



TAMIL NADU INDUSTRIAL GUIDANCE & EXPORT PROMOTION BUREAU

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www.investingintamilnadu.com

RECRUITMENT NOTIFICATION

Notification No. Admin/HR/2/2019

Date:01.08.2019

Applications are invited through **email only from 03.08.2019 to 17.08.2019,5 pm**, from eligible candidates who aspire to join Tamil Nadu Industrial Guidance & Export Promotion Bureau (Guidance) for the following posts on a fixed term **contract basis** for three years on a **consolidated pay**. Guidance Bureau is a 28 years old non-profit registered society and nodal agency for investment promotion and single window facilitation of Government of Tamil Nadu.

Guidance Bureau is undergoing a massive evolution in line with technological transformation in the industry. Get real experience of various sectors such as aerospace, defense, renewable energy, electric vehicles, industry 4.0 and the like. Come and join an exciting team to get hands on public policy experience in formulation and implementation!!

S.No	Post	No. of hirees	Approximate Consolidated Pay (lakhs) range/month
1	General Manager(Investment Promotion)	1	Up to 2.5
2	Senior Manager (Investment Promotion)	2	Up to 1.75
3	Manager (Investment Promotion)	10	Up to 1.25
4	Executive Assistant	2	Up to 0.80

3. REQUIRED QUALIFICATIONS & EXPERIENCE (AS ON 31.03.2019)

Age as on 31.7.2019 – minimum 25 years

Other requirements – for each post

1	General Manager- Investment Promotion	MBA or equivalent with an experience of 9 years and above in Managerial and Investors supporting or handling role with a Corporate, Consulting firm, Market research firm, Chambers of commerce, Trade Association, Embassy and Investment/Export Promotion Agency. Work experience in State / Central Investment Promotion agency in overseeing all aspects as outlined in roles/responsibilities will be an asset. Experience in leading teams of size of at least 10 would be an advantage. Candidates with skillsets/ qualifications as mentioned in the section 3.2 above shall be given preference
2	Senior Manager – Investment Promotion	MBA or equivalent with an experience of 7 years and above in a front-end role at a corporate firm/consulting firm/market research firm/ trade association/ chamber/ Embassy/ Investment Promotion Agency in the areas of investment promotion and facilitation /regulatory framework /project management and execution/ Ease of Doing Business. Experience in leading teams of size of at least 5 would be an advantage. Candidates with skillsets/ qualifications as mentioned in the section 3.2 above shall be given preference
3	Manager- Investment Promotion	MBA or equivalent with Economics /Statistics / Commerce/ Finance/ Computer Science/ Business Administration / Journalism / Mass communications / Engineering / equivalent

		<p>PLUS</p> <p>Experience of 3 years and above in a front-end role at a corporate firm/ consulting firm/market research firm/ trade association/ chamber/ Embassy/ Investment Promotion Agency in the areas of investment promotion and facilitation, regulatory framework, project management and execution or Ease of Doing Business.</p> <p>Candidates with skillsets/ qualifications as mentioned in the section 3.2 above shall be given preference.</p>
4	Executive Assistant	<p>Bachelor Degree in Economics /Statistics / Commerce/ Finance/ Computer Science/ Business Administration / Journalism / Mass communications/ Engineering equivalent with an experience of 4+ years of experience as an "Executive Assistant" associated with corporate firm, consulting firm, market research firm; reporting directly to senior management.</p> <p>Candidates with skillsets/ qualifications as mentioned in the section 3.2 above shall be preferred. Skill in computer typing / Microsoft office will be essential.</p>

3.1 Other Desirable Qualifications: Fluency in English with strong writing and business communication skills, presentation skills, IT skills - MS Word, Excel, Powerpoint, Data Analytics.

3.2 Preferred/ additional requirements:

1. Experience in Automotive, Aerospace and Defence, Electronics and Hardware, IT and ITeS, Heavy Engineering, Agro and Food Processing, Industry 4.0 Sectors.
2. Foreign language skills (French/ Japanese/ Korean/ Mandarin/ German)

NOTE:

- a) The qualification prescribed should have been obtained by passing the required qualification in the order of studies, i.e. Matriculation/SSLC/equivalent - HSC/ Diploma/ equivalent - UG Degree, as the case may be, from any institution recognised by Government or competent Government agencies or University recognised by UGC. **All educational qualifications shall be based on full time studies only.**
- b) The work experience, as per the conditions stipulated in the qualification criteria, can be before or after MBA/ graduation or a combination of both. The total experience shall be counted as on 31.07.2019.

4. Pay – 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, that shall be borne by Guidance Bureau at par with TN Government Rules.

5. ROLES (against each post)

5.1 General Manager – Investment and Export Promotion

1. Develop Investment Strategy for the state for each partner country
2. Develop Sector Strategy for investment which are focus sectors such as defense
3. Develop evidence-based investment promotion strategy
4. Investment promotion activities across departments of the government
5. Manage/Handling the Team of Senior IF/ IFs assigned ensuring the execution of Investment Strategy
6. Work along with the investors and expedite the Investment plans
7. Represent the State & deliver presentations in outreach events, forums and be part of key meetings focusing investors, global corporates.

