



## **Advertisement for Recruitment on Long Term Contract basis at MUDRA**

**January 07, 2022**

Government of India (GOI) has setup the Micro Units Development & Refinance Agency Ltd., hereinafter referred to as MUDRA, as a wholly owned subsidiary of SIDBI. MUDRA is a Company registered under Companies Act 2013 and is a Non-Banking Financial Institution. 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 ₹10 lakh. MUDRA also looks for new partners and channel agencies to provide finance and other developmental support to Last Mile Financiers of small / micro business enterprises and other related institutions with the objective to expanding their outreach, and also to monitor the lending for micro enterprises.

MUDRA invites applications from interested candidates as detailed below:

S. No.	Name of posts	Type of Post	No. of positions in each post
1	Senior Manager- Accounts	On fixed term contract of 3 years	1
2	IT Head cum Chief Technical Officer (CTO),		1
3	Credit Analyst-MFIs/ NBFCs/ Banks		3
4	Executive-P&D/Admin/HR/PMMY Publicity		1
Total No. of positions			6

### **I. ELIGIBILITY**

- The eligibility criteria in terms of **age, educational qualification, experience, and requisite skills** for the posts are mentioned at **Annexure I**.
- MUDRA reserves the right to raise / modify the eligibility criteria in minimum educational qualification (including the percentage marks secured at Graduation level) and minimum post qualification work experience depending upon the response in order to restrict the number of candidates to be called for interview.
- 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 **September 30, 2021**.
- Addendum/Corrigendum, if any, will be published on MUDRA website **only**. Candidates should refer to the same before submission of final application.



## II. REMUNERATION:

- The compensation shall be market driven on CTC basis in the range given below and shall be commensurate with experience and expertise of the selected person for each post.
  - The Grade / remuneration would be decided based on experience/ profile of the candidate.
  - Suitable annual increment of up to a maximum of 10% of the CTC may be considered solely at the discretion of MUDRA, based on the performance.
- Remuneration will not be a constraint for right candidate. It will be in the form of a total package as mentioned below:

Name of post	Type of Post	Grade	CTC Range	Remarks
Senior Manager – Accounts	On fixed term contract of 3 years	M3 / M4	M3-₹15 lakh-₹25 lakh M4-₹30 lakh to ₹45 lakh p.a.	The amount of remuneration shall be based on the overall assessment of the candidate on the basis of qualification, experience and performance in the interview, and the same shall be finalized at the recommendation of the Interview Committee.
Chief Technical Officer (CTO)	On fixed term contract of 3 years	M3 / M4	M3-₹15 lakh-₹25 lakh M4-₹30 lakh to ₹45 lakh p.a.	
Credit Analyst-MFIs/ NBFCs/ Banks	On fixed term contract of 3 years	M1/ M2	(M1-₹8 lakh-₹15 lakh)/ (M2-₹12 lakh-₹18 lakh)	
Executive- P&D/ Admin/HR/ PMMY-Publicity	On fixed term contract of 3 years	M1/ M2	(M1-₹8 lakh-₹15 lakh)/ (M2-₹12 lakh-₹18 lakh)	

- MUDRA reserves the right to decide the grade & remuneration based on performance of the candidate. Compensation will not be a limiting factor for the right candidate and will be discussed on a case by case basis. The final decision regarding Annual increment/variable compensation will be taken by the Competent Authority at MUDRA, based on the overall performance of the candidate.

## III. PROCEDURE

- Selection would be by way of shortlisting through Personal Interview before the Selection Committee, which will be held at Mumbai or any other place in person or through video conferencing, on a suitable date (to be informed in due course). MUDRA or its authorized agency will undertake the preliminary screening of the applications received, and shortlist eligible candidates as per merit 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 fixed term contract of 3 years, extendable by 3 more years on each renewal at the sole discretion of MUDRA.



