

Procedure for Trainer Empanelment with NCFE

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Empanelment of Financial Education Trainers (FETs)

1. Introduction, Short Title and Commencement

- i) The National Centre for Financial Education (NCFE) is promoted by the Reserve Bank of India (RBI), Securities and Exchange Board of India (SEBI), Insurance Regulatory and Development Authority of India (IRDAI) and Pension Fund Regulatory and Development Authority (PFRDA) under the aegis of Financial Stability and Development Council (FSDC). NCFE is the nodal agency to implement National Strategy for Financial Education (NSFE) 2020:25 in the country.
- ii) Towards this, NCFE has been undertaking various financial awareness and education activities. As a part of such initiative, entities/individuals who are interested in working in the field of basic financial education pertaining to banking, securities market, insurance and pension are proposed to be empanelled as “Financial Education Trainer” (FET)”. The empanelled FETs shall supplement NCFE’s initiatives in the area of Financial Education and Awareness. The Trainers are empanelled to conduct Financial Education (FE) Workshops and should not be construed as employment with NCFE.
- iii) The FETs are expected to conduct NCFE’s flagship FE workshops viz., [Financial Education Programme for Adults \(FEPA\)](#), [Financial Education Training Program \(FETP\)](#) and [Financial Awareness and Consumer Training](#) . This document titled “**Procedure for Trainer Empanelment with NCFE**” outlines the basic requirements and conditions to be fulfilled by eligible individuals to get empanelment from NCFE as FETs.

2. Eligibility Criteria:

NCFE shall consider an application for grant of empanelment as Financial Education Trainers, if the applicant satisfies the following requirements namely:-

The following categories are eligible:

- a. Individual who is Citizen of India and resident of India.
- b. The age of individual applicant shall not be more than 68 years.
- c. Educational Qualifications: Minimum Graduate with at least 50% marks from a recognized university. Professionals such as

CA, CS, CMA (CWA), CFA and CFP etc. may also be considered for grant of empanelment, provided they meet the required work experience and other criteria.

- d. Work Experience: At least five years of experience of either working or teaching in the areas of commerce, management, economics, finance, banking, insurance, pension and securities markets.
 - e. The applicant shall hold [NCFE's E-LMS certification](#), or such certification as prescribed by NCFE from time to time.
 - f. Notwithstanding the above, preference would be given to individual applicant for their work/professional experience of serving and retired employees of Central / State Governments, Financial Sector Regulators, PSUs, Banks, AIFIs, Veterans from Defense Services. Serving employees are required to produce a No Objection Certificate from their respective employers.
 - g. The trainers who are already empaneled with the regulators viz., RBI, SEBI, IRDAI and PFRDA are not required to apply for FET empanelment. If they are interested to conduct workshops for NCFE they may write to us at fepa@ncfe.org.in by attaching a valid empanelment letter issued by the regulators.
 - h. NCFE's decision regarding the acceptability/relevance of qualifications and experience will be final.
- ii. The applicants shall be persons of integrity, reputation and character and shall not have been convicted and issued restraint orders from RBI, SEBI, IRDAI, PFRDA, NCFE or any court of Law.
 - iii. The above conditions shall be fulfilled continuously during the period of empanelment.

3. Application Process

- i. Applications must be submitted online through the link <https://zfrmz.in/oLIEYXwoZAG7r7v6BUk2>.
- ii. Required documents such as self-certified copies of educational qualifications, work experience certificates and any relevant certifications.
- iii. Shortlisted candidates will be invited for an interview (online/ offline) to assess their suitability.
- iv. NCFE reserves the right to conduct additional assessments or require further information from applicants as necessary.

4. Grant of empanelment

- i) NCFE, on being satisfied that the applicant meets all the requirements and is eligible to be a NCFE Financial Education Trainer, after conducting interview/interaction of the applicant, may grant empanelment initially for a period of one year or such a period/ condition as may be determined by NCFE.
- ii) NCFE reserves the right to alter/ change the terms/ status of empanelment of FETs at any point of time.

5. Renewal of empanelment

- i) Upon the expiry of the period of empanelment of FETs as granted under Clause 4, FET may, at least one month before the expiry of the period of the empanelment, request for renewal of empanelment by submitting an undertaking specifying that there is no change in the information submitted in the previous application. In case there is a change in the information from the previous application, supporting documents shall be submitted along with the request for renewal of empanelment.
- ii) In addition, the activities of FETs during the period of previous empanelment may be considered while dealing with the request for renewal of empanelment.
- iii) NCFE, on being satisfied that the applicant is meeting all the requirements, considering their past performance and is eligible to be a NCFE empaneled FETs, may grant a renewal of empanelment for a period as may be determined by NCFE.

