

Industries Commissionerate and Directorate of Industries and Commerce, Government of Tamil Nadu

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Recruitment Notification

Notification No.:	Rc.No.396/MTIPB/2022
Date:	19-Jul-2022

Applications are invited for the following post from eligible candidates on a fixed term contract basis.

Chief Executive Officer (Tamil Nadu Coir Business Development Corporation – TNCBDC)	
Due date for receipt of applications: 01 - Aug- 2022.	
Number of positions	1
Location	Coimbatore
Full time/ part time	<ul style="list-style-type: none">Fixed term contract basis; full time.3 years, extendable up to 5 years based on annual performance review as decided by the Board.
Remuneration	<ul style="list-style-type: none">Remuneration will be decided by the Government based on candidate's experience, qualification and professional competence.
Educational Qualification	<ul style="list-style-type: none">Graduate/ Post graduatedegree in any stream. Candidates with Engineering background and Masters in Business Administration will be given preference, subject to professional competence. All degrees should have been obtained as a full time course, in an institution approved by the relevant accreditation body – such as AICTE.
Age limit	<ul style="list-style-type: none">Candidate should be between 35 to 55 years of age as on the date of issue of this notification.
Minimum Experience	<ul style="list-style-type: none">Minimum 15 years of relevant work experience (of which at least 7 years of managerial and/ or project management experience) in the areas of business development and organisational growth and sales.Experience in the areas of coir geo textiles, coir based products, natural fibres, is preferred.Exceptional understanding of business development, new market identification, growth-oriented project initiations is preferred.
Skills	<ul style="list-style-type: none">Experience in developing and managing a new organisation.In-depth understanding of the overall MSME ecosystem (especially coir sector-specific needs, capital requirements, export markets for coir MSMEs, etc.)Strong background in technical sales and new product development.Experience in developing modern machinery in association with OEMs and research institutes.Excellent oral and written communication skills in English and Tamil.Strong interpersonal skills.Ability to work with public sector/ Government institutions.
Broad job description	<ul style="list-style-type: none">Market Creation<ul style="list-style-type: none">Initiate, own and drive the overall business development activities of the coir sector right from market creation till the product sale.Createmarket for coir-based products; generate the demand – from Government and private sector businesses and enable the existing and new coir producers in the state to service the demand. Work withsectoral experts to conduct awareness sessions for Government Department officials in Tamil Nadu and the Union/ other State Governments.Work with Government Departments to frame policy guidelines and regulations which maximise the use of coir-based products and geo textiles in their departments.

Chief Executive Officer (Tamil Nadu Coir Business Development Corporation – TNCBDC)	
Due date for receipt of applications: 01 - Aug- 2022.	
	<ul style="list-style-type: none"> — Identify, Engage and Promote buyers (Large industries/ online/ B2B/ B2C/ B2G) in the coir sector. — Facilitate and organise buyer-seller meets, expos, financial clinics etc. for the sector. Develop partnerships with Chambers of Commerce, retailers' associations, etc. for the same. — Work on bringing more, new, MSMEs into the sector so as to completely service the demand. • Generating Sales <ul style="list-style-type: none"> — Generate orders for the coir ecosystem by working with Government Departments; and private buyers (internationally and domestically) and link MSMEs in the state so that they can service the orders. — Coordinate with Government Departments, State Governments and Central Government for relevant tenders, trade events and promotional events. — Interact with other State Departments across India, operating in coir sector and facilitate interstate trade of coir-based products. — Leverage on external experts where required to make technical sales possible for members in the ecosystem. — Work with the sector to bring MSMEs online; help them with additional visibility; marketing and branding of their products. — Ensure availability of all relevant information on events, schemes, expos, and new launches to stakeholders. — Share information regarding the quality standards/ certifications required by prospective buyers (Large industries/ online/ B2B/ B2C/ B2G) to the coir MSMEs and take steps to ensure they are aligned to the needs of the sector. — Ensure quality and certificate requirements/ infrastructure creation for the small clusters/ CFCs for the purpose of boosting sales. — Any other matter as decided by the Board.

