



Micro Units Development and Refinance Agency Limited (MUDRA)

Advertisement for Recruitment of suitable professionals at MUDRA

Location: Mumbai

October 31, 2018

I. COMPANY PROFILE

Government of India (GOI) has setup a Micro Units Development & Refinance Agency Ltd., hereinafter referred to as MUDRA, as a wholly owned subsidiary of SIDBI. Primary objective of MUDRA is to provide refinance to all eligible institutions in the business of lending to micro / small business entities engaged in manufacturing, trading and services activities with a loan requirement up to Rs. 10 lakh. MUDRA would also look for new partners and channel agencies to provide finance to Last Mile Financiers of small / micro business enterprises. MUDRA would further work to strengthen these institutions by extending other development support to expand their outreach, and also monitor the lending for micro enterprises

MUDRA is presently a Company registered under Companies Act 2013 and is a Non-Banking Financial Institution. MUDRA invites applications from interested candidates in field of Business Development (including credit operations & appraisal), Accounts, Information Technology (IT) and Risk on contract basis as detailed below:

Grade	Field	Name of Post	No. of posts
General			
Grade A	Business Development (including credit operations & appraisal)	Executive	2
	Accounts	Executive – Accounts	1
Total posts in Grade 'A'			3
Grade B	Business Development (including credit operations & appraisal)	Senior Executive	2
	Accounts	Senior Executive - Accounts	1
Total posts in Grade 'B'			3
Specialist			
Grade A	IT	Executive – IT	1
Grade B	IT	Senior Executive – IT	1
	Risk	Senior Executive – Risk	1
Total number of posts			9



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II. ELIGIBILITY

The eligibility criteria in terms of qualification, age limit and experience is given below:

Name of Posts	Grade	Age (Years)	Educational Qualification	Minimum post qualification work experience
		Max		
Executive	Grade A	35	Graduate degree from any recognized institution / university.	Experience of working in the financial or banking industry. Preference will be given to the candidates having experience in appraisal / monitoring & follow-up of MFIs/ NBFCs and compliances required in NBFCs.
Senior Executive	Grade B	35	Graduate degree from any recognized institution / university. Preference shall be given to candidates having CA or MBA degree.	A minimum of 5 years of experience in the financial or banking industry in appraisal / monitoring & follow-up of MFIs/ NBFCs and compliances required in NBFCs.
Executive - Accounts	Grade A	35	Chartered Accountant (CA) / MBA from any recognized institution / university.	Experience of working in the field of accounts / treasury in the financial or banking industry. Preference shall be given to candidates having experience of working on accounting software systems in the financial or banking industry.



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Name of Posts	Grade	Age (Years)	Educational Qualification	Minimum post qualification work experience
		Max		
Senior Executive - Accounts	Grade B	35	Chartered Accountant (CA) / MBA from any recognized institution / university.	A minimum of 5 years of experience in accounts / treasury in the financial or banking industry. Preference shall be given to candidates having experience in preparing annual financial statements and ALM statements of NBFC / Bank / Financial Institutions.
Senior Executive – IT	Grade B	35	B.E. / B.Tech / MCA or equivalent degree in information technology or Computer Science from any recognized university / institution.	A minimum of 5 years' experience in software maintenance (loan management & accounting software, etc.) and IT Infrastructure management in the financial or banking industry.
Executive – IT	Grade A	35	Graduate degree in information technology / Computer Science or Post graduate degree / MBA / CA from any recognized university / institution.	A minimum of 3 years' experience in data analytics in the financial or banking industry. Preference shall be given to candidates having certifications in the field of data analytics and / or experience in sophisticated data analytical tools.



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Name of Posts	Grade	Age (Years)	Educational Qualification	Minimum post qualification work experience
		Max		
Senior Executive – Risk	Grade B	35	MBA / CA or equivalent degree from any recognized university / institution.	A minimum of 5 years' experience in risk management in the financial or banking industry. Preference shall be given to candidates having certifications / training in the field of risk management and / or experience in sophisticated tools related to risk management.

