RECRUITMENT NOTIFICATION

Notification No. 01/2021-22/EDII-Admin   **Date: 21.01.2022**

      Eligible candidates who aspire to join the Entrepreneurship Development and Innovation Institute- Tamil Nadu (EDII – TN) for the below posts on a fixed term purely **contract basis** for three years on a **consolidated pay** and to be renewed year on year basis, based on performance.

      The Entrepreneurship Development and Innovation Institute (EDII). Which has been registered under section 10 of the Tamil Nadu Societies Registration Act, 1975 (Tamil Nadu Act 27 of 1975).

                                                Director
                                              EDII

1. Terms of employment:

Recruitment to be made on contract basis on consolidated pay for 3 years, to be renewed year on year basis, based on performance.

2. Designation and Roles /activities

There are 15 posts in the following designation and roles:

S. No	Nomenclature	No. of position	Min. Experience/ Qualification
1	Superintendent (Administration)	1	Experience in Office Administration. **Should have minimum three years experience in administration.**
2	Program Officer	1	Post Graduate with specialization in Modern Management areas like Personnel / Industrial Marketing / Finance / Business Administration / Commerce / Economics / Behavioral Science / Computers / MIS with a very good academic record. From any University recognized by UGC / AICTE or College / Institution under the control of DOTE with the qualification prescribed for direct recruitment. **Must have an experience of not less than 3 years in the field and / or teaching / training experience**
3	Training Coordinator	11	Post Graduate with specialization in Modern Management areas like Personnel / Industrial Marketing / Finance / Business Administration / Commerce / Economics / Behavioral Science / Computers / MIS with a very good academic record. From any University recognized by UGC / AICTE or College / Institution under the control of DOTE with the qualification prescribed for direct recruitment. **Must have an experience of not less than 3 years in the field and / or teaching / training experience**

4	Manager (Training Coordinator)	1	Post Graduate with specialization in Modern Management areas like Personnel / Industrial Marketing / Finance / Business Administration / Commerce / Economics / Behavioral Science / Computers / MIS with a very good academic record. From any University recognized by UGC / AICTE or College / Institution under the control of DOTE with the qualification prescribed for direct recruitment. **Must have an experience of not less than 3 years in the field and / or teaching / training experience**
5	Personal Secretary to Director / Steno - Typist	1	A pass in Bachelor's Degree and a pass in the Government Technical Examination in Typewriting Higher Grade and Shorthand Higher Grade either in English or Tamil and Diploma certificate in Computer course for a period of not less than 1 year. **Experience in similar post for a minimum period of 5 years**
6	Steno - Typist	3	A pass in Bachelor's Degree and a pass in the Government Technical Examination in Typewriting Higher Grade and Shorthand Higher Grade either in English or Tamil and Diploma certificate in Computer course for a period of not less than 1 year. **Experience in similar post for a minimum period of 5 years**
7	Librarian	1	Post Graduate in Library Science (MLIS). **Must have an experience of not less than 2 years in the field**
8	Librarian Assistant (Assistant Cadre)	1	Bachelors Degree in Library Science (BLIS). **2 Years experience in similar post.**
9	Librarian Attendant (Office Assistant)	1	Must have passed 8th standard. Ability to read and write in Tamil. Ability to ride a two wheeler. **Should have minimum two years experience.**
10	Junior Assistant / Typist	5	A pass in Bachelor's Degree and Diploma / Certificate in Computer course. **Should have minimum two years experience.**
11	Record Assistant	1	A pass in 10th standard **Should have minimum two years experience.**

12	Data Entry Operator	2	A pass in Bachelor's Degree and Diploma / Certificate in Computer course. **Should have minimum two years experience.**
13	Record Clerk	1	A pass in 10th standard **Should have minimum two years experience.**
14	Office Assistant	3	Must have passed 8th standard. Ability to read and write in Tamil. Ability to ride a two wheeler. **Should have minimum two years experience.**
15	Driver	1	Must possess a license to drive LMV / HMV issued by competent authority as per the Motor Vehicles Act. A pass in SSLC or 10th Standard. **For a minimum period of 5 years to drive a Motor Vehicle.**
16	Manager(Information Technology)	1	Bachelor Degree in Computer Science or IT or equivalent with proven working experience as IT Manager **Must have an experience of not less than 3 years in the field of relevant experience.**

3. Specific Job description

1. Superintendent (Administration)

- Experience in Office administration subject in Government service

2. Programme Officer

- Newsletter collection and preparation.

