

NOTIFICATION

RECRUITMENT TO THE POSTS OF ENTERPRISE FINANCE OFFICER (EFO) AT ONE STOP FACILITY CENTER OF TNRTP

ELIGIBILITY CRITERIA FOR THE POST OF ENTERPRISE FINANCE OFFICER (EFO)

- Any Post Graduate degree with computer proficiency.
- Age, not more than 40 years.
- A professional who will manage the OSF functioning in the blocks.
- A person with entrepreneurial skill set / practitioners.
- Sound Knowledge on Rural Enterprises and financing activities.
- Women and Socially Disadvantaged with requisite experience will be given priority.
- Experience in coordination and networking

SALARY TO THE ENTERPRISE FINANCE OFFICER:

The Salary will be paid on monthly basis of Rs. 25,000/- (Rs. 1000/- Travelling allowances + incentive 5% of actual salary) to the individuals account after submission of their work done report to OSF MC.

HOW TO APPLY

- A candidate who is willing to apply the post of Enterprise Finance Officer will download the application form from www.tnrtp.org website.
- The candidate should fill the Application form and submit it to respective TNRTP district office by directly or through post (Details of location annexed).
- A candidate must read the provisions contained in this Notification carefully and shall abide by the same.
- A candidate must fulfil all the conditions of eligibility regarding age limit, educational qualification, etc. prescribed for applying for the post.

APPLICATION FEES

No fees will be charged

IMPORTANT INSTRUCTIONS FOR FILLING APPLICATION FORM

- Candidates are required to complete the Application Form by filling all the sections.
- Candidates are required to fill the Application form without any mistakes / corrections.
- Candidates are required to keep their relevant details/ information/ documents (as mentioned in the application form) at the time of applying along with the application form.
- Unfilled application will not be taken in to account.
- He / She should not be an office bearer of any other institution.

PERIOD OF EMPLOYEMENT

All the posts are temporary and contract basis. Permanency cannot be claimed. During the project period the tenure will be available.

JOB DESCRIPTION OF ENTERPRISE FINANCE OFFICER

- Assessing the primary Business Plan.
- Preparation of viable and bankable business plan.
- Engagements with Mentors/ Functional Experts.
- Identification of business needs.
- Providing business development service
- Developing growth strategies for OSF.
- Updating the compliances of small business and MSME.
- Negotiation with stake holders.
- Developing and retaining relationship with existing clients and stakeholders.
- Networking with external service providers.
- Conducting market research to identify new business opportunities.

- Updating the OSF activities with the TNRTP District Project Management Unit regularly
- Maintaining Digital book keeping and Transactions of OSF.
- Maintaining all Finance related activities.

TAMILNADU RURAL TRANSFORMATION PROJECT (TNRTP)
ONE STOP FACILITY
APPLICATION FOR APPLYING THE POST OF ENTERPRISE FINANCE OFFICER

General Details

Name of the Applicant:

Father Name:

Gender:

Date of Birth:

Age:

Contact Number:

Alternative Contact Number:

Email Id:

Address:

Block:

District:

Education Qualification:

Total Years of Experience:

Religion:

Community:

Aadhaar Number:

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Previous Experience Details:

Name of the Company	Position	Year of Experience	Location of the Company

Education Qualification:

Education	Name Of The University / Board	Year Of Completion	Percentage Scored / CGPA	Class

Any other certification Courses:

Name of the Course	Name of The University / institution	Year Of Completion	Duration of the course

Entrepreneurial Skill Set (If any):

Do you have any knowledge on Rural Enterprise Business Development and financing activities. (if any please Specify)

Reference 1:

Name:

Position:

Name of the Company:

Contact Number:

Mail id:

Reference 2:

Name:

Position:

Name of the Company:

Contact Number:

Mail id:

Signature of the Applicant

Self-attested document Enclosure:

1. Aadhaar Card
2. 10th (SSLC) mark Sheet
3. 12th (HSC) mark Sheet
4. Under Graduate Mark Sheet
5. Post Graduate mark Sheet
6. All Experience Certificate