6. Procedure where empanelment is not granted

- i) Where an application of grant of empanelment under Clause 4 or of renewal of empanelment under Clause 5 does not satisfy the requirements as specified in Clause 2, NCFE shall reject the application.
- ii) NCFE will have the right to reject the application at any stage with or without assigning any reason as per their discretion.

7. Target Area and Groups for Financial Education Workshops

- i) **Target Groups:** FETs shall conduct Financial Education Workshops for the general public with the objective of spreading basic financial education and awareness. The details of NCFE's flagship workshops targeted for different audiences can be accessed at [Financial Education Programme for Adults \(FEPA\)](#), [Financial Education Training Program \(FETP\)](#) and [Financial Awareness and Consumer Training](#).
- ii) **Target Area:** The trainer can choose four districts from the state where he/she is presently residing and one district from the adjacent states to conduct the workshops.

The target area/audience will be aligned with the goals of NSFE.

- School students, Young Adults, Adults in workforce, Senior citizens – with special focus on women
 - Rural, Urban Poor/Migrants, Aspirational Districts, LWE, North Eastern Region (NER), Hilly States, Andaman & Nicobar Islands and Lakshadweep with focus on vulnerable social groups migrants, persons with disabilities (Divyangjan)
 - Agriculture, Manufacturing (Skilled/Unskilled labourers/artisans under MSME Sector, Members of SHGs), Self Employed/Unorganized Sector
- iii) FETs shall conduct workshops as per targets assigned by NCFE from time to time.

8. Operational Guidelines to conduct the workshops

- i) The FETs will be provided with a trainer ID and access to NCFE's Trainer Portal through which they can do the workshop registration and claim submission process.
- ii) The detailed operational guidelines including the minimum number of participants, duration of the workshop, Honorarium etc., will be shared once the FET is empaneled with NCFE.
- iii) The empaneled FETs shall ensure that they conduct workshops on behalf of NCFE. These workshops will broadly follow a format and cover topics as prescribed by NCFE.

9. Knowledge Level of Financial Education Trainers:

- i. Trainers must possess basic financial education knowledge, adequate product knowledge and market knowledge of banking, securities market, insurance and pension related products.
- ii. Trainers shall use training materials that contain essential core information pertaining to the said topics. Standard presentation shared by NCFE shall be used during the workshops.
- iii. Trainers should be able to answer the queries raised by audience confidently and courteously and shall not get into arguments with the audience. Trainer shall, at all times, be fair, respectful and courteous to participants of the workshops, to fellow trainers and others.

10. Terms and Conditions for FETs

- i) The workshops shall be conducted as decided by NCFE and with the prior approval of NCFE as per the operational guidelines (will be shared after empanelment).
- ii) In addition to the operational guidelines FETs shall follow the guidelines laid down in [“Code of conduct for financial education providers”](#) also.
- iii) The FETs shall not combine NCFE’s workshops with workshops of any other organization without the prior approval of NCFE and no money shall be collected from any organization/institution or from the participant of the workshop at any case.
- iv) FETs shall maintain all records including details of workshops, participants, expenses etc. for the workshops conducted by them in the manner, as may be specified by NCFE and provide them to NCFE as and when called for.
- v) If any FET is found in violation of the guidelines, NCFE reserves the right to withdraw empanelment to such FETs at any point of time and such FETs shall not be entitled to conduct any subsequent workshops. NCFE reserves the right to de-empanel FETs with or without assigning any reason in such cases.
- vi) Any change in the details provided in the application form shall be intimated to NCFE immediately.
- vii) FETs shall not promote commercial interest of any intermediary/company.

- viii) FETs shall maintain competence in the field of financial education by actively participating in any training/capacity building programmes conducted by NCFE (as required) and through passing of any required certification examination, as may be prescribed by NCFE.
- ix) FETs shall not make either through words/ gestures any derogatory or defamatory remarks against any individual or organization.
- x) The above terms and conditions shall be fulfilled continuously during the period of empanelment.

11. Withdrawal of Empanelment

In case the FETs fails to meet the requirements and conditions as specified by NCFE or for any other reasons as deemed fit, NCFE reserves the right to withdraw the empanelment granted to the FETs.

12. Amendments/Clarification to the scheme on FETs

- i) NCFE reserves the right to modify/amend the existing scheme on FETs, as deemed fit. In order to remove any difficulties in the interpretation or application of the provisions of this scheme, NCFE may issue clarifications on the scheme from time to time.
- ii) In the event of need of any clarification on the provisions of this scheme or any other matter not included in these conditions, decision of NCFE shall be final and binding on the FETs.