8. Organise and coordinate meetings, roadshows & presentations in India and abroad
9. Meeting & Coordinating with various department of State and Central Government on regular basis
10. External engagement with other stakeholders including press
11. Meeting various Trade bodies, Industrial Chambers on regular basis to develop leads
12. Develop Export promotion strategy

5.2 Senior Manager - Investment Promotion and Manager- Investment Promotion

a) Sector Analysis

- i) Develop sector specific strategies to attract investment in sectors/areas such as Defence, Renewable Energy, Food Processing, Electronics, Industry 4.0

b) Investment promotion

- i) Ensure execution of the investment strategy pertaining to the sectors allocated to him/her.
- ii) Organise and coordinate with stakeholders for meetings, roadshow and presentations.
- iii) Planning, coordinating and execute Mega summit event (end to end management).
- iv) Identify important domestic & international events on the sectors for State participation and planning the participation.

c) Investment Facilitation

- i) Respond to investor queries / provide required information
- ii) Coordinate Single Window activities
- iii) Facilitate the new investors in the sector(s) – act as a relationship manager for key investors.
- iv) Interact with existing investors in the state on a regular basis
- v) Coordination with SIPCOT and other agencies for identification of land parcel for investors / undertaking site visit with the investors

d) Coordination

- i) Coordinating with various departments of the state and central government on a regular basis
- ii) Coordination with Diplomatic Missions, Trade Bodies/Industrial and sectoral chambers and associations on a regular basis.
- iii) Inbound & Outbound delegations – end to end coordination, facilitations & follow ups.

5.3 Executive Assistant

- a) Act as the point of contact among executives, employees, clients and other external partners of Guidance Bureau
- b) Manage information flow in a timely and accurate manner
- c) Maintain electronic appointment (Outlook & Google) schedule by planning and scheduling meetings, conferences, teleconferences, and travel.
- d) Handling correspondence directed to Managing Director & Executive Director
- e) Format information for internal and external communication – memos, emails, presentations, reports
- f) Take minutes during meetings
- g) Screen and direct phone calls and distribute correspondence
- h) Should be able to uphold a strict level of confidentiality and sustain a level of professionalism among staff and clientele
- i) Organize and maintain the office filing system

Other qualifications:

- a) The ideal person for the job will be a proactive problem solver with exceptional communication and writing skills and meticulous attention to detail.
- b) Advanced Microsoft Office skills, with an ability to become familiar with firm-specific programs and software
- c) Strong organizational, project management and problem-solving skills with impeccable multi-tasking abilities
- d) Exceptional interpersonal skills in a friendly and professional demeanor

Skills:

- a) Applicants **shall** possess excellent typing, reading, writing and speaking knowledge of **Tamil and English** languages with strong business communication skills.
- b) Knowledge of foreign languages (French, Japanese, Korean, Mandarin, German) is preferable.

6 APPLICATION:

- a) The aspiring candidates may apply through **email only** in the format prescribed in Annexure I of this notification.
- b) The completed applications in **pdf format** shall be mailed to **hr@investtn.in** from **03.08.2019 to 17.08.2019 5 pm**.
- c) The subject of email shall be "Application for ---**Name of the Post**--- / ----
Name of the Candidate"
- d) There is no registration/ application fee.

7 RECRUITMENT PROCESS:

The recruitment will be based on an examination and /or interview or both and in English in Chennai only. The format will be communicated to the candidates through email. In exceptional cases, interview alone can be done via video.

8 GENERAL INFORMATION:

- a) The post is on a fixed term contract, renewable every year based on the satisfactory performance of the candidates, initially up to three years by Guidance Bureau.
- b) Only Indian Nationals are eligible to apply.
- c) All examinations and/or interviews at discretion of Guidance will be conducted in English at Chennai.
- d) While appearing for the interview, the candidate should produce all the required and valid original certificates/ documents prescribed below. In the absence of original certificates/ documents, candidature of the candidate shall be cancelled.

Guidance Bureau takes no responsibility to receive/collect any certificate/remittance/document sent separately.

- e) **CERTIFICATE OF PHYSICAL FITNESS:** Candidates selected for appointment to the post will be required to produce a certificate of physical fitness from the Medical Officer of rank as stipulated by Guidance Bureau.
- f) 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 Organisation, candidature in election for parliament / State Legislature / Local Bodies, etc., if any, should also be furnished to the Guidance Bureau at the time of application, ie., the details thereof. original of the judgement of Acquittals, order / 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.
- g) Applications containing wrong claims relating to basic qualification / eligibility age / category of reservation / educational qualification will be liable for rejection.
- h) Words of masculine gender in these instructions should wherever the context so requires be taken to include everyone.

