

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:

Fix your passport
size photo here

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

Annexure

TNRTP - List of District Address					
S.No	Name of the District	Name of the DEO	District Contact Address	Contact No	District Office Mail ID
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