



Advertisement No. 01/ 2021-22

October 29, 2021

Recruitment of Management Associates on Contractual Basis (Full Time) -2021-22

Credit Guarantee Fund Trust for Micro and Small Enterprises (CGTMSE), a Trust established by Ministry of Micro, Small and Medium Enterprises, Government of India and Small Industries Development Trust of India (SIDBI) for issuance of Credit Guarantee for the loans extended to Micro and Small Enterprises by Member Lending Institutions. The objective is to make available the institutional credit to the first generation entrepreneurs without the hassles of collaterals / third party guarantees to realise their dream of setting up a unit of their own Micro and Small Enterprise (MSE)

The Trust believes that its people, process and technology are the key drivers for delivering customer service. The Trust firmly believes that its Human Resources are its most valuable asset.

CGTMSE invites application from interested candidates for the posts of Management Associate on Contractual basis as detailed below:

A.	Name of the Post	Management Associate		
B.	Type of the Post	On Contract Basis (Full Time)		
C.	No. of Posts	GEN	OBC (NCL)*	Total
		4	1	5
		* Posts reserved for OBC category are available only to the 'Non-creamy layer' OBC candidates. 'Creamy layer' OBC candidates should indicate their category as 'General'. OBC category candidates should submit the OBC certificate on format prescribed by Govt. of India containing the 'Non-creamy layer' clause, issued after 01.04.2021.		
D.	Place of Posting	The Management Associate will be posted at the office of CGTMSE (At present in Mumbai). The candidate should be open for relocation, if required by CGTMSE.		
E.	Period of Contract	The term of the contract of Management Associate (MA) would initially be for a period of three years, extendable, at sole discretion of the Trust, for a further period of up to three years. The contract can be terminated at one months' notice on either side or salary and allowances (if any) in lieu thereof.		
F.	Scope of Work/ Job profile	The Management Associate will report to the immediate reporting officer as assigned by the management from time to time and will be responsible to:		

		<ul style="list-style-type: none"> ➤ the efficient discharge of the duties assigned to him/her at the workplace. ➤ Support the day-to-day operations and ensure smooth functioning; ➤ Processing of guarantee applications, collection of fee, claim processing, maintenance of daily funds position, relevant accounting and reconciliation jobs and client servicing, coordination with MLIs / MSEs; communication; drafting: correspondence, administrative and operational skills, etc. ➤ Any other work that may be assigned related to the functioning of CGTMSE. 	
G.	Eligibility Criteria		
	A	Age limit	<p>Must not have attained age of 30 years as on August 31, 2021.</p> <p>Relaxation in Upper age limit for Other Backward Classes (Non-Creamy Layer) is 3 years.</p>
	B	Educational Qualification	The candidate must hold a graduation degree from a recognized educational Institution in India / overseas.
	C	Experience & Expertise (As on 31/08/2021)	<ul style="list-style-type: none"> ➤ At least 1 year of experience in Banking/ Financial Services /Insurance sector after attaining the degree. ➤ The candidate should have computer knowledge specially having good skills in MS Office, Excel and Power Point. ➤ Should Possess excellent presentation / communication - verbal and written skills.
<p>Important: <i>The Trust reserves the right to raise/modify the eligibility criteria in educational qualification and minimum work experience in order to restrict the number of candidates to be called for Interview, commensurate with the number of posts.</i></p>			
H.	Remuneration	In the range of ₹4.50 – ₹5.00 Lakh p.a. on CTC basis, based on experience/profile of the candidate. Annual increment may be considered by the Trust, based on performance. Remuneration will not be a constraint for right candidate.	
I.	Selection Procedure	Selection would be by way of shortlisting and Personal Interview to be held through Video Conferencing/ Web Meeting on a suitable date (to be informed in due course) before the Selection Committee. The Trust will undertake a preliminary screening of the applications for preparing, if necessary, a shortlist of eligible candidates to be called for interview. Thus, merely fulfilling the requirements laid down in the advertisement would not automatically entitle any candidate for being called for interview.	

J.	HOW TO APPLY	<p>i. Scan Copy of duly filled in application along with all the relevant certificate(s) / documents , as per the format available on the Trust's website with a recent passport size photograph pasted thereon bearing full signature of the candidate across the same with date, should be sent on email id recruitment@cgtmse.in on or before November 19, 2021 (Friday). Applications should be accompanied by self-attested copies of relevant certificate(s) / documents, in support of proof of identity, address, age, educational qualification (educational certificates/mark-sheets), work experience, OBC 'Non-creamy layer' certificate, etc, as mentioned in the application form. An application not accompanied by scanned copies of relevant certificate(s) / documents, or not in prescribed format or not signed by the candidate or incomplete in any respect or received after due date will not be entertained under any circumstances.</p> <p>ii. Candidates are advised to keep the Original Application along with the self attested copies of the relevant certificate(s) / documents preserved with them as selected candidates (based on the performance of interview) will have to submit these at the time of Reporting at CGTMSE, Mumbai.</p>
K.	General Information	<p>i. Candidates short listed for interview shall have to attend Personal Interview to be held through Video Conferencing/ Web Meeting on a suitable date (to be informed in due course) before the Selection Committee.</p> <p>ii. Candidates are advised that they should not furnish any particulars or information that are false, tampered/ fabricated or should not suppress any material information while applying for the post.</p> <p>iii. In case it is detected at any stage that a candidate does not fulfill any of the eligibility criteria for the post applied for and / or that he / she has furnished any incorrect information or has suppressed any material fact(s), his / her candidature will stand cancelled forthwith. If any of these shortcomings is / are detected even after the appointment, his/her services will be liable to be terminated forthwith.</p> <p>iv. The selected candidates (based on the performance of interview) at the time of reporting at CGTMSE, Mumbai will have to submit the Original Application along with the self attested copies of the relevant certificate(s) / documents and produce all certificates in original for verification of their age, educational qualification, experience details, OBC 'Non-creamy layer' certificate, etc. Failure to submit the original Application along with self attested copies of relevant certificate(s) / documents and produce all certificates in original for verification shall render the candidate ineligible for the appointment to the posts. The candidate will be required to provide details regarding criminal cases(s) pending against him/ her, if any.</p>

	<ul style="list-style-type: none">v. Decisions of the Trust in all matters regarding eligibility, selection etc., would be final and binding on the applicants for the post. No representation or correspondence will be entertained by the Trust in this regard. Canvassing in any form will lead to disqualification of candidature.vi. Trust reserves the right to cancel the Recruitment Process entirely at any stage.vii. Candidates are advised to keep their e-mail ID & mobile connection active for receiving advices.viii. No separate advertisement/ corrigendum will be issued in this regard. All changes/updates/ corrigendum will be hosted only on Trust's websiteix. Appointment of selected candidates is subject to his/ her being declared medically fit as per the requirement of the Trust.
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