



# GUIDANCE

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008

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[www.investingintamilnadu.com](http://www.investingintamilnadu.com)

## RECRUITMENT NOTIFICATION

**Notification No. Admin/HR/4/2020**

**Date: 16.3.2020**

Applications are invited through **email only** from eligible candidates who aspire to join Guidance for the following posts on a fixed term **contract basis** for three years on a **consolidated pay**. Guidance 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 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!!***



**Tamil Nadu Industrial Guidance and Export Promotion Bureau**  
 (Nodal agency for investment promotion and facilitation, Govt. of Tamil Nadu)

**Recruitment Notification – Admin/HR/2/2019**  
**dated 24.11.2019**

Recruitment on contract basis on consolidated pay on rolling basis - Applications are invited from eligible candidates for various roles. For detailed notification and terms and conditions keep visiting [www.investingintamilnadu.com](http://www.investingintamilnadu.com).

DIPR/1408/Display/2019 MD & CEO

S. No	Post	No. of hires	Approximate Consolidated Pay (lakhs) range/month
1	Country Desk – Senior Manager	Up to 2	Up to 1.75
2	Senior Manager – Human Resource	Up to 1	Up to 1.25
3	Country Desk – Manager	Up to 8	Up to 1.25
4	Manager - Grievance Cell	Up to 1	Up to 1.25
5	Executive Assistant	Up to 2	Up to 0.80
6	Diaspora Investment facilitator (Yaadhum Oorae) – Associate	Up to 1	Up to 0.80
7	Manager- Zonal Customer Relationship	Up to 1	Up to 1.25
8	Clerical Asst	Up to 1	Up to 0.60
9	Receptionist	Up to 1	Up to 1.25
	<b>Total Nos</b>	<b>Up to 18</b>	

## 1. REQUIRED QUALIFICATIONS & EXPERIENCE (AS ON 31.03.2019)

Age as on 31.7.2019 – minimum 25 years

<b>1. Position: Country Desk – Senior Manager</b>	
<b>Qualifications</b>	MBA or equivalent with Economics /Statistics / Commerce/ Finance/ Computer Science/ Business Administration / Journalism / Mass communications / Engineering / equivalent
<b>Preferred Experience</b>	Experience of 7+ years and above in foreign missions/ embassies/consulates/bilateral multilateral agencies/ international trade association and trade desks/ Investment Promotion Agency in the areas of international engagement, trade relations, investment promotion and facilitation, and execution or Ease of Doing Business.
<b>Broad Job Description</b>	<ul style="list-style-type: none"><li>i) To promote Tamil Nadu as an investment destination to the global community by engaging with governments (national and international), foreign missions and Indian missions abroad, multi-lateral and bi-lateral agencies, development banks, trade associations etc.</li><li>ii) To actively promote and facilitate trade and investment delegations into Tamil Nadu from various global destinations.</li><li>iii) To engage in external engagement activities through various means, including road shows, meetings, seminars and programmes, advertisement, printing promotional material, dissemination of information etc., in India and abroad, in coordination with the concerned departments.</li><li>iv) Proactively contributes to management and organization development activities including thought leadership, training etc.</li><li>v) Work closely with respective country government partners in the market/region (including the Foreign &amp; Commonwealth Office, Trade &amp; Investment), to ensure a joined-up approach around the government and close collaboration to resolve policy issues.</li></ul>

<b>2. Position: Senior Manager – Human Resource</b>	
<b>Qualifications</b>	Minimum of a Bachelor's degree or equivalent in Human Resources, Business, or Organization Development or equivalent. <b>Master's degree preferred.</b>
<b>Preferred Experience</b>	4 to7 years of strong experience in handling human resources requirements of an organization. With good knowledge in employment law, compensation, organizational planning, organization development, employee relations, safety, training, and preventive labour relations, preferred.  Ability to speak Tamil preferred
<b>Broad Job Description</b>	<p><b>1. Recruitment:</b></p> <ul style="list-style-type: none"> <li>• Coordinate with other teams in the organization to identify resource requirements and adequately address them in a time bound manner.</li> <li>• Responsible for hiring for team members for other divisions.</li> </ul> <p><b>2. HR Policy:</b></p> <ul style="list-style-type: none"> <li>• Supports HR policy development and documentation in line with the vision of Guidance</li> <li>• Support in developing and implementing policy documents and employee handbooks that can be referred to by Guidance</li> <li>• Partners with management to communicate Human Resources policies, procedures, programs, and laws.</li> </ul> <p><b>3. Legal Compliance:</b></p> <ul style="list-style-type: none"> <li>• Complies with legal requirements by studying existing and new legislation/ laws; anticipating legislation/laws; enforcing adherence to requirements; advising management on needed actions.</li> <li>• Participates in the conduct of investigations when employee complaints or concerns are brought forth.</li> </ul> <p><b>4. Performance Development Plans (Learning &amp; Development):</b></p> <ul style="list-style-type: none"> <li>• To work closely with senior management within the organization on performance management</li> <li>• Human Resources with the preparation of Annual budgets for HR &amp; Training</li> <li>• Assists with the implementation of the performance management system that includes performance development plans (PDPs) and employee development</li> </ul>

