

Empanelment of Resource Person for Financial Education

Securities and Exchange Board of India (SEBI), is a statutory regulatory body established by an Act of Parliament, *to protect the interests of investors in securities and to promote the development of, and to regulate the securities market and for matters connected therewith or incidental thereto.*

As a plan to outreach and widespread the reach of financial education to every district of India, SEBI invites applications from candidates based in the states of **WEST BENGAL, ODISHA, BIHAR, JHARKHAND, ASSAM, TRIPURA, MEGHALAYA, MANIPUR, SIKKIM, NAGALAND, ARUNACHAL PRADESH and MIZORAM** for empanelment as “Financial Education Resource Person” to be part of the financial education efforts of SEBI. The training and empanelment arrangement would be made by National Institute of Securities Markets (NISM).

NISM, established by the Securities and Exchange Board of India, is an independent public trust with a mandate to contribute to the development of securities markets. NISM has taken up several initiatives in financial education, certification of market intermediaries, corporate governance, securities markets data, research and securities markets education.

Eligibility Criteria

Individuals who fulfil all the following requirements are eligible to apply.

- I. Serving/retired teachers, Retired/ current employees of central/ state government, various regulators, PSU's and veterans from defence services, having –

Graduation degree with at least 50% marks in the field of commerce, economics, management, law, science

OR

Graduation degree in engineering or medicine

OR

Professional qualifications such as CA/ CS/ CWA.

- II. The candidate should have good communication skills

- III. Experience: The candidate should have past working experience of at least three years.

Selection criteria

- RP should neither be connected to any intermediary nor should promote commercial interest of any intermediary nor should be undertaking any securities markets related business activity on an individual or a proprietorship basis, nor any action have been taken by SEBI against him/her.
- RP should have proficiency in English as a medium of instruction for the participants of the financial education workshop, to be held in different zones of India
- In addition, the RP should have proficiency in the local language of the district that he/ she is based in. RP should be willing to travel across the assigned area and conduct financial education workshops at various locations.
- The RP should have good presentation and communication skills and should be competent enough to conduct presentation and workshop for any of the target groups.

- The RP must undertake to conduct at least 12 and utmost 52 workshops in a calendar year on his own.
- The RP should preferably have experience of conducting programs of interest to retail investors.
- The RP should have a good understanding of financial markets and financial products for the retail investor.
- Candidate should not be more than 70 years of age
- The RP should preferably own and be comfortable using audio visual aids like laptops etc.
- Selected candidates have to undergo training, pass any examination on completion of training and agree to sign terms and conditions and code of conduct before being Certified as SEBI's Financial Education Resource Person.

Training:

The training for the candidates will be conducted at the following locations as per the details given below:

Round VII - New Empanelment program			
Location of Program	Interview Date	Training Dates	Districts to be covered
GUWAHATI	January 21, 2017	January 22-25, 2017	<u>ASSAM:-</u> Bongaigaon, Hailakandi, Lakhimpur, Morigaon, Nalbari, Dima Hasao, West Karbi Anglong, Biswanath, Hojai, Charaideo, South Salmara-Mankachar, East Kamrup, West Kamrup, Majuli
			<u>ARUNACHAL PRADESH:-</u> Anjaw, Changlang, East Kameng, Lohit, Longding, Lower Subansiri, Tawang, Tirap, Lower Dibang Valley, Upper Siang, Upper Subansiri, West Siang, Upper Dibang Valley, Kurung Kumey, Namsai, Kra Daadi
			<u>MANIPUR:-</u> Bishnupur, Churachandpur, Chandel, Imphal East, Senapati, Tamenglong, Ukhrul
			<u>MEGHALAYA:-</u> West Jaintia Hills, East Jaintia Hills, West Khasi Hills, South West Khasi Hills, Ri-Bhoi, North Garo Hills, East Garo Hills, South Garo Hills, West Garo Hills, South West Garo Hills
			<u>MIZORAM:-</u> Kolasib, Lawngtlai, Lunglei, Mamit, Siaha, Serchhip, Champhai
			<u>NAGALAND:-</u> Kiphire, Longleng, Mokokchung, Mon, Peren, Phek, Tuensang, Zunheboto
			<u>SIKKIM:-</u> East Sikkim, North Sikkim, South Sikkim, West Sikkim
			<u>TRIPURA:-</u> Dhalai, Sipahijala, Khowai, Gomati, Unakoti, North Tripura, South Tripura
BHUBANESWAR	January 7, 2017	January 8-11, 2017	<u>BIHAR:-</u> Purnea, Buxar, Araria, Arwal, Begusarai, East Champaran, Gopalganj, Jamui, Khagaria, Madhepura, Saharsa, Samastipur, Saran, Sheikhpura, Sheohar, Sitamarhi, Siwan, Supaul
			<u>JHARKHAND:-</u> Chatra, Garhwa, Giridih, Jamtara, Khunti, Koderma, Latehar, Lohardaga, Pakur, Ramgarh, Saraikela Kharsawan