#### IV. HOW TO APPLY

- Eligible candidates shall apply in the prescribed format (Annexure II) by downloading the same from our website viz. [www.mudra.org.in](http://www.mudra.org.in) or which is attached to this document.
- **Online applications may also be submitted on <https://mudrajobs.tnmhr.com>.**
- The scanned copy of 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 of (*mention the name of the post*)**" to email ID [mudrarecruitment@mudra.org.in](mailto:mudrarecruitment@mudra.org.in) so as to reach on or before January 13, 2022.
- The candidates who have only e-mailed the duly filled application with supporting documents and not submitted the application by courier/speed post/ registered post at the following address before the last date of submission have to mandatorily submit the hard copy of the signed application along with all supporting documents at the time of interview:  

The MD & CEO,  
Micro Units Development and Refinance Agency Limited (MUDRA)  
6<sup>th</sup> Floor, Swavalamban Bhawan, C-11, G-Block,  
Bandra-Kurla Complex, Bandra (East), Mumbai – 400 051
- 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, 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 / last date of submission of applications will not be entertained under any circumstances.**
- Kindly note that only prescribed application forms shall be acceptable and application in any other form shall not be acceptable.

#### V. OTHERS

- All communication with Candidates shall only be on their email-id furnished in the Application Form.
- Candidates called for interview, if required to appear in person, shall be paid fare equivalent to economy class airfare from their place of residence/work to the place of interview and back by shortest route in India or fare actually incurred by the candidate whichever is less (Original Tickets, Boarding passes, Taxi fare receipts need to be presented along with the claim for reimbursement).
- 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 **shortlisted 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.

By

The MD & CEO,  
Micro Units Development and Refinance Agency Limited (MUDRA)  
6<sup>th</sup> Floor, Swavalamban Bhawan, C-11, G-Block,  
Bandra-Kurla Complex, Bandra (East), Mumbai – 400 051

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<b>A. Eligibility Criteria</b>		
<b>A</b>	<b>Age limit</b> (As on 30/09/2021)	<ol style="list-style-type: none"> <li>1. For <b>Senior Manager- Accounts [1]</b>- Must not have attained age of 40 years as on September 30, 2021</li> <li>2. <b>IT Head cum Chief Technical Officer (CTO) [1]</b> - Must not have attained age of 40 years as on September 30, 2021</li> <li>3. <b>Credit Analyst-MFIs/ NBFCs/ Banks [3]</b> - Must not have attained age of 35 years as on September 30, 2021</li> <li>4. <b>Executive-P&amp;D/Admin/HR/PMMY Publicity [1]</b> - Must not have attained age of 35 years as on September 30, 2021</li> </ol>
<b>B</b>	<b>Educational Qualification</b>	<ol style="list-style-type: none"> <li>1. <b>For Senior Manager – Accounts:</b> The candidate must hold a CA degree from ICAI in addition to B. Com. Degree from a recognized educational Institution in India / overseas.</li> <li>2. <b>For IT Head cum Chief Technical Officer (CTO):</b> The candidate must hold a B.E./ B. Tech./ M.C.A. degree from a recognized educational Institution in India/overseas. M.Sc./ M. Tech./ MCA will be an added advantage.</li> <li>3. <b>For Credit Analyst-MFIs/ NBFCs/ Banks:</b> The candidate must hold a graduation degree in any discipline with minimum 60% marks along with MBA / PGDBM/ PGDM (2/3 year programme)/ Post Graduate degree in Commerce/ Science/ Economics OR C.A./ ICWA from a recognized educational Institution in India / overseas.</li> <li>4. <b>Executive- P&amp;D /Admin /HR /PMMY Publicity –</b> The candidate must hold a Graduate degree in any discipline from a recognised university. Diploma / Degree in HR Management / knowledge of rosters would be an added advantage.</li> </ol>
<b>C</b>	<b>Experience &amp; Expertise</b> (As on 30/09/2021)	<p><b>A. For Senior Manager – Accounts (1)</b></p> <ol style="list-style-type: none"> <li>1. At least 6 years of <u>post-qualification experience</u> especially in Corporate Accounts Department of any Bank / Non-Banking Financial Company, including 3 years in supervisory positions.</li> <li>2. The candidate should have computer knowledge specially having good skills in MS Office, Excel, Tally, Power Point, etc.</li> <li>3. Should possess excellent presentation / communication - verbal and written skills.</li> <li>4. Hands on approach in leading a small team.</li> </ol> <p><b>B. For IT Head cum CTO:</b></p> <ol style="list-style-type: none"> <li>1. At least 10 years (as on September 30, 2021) of <u>post-qualification experience in IT field, out of which 5 years in supervisory level, preferably with software background</u> especially in any Bank/ Non-Banking Financial Company. Training / Teaching experience will not be counted.</li> <li>2. The candidate should have first-hand knowledge in supervising development of large software solutions involving multiple integrations.</li> <li>3. Exposure to Core Banking Solutions, Digital Banking Network, IT Infrastructure Solutions, Learning Management Solutions.</li> </ol>



