



## ANNEXURE III

### Micro Units Development and Refinance Agency Limited (MUDRA)

#### Advertisement for Recruitment of Treasury Executives

#### on Long Term Contract basis at MUDRA - Location: Mumbai

November 5, 2020

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 `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 as detailed below:

S. No.	Name of posts	Type of Post	No. of positions in each post
1	Treasury Executive	On fixed term contract of 3 years	2
<b>Total No. of positions</b>			<b>2</b>

#### I. ELIGIBILITY

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



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Name of Post with Designation & Grade	Function	Maximum Age - As on Nov. 01, 2020	Educational Qualification	Minimum <del>post-qualification</del> work experience
Treasury Executive (Grade M1/ M2)	Treasury & Account Aspects	35 years	M.Com./ ICWA/ 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.

*Note: M2 Grade may be considered for candidates having CA with 5 year experience.*

- 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 **November 01, 2020**.
- Addendum/Corrigendum, if any, will be published on MUDRA website **only**. Candidates should refer to the same before submission of final application.



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II. **SCOPE OF WORK:** The roles & responsibility of work is given in the **Annexure.**

III. **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. It will be in the form of a total package as mentioned below:

Name of post	Type of Post	Grade	CTC Range	Remarks
Treasury Executive	On fixed term contract of 3 years	M1	`8 lakh to `15 lakh p.a.	For Candidates having qualification of CA with 5 years of work experience
		M2	`12 lakh to `18 lakh p.a	

- 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 MUDRA based on the performance of the candidate.

IV. **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 on 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,



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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 discretion of MUDRA.**

#### V. HOW TO APPLY

- Eligible candidates shall apply in the prescribed format by downloading the same from our website viz. [www.mudra.org.in](http://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 of (mention the name of the post)**" to email ID [mudrarecruitment@mudra.org.in](mailto:mudrarecruitment@mudra.org.in) on or before **November 26, 2020**.
- The duly signed hard copy of application has to be submitted by courier/speed post/registered post (in a cover super-scribed "**Application for the post of (mention the name of the post)**") before the **last date of submission of application** or at the time of interview failing which candidature shall be rejected.
- **However, 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 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.**
- **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**



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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.
- Candidates who have submitted their applications **directly to MUDRA** at email ID [mudrarecruitment@mudra.org.in](mailto:mudrarecruitment@mudra.org.in) in response to advertisement dated August 12, 2020 may not need to apply again.

#### VI. OTHERS

- All communication with Candidates shall be on the email-id furnished in the Application Form.
- Candidates called for interview if appearing 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.



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- 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)**

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

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#### Detailed roles & requisite skills required for each post

<b>1. Post : Treasury Executive (Grade MI / MII)</b>	
<b>Key responsibilities</b>	<ul style="list-style-type: none"><li>• Analyzing Bank's financial information to forecast economic and industry conditions and make informed investment decisions based on findings.</li><li>• Prepare and implement plans of action for investments based on analyses of financial markets and the current economy.</li><li>• Experience and exposure in raising of CP/CD/NCD etc., as part of Rupee Borrowing,</li><li>• pricing, trading and dealing in money market instruments,</li><li>• Mutual Fund Investments,</li><li>• pricing / trading and dealing in fixed income G-Sec/ Treasury bills etc.,</li><li>• Preparation of relevant documents for raising of rupee borrowing,</li><li>• transactions through TREPS,</li><li>• Evaluate the Bank's Short/long-term borrowing strategies and recommend methods of improvement. Ability to raise/deploy funds from money market/Liquid funds etc.</li><li>• Develop short and medium term Cash Forecast.</li><li>• Streamline short/Long term investing processes while reducing bank cost of raising funds.</li><li>• Knowledge of Cash Management, Aware of banking system and processes, Sound knowledge of Forex management, hedging and risk management.</li><li>• Demonstrate ability to work on various Treasury Management System/Platforms (SAP, FIS, Wall Street, Bloomberg etc.).</li><li>• Collaborate with Senior Management / other business functions to understand the Bank's requirement and to optimise treasury operations.</li><li>• Analyse and recommend the competitiveness of resource mobilization options available. [existing / fresh].</li></ul>



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	<ul style="list-style-type: none"><li>• Suggest suitable strategy for expansion of Treasury operations / hedging the liabilities.</li><li>• Guide ALCO group on interest rate outlook, forecast currency movement, carry out technical analysis, charting etc.</li><li>• Devise Risk management Policy [Internal Control Guidelines], MIS Reports and compliance with regulatory guidelines.</li><li>• Revise / Update Treasury/Forex Manual.</li><li>• Suggest the ways and means to expand Forex activities in line with the AD-III License, including proprietary trading.</li><li>• Increase Treasury team effectiveness across all level of officers through personalized development, coaching and feedback.</li><li>• Any other work, in the area of expertise and in the interest of the Bank as advised by the Bank from time-to-time.</li><li>• Any other assignment as decided by the MUDRA's CFO or MD&amp;CEO.</li></ul>
<b>Requisite skills</b>	<ul style="list-style-type: none"><li>• Sound knowledge &amp; understanding of the Treasury transaction and the latest trends and happenings in the financial sector.</li><li>• Should have excellent skills in project management and good analytical skills.</li><li>• Should be able to work in a team and deliver results.</li><li>• Outstanding written and oral communication skills in both English and Hindi, and ability to communicate in both languages.</li></ul>
<b>Experience</b>	<p><b><i>As on November 01, 2020)</i></b></p> <ul style="list-style-type: none"><li>• Minimum 5 years of Work Experience, which may be in a Commercial Bank / Financial Institution OR other reputed Corporate/ Broker House / Organizations / Government Bodies OR Consultancy Firms of repute engaged in Treasury Operations Consultancy.</li><li>• Preference shall be given to candidates with work experience as Treasury Officer in Banks / FIs OR other reputed Corporate/ Broker Houses / Organizations / Government Bodies.</li></ul> <p><b>Note:</b> Applications without relevant experience certificate would be rejected.</p>

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