



Ravenshaw University
Cuttack
NOTICE

No 724 Dt 28-02-18

This is for information of the MA Rural Development final year students that a placement drive for **Sambandh Finserve Private Limited, Rourkela** will be organised on **06th March 2018** at **11:00 am** in the **Annex-II** of Ravenshaw Convention Centre. Interested students are required to report at the venue 15 minutes before on 06th March 2018.

About Sambandh Finserve Private Limited:

Sambandh Finserve (P) Ltd is one of Odisha's most trusted NBFC-MFI. It is one of the three NBFC's granted the status of NBFC-MFI by **Reserve Bank of India** in Odisha in the year 2013. It was incorporated in the year 2006 under the flagship of RRDC (Regional Rural Development Centre) as a part of its Sustainable Enterprise Development Framework (SEDF). Sambandh Finserve (P). Ltd has thrived and perpetually growing under the stewardship of Mr. Deepak Kindo MD & CEO of the company. The company has been certified as a MFI 3+ status across all its core functional processes by CARE Ratings, a leading global independent business services organization. It has also attained the status of Grade A according to COCA report by ACCESS-ASSIST and many other rating agencies. We also have crowned the ISO certification for 9001 & 2015 company this year. The great news about our organization is that we have been awarded with the prestigious Micro Finance of the Year 2017 award in all India bases in the segment of Small & Medium MFI sector. For more information, please visit www.sambandhfin.com

A brief about the Management Trainee – Field Operations:

1. Planning, conducting and taking decisions to ensure smooth field operations on a day to day basis.
 - Identify and collect information on potential areas.
 - Planning and conducting general meeting.
 - Take decision if is feasible to form potential group in an area.
 - Collate information about the preliminary groups formed from the concerned FSO.
 - Conducting group verification.
 - Decide the allotment of a group to a FSO and in a particular centre.
 2. Checking/ verifying client's documented details.
 4. Check client enrolment card and re-payment card to see if information mentioned are correct.
 5. Check and verify the client's Loan application, Resolution, Promissory note and Loan agreement thoroughly.
 6. Ensure entry of client details into final PGF.
 7. Checking denomination and demand sheets.
 8. Confirm the deposit of daily collection amount to the Accounts department in the specified time schedule.
 9. Ensure Collection align with demand.
 10. Ensure all reporting of collections to the concern dept. /person on time.
 11. Preparation of Weekly/Monthly Disbursement plan for the unit.
 12. Sign on the IOU/payment voucher prepared by the FSO for disbursing the amount.
 13. Preparation of the 4S receipt for the entire groups to be disbursed.
 14. Disbursing the loan amount and inform to supervisor and MIS.
 15. Surprise field visit.
- Surprise centre visits at collection time to observe punctuality of the FSO, full attendance of clients and solve any other problems faced by the FSO in the field.
5. Planning and training new recruits in the organization. • Organize training schedule and ensure proper field training of new employees.
- Provide feed-back about the progress and difficulties faced by the new staff and enable them to overcome such situation.

P.T.O

- Petty cash management.
 - Supervision of all activities at field & office (Staff training, Monitoring and strengthening etc.)
 - Quality portfolio management
 - Updates the records & register on regular basis
 - Transparent work in transaction money and all activity
 - Reporting & coordinate to the seniors

Eligibility: 2018 passing out MA in Rural Development

Salary Package: CTC Rs. 2, 80,000/- P.A.

- Monthly Gross Salary of Rs. 22000/- approx
- Bachelor Sharing Accommodation
- Medical Insurance (hospitalization coverage of 4 lakhs)
- Group Savings Linked Insurance (Coverage of 2 lakhs incase of an employee's death) - This includes a monthly deduction of Rs. 200/-
- Marriage Allowance
- First Child Allowance
- Performance Bonus
- Other Statutory Compliance

Mandatory document required at the time of interview:

- Updated resume
- 2 recent passport size photographs
- Photocopies of all the academic certificates & mark sheets
- Valid photo ID & address proofs
- University ID Card

The recruitment process will include:

- Pre- Placement Talk (Presentation)
- Group Discussion
- HR Interview
- Final Round at Corporate Office

All the Registered Students Should report at **Annex-II** on **06th March 2018** at **10:45 am** with above preparatory.

Biswarayan Singh
27.2.18

Placement Co-ordinator
Ravenshaw University,
Cuttack

Memo No 725 Dt 28-02-18

Copy to All Notice Board/ All Hostel Notice Board/ Heads & Placement Advisors of Rural Development Department / Office of the Registrar / DSW/COF/CCD Office/ Webmaster / OIC system with a request to upload in the University Website/ Steno to Vice Chancellor for information.

Biswarayan Singh
27.2.18

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