- Training project staff at various levels on computer literacy and handling it.

- Organize and Participate the Trade fair, Exhibitions,

- Field exposure visits, startup ula.

- Annual Report and Training calendar related work &Updation.

- Designing & printing of poster, brochures, training manual and other materials.

- Organize IT training programme for MSMEs & Startup.

- Recording the e- learning

- Support to Maintenance and Updation of website, IT Software, Hardware and Social Medias

- Any other item of work entrusted by the Additional Director / Director

3/4. Manager (Training Co-ordinator) / Training Co-ordinator

- Analyze the need for training.
- Preparation of Action plan and Training Schedule
- Preparation of courses content and Materials
- Identification of Resource persons
- Organizing the Training programmes,
- Preparation of Note file/Proceedings
- Design, develop and facilitate training sessions for the new Resource Persons
- Mobilizations
- Attendance and performance during training programs.
- Invitation of participants
- Nominating the Resources person
- Registration
- Feed back
- Report and Documentation, Bills Settlement
- Conducting Trainers of Training
- Conducting Masters Trainers Training
- Identification of Training Sources from Other Departments/Agencies
- Assisting to the higher officials regarding the training
- Arrange in-house training facilities and necessary equipment.
- Contact industry experts and invite them for training sessions.
- Create a training schedule that includes all areas of practice, including commercial and residential security
- Build rapport with trainees and encourage them to develop trust in one another so they can rely on each other in the field

5/6. Personal Secretary to Director / Steno - Typist

- Handling Phone Calls
- Dealing with visitors
- Handling of officials documents and files
- Taking dictations and typing
- Fixing appointments
- Arranging meetings

- Maintaining the dairy / calendar

- Preparing tour programmes and travel arrangements

- Note taking in shorthand and transcription

- Any other work assigned by the reporting officer.

7. Librarian

- Collect and catalog library resources including books, films, and publications.

- Help people locate reference and leisure reading materials.

- Maintain library records and ensure it is updated.

- Perform regular audits of the information and inventory on file.

- Educate patrons on how to properly search for information using the library databases.

- Manage budgeting, planning, and employee activities.

- Oversee the check-out process for books and other resource materials.

- Clarify the use of library amenities and provide information about library policies.

- Any other work assigned by the reporting officer.

8. Librarian Assistant (Assistant Cadre)

- Handle the registration of new library cardholders and issue library cards.

- Teach people how to use the library resources.

- Answer any questions from patrons.

- Perform routine tasks such as answering phone calls and organizing files.

- Use and maintain computer library database to help locate library materials.

- Catalog and maintain the library materials.

- Organize and reshelve returned items such as periodicals, books and DVDs.

9. Librarian Attendant (Office Assistant)

- Perform day today office functions regarding library work.

- Retrieve necessary books/ records and reports from the library room.

- Provide support to the administrative department in managing books.

- Any other work assigned by the reporting officer.

10. Junior Assistant / Typist

- Junior Assistant will be entrusted with routine office works like dispatch, typing, recording and indexing of files, preparation of statements, file registering etc.
- Other works assigned by higher authorities from time to time.
- May have to do data feeding work mainly related to computer, so it is necessary to have good typing speed.
- Should have good typing knowledge of English and Tamil languages in computer.

11. Record Assistant

- Perform clerical functions in the records department.
- Organize and manage all records and documents in an orderly manner.
- Retrieve necessary appropriate records and reports from the records room.
- Coordinate and collaborate with all the departments in managing records.
- Maintain databases appropriate to the various records, reports and documents.
- Provide support to the administrative department in managing records.
- Keep the records safe and secure in a proper place with a locking system.
- Provide access to records and files to the appropriate personnel.
- Adhere and comply with government rules and regulations.
- Any other work assigned by the reporting officer.