APPLICATION

1. Applicants can submit their applications offline at the M-TIPB Office, or they can apply here: <https://tnmtipb.in/careers>. The online link will be activated from July 25, 2022 at 12 Noon. All candidates however are expected to upload their applications online also because shortlisting will take place online, electronically.
2. Last date for receiving the applications is 01.08.2022 (6.00 P.M.).
3. There is no registration/ application fee.

RECRUITMENT PROCESS

1. Candidates will be shortlisted based on the scores they obtain on the following criteria that shall be weighted by a Committee: (a) Educational qualification, (b) Hands-on experience in new product development, (c) Hands-on experience in creating modern machinery, (d) Years and quality of experience in the sales of a technical product – such as a motor/ technical textiles, (e) Years and quality of experience in setting up a new business, (f) Number of new products launched and their reach (pan-India, international) in the past, (g) International experience directly related to the product sold, (h) Experience in selling to Government, (i) Hands-on experience in responding to bids, and (j) Experience of marketing/ sales in a B2C firm with pan India and/ or global presence in a middle/ senior management position. The Shortlisted candidates will be informed to produce their experience and qualification certificates in original.

2. The candidates, whose experience certificates, qualification certificates, and other documentary proofs submitted satisfy the Appointing Authority of their veracity, will be called for an interview. The interview will be conducted in Chennai. In exceptional cases, the interviews may also be conducted over a video call. Subsequent to the interview and the verification of documents, the Offer of Appointment on Fixed Term basis will be issued to the selected candidate.
3. Candidates whose online applications are complete and whose interviews were conducted can be placed on a waiting list based on requirement or the sole discretion of the expert interview panel. The waitlisted candidates may be called in the future in case of attrition, on the sole discretion of the Government, if such attrition takes place within 2 years of the date of this Notification.
4. In case the expert interview panel is convinced of the candidature of a particular candidate(s) despite the candidate(s) not being selected for the said post, the expert interview panel has discretion to recommend the candidate(s) for consideration for an alternate post in the same organisation or other organisations with MSME Department with similar job content without placing fresh advertisements/ call for fresh applications if such recruitments take place within 2 years on the date of this Notification.
5. The final selection of the candidate will be based on the score in the interview. In case the scores of two or more candidates in the interview are tied, the Government decision shall be final regarding selection.

DOCUMENTS TO BE SUBMITTED

1. When submitting online application form:
 - a) Self-attested and signed resume along with photo identity proof issued by competent authority showing address and date of birth (Aadhar, Passport, EPIC card, Driving License).
2. Candidates shortlisted based on their online applications are required to submit the following documents in PDF format within 2 days of such a request before they can be called for an interview:
 - b) Marksheets and Certificate of Class 10, Class 12, Graduation/ qualifying degree, postgraduation etc.
 - c) Proof/ testimonials from a Manager (or) Former manager certifying each of the Skills/ Experience details that were selected (ticked) on the online application form.
 - d) Experience certificates.
 - e) Any other relevant documents in support of eligibility or evidence of past work (write ups/ proposals etc.).

The above documents will be verified for completeness and their adherence to the online application form previously submitted by the candidate. The documents submitted will be verified and the candidates will be called for interview only if their application form and the proof submitted satisfy the Appointing Authority.

3. Original documents to be produced at the time of interview (as applicable) for verification:
 - a) Print out of the interview Call Letter and application form.
 - b) Proof/ testimonials from a Reporting Manager (or) Former Reporting Manager/ any other relevant proof certifying each of the Skills/ Experience details that were selected (ticked) on the online application form.
 - c) Proof of date of birth (Birth Certificate issued by the competent Municipal authorities or SSLC/X std. with date of birth).
 - d) 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.
 - e) Marksheets and Certificate of Class 10, Class 12, Graduation or qualifying degree examination, Postgraduation etc. and all other educational/ training certificates.
 - f) Candidates serving in Government/ Quasi Govt. offices/ Public Sector Undertakings (including nationalised banks and financial institutions) are not required to produce a No Objection Certificate from their employer at the time of attending the interview. But the NOC will have to be produced if such candidate is selected for appointment, before the appointment letter can be signed.
 - g) Experience certificate.
 - h) Any other relevant documents in support of eligibility or evidence of past work (write ups/ proposals etc.)

