MSME Trade and Investment Promotion Bureau (M-TIPB)
(An Autonomous agency of the Government of Tamil Nadu)
First Floor, SIDCO Corporate Office Building, Thiru Vi Ka Industrial Estate,
Guindy, Chennai-32
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RECRUITMENT NOTIFICATION

Ref No. 393 M-TIPB/2022 **Date: 12.7.2022**

Eligible applicants are invited for a walk-in-interview on 15 .07.2022 from 10.00am onwards at O/o M-TIPB First Floor, SIDCO Corporate Office Building, Thiru Vi Ka Industrial Estate, Guindy, Chennai-32 to join the services of the MSME Trade and Investment Promotion Bureau (M-TIPB), an Autonomous agency of the Government of Tamil Nadu, for the post of **Research Officer(Finance)** on a fixed term contract basis for a period of 3 years extendable up to a maximum period of 5 years subject to annual renewal based on performance review, for the purpose of design and on-the-ground execution of the Tamil Nadu Credit Guarantee Scheme, Credit-Rating, TReDS Onboarding and related financial schemes of the MSME Department, Government of Tamil Nadu, according to the relevant announcements of the Tamil Nadu Government in its budget, from time to time

S.No.	Post	No. of Posts	Pay scale
1	Research Officer (Finance)	One	Consolidated pay of up to Rs.1 lakh per month, based on experience and qualification.

The candidates appearing within the relevant timeslot 10 am to 1.50 pm on 15.07.2022 will be permitted to enter their credentials in an electronic facility and the shortlisting of candidates will start after 2pm on the same day based on the data entered in the electronic facility by the candidates. The interviews of the top

shortlisted candidates will be scheduled soon after, only if they meet the requirements of M-TIPB for the above mentioned post.

2. AGE (as on 30.06.2022)

Minimum age: 23 years; Maximum age: 35 years, as on 30.06.2022

3. EDUCATIONAL QUALIFICATIONS & EXPERIENCE PREFERRED:

The Educational qualification and years of experience can be relaxed for the candidates with experience of particular relevance to the Tamil Nadu Government Schemes and/or showing great self/drive and initiative in extremely complex IT projects of Financial Nature

Educational Qualification	Qualified CA/ Qualified CMA/ Post-Graduate degree in Commerce or Economics or Management (MBA) or equivalent
Work experience	3+ Years of Experience in i. Formulation of Strategy and implementation of financial support schemes for significant digital transformation on IT platforms(MIS and digital portals involving multiple agencies) OR/AND ii. Experience in primary and secondary research with Government / non- Government organizations and iii. Sound knowledge in IT, GST, Corporate and Forex management regulations and iv. Sound understanding and experience of reviewing financial statements and valuating models for evaluation of companies for eg- for the purpose of merger and acquisition etc. and/ or prior Managing consulting experience (Big 4 consulting firms preferred) relevant to the above (i) to (iv) items.
Other Qualifications	Fluency in English with strong analytical and presentation skills, IT skills-MS Excel, Data Analytics, Data Visualization tools like Power BI and/or Tableau.

NOTE:

a) The qualification prescribed should have been obtained by passing the required qualification in the order of studies, ie, Matriculation/SSLC/equivalent-HSC/Diploma/equivalent-UG Degree, as the case may be, from any institution recognized by Government or competent Government agencies or University recognized by UGC. **All qualifications shall be based on full time studies only.**
b) The work experience from one or more employment shall be considered for reckoning the total experience.
c) The remuneration will be on a consolidated basis based on past CTC, qualification and experience. This does not cover Travel Allowance which for official travel shall be borne by M-TIPB at par with TN Government rules whenever travel beyond 50 Km from Chennai is involved.