		<ol style="list-style-type: none"><li>4. Up to date with technological trends to build and execute IT Strategy which could impact MUDRA's digital and financial assets.</li><li>5. Technical Know-how: Technical Architecture Skills, technology process skills, Capacity and human capability building skills in IT.</li><li>6. Computer knowledge especially sound knowledge of digitalization of business operations, Data Analysis, Network (LAN/WAN) Management, Cloud-Hosting, Website and Portal Management, etc.</li><li>7. Adaptability and Ability to work within both Executive and technical teams and wear different hats in each group.</li><li>8. Should be able to lead MUDRA to technological excellence in its processes and products.</li><li>9. Should possess excellent presentation / communication - verbal and written skills.</li></ol> <p><b>C. For Credit Analyst-MFIs/ NBFCs/ Banks (3)</b></p> <ol style="list-style-type: none"><li>1. At least 4 years of <u>post-qualification experience</u> in operational departments, viz. appraisal of loan proposals, etc., any Bank / Non-Banking Financial Company.</li><li>2. The candidate should have computer knowledge specially having good skills in MS Office, MS Excel, Power Point, etc.</li><li>3. Should possess excellent presentation / communication - verbal and written skills.</li><li>4. Experience in <u>Securitisation</u> will be an added advantage for the candidates.</li></ol> <p><b>D. Executive-P&amp;D/Admin/HR/PMMY Publicity [1]:</b></p> <ol style="list-style-type: none"><li>1. At least 5 years of <u>post-qualification experience</u> in Admin/ HR/ CSR, etc. in a Bank/ Financial Institution/ NBFC, etc.</li><li>2. Knowledge of HR matters and rosters would be an added advantage for the candidates.</li><li>3. The candidate should have computer knowledge specially having good skills in MS Office, Excel, Tally, Power Point, etc.</li><li>4. Should possess excellent presentation / communication - verbal and written skills.</li></ol>
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**Important:** *MUDRA 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.*

- MUDRA will reserve the right to raise / modify the eligibility criteria in minimum educational qualification and work experience depending upon the response in order to restrict the number of candidates to be called for interview.
- 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.



ANNEXURE II

**RECRUITMENT OF SUITABLE PROFESSIONALS AT MUDRA  
(ON LONG TERM CONTRACT BASIS)**

**APPLICATION FORM**

FILL ALL THE INFORMATION IN LEGIBLE BLOCK LETTERS STRICTLY AS PER THE  
FORMAT

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

1. Application for the post (*indicate the name in appropriate  
box*)

Name of post (as per the advertisement)	
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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.

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.

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 September 30, 2021)**





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"/>

14. EDUCATIONAL QUALIFICATIONS (as on September 30, 2021, Graduation onwards)

Examination passed	Name of University / Institution	Subject details	Month & Year of passing	Percentage Marks obtained	Class / Division
[Add rows if needed]					

**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 September 30, 2021, starting from present)



**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		
[Add rows if needed]							

**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 MUDRA, 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 MUDRA Ltd. 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: \_\_\_\_\_

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