12. Data Entry Operator

- Prepares, compiles, and sorts documents for data entry.
- Verifies and logs receipt of data.
- Transcribes source data into the required electronic format.
- Transfers information from paper formats into computer files using keyboards, data recorders, or optical scanners.
- Performs high-volume data entry using word processing, spreadsheet, database, or other computer software.
- Verifies integrity of data by comparing it to source documents.
- Reviews data for errors, missing pages, or missing information and resolves any discrepancies.
- Maintains a filing system and protects confidential customer information.
- Performs regular backups to ensure data preservation.
- Responds to requests to retrieve data from the database or electronic filing system.

- Uses basic office equipment (photocopy machine, facsimile machine, etc.)

- Maintains a satisfactory level of quality and productivity per department standards.

- Completes additional assigned tasks as required.

- Should have good typing knowledge of English and Tamil languages in computer.

13. Record Clerk

- Perform clerical functions in the records department.

- Organize and manage all records and documents in an orderly manner.

- Retrieve necessary appropriate records and reports from the records room.

- Coordinate and collaborate with all the departments in managing records.

- Provide support to the administrative department in managing records.

- Keep the records safe and secure in a proper place with a locking system.

- Provide access to records and files to the appropriate personnel.

- Any other work assigned by the reporting officer.

14. Office Assistant

- Perform day today office functions.

- Retrieve necessary appropriate records and reports from the records room.

- Coordinate and collaborate with all the departments in managing records.

- Provide support to the administrative department in managing records.

- Any other work assigned by the reporting officer.

15. Driver

- Perform day today office functions like driving office vehicle.

- Any other work assigned by the reporting officer.

16. Manager (Information Technology)

- Responsible for overall IT Administration, System Management, Website maintenance and database administration in EDII.

- Establish & support online learning, mentoring & training system for entrepreneurs & innovation.

- Establish Manage & support online entrepreneurs & innovation, discussion, communication.

- Ensure proper communication and public relations through social media & internet.

- Recording and follow up of e- learning content webinars, Push SMS.

- Revival of AMC for Hardware & Software, electronic based lines such as fax, Telephone, computer laptops, projections smart boards and maintenance of the same.

- Facebook, Twitter, WhatsApp, You Tube & Social media to be monitored.

- Designing of books, banners etc, and maintenance of portal
- Follow up of review, monthly meetings, collection of monthly performance status reports, policy note, assembly question & answer, annual report and all assembly related issues and update from various divisions.
- Server maintenance, certificate generation.
- Maintain all Electronic equipment's in EDII properly.
- Organize IT training programme for MSME Startup.
- Reporting on the ILL charges remittance to be made.
- Reporting the necessity for purchase of cartridges for the printers and photocopier / certificate printer.
- Uploading the latest developments / information on trainings / facilities of EDII in our website
- Any other item of work entrusted by the Additional Director / Director.

4. Qualification & Experience:

The required minimum qualification and experience for respective posts are as follows:

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1	Superintendent (Administration)	1	Experience in Office Administration. **Should have minimum three years experience in administration.**
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For Mangers, Training coordinators:

- **Educational Qualification:** Graduate or Post Graduate in Business / Engineering / Technology / Economics / Finance, from a top tier institution.

- Preference will be given for candidates with working experience in :

    - Active volunteer in entrepreneurship communities.

    - Skills and experience in leading projects/teams at the college level entrepreneurship initiatives.

    - Collaborative mindset and a knack to constantly learn; must be able to work and take decisions independently to drive projects.

    - Experience in using modern tech tools in addition to basic office suites.

- A tech savvy/ enthusiast with good know-how of tools that helps optimise work. Ability to work as part of a team and liaise with several stakeholders in a friendly and professional demeanour.

- The candidate is expected to have a good understanding of Tamil Nadu, Indian and global business landscapes and is expected to have exceptional interpersonal skills and entrepreneur friendly attitude

- Candidates are expected to have working knowledge of Tamil language and high proficiency in English.

