

Terms of Reference (ToR)

For hiring Financial Analyst under RAMP, Nagaland

About RAMP:

The Government of India has launched a World Bank supported Scheme called “Raising and Accelerating MSME Performance (RAMP)”, which supports the overall Covid Resilience and Recovery Programme of Ministry of Micro, Small, and Medium Enterprises (MoMSME) and aims at improving market access, access to credit, strengthening institutions and governance at the Centre and State, improving Centre-State linkages and partnerships, addressing issues of delayed payments, and greening of MSMEs.

Background:

Under this programme, the department is seeking to build a capable team that can drive the programme forward, ensuring it meets its objectives efficiently and effectively. The selected candidates will play a critical role, contributing their expertise to ensure successful planning, execution, and completion. The experts will be engaged to help implement various MSME-related initiatives and provide specialized support in areas such as enhancing firm capability, access to schemes, quality certification, legal matters, green energy adoption, and financial advisory, contributing to the holistic growth of MSMEs.

Given below are job description of the position under the programme. Interested candidates should submit their application detailing their relevant experience and skills.

Position	Financial Analyst
No. Of Posts	2
Qualifications & Experience, Essential(E) or Desirable (D)	<ol style="list-style-type: none">1. Master's or equivalent from recognized universities in finance/commerce/business administration (E).2. Minimum work experience of 5 years in fields related to budget management/accounting and creating financial plans of community centric programmes such as NRLM or relevant grassroot programs/organizations (E)3. Excellent analytical, communication and presentation skills (E)4. Digital proficiency in handling various platforms like MS Office Suite (E)5. Candidate should be a native of the district they are applying for (D)6. Should be able to converse in Nagamese (E)7. Open to relocate (E)8. The candidate should not be above 40 years at the time of application (E)9. Candidate should have their own laptop (D)

Key responsibilities	<ol style="list-style-type: none"> 1. Assist in creating budgets and financial plans 2. Ensuring compliance with financial reporting standards. 3. Assist enterprises with documentation process to access finance under various MSME governmental schemes. 4. Serve as a liaison between beneficiaries, entrepreneurs, and financial institutions, effectively communicate financial information to non-financial stakeholders. 5. Ensuring that the beneficiaries/ enterprises comply with relevant financial regulations, laws, and guidelines.
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Period of engagement: 1 year from the date of joining, subject to extension based on performance and project period.

Remuneration: Fixed at Rs 60,000 /- (Rupees Sixty Thousand only) per month.

Selection Procedure:

1. Candidates are advised to carefully read the recruitment notification before applying to ascertain their eligibility for the post. The qualifications marked Essential (E) are mandatory.
2. Application form must be submitted by email at **rampnagaland@gmail.com** on or before **May 09 2025, 4 pm**. The mail should have subject- "Application for _____". (Mention the name of the position for which you are applying). It must include the contact numbers and email addresses of the applicants.
3. Only short-listed candidates will receive call/email for the Personal Interview.
4. The candidates are required to check their emails and the website of Department of Industries and Commerce to periodically to get the status of short-listing and instructions for further steps in the selection process if any.
5. The shortlisted candidates must produce their original documents for verification on the day of the interview.

Note for all applicants:

1. The advertised positions are strictly on a contract basis and in no way do they indicate permanent employment with NIDC, Department of Industries and Commerce Nagaland, or Government of Nagaland.
2. Lobbying for candidates, by any means, will be prohibited and not entertained.
3. In case of non-fulfillment of essential qualifications/experience in domicile hiring, NIDC reserves the right to hire the most suitable candidate fulfilling the criteria from other domicile.

4. In the case where the candidate is hired and NIDC finds out the credentials of the candidate are false/forged, NIDC reserves the right to terminate the contract with the candidate immediately.
5. Interested and eligible candidates can visit the link, <https://nidc.nagaland.gov.in/> , <https://industry.nagaland.gov.in/> to download the application form and apply for the above role. Physical applications will not be accepted.
6. All candidates are required to provide correct and precise information on the application form and verify the same before submitting the application.

GOVERNMENT OF NAGALAND
DEPARTMENT OF INDUSTRIES AND COMMERCE

Application form for the post of Financial Analyst

Name of the district applied for	
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Personal details:

Name	
Date of Birth	
Gender	
Permanent Address	
Contact no	
Email id	

Languages known (Please tick)

1. English ()
2. Nagamese ()
3. Others (please specify) _____

Computer knowledge (Please Tick)

Yes () No ()

If yes, Certificate available (Please Tick)

Yes () No ()

Mention the computer course: _____

Educational Qualification (Degrees & Diplomas):

Sl.no	Course	Institute/University	Year of Passing	Marks/Grade obtained

Sl.no	Course	Institute/University	Year of Passing	Marks/Grade obtained

Employment details:

Name of the organization	
Year of Employment (DD/MM/YY) to (DD/MM/YY)	
No of year/months/days employed in the organisation	
Position held	
Detailed description of roles:	

Name of the organization	
Year of Employment (DD/MM/YY) to (DD/MM/YY)	
No of year/months/days employed in the organisation	
Position held	
Detailed description of roles:	

Name of the organization	
Year of Employment (DD/MM/YY) to (DD/MM/YY)	
No of year/months/days employed in the organisation	
Position held	

Detailed description of roles:

Name of the organization	
Year of Employment (DD/MM/YY) to (DD/MM/YY)	
No of year/months/days employed in the organisation	
Position held	

Detailed description of roles:

Professional trainings: (Please mention briefly on any certification trainings attended)

Sl.no	Details

Achievements if any:

Sl.no	Details

Any other details:

Sl.no	Details

I certify that the statements made by me are true and correct to the best of my knowledge.

Date:

Signature: