

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, to promote the development of and to regulate the securities market.

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.

As plan to outreach and have resource person in every district of India, SEBI and NISM invite applications from candidates based in Southern, Eastern Northern and Western region of India for empanelment as “Financial Education Resource Persons” to be part of the financial education efforts of SEBI and NISM.

Selection Criteria:

- The Resource Person(RP) should be a teacher or a retired teacher in Std XI, Std XII, graduate or postgraduate course of a college in any of the following streams: Commerce, Economics, Finance
- RP himself, at the least, should be a post graduate in any of the aforementioned fields of study
- RP should have a minimum teaching experience of 3 years
- RP should neither be connected to any intermediary nor should promote commercial interest of any intermediary nor should he be undertaking any securities markets related business activity on an individual or a proprietorship basis
- RP should have proficiency in English as a medium of instruction for the participants of the investor education workshops 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 training workshops/ on any of the modules of financial education materials.
- The RP must undertake to conduct at least 12 and utmost 52 training workshops in a year on his own
- The RP should preferably have experience of conducting training and education workshops of interest to retail investors
- The RP should have a good understanding of financial markets and financial products for the retail investor
- Preference will be given to those candidates who are less than 65 years of age; are comfortable using and own audio visual aids like laptops.
- Selected candidates have to undergo training, pass any examination on completion of training and agree to sign a code of conduct before being Certified as Resource Person

Training and the expenses:

➤ The training for the candidates will be conducted in New Delhi, Chennai, Kolkata and Mumbai depending on the territorial jurisdiction as given below:

Region	Training Center	States and Union Territory covered
Northern Region	New Delhi	Haryana, Himachal Pradesh, Jammu and Kashmir, Punjab, Uttar Pradesh, Chandigarh, Uttarakhand and Delhi
Southern Region	Chennai	Andhra Pradesh, Karnataka, Kerala, Tamilnadu, Pondicherry and Lakshadweep & Minicoy Islands
Eastern Region	Kolkata	Assam, Bihar, Manipur, Meghalaya, Nagaland, Orissa, West Bengal, Arunachal Pradesh, Mizoram, Tripura, Sikkim, Jharkhand and Andaman & Nicobar Islands
Western Region	Mumbai	Maharashtra, Madhya Pradesh, Chhattisgarh, Goa, Diu, Daman and Dadra and Nagar Haveli, Gujarat and Rajasthan

➤ The expenses for traveling to the respective training centre will be reimbursed and all other expenses for stay and other arrangements will be borne by SEBI

Timeline for Empanelment Programs

The probable timeline for conducting Empanelment programs in each region is as shown below:

Sr. No	Region	Venue	Interview Date	Training Dates
1	Western	Navi Mumbai	August 20, 2011	August 21-27, 2011
2	Northern	New Delhi	September 3, 2011	September 4-10, 2011
3	Southern	Chennai	September 24, 2011	Sept 25-Oct 1, 2011
4	Eastern	Kolkata	October 15, 2011	October 16-22, 2011

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

Code of Conduct:

- The trainer shall uphold SEBI's and NISM's Vision to impart unbiased quality education and financial education to all individual investors.
- The trainer shall, at all times, be fair, respectful and courteous to trainees, fellow trainers and NISM and SEBI volunteers and employees.
- The trainer assumes responsibility and accountability for their individual judgments and actions.

- The trainer shall demonstrate respect of trainee/s in the way he/ she discusses the trainees' financial circumstances, needs, and difficulties.
- The trainer would 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 trainer would 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 / NISM workshops; and should not be used elsewhere without prior written permission.
- The trainer agrees to teach NISM and SEBI approved curriculum. This includes adhering to all approved prerequisites, essential core information, and required hours of instruction and any changes made by SEBI or NISM thereto from time to time.
- The trainer agrees to use and provide to trainees training materials that are current, approved by SEBI / NISM as to meeting SEBI and NISM's standards for a quality presentation.
- The trainer shall maintain competence in the field of financial education by actively participating in any training workshops held or approved by NISM and SEBI (as required) and through passing of any required certification examination approved by SEBI/ NISM.
- The trainer agrees to conduct a minimum of 12 and maximum 52 workshops for a stipulated minimum number of participants in a year as further specified in the contract.

Certified Teacher:

The Resource Person shall be certified by SEBI as “**Certified teacher for financial education**”.

Remuneration:

Selected candidates shall be paid remuneration of Rs. 2,000/- per workshop conducted plus Rs. 500/- towards conveyance for local workshop or Rs. 1,000/- when workshop is out of station from the place of residence of the Resource Person.

General instructions for submission of applications:

- Candidates may take printout of the application form as attached below.
- Additional information can be provided by attaching enclosure to the form.
- 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.*
- No objection Certificate from the existing employer needs to be submitted before being empanelled.

- NISM shall not entertain request from the candidates seeking advice about their eligibility to apply.
- *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, scanned copies of application form by email to resourcepersons@nism.ac.in or to the below mentioned address so as to reach latest by **July 22, 2011**.

**Financial Education Resource Persons
National Institute of Securities Markets**

Ground Floor, UTI House, Plot No. 82, Sector 17,
Vashi, Navi Mumbai 400 705

APPLICATION FORM FOR FINANCIAL EDUCATION RESOURCE PERSONS

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. Marital Status																					
6. Academic Qualifications																					
Qualification	Degree/Diploma – Specialisation			Year of Passing		University / Institute			Overall (%) of Marks			Class / Division									
Graduation																					
Post Graduation																					
Professional Qualification																					
Any other																					
7. Teaching Experience:																					
School / College Name & Address		Designation		Teaching Profile				Period Duration													
				Subjects Taught		Classes Taught		From	To	Yrs.	Mths										
8. Languages Known:																					
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"/>														
9. Have you been associated with any intermediary before? If yes, give details:																					
10. Are you currently associated with any intermediary? If yes, give details:																					

11. Do you own or work for any other business? If yes, give details:	
12. Have you conducted any training and education workshops of interest to retail investors? If yes, give details:	
13. Do you own a laptop? Yes <input type="checkbox"/> No <input type="checkbox"/>	
14. Any other information that you wish to provide	
15. Address for correspondence	
	Email:
	Telephone:
Dist:	STD Code:
State:	Pin Code:
16. References (Two):	
Name: Designation: Address: Contact No.: Email:	Name: Designation: Address: Contact No.: Email:
<p>I declare that the information furnished above is true and correct to the best of my knowledge & belief. I understand that if at any stage, it is found that any information given in this application is false/incorrect, that I do not satisfy the eligibility criteria according to NISM, my candidature/appointment is liable to be cancelled/terminated. I have read and understood the stipulations given in the advertisement and hereby undertake to abide by them.</p>	
Place:	
Date:	Signature

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