			ODISHA:- Angul, Debagarh(Deogarh), Gajapati, Jagatsinghpur, Kalahandi, Kandhamal, Kendrapara, Nabarangpur, Nuapada, Subarnapur (Sonepur)
			WEST BENGAL:- Alipurduar, Hooghly, Purulia, Malda, Uttar Dinajpur, Dakshin Dinajpur

Please note that applications received from the districts other than the above mentioned districts will not be entertained.

The last date to apply for the above mentioned training programs are as follows:

Training Centre	Last date to apply
BHUBANESWAR	December 31, 2016
Guwahati	January 10, 2017

- The above timeline is indicative only and NISM/SEBI retains the discretion to alter the timeline, if such need arises.

The expenses for travelling to the respective training centre will be reimbursed by SEBI subject to production of the original documents and also all other expenses for stay and other arrangements will be borne by SEBI.

Code of Conduct:

- The RP shall uphold SEBI's Vision to impart unbiased quality financial education to all individual investors.
- The RP shall, at all times, be fair, respectful and courteous to trainees, fellow RPs, NISM and SEBI volunteers and employees.
- The RP assumes responsibility and accountability for their individual judgments and actions.
- The RP shall demonstrate respect of trainee/s in the way he/ she discusses the trainees' financial circumstances, needs, and difficulties.
- The RP shall by no means indulge in selling or promoting of any specific investment instrument and would be completely objective and impartial in their approach while training.
- The RP shall not make any personal monetary profit by way of publishing/selling/distributing the training material/literature/presentations, other than providing the same during the workshops in manner prescribed by SEBI / NISM. All materials pertaining to the workshop are copyright of SEBI / NISM, are to be used only for the purpose of SEBI workshops and shall not be used elsewhere without prior written permission.
- The RP agrees to teach SEBI approved curriculum. This includes adhering to all approved prerequisites, essential core information, and required hours of instruction and any changes made by SEBI thereto from time to time.
- The RP agrees to use and provide to trainees training materials that are current, approved by SEBI as to meeting SEBI standards for a quality presentation.
- The RP shall maintain competence in the field of financial education by actively participating in any training workshops held or approved by SEBI (as required) and through passing of any required certification examination approved by SEBI.

- The RP agrees to conduct a minimum of 12 and maximum 52 workshops for a stipulated minimum number of participants in a calendar year as further specified in the contract.

Certified Resource Person:

The candidates shall be certified by SEBI as “**Certified Financial Education Resource Person**”.

Honorarium:

RPs shall be paid honorarium of ₹ 4,000/- (for each workshop conducted within the place of city/town/village of RP) and ₹ 4,500/- (for each workshop conducted other than the place of city/town/village of RP).

General instructions for submission of applications:

- Candidates may take printout of the application form as attached below.
- Candidates need to attach a copy of their certificate of qualification, employment and experience of minimum 3 years with the application form.
Any other additional information to be provided by attaching enclosure to the form.
- Existing teachers or employees should arrange to obtain necessary NOC from the employer
- Application forms not submitted in the prescribed format will be summarily rejected.
- The application form should be filled up in *CAPITAL LETTERS* and in *ENGLISH* only.
- Candidates will ensure that all the entries have been correctly filled in. The application as well as photograph will be duly signed by the candidate before submission of the application form.
- Applications which are incomplete, mutilated, illegible, received after the prescribed date and from ineligible candidates will not be considered. *CANDIDATES SHOULD SATISFY THEMSELVES ABOUT THEIR ELIGIBILITY BEFORE APPLYING.*
- NISM shall not entertain request from the candidates seeking advice about their eligibility to apply.
- A check list has been drawn at the end of the form to make sure that a candidate remembers to provide all the relevant information in the form. Just put a tick (√) in the respective column of the checklist after completing the form.
- *CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.*
- *IN ALL MATTERS REGARDING ELIGIBILITY, INTERVIEW, ASSESSMENT AND COMMUNICATION OF RESULT, THE DECISION OF NISM SHALL BE FINAL AND BINDING ON THE CANDIDATES AND NO CORRESPONDENCE SHALL BE ENTERTAINED IN THIS REGARD.*
- Communication in respect of selection of Resource Persons mentioned in this advertisement will be sent only to successful candidates.
- Interested candidates who have the passion for spreading financial education should send their duly filled application form or scanned copies of application form, along with necessary certificates by email to resourcepersons@nism.ac.in or to the below mentioned address on or before the last date for submission of application.
- SEBI / NISM reserve the right to accept application from eligible applicants post stipulated deadline as well.