- MUDRA reserves the right to raise / modify the eligibility criteria in minimum educational qualifications (including the percentage marks secured at Graduation level) and minimum post qualification work experience depending upon the response. Proficiency in computers is essential for all the above posts.
- The post qualification experience will be counted after the date of acquiring the prescribed qualification.
- The qualification and experience can be relaxed at the discretion of the Competent Authority, at any stage of selection process, in case the Competent Authority is of the opinion that sufficient number of candidates possessing the requisite qualification & experience are not likely to be available to fill up the vacancies reserved for them.
- The cut-off date for calculating the age of candidates is **October 31, 2018**.

III. **SCOPE OF WORK:** The roles & requisite skills required for each post is given in **Annexure.**

IV. **REMUNERATION**



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- The compensation shall be market driven on CTC basis and shall be commensurate with experience and expertise of the selected person. It will be in the form of a total package with upper limit of Rs.12 lakh per annum for Grade A Executives and Rs. 15 lakh per annum for Grade B Executives.

V. RESERVATIONS/ RELAXATIONS/ CONCESSIONS

- For the present positions, in view of number of posts in respective cadre, the reservation for SC/ST/OBC and Ex-servicemen is not applicable in the present cycle of recruitment.
- Further, no post has been identified for PwD candidate in the present cycle of recruitment.

VI. PROCEDURE

- Selection would be by way of shortlisting through written test/ Group Discussion / personal Interview before the Selection Committee, which will be held at Mumbai or any other place on a suitable date (to be informed in due course). MUDRA or its authorized agency will undertake the preliminary screening of the applications received, if necessary, and shortlist eligible candidates to be called for interview. Thus, merely fulfilling the requirements laid down in the advertisement would not automatically entitle any candidate to be called for interview.
- **The selected candidate would be recruited on contractual basis for a period of 3 years, extendable on mutually agreed terms and conditions at the discretion of MUDRA.**

VII. HOW TO APPLY

- Eligible candidates shall apply in the prescribed format by downloading the same from our website viz. www.mudra.org.in or which is attached to this document.
- The duly filled-in application (in English or Hindi) after affixing latest passport size photograph (copy of resume may also be enclosed) bearing full signature of the candidate across the same with date, should be forwarded through e-mail with subject "**Application for the post (mention the name of the post)**" to email ID ceo@mudra.org.in on or before **November 26, 2018 (Monday)**.
- The duly signed hard copy of application has to be submitted subsequently by courier/speed post/registered post (in a cover super-scribed "**Application for the post (mention the name of the post)**") preferably within 15 days from the last date of submission of application or at the time of interview failing which candidature shall be rejected.
- Applications should be accompanied by self-attested copies of relevant certificate(s) / documents, in support of proof of identity, address, age,



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educational qualification (educational certificates/mark-sheets), work experience, etc, as mentioned in the application form. An application not accompanied by photocopies/ scanned copies (in cases of applied online) 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.

- The candidates can apply for **ONE POST ONLY**. Candidate applying for more than one post will render his/her candidature invalid for all the posts.

By

The MD & CEO,

Micro Units Development and Refinance Agency Limited

C-11, G-Block, Bandra-Kurla Complex, Bandra (East), Mumbai – 400 051

VIII. OTHERS

- Candidates, called for interview shall be paid fare equivalent to economy class airfare from their place of residence/work to the place of interview by shortest route in India or fare actually incurred by the candidate whichever is less.
- MUDRA will in no case be responsible for non-receipt of applications or any delay in receipt thereof on any account whatsoever.
- Applications which are materially incomplete or are submitted without essential documents as prescribed in the Application form, or are received (through mail) after the prescribed date will not be considered.
- Candidates **short listed for interview** shall have to produce all certificates in **original for verification** of their age, educational qualification, experience details, etc. **at the time of interview. Failure to produce the same shall render the candidate ineligible for the recruitment process.**
- 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.
- 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.
- Decisions of MUDRA 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 MUDRA in this regard. Canvassing in any form will lead to disqualification of candidature.



