

1) Job Description of General Manager,

Designation - General Manager

Position - 01

Place of Posting - Head Office, GLPC Ltd.

Qualification -

- MBA/PGDM(2years) in Finance/Banking & Finance from a recognized University

Experience -

- 12 years and above relevant to the post out of which last 5 years in Micro-finance/Rural finance/Banking/Financial Institutions/Co-operative Banking
- S/he should have experience of working at the senior management level on the SHGs/federations/SHG- Bank linkage model related to community institution model.
- S/he should also have effective training skill and have experience of designing and implementing capacity building to community institutions
- Out of the above total experience, Minimum 3 years of the experience should be In Govt./Semi Govt. Companies, Institutions, Boards, Societies, Agencies, Corporations.

Other Requirements

- Strong Communication and Documentation skills in English, Knowledge of Hindi and Gujarati is essential Experience in Govt. Sector (PSU), Social Sector will be preferred.

Age Limit

- Max 45 years, relaxation by 5 years for Reserved Candidate.

Compensation -

- Up to Rs 75,000/per month (commensurate with experience and Company's Policies)

Role & Responsibility

- General Manager will be responsible to provide directions, guidance and support to a team consisting of Project Manager (MMUY), Assistant Project Manager (MMUY).
Broad Area of Work:
- Implementation of the MOU signed between GLPC and Banks on bank finance of Joint Liability Earning & Saving Groups (JLESGs)
- Developing the framework for linking of all eligible JLESGs with Bank Finance
- Coordination with SLBC/Banks and other concerned agencies.
- Review/Updating of Guideline on grading and Bank linkage of JLESGs by Banks as and when felt necessary.
- Coordinating with all the other concerned verticals of the company in which Mukhyamantri Mahila Utkarsh Yojana is involved for the implementation Livelihood generation
- Representing GLPC in various meetings/Forums as and when necessary.
- Follow up, Monitoring and review of the progress on Bank finances under the Mukhyamantri Mahila Utkarsh Yojana
- Attending to the Correspondence emanating from various departments /agencies /organizations on a day to day basis.
- Oversee and supervise the progress in activities of these projects, ensure performance of the team with assistance of Project Manager and Assistant Project Manager.
- Attending to the matters of banks financing under MMUY.
- Report as and when required to the Board of Directors.
- Any other duties as assigned by the managing Director GLPC from time to time.
- Any work as and when required

2) Job Description of **Project Manager**

Designation - Project Manager

Position - 02

Place of Posting - Head Office, GLPC Ltd.

Qualification

- MBA/PGDBM (2years) in Finance/Banking from a recognized University

Experience

- 5 years and above relevant to the post in Micro-finance/ Rural finance/Banking/Financial Institutions/Co-operative Banking
- S/he should have experience of working at the middle management level on the SHGs/federations/SHG Bank linkage model related to community institution model.
- Out of the above total experience, Minimum 3 years of the experience should be in Govt./SemiGovt. Companies, Institutions, Boards, Societies, Agencies, Corporations.

Other Requirements

- S/he should have good communication skill (both oral and writing) in English and Gujarati. Knowledge of Hindi is desirable, Operational proficiency in MS Office, Internet ,etc
- Experience in Govt. Sector (PSU), Social Sector will be preferred

Age Limit

- Max35 years, relaxation by 5 years for Reserved Candidate

Compensation

- Up to Rs 50000/per month (commensurate with experience and Company's Policies)

Role & Responsibility

- Project Manager(MMUY) in consultation with the GM-MMUY will be responsible to provide directions, guidance and support team working under MMUY etc.
Broad Area of Work
- Implementation of the MOU signed between GLPC and Banks on bank finance of Joint Liability Earning & Saving Groups (JLESGs)
- Preparation of Physical & Financial targets specifying tasks, timelines, procedures ,budget allocation & outcomes for MMUY
- Developing the framework for linking of all eligible JLESGs with Bank Finance
- Co ordination with SLBC /Banks and other concerned agencies.
- Assist in reviewing/updating of Guideline on bank finances of JLESGs by Banks as and when felt necessary.
- Coordinating with all the other concerned verticals of the company in which Mukhyamantri Mahila Utkarsh Yojana is involved for the implementation of Livelihood Programmes.
- Attend GLPC in various meeting as and when necessary.
- Follow up; Monitoring and review of the progress on bank finances under the Mukhyamantri Mahila Utkarsh Yojana.
- Attending to the Correspondence emanating from various departments/ agencies/organizations on a day to day basis.
- Assist in formulation of policies of the company in specific area of vertical.
- Oversee and supervise the progress in activities of these projects, ensure performance of the team with assistance of Assistant Project Manager.
- Any other duties as assigned by the General Manager- MMUY, Joint MD & Managing Director, GLPC from time to time.
- Any other task assigned by reporting officer

3) Job Description of **Assistant Project Manager-MMUY**

Designation - Assistant Project Manager (MMUY)

Position - 02

Place of Posting - GLPC Head Office

Qualification –

- MBA/PGDM/PGDBM- Finance or Banking & Finance

Experience

- 3 Years relevant experience.