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

- a) Printout of the valid interview Call Letter and application form
- b) Proof of date of birth (Birth Certificate issued by the competent Municipal authorities or SSLC/X std. with DOB)
- c) Photo identity proof (with the photo of the candidate clearly visible) issued by the competent authority viz., Aadhar Card/ Passport/ Electors Photo ID Card/ PAN Card or Driving license. No other ID cards will be accepted.
- d) Mark-sheets & Certificate or 10th Std/HSC/Graduation or qualifying degree examination etc.
- e) Candidates 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 at the time of attending the interview.

- f) Experience certificate
- g) Any other relevant documents in support of eligibility or evidence of past work (write ups / proposals etc)

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

10. IDENTITY VERIFICATION:

- a) The candidate's identity will be verified with respect to his/her details on the call letter, in the attendance list and requisite documents submitted.
- b) 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.
- c) Candidates must note that the name as appearing on the call letter (provided during the process of registration) should match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the names indicated in the Call Letter and Photo Identity Proof, the candidate will not be allowed to appear for the examination.

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 examination/ interview and subsequent processes is strictly provisional. The mere fact that the call letter(s)/provisional allotment has been issued to the candidate does not imply that his/her candidature has

been finally cleared by the Guidance Bureau. Guidance Bureau would be free to reject any application, at any stage of the process, cancel the candidature of the candidate 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 Guidance Bureau, his/her services are liable to be summarily terminated.

- c) Decision of Guidance Bureau in all matters 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 Guidance Bureau in this behalf.
- d) Not more than one application should be submitted by the 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 from the Recruitment Process
- g) Any request for change of address, details mentioned in the submitted application will not be entertained subsequently.
- h) A candidate should ensure that the signatures appended by him /her in all the places viz. in his /her call letter, attendance sheet, etc. and in all correspondence with the Guidance Bureau in future should be identical and there should be no variation of any kind.
- i) A recent recognizable photograph MUST be uploaded by the candidate in the online application and the candidate should ensure that copies of the same are 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 examination/ interview at their own expense.
- k) Appointment of selected candidates is subject to his/her being declared medically fit and as per other requirements of Guidance Bureau as mentioned in this notification and subject to service and conduct rules of Guidance Bureau, as decided by the Governing Body.
- l) Guidance Bureau reserves the right to reschedule/ change (cancel/modify/add) any of the criteria, conduct of the examination/interview/method of selection and provisional allotment etc.
- m) Intimations will be sent to the applicants by SMS or email only to the primary mobile number or email respectively mentioned in the application form submitted by the candidates. Hence, the applicant shall enter valid and functional mobile number and email ID.
- n) Appropriate action against the candidates found guilty of misconduct/ use of unfair means will be taken as per the norms of the Guidance Bureau.
- o) Guidance Bureau 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 Guidance Bureau and the candidates are advised to keep a close watch on our authorized website for latest updates, till the recruitment process gets completed.
- p) Guidance reserves the right to alter the pay range / qualifications for posts.

13. ANNOUNCEMENTS:

All further announcements/details pertaining to this process will only be published in the authorised website **www.investingintamilnadu.com** from time to time.

Date: 01.08.2019

Place: Chennai - 600008

MD &CEO,

GUIDANCE BUREAU

Annexure I

TAMIL NADU INDUSTRIAL GUIDANCE & EXPORT PROMOTION BUREAU	
Recruitment Notification : Admin/HR/2/2019	
FOR OFFICE USE ONLY	
DATE OF RECEIPT:	APPLICATION NO. :
Application for the post of	
S. No	Details
1	Name
2	Gender
3	Date of Birth
4	Age as on 31.07.2019
5	Father's Name
6	Mother's Name
7	Primary Mobile number
8	Alternate Mobile number
9	Primary E-mail
10	Alternate E-mail
11	Address for communication
12	Permanent address

13	Educational Qualifications					
	Qualification	Year of Completion	% of marks	Institution	Board / University	State
	10 th / Matriculation					
	HSC / equivalent					
	UG Degree -----					
	PG degree -----					
	Others					
14	Other skills / certifications, if any					
15	Award , accolades, etc.,					
16	Languages known	to speak				
		to read				
		to write				
17	Work experience					
	Name of the organisation	Designation	From	To	Remuneration per annum in Rs.	

	Attach a brief note as an enclosure, on the responsibilities handled, extra-ordinary achievements, if any in your previous jobs				
18	Details and contacts of reference persons, if any				
19	Hobbies				
20	Extra-curricular activities				
21	Kindly enclose a write-up of not more than 300 words, elucidating new three ideas for attracting new investments into Tamil Nadu				
<p>a) I have read and understood all the terms and conditions mentioned in the notification.</p> <p>b) All the information provided by me are true to the best of my knowledge. I am aware that if any of the information provided by me is found to be incorrect, my application /appointment shall be rejected without any notice.</p> <p>c) I have enclosed a write-up as mentioned in points 16 and 21 above.</p>					
Recent passport size colour photograph			Signature of the applicant		
Date :Place :					