5. Pay:

The remuneration will be on consolidated basis, qualification and experience, which shall be fixed by Director EDII in consultation with Selection Committee. Approximate consolidated pay for each post is as follows:

S.No	Nomenclature	Salary Range	Yearly increment
1	Superintendent (Administration)	Up to 37000	Up to 5% based on performance
2	Program Officer	Up to 42000	Up to 5% based on performance
3	Training Coordinator	Up to 42000	Up to 5% based on performance
4	Manager (TC)	Up to 42000	Up to 5% based on performance
5	PS to Director / Steno - Typist	Up to 24000	Up to 5% based on performance
6	Steno - Typist	Up to 24000	Up to 5% based on performance
7	Librarian	Up to 45000	Up to 5% based on performance
8	Librarian Assistant (Assistant Cadre)	Up to 25000	Up to 5% based on performance
9	Librarian Attendant (Office Assistant)	Up to 13000	Up to 5% based on performance
10	Junior Assistant / Typist	Up to 20000	Up to 5% based on performance
11	Record Assistant	Up to 20000	Up to 5% based on performance
12	Data Entry Operator	Up to 20000	Up to 5% based on performance
13	Record Clerk	Up to 16000	Up to 5% based on performance
14	Office Assistant	Up to 22349	Up to 5% based on performance
15	Driver	Up to 24000	Up to 5% based on performance
16	Manager (Information Technology)	Up to 51,000	Up to 5% based on performance

The remuneration does not cover Travel Allowance for official travel. The Travel Allowance shall be borne by EDII at par with Tamil Nadu Government Rules.

6. Application:

Aspiring Candidates are requested to bring the printed filled in application form and resume during the walk in interview on 27.01.2022 from 10.00 am at Entrepreneurship Development and

Innovation Institute, Parthasarthy kovil street SIDCO Industrial Estate, Guindy, Ekkatuthangal, Chennai-600 032. There is no registration/application fee.

7. Recruitment process:

The recruitment will be based on interview by Selection Committee. Interviews will be conducted in Tamil and English in Chennai only.

8. General Information:

a. The posts are on a fixed term contract, renewable every year based on the satisfactory performance of the candidates up to three years by EDII.

b. Only Indian Nationals are eligible to apply.

c. While appearing for the interview, the candidate should produce all the required valid original certificates/documents prescribed. In the absence of original certificates/documents, candidature of the candidate shall be cancelled. EDII takes no responsibility to receive/collect any certificate/document sent separately.

d. Certificate of Physical Fitness: Candidates selected for appointment to the posts will be required to produce a certificate of physical fitness from the Medical Officer of Rank as stipulated by EDII

e. Correct and true information regarding arrest, convictions/debarment/disqualification by any recruiting agency, criminal or any disciplinary proceedings initiated or finalised, participated in agitation or any Political Organisation, candidature in election for Parliament/State Legislature/Local Bodies etc., if any, the details thereof should also be furnished to EDII at the time of application. Original of the judgement of Acquittals, Orders or G.O. dropping further action in Departmental proceedings or any document that may prove the suitability of such candidates for a Government appointment is such cases must be produced at the state/time of certificate verification/interview.

f. Applications containing wrong claims relating to basic qualification/eligibility age/category of reservation/educational qualification will be liable for rejection.

g.   EDII management reserves the right to decide the candidature, day of issue of offer of appointment to selected candidates and shuffling their roles in future based on organisational requirement.

9. LIST OF ORIGINAL DOCUMENTS TO BE PRODUCED AT THE TIME OF INTERVIEW (AS APPLICABLE)

a) Proof of date of birth (Birth Certificate issued by the competent Municipal authorities or SSLC/X std. with DOB)

b) Photo identity proof (with the photo of the candidate clearly visible) issued by the competent authority viz., Aadhar Card/ Passport/ Electors Photo ID Card/ PAN Card or Driving license. No other ID cards will be accepted.

c) Mark-sheets & Certificate or 10th Std/HSC/Graduation or qualifying degree examination etc.

d) Candidates serving in Government/Quasi Govt. offices/Public Sector Undertakings (including Nationalized Banks and Financial Institutions) are required to produce a No Objection Certificate from their employer at the time of attending the interview.

e) Experience certificate

f) Any other relevant document in support of eligibility or evidence of past work (write ups / proposals etc.)

Note: Non submission of requisite certificate/ documents by the candidate at the time of interview will debar his/her candidature from further participation in the recruitment process. Issuance of offer of appointment lies solely at the discretion of EDII and its decision will be final and binding.

