To provide best in class service to the doorstep of customers & achieve the business targets.

1. Sourcing and group formation – It is a discipline in which the Relationship Officer will identify prospective women members and encourage them to form a center with specified number of members.

2. Conduct CPV (Contact point verification) – Wherein Relationship Officer should visit each member at her residence / business and complete the CPV formalities.

3. Conduct CGT (Continuous Group Training) - Where in Relationship Officer will impart information to the customers on objective, rules and regulations, procedures, financial literacy, joint liability of the group.

4. Organize and prepare customers for Group Recognition Test – GRT is kind of final test for the center to be carried out for the loan approval.

5. Loan maintenance & Other Responsibilities – Recording attendance of customers / Issue of payment receipt / Updating passbook, Bank details / Make announcement to the customers about next center meeting date and other details.

6. Any other additional responsibilities / projects as assigned by management from time to time.

**Two-Wheeler is must with license.**