	<p>programs.</p> <ul style="list-style-type: none"> <li>• Establishment of an in-house training system that addresses the company's training needs including training needs assessment, new employee orientation or onboarding, management development, production cross-training, and the measurement of training impact.</li> <li>• Assist teams with the selection and contracting of external training programs and consultants.</li> <li>• Maintains employee training records.</li> </ul> <p><b>5. Employee Database:</b></p> <ul style="list-style-type: none"> <li>• Maintains employee-related database. Prepares and analyses reports that are necessary to carry out the functions of the department and company. Prepares periodic reports for management, as necessary or requested.</li> </ul> <p><b>6. Mentoring and Coaching:</b></p> <ul style="list-style-type: none"> <li>• Improves employee performance by identifying and clarifying problems; evaluating potential solutions; implementing the selected solution; coaching and counselling employees across all categories.</li> </ul> <p><b>7. Organization Development:</b></p> <ul style="list-style-type: none"> <li>• Carrying out of a company-wide process of organization development that addresses issues such as succession planning, superior workforce development, employee retention, organization design, and change management.</li> <li>• Helps to monitor the organization's culture so that it supports the attainment of the company's goals and promotes employee satisfaction.</li> </ul> <p><b>8. Other HR related activities:</b></p> <ul style="list-style-type: none"> <li>• Participates in staff meetings and attends other meetings and seminars.</li> <li>• Assists to establish departmental measurements that support the accomplishment of the company's strategic goals.</li> <li>• Provides necessary education and materials employees including workshops, manuals, employee handbooks, and standardized reports.</li> <li>• Support in setting up Human Resource Information Systems for Guidance</li> <li>• Support in setting up a knowledge management system.</li> </ul>
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	<b>9. Any other work as assigned by the MD&amp;CEO and Executive Director</b>
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<b>3. Position: Country Desk –Manager</b>	
<b>Qualifications</b>	MBA or equivalent with Economics /Statistics / Commerce/ Finance/ Computer Science/ Business Administration / Journalism / Mass communications / Engineering / equivalent
<b>Preferred Experience</b>	Experience of 4+ years and above in embassies/consulates/bilateral multilateral agencies/ international trade association/ Embassy/ Investment Promotion Agency in the areas of international engagement, trade relations, investment promotion and facilitation, and execution or Ease of Doing Business.
<b>Broad Job Description</b>	<ul style="list-style-type: none"> <li>i) To promote Tamil Nadu as an investment destination to the global community by engaging with governments (national and international), foreign missions and Indian missions abroad, multi-lateral and bi-lateral agencies, development banks, trade associations etc.</li> <li>ii) To actively promote and facilitate trade and investment delegations into Tamil Nadu from various global destinations.</li> <li>iii) Researching the respective country or region thoroughly and adapting strategies accordingly.</li> <li>iv) Track and collate statistics on economic data of interest such as FDI, employment, IIP, etc. between the two countries.</li> <li>v) Manage every aspect of our new expansion and operations in the respective country</li> <li>vi) Network effectively with their local clients, associations, consulate and develop strong professional relationships.</li> </ul>

<b>4. Position: Manager - Grievance Cell</b>
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<b>Qualifications</b>	MBA or equivalent with Economics /Statistics / Commerce/ Finance/ Computer Science/ Business Administration / Journalism / Mass communications / Engineering / equivalent.
<b>Preferred Experience</b>	Experience of 5+ years of working or consulting in Government departments in TN such as DTCP, CMDA, TNPCB, PWD, IGR, CMA, GCC and other govt bodies.
<b>Broad Job Description</b>	<ul style="list-style-type: none"> <li>i) Responsible for handling &amp; resolving industrial grievances addressed through the Grievance Portal.</li> <li>ii) Ensure proper receipt and records of all complaints in the Grievance Portal</li> <li>iii) Conduct grievance redressal proceedings as required and obtain necessary information /updates from line departments for the grievances received.</li> <li>iv) Work along with the internal team and ensure quick addressing of the grievance received.</li> <li>v) To follow- up in timely manner and ensure that the grievances are resolved in timely manner</li> <li>vi) Should be capable of handling stakeholders (Govt / Industries)</li> </ul>
<b>5. Position: Executive Assistant</b>	
<b>Qualifications</b>	Bachelor Degree in Economics /Statistics / Commerce/ Finance/ Computer Science/ Business Administration / Journalism / Mass communications/ Engineering equivalent
<b>Preferred Experience</b>	4+ years of experience as an "Executive Assistant" associated with corporate firm, consulting firm, market research firm; reporting directly to senior management.
<b>Broad Job Description</b>	<ul style="list-style-type: none"> <li>i) Act as the point of contact among executives, employees, clients and other external partners of Guidance.</li> <li>ii) Manage information flow in a timely and accurate manner</li> <li>iii) Maintain electronic appointment (Outlook &amp; Google) schedule by planning and scheduling meetings, conferences, teleconferences, and travel.</li> </ul>