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Annexure

Detailed roles & requisite skills required for Executives

<u>Senior Executive (Grade B) - Information Technology (IT)</u>	
Roles & responsibilities	<ul style="list-style-type: none">➤ Identifying and evaluating requirements from the business and assisting senior management in converting those into IT applications / infrastructure.➤ Project management for internal computerisation of MUDRA➤ Management of PMMY portal for MUDRA in consultation with Mission MUDRA, Government of India.➤ Management of software and IT infrastructure of MUDRA➤ Stakeholder management for all IT related activities of MUDRA particularly related to portal/ website management, data centre management, etc. with an aim to minimize downtime and IT issues.➤ Arranging / taking periodic backup of data.➤ Procurement of hardware /software for IT related activities as per procurement guidelines.➤ Contract management in respect of existing and future contracts under IT.➤ Settlement of invoices related to procurement /contracts under IT.➤ Ensuring business continuity, scalability and security from IT perspective➤ Generating periodic reports and insights for senior management➤ Scanning market and implementing best practices in IT application, architecture and tools/software➤ Any other assignment as decided by the CTO/CFO/CEO of MUDRA.
Requisite skills	<ul style="list-style-type: none">• Sound knowledge & understanding of information technology and current trends of banking technology e.g. Operation management, software development tools, web technology, database, system integration, IT security, network communications, etc.



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	<ul style="list-style-type: none">• Sound knowledge of project management and contract management.• Good written and oral communication skills in both English and Hindi, and ability to communicate in both languages.
<u>Executive (Grade A) - Information Technology (IT)</u>	
Roles & responsibilities	<ul style="list-style-type: none">➤ In depth analysis of data on PMMY portal of MUDRA, business operations of MUDRA and any other data being used in MUDRA.➤ Coordinating closely with various functions to collect data and building the internal database to generate trends and insights➤ Applying statistical tools and techniques to generate insights from the collated data of MUDRA➤ Preparing periodic reports, presentations, publications and sharing with relevant stakeholders➤ Assisting Research, Planning and Promotion function with required research, feasibility study and impact assessment➤ Preparing and refreshing of SOPs➤ Selection, set-up/configuration and maintenance of Business Intelligence (BI) / Analytical tools.➤ Scanning market and implementing best practices on research and analytics.➤ Supporting CTO /Senior Executive (IT) in discharge of his duties for the overall IT management of MUDRA such as internal computerization, management of PMMY portal, management of software and IT infrastructure, arranging / taking periodic backup of data, as and when required.➤ Any other assignment as decided by the CTO/CFO/CEO of MUDRA.
Requisite skills	<ul style="list-style-type: none">• Sound knowledge & understanding of data analytics or sophisticated data analytical tools and current trends in data analytics.



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	<ul style="list-style-type: none">• Ability to prepare presentations, reports and other publications based on the analytics.• Knowledge & understanding of information technology and current trends in banking technology e.g. Operation management, software development tools, web technology, database, system integration, IT security, network communications, etc.• Knowledge of project management and contract management.• Good written and oral communication skills in both English and Hindi, and ability to communicate in both languages.
<u>Executive (Grade A) & Senior Executive (Grade B) - Business Development (including credit operations & appraisal)</u>	
Roles & responsibilities	<ul style="list-style-type: none">➤ Assisting senior management in developing Business Development strategy by providing market feedback on new developments & competing trends.➤ Exploring and generating new business opportunities for MUDRA in alignment with the MUDRA's vision and strategy.➤ Managing and servicing of end-to-end customer account and addressing customer grievances.➤ Coordination with various internal departments such as risk, compliance, account & treasury to ensure timely completion of customer engagements.➤ Developing and maintaining good industry contacts and increasing the visibility and acceptance in the market➤ Appraisal of proposals received from MFIs, NBFCs, Banks, etc. for sanction by delegated authority.➤ Preparation of memoranda for submission to various committees for sanction / asset liability management / delinquency management, etc.



