career page of our website: www.nabsamruddhi.in/careers.
- ii. Last date for receipt of applications: up to 16:00 hours on **04 April 2024**.

I. GENERAL INFORMATION

- i. Applicants will be shortlisted based on the eligibility criteria indicated above. Shortlisted candidates will be called for an interview, the traveling cost for which will have to be borne by the candidate only.
- ii. If any declaration given or information furnished by the candidate to the company is found to be false or if he/she is found to have wilfully suppressed any material information at any point in time, the candidature/services will be terminated immediately without any notice or payment in lieu thereof.
- iii. NABSAMRUDDHI reserves the right to call only the requisite number of candidates for the interview after preliminary screening/shortlisting with reference to the candidate's qualifications, suitability, and experience, etc. Mere satisfaction with the eligibility criteria does not entitle a candidate to be called for the interview.
- iv. Applications received after the due date and time shall not be entertained and will be summarily rejected. No further correspondence will be entertained in this regard.
- v. NABSAMRUDDHI reserves the right to cancel the recruitment for the captioned post without assigning any reason thereof.
