

## **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](http://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:

Fix your passport  
size photo here

**Previous Experience Details:**

<b>Name of the Company</b>	<b>Position</b>	<b>Year of Experience</b>	<b>Location of the Company</b>

**Education Qualification:**

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

**Any other certification Courses:**

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

**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. 10<sup>th</sup> (SSLC) mark Sheet
3. 12<sup>th</sup> (HSC) mark Sheet
4. Under Graduate Mark Sheet
5. Post Graduate mark Sheet
6. All Experience Certificate

**Annexure**

<b>TNRTP - List of District Address</b>					
<b>S.No</b>	<b>Name of the District</b>	<b>Name of the DEO</b>	<b>District Contact Address</b>	<b>Contact No</b>	<b>District Office Mail ID</b>
1	Coimbatore	C.Jayaprakash	Tamilnadu Rural Transformation Project, District Project Management Unit, 2nd Floor, Poomalai Vaniga Valagam, Opp. to Koniamman Koil, Town Hall, Coimbatore - 641 001	0421-22300633	cbe.tnrtp@yahoo.com
2	Cuddalore	P.Sudhadevi	Tamilnadu Rural Transformation Project, District Project Management Unit, No.41, 1st Floor, Rettai Pillaiyar Kovil Street, Pudhupalayam, Cuddalore 607 001	04142-210185	cdr.tnrtp@yahoo.com
3	Dindigul	R.Velmurugan	Tamil Nadu Rural Transformation Project, Poomalai Vazhagam, 1st Floor, Gopala Samuthiram East Bank, Dindigul - 624001	0451-2900094	dgl.tnrtp@yahoo.com
4	Erode	G.Thamotharan	No.5 Bharadhidhasan Street Teachers Colony, Erode - 638011	0424 - 2277633	erd.tnrtp@yahoo.com

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5	Kancheepuram	M.Dinakar Rajkumar	Old No:36, New No:27, Alagesan Nagar, Near EB office, Chengalpattu-603001	044-27432018	kpm.tnrtp@yahoo.com
6	Chengalpattu				
7	Karur	K.I.Aroon Joshva Rusewelt	Tamilnadu Rural Transformation Project, District Project Management Unit, 1st Floor, Poomalai Shopping Complex, Bharathidasan Salai, Cantonment, Trichy- 620 001	0431- 2670633	kar.tnrtp@yahoo.com
8	Krishnagiri	S.Tamilmaran	The District Executive Officer, Tamil Nadu Rural Transformation Project, VPSC Building, Near Rayakotta Fly Over, Kattiganapalli, Krishnagiri – 635 001	04343-296718	kgi.tnrtp@yahoo.com
9	Madurai	S.Rajathi	VPRC Building panchayat office campus Nagamalai Puthukottai, Madurai-625 019	9385299717	mdu.tnrtp@yahoo.com
10	Nagapattinam	V.Sundarapandian	Room.No.221, Collectorate Nagapattinam District	04365-290033	ngp.tnrtp@yahoo.com
11	Mayiladuthurai				



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12	Namakkal	J. Immanuvel	Tamil Nadu Rural Transformation Project (TNRTP) KK Complex, 460/14 First Floor, Near District Collectorate, Tiruchengode Road, Namakkal 637 003	04286 - 290730	nkl.tnrtp@yahoo.com
13	Pudukkottai		T.S. No. 217/1A, 1st Floor, Thanjavur Main Road, Ramachandirapuram Agraharam, Pudukkottai -622 001.	04322 290732	pdk.tnrtp@yahoo.com
14	Ramnad	A. Sathees Kumar	The District Executive Office, Tamil Nadu Rural Transformation Project, Room No. 50, 2nd Floor, Old Collector Office Building, Collectrate, Ramanathapuram - 623 503	04567-232170	rpm.tnrtp@yahoo.com
15	Salem	A.Philips Ilaiyaraja	Tamilnadu Rural Transformation Project, District Project Management Unit, Old Nattanmai Building, District panchayat Office Campus, Salem District-636001	0427-2905455	slm.tnrtp@yahoo.com