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- Preparation of legal documents in line with terms of sanction.
- Ensuring timely disbursements of sanctioned cases by complying with terms of sanction and in line with the policy of MUDRA, and preparing accounting vouchers for disbursements and repayment, etc.
- Preparing and issuing repayment advices to borrower institutions periodically for respective due dates.
- Keeping track of financial and operational performance and rating of assisted/disbursed cases.
- Follow-up and monitoring of disbursed cases including timely obtention of monitoring reports, end-use verification and follow-up visits by authorised CAs, receipt of acknowledgement of debt, various certifications required to be submitted by the borrower institutions, annual review of borrower institutions, etc.
- Explore and generate new business opportunities for MUDRA.
- Keeping abreast regarding policy environment for MFIs, NBFCs and other lending institutions in the country.
- Developing and managing relationship with various stakeholders of MUDRA viz. Trustee Company, arranger, rating agency, Banks, NBFC-MFIs, MFIs etc.
- Design new products, writing reports and making presentations to various stakeholders.
- Representing MUDRA in various sectoral events and conferences.
- Generation of periodic reports and insights for senior management.
- Scanning market and implementing best practices for the business development function.



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	<ul style="list-style-type: none">➤ Any other assignment as decided by the AGM/DGM/CFO/CEO of MUDRA.
Requisite skills	<ul style="list-style-type: none">• Good understanding and sound knowledge of policy/legal/regulatory guidelines related to microfinance, micro/small businesses (MSE) financing and other related areas.• Good analytical skill for taking right decisions as well as good time management and organisational skills.• Excellent written and oral communication skills in both English and Hindi, and good negotiation and presentation skills.
<u>Executive (Grade A) & Senior Executive (Grade B) - Accounts</u>	
Roles & responsibilities	<ul style="list-style-type: none">➤ Keeping abreast with accounting and investment related policy environment for MUDRA and ensuring that accounting & investment policies are in accordance with policy environment.➤ Managing treasury operations of MUDRA viz., investment / redemption in respect of mutual funds/fixed deposits/corporate deposits etc.➤ Preparation of periodic financial statements.➤ Managing daily transactions related to accounts of MUDRA including making and/or checking of vouchers, co-ordination with operational staff of MUDRA for loan management software related issues.➤ Preparation, analysis and interpretation of accounting records, financial statements and other financial reports to assess accuracy, completeness, and conformity to reporting and procedural standards.➤ Preparing and managing various subsidiary ledgers and periodic reconciliation of subsidiary ledgers with general ledger.



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	<ul style="list-style-type: none">➤ Preparing various financial / accounting reports for MUDRA including cash flows, budgets, ALM statements, interest payable to lenders, etc.➤ Analyse business operations, trends, costs, revenues, financial commitments, and obligations to project future revenues and expenses or to provide advice.➤ Organising and facilitating statutory / internal /CAG/ taxation audits of MUDRA and stakeholder management related to audits.➤ Manage all tax related issues of MUDRA including computation, checking, payment, refunds, filing of tax returns, etc.➤ Preparation and submission of various statutory and regulatory returns to Registrar of Companies and RBI and ensuring compliance with regulatory/statutory provisions.➤ Managing asset classification and provisioning requirements of MUDRA in line with regulatory guidelines.➤ Preparation of various periodic statements/reports for submission to various internal committees of MUDRA.➤ Providing inputs to the management in forecasting, monitoring and tracking cash flow (weekly, monthly, quarterly etc.).➤ Assisting management in reviewing and improving cash management, ensuring financial obligations are met in accordance with MUDRA's policies and procedures.➤ Any other assignment as decided by the AGM/DGM/CFO/CEO of MUDRA.
Requisite skills	<ul style="list-style-type: none">• Good knowledge of Tally software and sophisticated accounting software such as Core Banking Technology or similar solutions being used by NBFCs, etc.



