

TERMS OF REFERENCE
Trainee- Business Development

Organization	Annapurna Finance Private Limited.
Title	Trainee - Business Development
Post Level	Assistant Manager
Department	Operations
Job Location	Anywhere in India
Job Type	Permanent/Full Time

1. About Organization

Annapurna Finance Pvt. Ltd. (formerly known as Annapurna Microfinance Pvt Ltd) is incorporated under the Companies Act, 1956 as a Private Organization limited by Shares; and registered with the Reserve Bank of India (RBI) as Non-Deposit Taking NBFC-MFI. Annapurna Finance Pvt. Ltd (AFPL) was established in 2009 and is now one of the top ten NBFC-MFIs in the country. Also recognized among India's Best Companies to Work For 2021 - Rank 29(Certified by "Great Place to Work").

We are committed to serve and empower the rural section of the society. Promoting financial independence and providing the right resources to people in terms of manpower, operational area, client outreach, and credit products, the organization has empowered millions of customers today. With its head office in Bhubaneswar, the organization started with its operation in Odisha and has now expanded up to 20 states catering to more than 2.0 million clients, standing at a portfolio of more than 5000.00 Cr.

2. Organizational Arrangement

The Trainee - Business Development will work under the Operations Department and will be directly supervised by the Branch Manager.

Role of the Trainee-BD

- Conduct Village Survey and Identify Potential Areas to develop the Business.
- Conduct meeting with villagers and provide awareness through Financial Literacy to source potential or prospective customers.
- You will be involved with new JLG (Joint Liability Group) formation. Also maintaining professional relationship with these groups/members.
- To be a part of loan application screening process and quality evaluation as per the loan policies and procedures.
- Provide proper Orientation on loan processes and communicating about fees and interest rate, instalments, collection rules of the organization to the member at the time of disbursement.
- Scheduling weekly plan for disbursing the loans and submit it to the BM or UM.
- Ensure that recovery policies and procedures are followed. Also make sure pre-recovery visit on monthly basis.
- You will be responsible for the collection of EMI amount as per collection schedule.
- Maintain proper documentation and various registers in the branch.
- Providing excellent customer service and ensure brand recognition.
- Train the new Joiners and guide them in the field on organization culture and values.
- Establish links and build rapport with local banks, govt. departments and other MFIs for smooth processing of the business.

KRA

- Conduct Village Surveys to identify Prospective business development locations.
- Formation of JLGs.
- Collection of EMI as per Collection Schedule.
- Maintain Database.
- Train the new joiners.
- Liaison with local government authorities.

KPI

- Number of New Areas identified.
- Number of Loan Disbursed.
- % Of Collection on time.
- % Of Accuracy & timely Updates.
- Increase in Knowledge, Skill Set, Understanding and culture tuning.
- No. of notices closed on time

Terms:

1. You will be on a Training period for 6 months from your date of joining.
2. During Training, your work location will change in every 2 months for better understanding of the role.
3. Your confirmation will be subject to your performance and inculcation.
4. During Training period, you will be eligible for Fuel Allowances of Rs. 2.50 per one Kilometre for your Two wheeler as per the organization policy.
5. After successful completion of your Training period, you will receive a written communication about your confirmation of services at AFPL.
6. Failing to complete the Training Successfully, your training period will be extended for another 6 months or termination of your Job.
7. After Training, you will be posted anywhere in Pan India as “Assistant Branch Manager” or “Branch Manager” depending on your performance during the training period.
8. After Confirmation, you will not be eligible for Training allowances.
9. After confirmation, you will be entitled for the incentives as per your confirmed Position & Performance.

3. Minimum Qualifications of the Trainee- BD

Qualification	Post-Graduation
Eligibility	<ul style="list-style-type: none">• Must be open for extensive travelling.• Must have a Two-Wheeler.• Hands on Experience on MS Office Suite.• Should be proficient in English and Local Language.
Other Competencies	<ul style="list-style-type: none">• Time Management.• Good Communication.• Good Personality.• Patience, Adaptable, Flexible.

4. **Remuneration:**

Cost to Company (Per Annum)	INR 3,34,464	(Rupees Three Lakh Thirty-Four Thousand Four Hundred Sixty-Four Only)	
Earnings	Particulars	Yearly Amount(in INR)	Monthly Amount(in INR)
	Basic	1,20,000	10,000
	DA	30,000	2,500
	HRA	60,000	5,000
	Personal Pay	30,000	2,500
	Bonus	24,000	2,000
	Gross Salary	2,64,000	22,000
Deductions	Particulars	Yearly Amount(in INR)	Monthly Amount(in INR)
	Provident Fund	14,400	1,200
	ESIC	-	-
	Professional Tax	1,500	125
	Total Deductions	15,900	1,325
Net Pay		2,48,100	20,675
Other Benefits (B)	Particulars	Yearly Amount(in INR)	Monthly Amount(in INR)
	PF(Employer Contribution)	15,600	1,300
	ESIC (Employer Contribution)	-	-
	GTI Premium	1,788	149
	Health Insurance Premium	10,800	900
	GPA Premium	504	42
	Gratuity(Employer Contribution)	5,772	481
	Total Amount	34,464	2,872
Allowances (C)	Achievement Grades	Yearly Amount(in INR)	Monthly Amount(in INR)
	Training Allowance	36,000	3,000
Cost to Company (A+B+C)		3,34,464	27,872

1. You will be eligible for the Fuel Allowances of Rs. 2.50 per kilometre travelled via your Two-wheeler up to the limit set by the Organization.
2. Gratuity will be applicable only after completion of 5 years of service.
3. You will be eligible for Mobile Allowance of Rs. 300 or CUG SIM of equivalent amount.
3. Health Insurance and Group Term Life Insurance are applicable from your date of appointment.
4. The actual payout against each component will be subject to the prevailing Income tax laws and the deductions therein.
5. The variable payout (if any) is subject to change in regard to the revision of policy.