Other Requirements

- Written & Communication skills in Gujarati & English essential.
- Working Knowledge of Hindi.
- Operational Proficiency in Internet, MS Office etc.
- Experience in Govt. Sector (PSU), Social Sector will be preferred.

Age Limit –

- Max 35 years, relaxation by 5 years for Reserved Candidate

Compensation

- Up to Rs 30000/per month (commensurate with experience and Company's Policies)

Job Responsibility

- Coordinating with stakeholders like other State Govt. Departments & Sponsor Banks
- Build partnership and linkages under MMUY with public sector Banks, Regional Rural Banks, Cooperative Banks and other stakeholders as per the requirement of the vertical.
- Maintain files, noting, documentation and correspondence and co-ordinate with various partner agencies and implementation agencies
- Help in finding new avenues for project promotion and expansion.
- Promote enabling work environment in-order to maximize intra thematic and cross thematic exchange of ideas, co-operation, plans and strategies for implementation
- Perform any other task specially assigned by supervisory authority, in addition to all the above.
- Render technical assistance and advice the BMMU on how to solve day to day implementation problems specifically related to Mukhyamantri Mahila Utkarsh Yojana
- Report regularly in form of generating MPR's, and other relevant reports. Any other task as allocated by Project Manager (MMUY)

4) Job Description of **Project Manager (IT)-MMUY**

Designation – PROJECT MANGER (IT)

Position - 01

Place of Posting - GLPC Head Office / Regional

Qualification –

- B.E / B. Tech / M. E / M. Tech in Computer , Information Technology , ICT , Electronics and Communication / MCA / M Sc. in Computer Science / IT

Experience

- Minimum of 5 Years of working experience post qualification.
- Must have about 3 years experience as a developer in PHP/PHP Framework, Knowledge of MVC , CMS like Wordpress , Joomla , Magento , drupal (Plugin / theme development / API) , MySQL / Oracle database , JavaScript/JQuery , XML , web service / API

Other Requirements

- Spoken, reading & written fluency in English & Gujarati is essential.
- Knowledge of Hindi is desirable.
- Operational Proficiency in Internet, MS Office etc.
- Experience in Govt. Sector (PSU), Social Sector will be preferred.

Age Limit –

- Max 35 years, relaxation by 5 years for Reserved Candidate on the date of advertisement

Compensation

- Up to Rs 50000/per month (commensurate with experience and Company's Policies)

Job Responsibility

- The Project manager is responsible to look after the development of web platform and mobile applications.
- Software maintenance of the existing applications and developing new application as per requirement
- Preparation of system and operations manuals for the application software
- Preparation of training manuals and scheduling user's training
- Act as system administrator
- Designs and maintain technical and project documentation
- Ensuring strict compliance to the back-up schedules, day to day coordination for software maintenance
- Responsible to solve generated vulnerabilities on Linux based web server
- The person will also be responsible to manage the complete project development including Version control , adherence to timelines, meeting milestones.
- Assist GM to conceptualize and implement innovative IT based projects for service delivery and any other task as and when assigned by Management
- Conversant on PHP with Code igniter and sound knowledge of Bootstrap
- Oversee and supervise the progress in activities of these project, review about new requirement and update portal regularly.
- Any other duties as assigned by the General Manager-MMUY,Joint MD & Managing Director , GLPC from time to time
- Any other task assigned by reporting officer.

5) Job Description of Assistant Project Manager (IT)-MMUY

Designation – ASSISTANT PROJECT MANGER (IT)

Position - 01

Place of Posting - GLPC Head Office / Regional

Qualification –

- B.E / B. Tech in Computer , Information Technology , ICT , Electronics and Communication / MCA / M Sc. in Computer Science / IT

Experience

- Minimum of 3 Years of working experience post qualification as Project Manager or equivalent.
- Must have about 1 year experience as a developer in PHP/PHP Framework, Knowledge of MVC , CMS like Wordpress , Joomla , Magento , drupal (Plugin / theme development / API) , MySQL / Oracle database , JavaScript/JQuery , XML , web service / API

Other Requirements

- Spoken, reading & written fluency in English & Gujarati is essential.
- Knowledge of Hindi is desirable.
- Operational Proficiency in Internet, MS Office etc.
- Experience in Govt. Sector (PSU), Social Sector will be preferred.

Age Limit –

- Max 35 years, relaxation by 5 years for Reserved Candidate on the date of advertisement

Compensation

- Up to Rs 30,000/per month (commensurate with experience and Company's Policies)

Job Responsibility

- The Assistant Project manager is responsible to look after the development of web platform.
- Software maintenance of the existing applications and developing new application as per requirement
- Designs and maintain technical and project documentation
- Ensuring strict compliance to the back-up schedules, day to day coordination for software maintenance
- Act as system administrator
- Must knowledge of Linux and Windows
- Assist GM to conceptualize and implement innovative IT based projects for service delivery and any other task as and when assigned by Management
- Conversant on PHP with Code igniter and sound knowledge of Bootstrap
- Report regularly in form generating required reports and other details
- Any other duties as assigned by the General Manager-MMUY, Joint MD & Managing Director , GLPC from time to time
- Any other task assigned by reporting officer.