Address for sending the application:

School for Investor Education & Financial Literacy
National Institute of Securities Markets,
NISM Bhavan, Plot No. 82, Sector 17,
Vashi, Navi Mumbai 400 703

For any query or information contact:

Mr. Kuldeep Thareja
School for Investor Education & Financial Literacy
National Institute of Securities Markets
NISM Bhavan, Plot No. 82, Sector 17,
Vashi, Navi Mumbai 400 703
022 66735178 / 66735115 / 66735100-05

APPLICATION FORM FOR SEBI FINANCIAL EDUCATION RESOURCE PERSONS

(*Please read instructions carefully before filling the form.)

NATIONAL INSTITUTE OF SECURITIES MARKETS																															
1. Name in Full																															
First Name																															
Middle Name																															
Last Name																															
2. Sex		M			F			Paste Photograph in the box alongside and sign across it																							
		D	D	M	M	Y	Y													Y	Y										
3. Date of Birth																															
4. Nationality																															
5. PAN Card No.																															
6. Marital Status																															
7. Academic Qualifications																															
Qualification	Degree/Diplo ma – Specialisation				Year of Passing	University / Institute	Overall (%) of Marks	Class / Division																							
Graduation																															
Post-Graduation																															
Professional Qualification																															
Any other																															
8. Experience:																															
School/College/ Organisation Name & Address		Designation			Teaching Profile/Profile of duties			Period Duration																							
								From	To	Yr s.	Mon th																				
9. Languages Known: (Please mark <input checked="" type="checkbox"/> at appropriate boxes)																															
a.				Read	<input type="checkbox"/>	Write	<input type="checkbox"/>	Speak	<input type="checkbox"/>																						
b.				Read	<input type="checkbox"/>	Write	<input type="checkbox"/>	Speak	<input type="checkbox"/>																						
c.				Read	<input type="checkbox"/>	Write	<input type="checkbox"/>	Speak	<input type="checkbox"/>																						
d.				Read	<input type="checkbox"/>	Write	<input type="checkbox"/>	Speak	<input type="checkbox"/>																						
10. Have you been associated with any intermediary before? If yes, give details:																															

11. Are you currently associated with any stock market intermediary? If yes, give details:	
12. Do you own or work for any other business? If yes, give details:	
13. Have you conducted any training and education trainings of interest to retail investors? If yes, give details:	
14. Do you own a laptop? <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
15. Any other information that you wish to provide	
16. Address for correspondence	
	Email:
Mobile:	Landline:
Dist:	STD Code:
State:	Pin Code:
17. References (Two):	
Name: Designation: Address: Contact No.: Email:	Name: Designation: Address: Contact No.: Email:
18. Checklist:	
<input type="checkbox"/> Pan Card No. <input type="checkbox"/> Date of Birth <input type="checkbox"/> Mobile No. / Landline with STD Code <input type="checkbox"/> District <input type="checkbox"/> State	<input type="checkbox"/> Address for correspondence <input type="checkbox"/> Copy of Graduation Certificate <input type="checkbox"/> Photograph <input type="checkbox"/> Copy of letter satisfying 3yrs of teaching exp where applicable <input type="checkbox"/> Applied through <input type="radio"/> Email <input type="radio"/> Postal Mail
<p><i>I, the undersigned, hereby confirm that,</i></p> <ul style="list-style-type: none"> • <i>No action have been initiated/taken against me by any regulator or government body</i> • <i>The information furnished above is true and correct to the best of my knowledge & belief.</i> • <i>If any information given in this application is false / incorrect or I do not satisfy the eligibility criteria according to NISM, my candidature/appointment is liable to be cancelled / terminated.</i> • <i>I have read and understood the stipulations given in the advertisement and hereby undertake to abide by them.</i> <p>Signature: Name: Address:</p> <p>Date: Place:</p>	

*Please attach additional sheets for any of the above fields, if required.