



# Foreign Exchange Dealers' Association of India

(Registered u/s.25 of The Companies Act, 1956) CIN:U67190MH1988NPL047993  
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Circular Letter No.27/2020

19<sup>th</sup> November 2020

To All Member Banks

## **Recruitment of Asst. Vice President /Chief Manager (Knowledge Initiatives)**

In the Management Committee meeting held on 17<sup>th</sup> November,2020 the Committee approved the Appointment of 'Asst.Vice President / Chief Manager (Knowledge Initiatives)' in a permanent capacity at FEDAI.

Accordingly we request eligible candidates who are willing to take up the above assignment may send their applications to "The Deputy Chief Executive, FEDAI, 173, Maker Tower F, 17<sup>th</sup> Floor, Cuffe Parade, Mumbai – 400 005 alternatively by email [mail@fedai.org.in](mailto:mail@fedai.org.in).

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

### **Eligibility Criteria:**

- i) Qualifications – Graduate, Preferably CAIIB and passed FEDAI Certificate Course in Foreign Exchange Operations. Candidates having International Qualification viz. CTCM,CTFP, CDCS etc. will be given preference.
- ii) Age – Maximum 45 years as on 30<sup>th</sup> September 2020. Relaxation of a maximum of 5 years may be considered for deserving candidates.
- iii) Experience – Minimum 5 years in Forex Operations and 5 years recent experience as Faculty in developing course content and delivering sessions on Forex.Candidates having worked in the digital environment will be given preference.

### **Terms of Appointment:**

- i) The Appointment is in a permanent capacity in FEDAI. Selected candidate will be initially on 6 months probation.
- ii) After 6 months, on review a permanent Appointment will be given.
- iii) Salary and perquisites will be as applicable to the Asst.Vice President grade in FEDAI which is equivalent to a Chief Manager or Senior Management Grade Scale IV of a nationalised bank.
- iv) Other reimbursements of expenses where applicable will be advised separately.

### **Job Profile:**

- i) The Asst. Vice President (KI) will be expected to take full charge of all the knowledge dissemination activities of FEDAI. He / She will also develop new initiatives in this area in sync with the rapidly changing business environment.
- ii) He / She will also be responsible for:
  - a. Conducting training sessions / workshops online and if required at various locations in the country
  - b. Coordination and arrangements for workshops
  - c. Preparation and revision of reading material
  - d. Preparation of notes and case studies for training
  - e. Participation in Technical and Managing Committee meetings
  - f. Providing guidance to member banks in forex area

Applicants may please note that the posting will be only in Mumbai at FEDAI's Office at Cuffe Parade, and that FEDAI DOES NOT PROVIDE ACCOMODATION IN ANY FORM.

Please send your applications on or before 18<sup>th</sup> December 2020.

Deputy Chief Executive