



MSME Trade and Investment Promotion Bureau (M-TIPB)

(An Autonomous agency of the Government of Tamil Nadu)

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RECRUITMENT NOTIFICATION

Ref No. M-TIPB/111-01/2020

Date: .7.2020

Applications are invited through **online mode only** from 09 .07.2020 to 31.07.2020 from the eligible candidates who aspire to join the services in the MSME Trade and Investment Promotion Bureau (M-TIPB), an Autonomous agency of the Government of Tamil Nadu, for the post of **Research Officer** and **Trade and Commerce Specialist** on a fixed term contract basis for three years.

M-TIPB is a newly established Government entity with a mandate to promote Trade and Investment in the MSME sector and to act as a single point contact to provide guidance to investors on policies, schemes and incentives and to facilitate business opportunity **for MSMEs in Tamil Nadu** in the domestic and global market.

S.No.	Post	No. of Posts	Pay scale
1	Research Officer	One	Consolidated Pay of Rs.12 lakhs per annum depending on the experience and qualification.
1A	Trade and Commerce Specialist	Two	Consolidated Pay of Rs.9 lakhs per annum depending on the experience and qualification

2. AGE (AS ON 30.06.2020)

Minimum age: 25 years; Maximum age: 40 years, as on 30.06.2020

3. EDUCATIONAL QUALIFICATIONS & EXPERIENCE:

Educational Qualification	: Post-Graduate degree in Commerce or Economics or or Management (MBA) or equivalent
Work experience	: 5 years and above in a managerial cadre responsible for collection, compilation and processing of information/data and/or study or Research Work relating to Trade and Investment Promotion in a Corporate / Consulting firm/Market Research firm/Chambers of Commerce/ Trade Associations/Trade and Investment Promotion Agency.
Other Qualifications	: Fluency in English with strong analytical and presentation skills, IT skills-MS Excel, Data Analytics.
Preferred/additional qualifications:	a. PhD awarded by a recognized University / Institute. b. M.B.A. or equivalent from the top 50 management institutions or top 100 Universities as ranked by the National Institutional Ranking Framework, Govt of India. c. Work experience in a front end role at a Corporate firm/Consulting firm/Market research firm/Trade and investment promotion agency. d. Experience in trade and investment promotion/ Study in the field of Industry/MSME Sector. e. Language skills (Hindi and Foreign languages)

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.
- d) The instructions contained in the notification shall be applicable and common to all the posts except SI No.4 (Responsibilities).

4. RESPONSIBILITIES

Research Officer and Trade and Commerce Specialist will work under the overall supervision of the Chairman, M-TIPB/Principal Secretary to Government of Tamil Nadu, MSME Department and shall be reporting to the Managing Director, MSME-Trade and Information Promotion Bureau on a day to day basis. The roles and responsibilities shall include but not limited to the following:

4.1 Research Officer

Compilation of Information and Data

1. Maintain data for all categories of MSMEs, sector and district-wise, including units functioning in SEZ and EOUs.
2. Compile sector and district-wise MSMEs exporting directly and/or through agents/export houses for promoting District Export Hub.
3. Analyze sector-wise growth and suggest potential sector/products for appropriate intervention.
4. Liaise with other related Departments, trade and investment promotion agencies/councils, Ministries, consulting firms, DGFT, research institutions of State and Central Government including Indian Missions abroad for collection and compilation of all information relating to trade and investment promotion.
5. Identify potential areas for organizing awareness campaigns, seminars and workshops.
6. Keep track of industries/MSMEs growth, the strengths and potential threats and the way forward to overcome the challenge.

7. Submit reports/ analysis related to products/markets/ issues of the sector, etc, on a routine basis and as and when directed.

Policies and Schemes

1. Compilation of information and data relating to schemes and activities of all offices functioning under the MSME, Industries and other related Departments in physical and soft mode.
2. Undertake assessment /evaluation studies on MSME Policies and Schemes to offer feedback.
3. Analyze the services offered under Single Window Portal and suggest improvements to ease of doing business initiatives.
4. Co-ordinate with reputed Research Institutes, Innovation Centers in the Public and Private Sector for the developments made/new products and services identified.
5. Analyze the funding support from Banks and FIs, Duties & Taxes including Tariff structure on EXIM trade for suggesting appropriate Government's intervention.
6. Review and report on Government's policy and support for MSMEs in EXIM trade.

Trade Data Analysis

1. Maintain details of all general and preferential trade agreements and suggest wish list for focus countries and focus products.
2. Study country and sector-wise trade data and investments and threats & opportunities for enhancing the share of Tamil Nadu MSMEs.
3. Study the developments in traditional and sunrise sector at the national and global level and suggest appropriate intervention.
4. Identify trade blocks, competition and sickness in the industry and suggest possible corrective measures to the Industry/Government.
5. Analyze bilateral trade between countries and scope for market expansion and overcoming market contraction.

Reports and Publications

1. Maintain the Library with books, periodicals, reports, policies etc., for ready reference by MSMEs.
2. Publication of Monthly/Quarterly Reports on developments in the industry and Government's policies and assistance on EXIM trade.
3. Prepare presentation materials for representing MSME Sector at the State/National/Global forums and Think-Tank meet.
4. Provide periodic input for updating the relevant contents in the website.
5. Undertake applied research on focus sectors/themes for policy advocacy and improvement in the MSME eco-system.

