



File No. 1/8/2012/NPST-Vol. – II / 11445

29 July 2019

To,  
HR Consultancy Firm,

**Subject : Appointment of Human resource service provider**

Dear Sir / Madam,

1. National Pension System Trust (NPST) is established by the Pension Fund Regulatory and Development Authority (PFRDA) as per the provisions of the Indian Trusts Act of 1882 for taking care of the assets and funds under the NPS in the best interest of the subscribers. The powers, functions and duties of NPS Trust are laid down under the PFRDA (National Pension System Trust) Regulations 2015, besides the provisions of the Trust deed dated 27 February 2008. NPS Trust is the registered owner of all assets under the NPS architecture which is held for the benefit of the subscribers under NPS. The securities are purchased by Pension Funds on behalf of, and in the name of the Trustees, however, individual NPS subscribers remain beneficial owner of the securities, assets and funds. NPS Trust, under the NPS Trust regulations, is responsible for monitoring the operational and functional activities of other NPS intermediaries viz. Custodian, Pension Funds, Trustee Bank, Central Recordkeeping Agencies, Points of Presence etc. and ensuring compliance through audits, reviews and inspections carried out by its own resources or external agencies.

2. We are presently located at Third Floor B-14/A, Chatrapati Shivaji Bhawan, Qutab Institutional Area, Katwaria Sarai, New Delhi-110 016 and require the services of reputed, well established and financially sound Human Resource Service Providers to deploy professionals purely on contractual basis with the following set of skills and other parameters:

Khushbu  
29/7/19



a. Financial Analyst- ideal candidate would be a qualified Chartered Accountant (CA) having 4 to 6 years' experience in financial services sector. The selected resource will assist the Pension Funds department in analyzing various schemes in which funds of NPS Trust have been invested, analyse various compliance reports received from the registered intermediaries and submit findings and recommendations.

b. Three senior executives - ideal candidates would be MBA with at least 4 to 6 years' proven work experience in financial services sector. Selected resources will be deployed in roles analyzing MIS reports received from various other intermediaries (points of presence, trustee bank etc.), assisting with support functions like IT, Administration, Procurement, Finance, Marketing, Website maintenance, Grievance management, RTI compliance etc.

c. All deployed resources shall be proficient in MS Office with excellent command over English language (both written and oral), superior numeracy and analytical skills. Recommended candidates may be subject to written test, in addition to interview, to confirm claimed skills.

3. If interested, you are required to submit your firm's interest with profiles of candidates you have on your roster, so as to reach the undersigned latest by Wednesday, 21 August 2019 03:00 pm. Your submission has to be organized in the following manner:

A large sealed envelope addressed to the undersigned and clearly superscribed "Expression of Interest for human resource Services – DO NOT OPEN – To be opened by designated committee only", having within it two smaller envelopes as under :

Envelope 1 labelled 'Technical Bid – Human Resource Services', which will have your firm's profile and detailed CVs of candidates you are recommending for the four openings.

Envelope 2 labelled 'Financial Bid – Human Resource Services' which will share your fee structure.

Please note that financial bids of only those firms who have candidates fitting the desired profiles will be opened.

You may, if you wish, also come to the following venue with the sealed envelopes, organized as above, on Wednesday, 21 August 2019 by 2:55 pm and attend the technical bid opening scheduled for 3:05 pm:

Conference Room, Fourth floor  
PFRDA  
Chatrapati Shivaji Bhawan  
B-14 / A Qutab Institutional Area  
Katwaria Sarai  
New Delhi – 110 016

*Khushbu*  
*29/7/19*

4. For any questions relating to the above, please contact the undersigned: Ms. Khushbu Shukla, Assistant Manager over phone: 011-26543100 extn : 154 or via e-mail [am2@npstrust.org.in](mailto:am2@npstrust.org.in)

Yours Sincerely,

*Khushbu*  
*29/7/19*

Khushbu Shukla

Assistant Manager

National Pension System Trust

Third Floor, Chatrapati Shivaji Bhawan

B – 14/A, Qutab Institutional Area

New Delhi – 110 016