4. RESPONSIBILITIES

Research Officer (Finance) will work under the overall supervision of the Managing Director, MSME-Trade and Information Promotion Bureau on a day to day basis. M-TIPB is seeking experienced personnel for the post of Research Officer(Finance) for the following roles and responsibilities but not limited to the following:

4.1 Research Officer (Finance)Job Description:

1. To conceptualize, design and implement financial schemes of the Government of Tamil Nadu such as TN Credit Guarantee Scheme, Credit Rating etc.,.
2. To analyze, review and report on the funding support from Banks, FIs and NBFCs in order to suggest appropriate Government intervention.
3. Exposure in SME/Corporate credit analysis, Risk Management, Interpretation of Financial Statements is required.
4. Excellent knowledge of Term Loans/Collateral Free Loans
5. To have functional and operational knowledge of Fintech platforms including Financial ERPs, Accounting Software, TReDS Platform
6. Financial modeling, as required for the above

7. Attention to detail, diligence and hard work and ability to stretch and handle time-sensitive projects.

5. KNOWLEDGE OF LANGUAGES

a) Applicants must be fluent in English Language.

6. APPLICATION

The aspiring candidates may apply through **online mode only** in the website of www.tnmtipb.in from 11.00am to 2.00pm on 15.07.2022 after arriving at the venue. An application ID linked to his/her mail id will be given to each candidate from 10.00am in M-TIPB office till 1.50pm. The electronic facility will close at 2.00pm. Copy of the application format will be uploaded shortly. There is no registration/application fee. The interviews of top shortlisted candidates will happen in the afternoon after the electronic short listing process. The candidates are requested to make their own arrangements to view the shortlisted candidate list on the website and attend the interview accordingly.

Note: All candidates should <u>bring their own laptops</u> on 15.07.2022 to the venue for the purpose of entering their credentials electronically.

7. RECRUITMENT PROCESS

Shortlisted candidates who meet the qualification criteria will be called for personal Interview in the afternoon of 15.07.2022. Interviews shall be conducted in Chennai only. In exceptional cases, interview may be conducted online. The number of candidate shortlisted will be on the basis of the qualifications/experience, as per the discretion of the Authority. The process will be valid even if only one candidate qualifies for the interview.

8. GENERAL INFORMATION

a) The post is on a fixed term contract, renewable every year based on the satisfactory performance of the selected candidate up to three years by M-TIPB. The three year term is extendable to a maximum of 5 years only during which period there shall be no increase in salary.

b) Only Indian Nationals are eligible to apply.

c) While appearing for the interview, the candidate is expected to produce all the required and valid original certificates/documents prescribed below. In the absence of original certificates/documents, candidature of the candidate shall be Provisional, till such verification completed by the authority. In case the Authority in its sole discretion in doubtful about the veracity of the claims made, such candidature shall even be cancelled. M-TIPB takes no responsibility to receive/collect any certificate/remittance/document sent separately.

d) Correct and true information regarding arrest, convictions/ debarment/ disqualification by any recruiting agency, criminal or any disciplinary proceedings initiated or finalized, participated in agitation or any Political Organization, candidature in election for Parliament/State Legislature/Local Bodies etc., if any, should also be furnished to M-TIPB at the time of application, ie., the details thereof. Original of the judgment of Acquittals, Orders or G.O. dropping further action in Departmental proceedings or any document that may prove the suitability of such candidates for a Government appointment in such cases must be produced at the stage/time of certificate verification /interview.

e) Applications containing wrong claims relating to basic qualification/eligibility age/category of reservation/educational qualification will be liable for rejection. Such applicants may be debarred from any further applications with the authority, at the sole discretion of the Authority.

f) Words of masculine gender in these instructions should wherever the context so requires be taken to include feminine gender.

9) LIST OF ORGINAL DOCUMENTS TO BE PRODUCED AT THE TIME OF INTERVIEW -(AS APPLICABLE)

a) Proof of date of birth (Birth Certificate issued by the competent authorities or SSLC/X-Std. mark sheet with DOB)
b) Photo identity proof (with the photo of the candidate clearly visible) issued by the competent authority viz, Aadhaar Card / Passport/ Electors Photo ID Card /PAN Card or Driving license. No other ID cards will be accepted.
c) Mark–sheets & Certificate of 10th Std/HSC/Graduation or qualifying degree examination and all other relevant education and experience certificates etc.
d) Candidate serving in government/Quasi Govt. offices/Public Sector Undertakings (including Nationalized Banks and financial institutions are

required to produce a No Objection Certificate from their employer, if they are appointed to the post

e) Experience certificate.
f) Any other relevant documents in support of eligibility.