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	<ul style="list-style-type: none">• Sound knowledge of guidelines issued by Institute of Chartered Accountants, Ministry of Corporate Affairs and RBI pertaining to NBFC-ND-SI.• Rich experience in preparation of final accounts (Profit & Loss statement, Balance Sheet, Cash flow statement, ALM, etc.) of loan / asset finance NBFCs.• Good analytical skills.• Excellent written and oral communication skills in both English and Hindi and presentation skills.
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Senior Executive (Grade B) - Risk

Roles & responsibilities	<ul style="list-style-type: none">➤ Preparation of Risk Management policies for Credit, Market and Operational risks and policies for Asset Liability Management (ALM), Investment, Internal Capital Adequacy Assessment Process (ICAAP) and such other policies having bearing on the risks faced by MUDRA (e.g. Security and Collateral Management Policy etc.) and carry out periodic review / modifications to these risk management policies /frameworks to suit the changing environment and business needs.➤ Development of new products carrying significant credit risk.➤ Assessment of associated risk and suggesting policy, framework for development of new products carrying significant credit risk.➤ Preparation and review of risk capital charge calculation methodology and impact on Bank's capital.➤ Preparation and review of profiles of risks across the organization and review adherence to the risk limits specified by the Board of MUDRA.➤ Preparation of memorandum for the annual budget, business plan and the long term development plan of MUDRA.
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- Preparation of framework for periodic validation of any risk measurement/ management model implemented in MUDRA.
- Preparation, implementation and modification of Credit and Operational risk measurement/assessment, methodologies, models, tools and frameworks.
- To minimize the risks at borrower level and portfolio level, approve the lendable rating grades and set up the exposure limit structure in line with Bank's risk appetite and monitor compliance.
- Identification, analysis and addressing various risks such as business risk, credit risk, market risk, financial risk, operational risk, etc.
- Identification and implementation of appropriate risk management tools and software at MUDRA.
- Preparation and implementation of comprehensive risk management framework for MUDRA including structure, tools, policy documents, etc.
- Developing appropriate exposure caps for business operations of MUDRA.
- Assist in the development and monitoring of key risk indicators (KRIs) that are mapped to various risks to determine elevations in risk and proactively implement risk mitigation measures.
- Coordinate the collection of risk information from source systems, departments, and reporting thereof. Analyse the data and apply to various key risk areas to update the risk profile.
- Assisting in conducting internal conformance reviews to defined SOPs and processes.
- Ensuring compliance with external regulations, as applicable.



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	<ul style="list-style-type: none">➤ Keeping abreast of notices issued by apex body and Gol and subsequently preparing a plan of action.➤ Any other assignment as decided by the AGM/DGM/CFO/CEO of MUDRA.
Requisite skills	<ul style="list-style-type: none">• Sound knowledge of market, industry, policy and legal/regulatory issues related to microfinance, MSE financing, Bulk support to financial institutions and other related products.• Sound knowledge of corporate governance, enterprise risk management, information & security risk, market & credit risk, regulatory risk, operational & technology risk, business continuity management, risks identification, assessment, management frameworks, etc.• Excellent analytical skill for taking right decisions as well as good time management and organisational skills. Strong skills in spreadsheets and in analysing large volumes of data along with sound experience in report writing, project proposal preparation and analysis.• Excellent written and oral communication skills in both English and Hindi, and ability to communicate in both languages and good negotiation skills.