10. IDENTITY VERIFICATION:

a) The candidate's identity will be verified with respect to his/her details in the attendance list and requisite documents submitted.

b) If identity of the candidate is in doubt, the candidate may not be allowed to appear for the interview. In case of candidates who have changed their name, they will be allowed only if they produce original Gazette notification/their original marriage certificate / affidavit in original.

c) Candidates must note that the name as appearing on the call letter (provided during the process of registration) should match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the names indicated and Photo Identity Proof, the candidate will not be allowed to appear for the examination.

11. OTHER INSTRUCTIONS:

a)   Before applying for the post, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this notification. Candidates are, therefore, advised to carefully read this notification and follow all the instructions given.

b)   A candidate's admission to the examination/ interview and subsequent processes is strictly provisional. The mere fact that provisional allotment has been issued to the candidate does not imply that his/her candidature has been finally cleared by EDII. EDII would be free to reject any application, at any stage of the process, cancel the candidature of the candidate in case it is detected at any stage that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false/ information/ certificate / documents or has suppressed any material fact(s). If candidature of any candidate is rejected for any reason according to the terms and conditions of this notification, no further representation in this regard will be entertained. If any of these shortcoming(s) is/are detected after appointment in EDII, his/her services are liable to be summarily terminated.

c)   Decision of EDII in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced for the purpose of conduct of examination, interview, verification etc. and any other matter relating to Recruitment Process will be final and binding on the candidate. No correspondence and personal enquires shall be entertained by EDII in this behalf.

d)   Not more than one application should be submitted by the candidate. In case of multiple applications only the latest valid (submitted) application will be retained.

e)   Any dispute arising out of the notification including the recruitment process shall be subject to the sole jurisdiction of the Courts situated in Chennai.

f) Any canvassing or creating influence for undue advantage shall lead to disqualification from the Recruitment Process.

g)   Any request for change of address, details mentioned in the submitted application will not be entertained subsequently.

h)   Candidates will have to appear for the examination/ interview at their own expense.

j)   Appointment of selected candidates is subject to his/her being declared medically fit and as per other requirements of EDII as mentioned in this notification and subject to service and conduct rules   of EDII, as decided by the Board of Directors.

k)   EDII reserves the right to reschedule/ change (cancel/modify/add) any of the criteria, conduct of the examination/interview/method of selection and provisional allotment etc.

l) Intimations will be sent to the applicants by SMS or email only to the primary mobile number or email respectively mentioned in the application form submitted by the candidates. Hence, the applicant shall enter valid and functional mobile number and email ID.

m) Appropriate action against the candidates found guilty of misconduct/ use of unfair means will be taken as per the norms of the EDII.

n) EDII shall not be responsible if the information /intimation do not reach candidates in case of change in the mobile number, technical fault or otherwise, beyond the control of the EDII and the candidates are advised to keep a close watch on our authorized website for latest updates, till the recruitment process gets completed.

o) EDII reserves the right to alter the pay range / qualifications for posts.

12. ANNOUNCEMENTS:

All further announcements/details pertaining to this process will only be published in the authorised website www.editn.in from time to time. For any queries please contact asstd@editn.in

The above post, corresponding job description and number of vacancies are subject to change from time to time depending upon the evolving need of the organization. So, you are advised to keep visiting the website for current vacancies and position.

Date: 21.01.2022   **Director**

Place: Chennai – 600032.   **EDII**

	Entrepreneurship Development and Innovation Institute Recruitment Notification: 01/2021-22/EDII-Admin

FOR OFFICE USE ONLY

DATE OF RECEIPT:

APPLICATION FOR THE POST OF:

S. No.	Details	
1.	Name	
2.	Gender	
3.	Date of birth	
4.	Age as on 31.12.2021	
5.	Father's Name	
6.	Mother's Name	
7.	Primary Mobile number	
8.	Alternate Mobile number	
9.	Primary E-mail	
10.	Alternate E-mail	
11.	Address for communication	
12.	Permanent address	
13.	Educational Qualification (From the highest degree)	
14.	Experience (From latest)	
15.	Have you ever been debarred/disqualified by any recruitment agency?	
16	Have you ever taken membership or participated in events organised by political Organisation?	

17.	Have you ever been arrested /convicted for any crime?	
18	Have you ever been a candidature in election for Parliament/State Legislature/Local Bodies etc?	

Date :

Place:

Signature