

## **Empanelment of Resource Person for Financial Literacy**

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 literacy, certification of market intermediaries, corporate governance, securities markets data, research and securities markets education.

SEBI and NISM invite applications from candidates based in the following states and union territories for the empanelment as “Financial Literacy Resource Persons” to be part of the financial literacy efforts of SEBI and NISM:

<b>States and territories:</b>	
Andhra Pradesh	Meghalaya
Arunachal Pradesh	Mizoram
Assam	Nagaland
Bihar	Orissa
Chhattisgarh	Punjab + Chandigarh
Haryana	Sikkim
Himachal Pradesh	Tamil Nadu + Pondicherry
Jammu and Kashmir	Tripura
Jharkhand	Uttar Pradesh
Karnataka	Uttarakhand
Kerala	West Bengal
Manipur	Delhi

### **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 programs to be held in different zones of India

- In addition the RP should have proficiency in the local language of the state that he/ she is based in. RP should be willing to travel across the assigned area and conduct financial literacy programs at various locations
- The RP should have good presentation and communication skills and should be competent enough to conduct presentation and training programs/ on any of the modules of financial literacy materials.
- The RP must undertake to conduct at least 12 training workshops, in a year on his own
- The RP should preferably have experience of conducting training and education programs 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 Empanelled as Resource Person

### **Code of Conduct:**

- The trainer shall uphold SEBI's and NISM's Vision to impart unbiased quality education and financial literacy 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 program are copyright of SEBI/ NISM; are to be used only for the purpose of SEBI/ NISM programs; 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 literacy 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 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 literacy**”.

### **Remuneration:**

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

### **General instructions for submission of applications:**

- Candidates may obtain the application form from website.
- 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.
- Relieving/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, SELECTION PROCESS, 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 literacy should send their duly filled, scanned copies of application form by email to [resourcepersons@nism.ac.in](mailto:resourcepersons@nism.ac.in) or to the below mentioned address so as to reach latest by JUNE 1<sup>st</sup>, 2010.

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

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

**APPLICATION FORM FINANCIAL LITERACY 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:																					
College Name & Address		Designation		Teaching Profile				Period Duration													
				Subjects Taught		Classes Taught		From	To	Yrs.	Months										
8. Languages Known:																					
a.		Read			Write			Speak													
b.		Read			Write			Speak													
c.		Read			Write			Speak													
d.		Read			Write			Speak													
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 programs 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 &amp; 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:	Signature
Date:	

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