GENERAL INFORMATION:

1. The post is on a fixed term contract for three years, extendable up to five years based on the performance evaluation of the candidate, as decided by the Board of TNCBDC.
2. Only Indian nationals are eligible to apply.
3. All interviews will be conducted at Chennai.
4. While appearing for the interview, the candidate should produce all the required and valid original certificates/ documents prescribed above. In the absence of original certificates/ documents, candidature of the candidate could be cancelled, if the Appointing Authority is in doubt regarding their veracity. The Appointing Authority takes no responsibility to receive/collect any certificate/remittance/document sent separately.
5. Correct and true information regarding arrest, convictions/ debarment/ disqualification by any recruiting agency, criminal or any disciplinary proceedings initiated or finalized, participation in agitation or any political organisation, candidature in election for parliament/ State Legislature/ Local Bodies, etc., if any, should also be furnished to the Appointing Authority, in the form of a self-declaration, at the time of application. Originals 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 appointment in such cases must be produced at the stage/time of certificate verification/ interview. The Appointing Authority reserves the right to conduct background checks on the candidate, prior to or after their appointment and in case any of the declarations are found to be incorrect, it could result in the termination of appointment.
6. Applications containing wrong claims relating to basic qualification/ eligibility/ age/ experience will be liable for rejection.

OTHER INSTRUCTIONS:

1. Before applying for the post, the candidate should ensure that he/she fulfils the eligibility and other skill requirements to meet the job description norms mentioned in this notification. Candidates are therefore advised to carefully read this notification and follow all the instructions given.
2. A candidate's admission to the 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. The Appointing Authority is 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 fulfil 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 shortcomings (s) is/ are detected after appointment, his/ her services are liable to be summarily terminated.
3. Decision of the Appointing Authority 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 in this regard.
4. 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.
5. Any dispute arising out of the notification including the recruitment process shall be subject to the sole jurisdiction of the Courts situated in Chennai.
6. Any canvassing or creating influence for undue advantage shall lead to disqualification from the process.
7. Any request for change of address, details mentioned in the submitted application will not be entertained subsequently.
8. 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 TNCBDC in future should be identical and there should be no variation of any kind.

9. Candidates will have to appear for the examination/ interview at their own expense.
10. Appointment of selected candidates is subject to their being declared medically fit, and as per other requirements mentioned in this notification and subject to service and conduct rules, as decided by the Board. Candidate selected for appointment to the post is required to produce a certificate of physical fitness from a Registered Medical Practitioner.
11. The candidate is required to certify that he/ she is not insolvent prior to being appointed.
12. The candidate is required to furnish information of criminal antecedents or pending criminal cases (if any) against him/ her prior to being appointed. No criminal cases should be pending against the candidate at the time of appointment.
13. The Appointing Authority reserves the right to reschedule/ change (cancel/modify/add) any of the criteria, conduct of examination/interview/method of selection and provisional allotment etc.
14. Intimations will be sent to the applicants by email only to the primary email address mentioned in the application form submitted by the candidates. Hence, the applicants shall enter valid and functional mobile number and email ID. However, candidates are required to check the recruitment section of the authorised website for the latest updates pertaining to this notification.
15. The Appointing Authority shall not be responsible if the information/intimation does not reach candidates in case of change in the mobile number, technical fault or otherwise, and the candidates are advised to keep a close watch on the authorised website for latest updates, till the recruitment process gets completed.
16. The Appointing Authority reserves the right to cancel/ modify the number of vacancies, if the need so arises, without any further notice and without assigning any reasons thereof.
17. The Appointing Authority reserves the right to alter the pay range/ qualifications/ number of vacancies for posts.

ANNOUNCEMENTS:

All further announcements/details pertaining to this process will only be published in the authorised website <https://tnmtipb.in/careers> 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: 19-Jul-2022

Place: Chennai.