Note: Non submission of requisite certificate/ documents by the candidate at the time of interview may debar his / her candidature from further participation in the recruitment process at the sole discretion of the Authority. Issuance of offer of appointment lies solely at the discretion of M-TIPB and its decision will be final and binding.

10. IDENTITY VERIFICATION: Documents in originals to be produced:

a) At the time of the interview, candidates photo identity (bearing the same name as it appears on the call letter) such as Aadhaar Card/ Passport/ Electoral Photo ID Card/pan Card or Driving License along with the originals to be produced to prove identity.
b) The candidates identity will be verified with respect to his/her details on the requisite documents submitted.
c) If identity of the candidate is in doubt, the candidate may not be allowed to appear for the examination/interview. In case of candidates who have changed their name, they will be allowed only if they produce original Gazette notification/their original marriage certificate/affidavit in original.

11. OTHER INSTRUCTIONS

a) Before applying for the post, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this notification. Candidates are therefore advised to carefully read this notification and follow all the instructions given.

b) A candidate's admission to the interview and subsequent processes is strictly provisional. The mere fact of attending interview by the candidate does not imply that his/her candidature has been finally cleared by the M-TIPB. M-TIPB would be free to reject any application, at any stage of the process, cancel the candidature of the candidate or cancel the interview process itself in case it is detected at any stage that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false / information/certificate/

documents or has suppressed any material fact(s). If candidature of any candidate is rejected for any reason according to the terms and conditions of this notification, no further representation in this regard will be entertained. If any of these shortcoming(s) is/are detected after appointment in M-TIPB, his/her services are liable to be summarily terminated.

c) Decision of M-TIPB in all matter regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced for the purpose of conduct of examination, interview, verification etc. and any other matter relating to Recruitment Process will be final and binding on the candidate. No correspondence and personal enquires shall be entertained by M-TIPB in this behalf.

d) Not more than one application shall be submitted by one candidate. In case of multiple applications only the latest valid (submitted) application will be retained.

e) Any dispute arising out of the notification including the recruitment process shall be subject to the sole jurisdiction of the Courts situated in Chennai.

f) Any canvassing or creating influence for undue advantage shall lead to disqualification of the relevant persons from the recruitment process.

g) Any request for change of address, details mentioned in the submitted application will not be normally entertained subsequently.

h) A candidate should ensure that the signatures appended by him/her in all the places viz. in his/her attendance sheet, etc. and in all correspondence with the M-TIPB in future should be identical and there should be no variation of any kind.

i) A recent recognizable photograph should be brought by the candidate for the interview and copies of the same may retained for use at various stages of the process. Failure to produce the same photograph at various stages of the process or doubt about identity at any stage could lead to disqualification.

j) Candidates will have to appear for the interview at their own expense and make their own arrangements for Food/Beverages.

k) Appointment of selected candidates is subject to his/her being declared medically fit and as per other requirements of M-TIPB as mentioned in this

notification and subject to service and conduct rules of M-TIPB, as decided by the Governing Body.

I) M-TIPB reserves the right to reschedule, change (cancel/modify/add) any of the criteria, conduct of the interview/method of selection and provisional offer etc.

n) Intimations will be sent by SMS or email only to the registered primary mobile number or email respectively in the online application form submitted by the candidates. Hence, the applicant shall enter valid and functional mobile number and email ID.

m) Appropriate action against the candidates found guilty of misconduct/ use unfair means will be taken as per the norms of the M-TIPB.

n) M-TIPB shall not be responsible if the information / intimation do not reach candidates in case of change in the mobile number, technical fault or otherwise, beyond the control of the M-TIPB and the candidates are advised to keep a close watch on our authorized website (www.tnmtipb.in) for latest update, till the recruitment process gets completed.

12. ANNOUNCEMENTS

All further announcements/details pertaining to this process will only be published in authorized website (www.tnmtipb.in).