RECRUITMENT OF SUITABLE PROFESSIONALS AT MUDRA

APPLICATION FORM

FILL ALL THE INFORMATION IN BLOCK LETTERS

(To be typed without changing the format, handwritten application is **NOT** acceptable and liable to be rejected)

(Before filling in Application Form, please read carefully all the Instructions contained in the detailed advertisement)

1. Application for the post (*indicate by tick mark in appropriate box*)

Executive (Grade A)	Business Development	Accounts		IT
Senior Executive (Grade B)	Business Development	Accounts	IT	Risk

PLEASE AFFIX (DO NOT STAPLE) YOUR RECENT PASSPORT SIZE COLOUR PHOTOGRAPH AND SIGN IN SUCH MANNER THAT SIGNATURE APPEARS PARTIALLY ON PHOTOGRAPH & PARTIALLY ON APPLICATION FORM.

Note: Candidates can apply for **ONE POST ONLY**. Candidate applying for more than one post will render his/her candidature invalid for all the posts.

2. **NAME IN FULL** (Surname first) (leave one box blank between two parts of your name)

Shri / Smt. / Kum. [*as it appears on your educational certificate*]

3. **FATHER'S / HUSBAND'S NAME** (*Surname first*) (leave one box blank between two parts of the name)

Shri

4. **ADDRESS FOR CORRESPONDENCE** (*leave one box blank between two parts of the address*)

STATE														
								PIN						

5. **CONTACT INFORMATION**

E - MAIL ADDRESS	
Alternate E - MAIL ADDRESS	
MOBILE NUMBER	
ALTERNATE MOBILE NUMBER	
TELEPHONE NUMBER	
STD CODE	

6. **PERMANENT ADDRESS** (*leave one box blank between two parts of the address*)

STATE															
										PIN					

7. DATE OF BIRTH

DD			MM			YYYY				
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8. AGE (as on October 31, 2018)

YEARS			MONTH(S)			DAY(S)		
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9. BIRTH PLACE

STATE									
DISTRICT									
PLACE									

9. NATIONALITY _____

10. INDICATE BY TICK MARK IN APPROPRIATE BOX.

GENDER	MALE	FEMALE	MARITAL STATUS	SINGLE	MARRIED
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

11. RELIGION _____

12. Category (please tick appropriate column)

SC	ST	OBC	General (UR)	PwD
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

13. Languages known (please tick appropriate column)

Name of Language	Read	Write	Speak
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

14. EDUCATIONAL QUALIFICATIONS (as on October 31, 2018, Graduation onwards)[Add rows if needed]

Examination passed	Name of University / Institution	Subject details	Month & Year of passing	Percentage Marks obtained	Class / Division

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Note: Attested photocopies of certificates / mark sheets / degree / diploma etc. in respect of educational qualifications must be attached with the application form.

Whether proficient in computers? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please furnish the details	

15. PARTICULARS OF EXPERIENCE (As on October 31, 2018, starting from present) [Add rows if needed]

Please note that post qualification experience will be counted after the date of acquiring the prescribed qualification.

Name / Address and Telephone No. of Employer	Post Held	Period of Service (please give dates)		Length of Service		Nature of duties performed in brief	Reasons, for leaving the job
		From	To	Yrs.	Months		

Note: Documentary evidence in support of requisite experience for the post applied must be enclosed.

16. DECLARATION

[I hereby certify that all statements made in this application are true, complete and correct to the best of my knowledge and belief and nothing material has been concealed therefrom. I understand that if at any time during the process of recruitment / selection / subsequent contract period in the Bank, it is found that any information / statement / data given in this application is false / incorrect / any material fact suppressed **OR** I do not satisfy the minimum eligibility criteria as stipulated in the advertisement for the post applied for, my candidature / appointment is liable to be cancelled / terminated forthwith without giving any notice or reasons thereof. I also undertake to abide by all the terms and conditions of the advertisement given by the Bank. I further declare that I have read the Detailed Advertisement and undertake to abide by the same]

DATE: _____

(SIGNATURE OF THE CANDIDATE)

PLACE: _____

FULL NAME: _____
