



Foreign Exchange Dealers' Association of India

(Registered Under Section 25 of the Companies Act, 1956)

CIN:U67190MH1988NPL047993

173, Maker Tower
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Reuters: IN/FEDAI

Circular Letter No.06/2018

17th April 2018

To All Member Banks

Dear Sir,

Recruitment of Officer on Special Duty (OSD) for Training

At the Managing Committee meetings held on 12th April 2018 the matter of recruitment of Officer on Special Duty (OSD) for Training was discussed. It was decided to invite applications from member banks for this purpose.

The eligibility criteria, terms and job profile, as approved by the Managing Committee are given below:

Eligibility

- i) Qualifications: Graduate. Preferably CAIIB and FEDAI examination on 'Foreign Exchange Operations'.
- ii) Age: Upto 60 years. Exception can be made for deserving cases.
- iii) Experience: Minimum 5 years in Forex Operations. 5 years as faculty in Forex during the last 10 years in senior management role.

Terms

- i) Appointment will be on contractual basis, initially for six months.
- ii) At the end of six months, on review, a contract for one year.
- iii) The assignment would be renewable on yearly basis thereafter
- iv) Salary - Negotiable
- v) Honorarium for sessions would be paid separately
- vi) Training activity specific terms and conditions will be advised separately.

Job Profile

- i. Conducting training sessions / workshops at various locations in the country
- ii. Coordination and arrangements for workshops
- iii. Preparation and revision of reading material
- iv. Preparation of notes and case studies for training
- v. Participation in Technical and Managing Committee meetings
- vi. Providing guidance to member banks in forex area
- vii. Attending to the office work in accounts, administration area etc.

Member banks are requested to circulate this amongst their employees. Interested employees may send their application along with their Bio-Data (in the prescribed form as enclosed) and one recent coloured photograph, **to our office latest by 4th May 2018**. The applications that do not fulfil eligibility criteria will not be entertained.

Envelope should mention on the left hand top as "Application for OSD – Training" and sent to the following address: An advance copy of the Bio-Data can be sent on email ID ce@fedai.org.in

The Chairman
FEDAI

173, Maker Tower 'F', 17th Floor, Cuffe Parade, MUMBAI – 400 005.

Thanking you,

Yours faithfully,

Chief Executive

PHOTOGRAPH

BIO – DATA

Name	
Present Address	
Email ID	
Mobile Number	
Date of Birth	
Educational Qualifications	
Work experience (with name of Bank)	
Present Position in the Bank	
Experience	<u>OPERATIONAL</u>
	<u>TRAINING</u>
	<u>OTHERS, IF ANY</u>

SIGNATURE

MUMBAI

Dated : _____