4.2 Trade and commerce Specialist

Maintenance of Databank

1. Maintain updated list of MSMEs with products and contact details, sector and district-wise, including units functioning in SEZ and EOUs.
2. Maintain contact details of all institutions, industry associations, trade bodies, chambers within India and in other countries including Indian missions abroad etc.
3. Coordinate with Indian Missions abroad, associations of Indian Diaspora, research & innovation centers, Chambers and Trade bodies for exchange of information.
4. Maintain regional and country specific information, across sectors and suggest potential market for enhancing exports.
5. Maintain Governments policies and announcements for promotion of MSMEs across sectors for promoting entrepreneurship and market access.
6. Develop Documentary in print and video format and other publicity material covering government's policies and schemes of MSME department.

Outreach Business Development Programs

1. Popularize the Ease-of-Doing Business initiatives of the Government and use of Single Window Portal.

2. Organize Awareness Campaign, Capacity building program, Vendor Development programs and Workshops to facilitate domestic and global market access including Public procurement.
3. Participation in the Seminars, Workshops and Trade & Investment Promotion events organized by MSME associations within and outside the State.
4. Assist in the online registration of MSMEs as Vendors for Public procurement and connecting with global procurement firms / outsourcing team/e-com portals.
5. Organize district/regional/state level sectoral meets with MSMEs exporting directly and/or through agents/export houses for promoting District Export Hub.
6. Organize stakeholders' consultation along with respective export promotion councils, commodity boards, national/regional/state level chambers, trade bodies, Country Chambers, research and consulting firms for promoting the mandate of M-TIPB.
7. Liaise with GOI-Ministry of Commerce, Ministry of MSME, DC-MSME, DGFT and other related offices like NSIC, KVIC/KVIB, NABARD, SIDBI, Banks, etc for undertaking state specific programs and for getting funding support to implement various activities of M-TIPB.
8. Organize periodic sector-wise Seminars/Workshops with MSMEs and export promotion councils and other related institutions like Banks, Insurance companies, consultants, Shipping agents, clearing houses etc for sharing of developments in the EXIM trade.
9. Facilitate challenges faced by entrepreneurs in getting clearances / approvals within the prescribed timeline etc.
10. Initiate Export performance awards across thrust sectors.

Trade Fairs and Exhibitions

1. Compile and publish annual Calendar of events for promoting trade and investment.
2. Facilitate participation of MSMEs in International exhibitions and B-S Meets promoted by Ministry of Commerce, Trade bodies and Export promotion Councils.

3. Identify potential trade promotion events for partnering with event organizers-Chambers/Councils.
4. Organize annual Exhibition Cum Buyer-Seller meet in Tamil Nadu.
5. Prepare outcome report for the events participated for submission to Governing body/ Government.
6. Organize follow-up meeting with beneficiaries and track their progress.
7. Maintain M-TIPB's website for uploading information and replying to queries online including Social Media contacts.

Road-shows and Business Meets

1. Coordinate participation in Road-Shows within and outside the country by MSME Dept and/or with Industries dept / Guidance Bureau.
2. Forge partnership (Signing of MoU) with potential national and global trade and investment promotion bodies and partnering in their events.
3. Organize Think-Tank meet with Industry, Research Institutions and Government for sharing of knowledge and policy advocacy.
4. Represent State MSME sector in the national and global trade and investment promotion meets/convention/Workshops/technology shows held within and outside the country.
5. Coordinate visit of overseas trade and official delegation for Industrial visits/meeting with Industry/Government.
6. Prepare presentation materials for discussion at State/National/ Global business meets and for distribution to the participants.

5. KNOWLEDGE OF LANGUAGES

- a) Applicants must be fluent in English Language.
- b) Since the posting is in Chennai, applicant is expected to be conversant in Tamil.
- c) Knowledge of Hindi and foreign languages is preferable but not mandatory.

6. APPLICATION

The aspiring candidates may apply through **online mode only** in the website of www.indcom.tn.gov.in / www.msmeonline.tn.gov.in from 09.07.2020 to

31.07.2020, copy of the application format is given as Annexure-I. There is no registration/application fee.

7. RECRUITMENT PROCESS

The recruitment will be based on an examination/interview. All examinations/interviews shall be conducted only in English in Chennai only. In exceptional cases, interview / examination will be conducted online.

8. GENERAL INFORMATION

a) The post is on a fixed term contract, renewable every year based on the satisfactory performance of the candidates up to three years by M-TIPB.

b) Only Indian Nationals are eligible to apply.

c) 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. M-TIPB takes no responsibility to receive/collect any certificate/remittance/document sent separately.

d) **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 M-TIPB.

e) 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.

f) Applications containing wrong claims relating to basic qualification/eligibility age/category of reservation/educational qualification will be liable for rejection.

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

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 authorities or SSLC/X-Std. marksheet with DOB)

c) 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.

d) Mark–sheets & Certificate of 10th Std/HSC/Graduation or qualifying degree examination etc.

e) 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 at the time of attending the interview.

f) Experience certificate.

g) Any other relevant documents in support of eligibility.

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 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, the Call letter along with a photocopy of the 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 at all stages.

- b) The candidates identity will be verified with respect to his/her details on the call letter, in attendance list and 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.
- d) 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/interview.

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)/ 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 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 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 M-TIPB in future should be identical and there should be no variation of any kind.

i) A recent recognizable photograph should be uploaded by candidate in the online application and 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 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 examination/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.indcom.tn.gov.in / www.msmeonline.tn.gov.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.indcom.tn.gov.in / www.msmeonline.tn.gov.in).

Dated: .07.2020

Place: Chennai

**MANAGING DIRECTOR
M-TIPB**