	<ul style="list-style-type: none"> <li>iv) Handling correspondence directed to Managing Director &amp; Executive Director</li> <li>v) Format information for internal and external communication – memos, emails, presentations, reports</li> <li>vi) Take minutes during meetings</li> <li>vii) Screen and direct phone calls and distribute correspondence</li> <li>viii) Should be able to uphold a strict level of confidentiality and sustain a level of professionalism among staff and clientele</li> <li>ix) Organize and maintain the office filing system</li> </ul>
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<b>6. Position: Diaspora Investment facilitator (Yaadhum Oorae) – Associate</b>	
<b>Qualifications</b>	MBA or equivalent with Economics /Statistics / Commerce/ Finance/ Computer Science/ Business Administration / Journalism / Mass communications / Engineering / equivalent (international education preferable)
<b>Preferred Experience</b>	<p>Experience of 5 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>Applicants <b>should</b> possess excellent typing, reading, writing and speaking knowledge of <b>Tamil and English</b> languages.</p>



<b>Broad Job Description</b>	<ul style="list-style-type: none"> <li>i) To actively promote and facilitate trade and investment delegations into Tamil Nadu from various global destinations.</li> <li>ii) Researching the respective country or region thoroughly and adapting strategies accordingly.</li> <li>iii) Track and collate statistics on economic data of interest such as FDI, employment, IIP, etc. between the two countries.</li> </ul>
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<b>7. Position: Zonal Customer Relationship Manager</b>	
<b>Qualifications</b>	Master's Degree in Finance, Economics, Engineering, Finance, Public Policy, Law or MBA in finance or marketing from a recognized/reputed institution in India or abroad.
<b>Preferred Experience</b>	<ul style="list-style-type: none"> <li>i) 5+ years of strong experience with sales and marketing for industrial parks corridors/ real estate service firms/ trade association/ chamber/ Embassy/ Investment Promotion Agency/banking and insurance in the areas of investment promotion and facilitation /project management and execution/ Ease of Doing Business</li> <li>ii) Understanding of Key Sectors (Electronics, IT, ITeS, Manufacturing, Automobile and Auto Ancillary, Aerospace and Defence etc.) and understand of business/industry scenario in Tamil Nadu</li> <li>iii) Excellent stakeholder and client management skills</li> <li>iv) Experience in engaging with industries/governments, private sector, multilateral clients and industry associations</li> <li>v) Willingness to work under high pressure deadlines and across Tamil Nadu</li> <li>vi) Experience in making presentations/pitches, understanding investor requirements of clients and interacting with CXOs.</li> </ul>
<b>Broad Job Description</b>	i) Will be physically posted in one of the key industrial districts of Tamil Nadu SIPCOT parks. Will have to travel across other

	<p>districts for industrial interactions, after care and to Guidance from time to time.</p> <ul style="list-style-type: none"> <li>ii) Work across industrial clusters and districts in Tamil Nadu, while reaching out to industry houses and trade associations to provide after care support to the industry community</li> <li>iii) Identify and reach out to every industries, stakeholders, trade and industry association in the region assigned to promote investments and provide handholding support the mentioned stakeholders</li> <li>iv) Work closely with trade association and industry bodies, government agencies to understand the problems and issues being faced by local industries</li> <li>v) Respond to investor queries / provide required information and facilitate the new investors in the sector(s)</li> <li>vi) Coordinate with local authorities for facilitating approvals, licences and renewals of the same.</li> <li>vii) Provide bi-weekly reports on the reach out activities to the stakeholders and follow ups on the discussions with the clients</li> <li>viii) Generate new leads and provide handholding support to the potential investors while working closely with the investment promotion and facilitation team at Guidance, Chennai.</li> <li>ix) Coordinate local level roundtables and sector sessions</li> <li>x) Facilitate site visits for potential investors in the region specified</li> </ul>
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<b>8. Position: Clerical Assistants (Associate)</b>	
<b>Qualifications</b>	Bachelor Degree in English / Tamil / Commerce / Finance/