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16	Sivagangai	A.Shanthi	Assistant Director/District Executive Officer, Tamilnadu Rural Transformation Project, District Project Management Unit, Multi Purpose Building (Old Mahalir Thittam Office), Near to POCSO Court, Melur Road, Sivagangai-630561	04575-240721	svg.tnrtp@yahoo.com
17	The Nilgiris	Thiru.N.B.Manikandaan	Tamilnadu Rural Transformation Project, III B Block 2nd floor, Additional Collectrate Building, Fingerpost, The Nilgiris - 643006	0423-2445576	ngs.tnrtp@yahoo.com
18	Theni	S.Rajathi	VPSC Building, Panchayat Office Compus Nagamalai Puthukottai, Madurai-625019	9385299717	tni.tnrtp@yahoo.com
19	Tiruppur	D .Rajalakshmi	Tamilnadu Rural Transformation Project, Palladam Main Raod, Arulpuram (Near Primary Health Center,) Tiruppur Dt - 641 605	9385299723	tur.tnrtp@yahoo.com

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20	Thoothukudi	B.R.Muthamizhselvan	Tamil Nadu Rural Transformation Project, Beach Road, Old Taluk Office, Central Police Station Upstairs, Thoothukudi-628001	0461-2902744	tut.tnrtp@yahoo.com
21	Tiruchirappalli	K.I.Aroon Joshva Rusewelt	Tamilnadu Rural Transformation Project, District Project Management Unit, 1st Floor, Poomalai Shopping Complex, Bharathidasan Salai, Cantonment, Trichy- 620 001	0431- 2670633	tpj.tnrtp@yahoo.com
22	Tirunelveli	V.Stella Lourdu Mary	Devi Hospital – II Floor, No.1, Vasanth Nagar, Kokkirakulam, Behind Science Center, Tirunelveli – 627 009.	0462 2904211	tvi.tnrtp@yahoo.com
23	Tenkasi	V.Stella Lourdu Mary	Devi Hospital – II Floor, No.1, Vasanth Nagar, Kokkirakulam, Behind Science Center, Tirunelveli – 627 009.	0462 2904211	tvi.tnrtp@yahoo.com

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24	Tiruvallur	J.Manivannan	Tamilnadu Rural Transformation Project, No: 52, 2nd Floor, Taluk Office Road (Post Office Up stair), Ponneri, Thiruvallur District. PIN Code - 601 204	044-27972533	tv1.tnrtp@yahoo.com
25	Tiruvannamalai	P.Vasanthakumar	Tamilnadu Rural Transformation Project, No:1, 4 th Street, Gandhinagar Tiruvannamalai District - 606601	04175 - 290119	tml.tnrtp@yahoo.com
26	Tiruvarur	K.Selvam	District Executive Officer, Tamilnadu Rural Transformation Project, Nagai bye pass road, Yamaha showroom backside, Thilagar IInd Street, Thiruvarur - 610001	04366 - 290137	tvr.tnrtp@yahoo.com
27	Vellore	Mr.N.Gangadharan	The District Executive Officer, Tamilnadu Rural Transformation Project, (TNRTP) District Management Unit, Poomalai Vaniga Valagam, (First Floor) Anna Salai, Officers Line , Vellore District - 632 001	0416 - 2900 545	vlr.tnrtp@yahoo.com

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28	Ranipet	Mr.N.Gangadharan	The District Executive Officer, Tamilnadu Rural Transformation Project, (TNRTP) District Management Unit, Poomalai Vaniga Valagam, (First Floor) Anna Salai, Officers Line , Vellore District - 632 001	0416 - 2900 545	vlr.tnrtp@yahoo.com
29	Villupuram	S.Rajeshkumar	The District Executive Officer, Tamil Nadu Rural Transformation Project, District Project Management Unit, 1st Floor, SP Usman Complex, No.367, Sudhar Nagar, Viluppuram District - 605 602.	04146 - 290207	vpm.tnrtp@yahoo.com
30	Kallakurichi				
31	Virudhunagar	Mr.A.SatheesKumar	Tamil Nadu Rural Transformation Project, (TNRTP) IInd Floor, Poomalai Vaniga Valagam, Pullalakottai Road, Near Old Bus Stand, Virudhunagar - 6262001	04562 296307	vnr.tnrtp@yahoo.com