	Computer Science/ Business Administration / Journalism / Mass communications equivalent
<b>Preferred Experience</b>	4+ years of experience as an "Clerical Assistants with good typing skills in English and Tamil associated with corporate firm, consulting firm, market research firm; reporting directly to senior management.
<b>Broad Job Description</b>	<ul style="list-style-type: none"> <li>i) Reading, Writing and Editing copies of Government documents, Letters and Internal notes.</li> <li>ii) Ensuring translated texts conveys original meaning.</li> <li>iii) Proofread translated texts for grammar, spelling and punctuation accuracy (English to Tamil and vice versa)</li> <li>iv) Follow up with internal team members and clients to ensure translation meets their needs</li> <li>v) Handling correspondence directed by Managing Director &amp; Executive Director</li> <li>vi) Should be able to uphold a strict level of confidentiality and sustain a level of professionalism among staff and clientele</li> </ul>

<b>9. Position: Receptionist</b>	
<b>Qualifications</b>	Bachelor Degree in Economics /Statistics / Commerce/ Finance/ Computer Science/ Business Administration equivalent
<b>Preferred Experience</b>	4+ years of experience as an "Receptionist" associated with corporate firm, consulting firm, market research firm.
<b>Broad Job Description</b>	<ul style="list-style-type: none"> <li>i) Handling queries and complaints via phone, email and general correspondence.</li> <li>ii) Serves visitors by greeting, welcoming, and directing them appropriately.</li> <li>iii) Notifies company personnel of visitor arrival.</li> <li>iv) Maintains security and telecommunications system.</li> <li>v) Informs visitors by answering or referring inquiries.</li> <li>vi) Directs visitors by maintaining employee and department directories.</li> <li>vii) Maintains security by following procedures,</li> </ul>

	<p>monitoring logbook, and issuing visitor badges.</p> <p>viii) Operates telecommunication system by following manufacturer's instructions for house phone and console operation.</p> <p>ix) Keeps a safe and clean reception area by complying with procedures, rules, and regulations.</p> <p>x) Supports continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.</p>
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**1.1 Other Desirable Qualifications:** Fluency in English with strong writing and business communication skills, presentation skills, IT skills - MS Word, Excel, Power point, Data Analytics.

**1.2 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 mandatory (French/ Japanese/ Korean/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 31.10.2019.

**2. 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 at par with TN Government Rules.

### **3. 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

### **4. Skills:**

- a) Knowledge of foreign languages would be added advantage.

### **5. 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 \_\_\_\_\_.
- c) The subject of email shall be "Application for ---**Name of the Post**--- / ----  
**Name of the Candidate**"
- d) There is no registration/ application fee.
- e) The last date for receiving application for Senior Manager – Human Resource is 24.03.2020**

### **6. 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.

### **7. 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.

- 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 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.
- 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 at the time of application, i.e., 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.

#### **8. 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 and its decision will be final and binding.

#### **11. 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.

#### **12. 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. Guidance would be free to reject any application, at any stage of the process, cancel the candidature of the candidate in case it is detected as 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, his/her services are liable to be summarily terminated.
- c) Decision of Guidance 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 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 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 as mentioned in this notification and subject to service and conduct rules of Guidance, as decided by the Governing Body.
- l) Guidance 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.
- o) Guidance 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 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.

The above post, corresponding job description and number of vacancies are subject to change from time to time depending upon the evolving need of the organization. So, you are advised to keep visiting the website for current vacancies and position.

Date: 24.02.2020

Place: Chennai - 600008

**MD & CEO,  
GUIDANCE**

## Annexure I

### GUIDANCE

**Recruitment Notification: Admin/HR/4/2020**

**FOR OFFICE USE ONLY**

**DATE OF RECEIPT:**

**APPLICATION FOR THE POST OF:**

**Application No**

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	% of	Institution	Board /	State

		<b>Completion</b>	<b>marks</b>		<b>University</b>	
	10 <sup>th</sup> / 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					
	<b>Name of the organisation</b>	<b>Designation</b>	<b>From</b>	<b>To</b>	<b>Remuneration per annum in Rs.</b>	

18	Details and contacts of reference persons, if any	
19	Hobbies	
20	Extra-curricular activities	
21	<b>Kindly enclose a write-up of not more than 300 words, elucidating new three ideas for attracting new investments into Tamil Nadu</b>	
<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>		
<b>Recent passport size colour photograph</b>		<b>Signature of the applicant</b>
<b>Date:</b> _____ <b>Place:</b> _____		