



Date: 15.02.2025

Recruitment Notification No. Admin/HR/12/2025

Applications are invited from eligible candidates on a **contract basis** at a **consolidated pay** for **3 years** at Guidance. Guidance serves as the nodal agency for investment promotion and single-window facilitation for the Government of Tamil Nadu.

Applicants are encouraged to visit <https://investingtamilnadu.com> for more details regarding the job opening. The website provides complete information about the job roles, eligibility criteria, and application process.

The last date for receipt of application is 21.02.2025.



**Nodal agency for
investment promotion and
facilitation, Govt. of Tamil Nadu**

**Recruitment Notification
Admin/HR/12/2025 dated 15.02.2025**

Recruitment on contract basis on
consolidated pay on rolling basis.
Applications are invited from eligible
candidates for various roles.
For detailed notification and terms and
conditions please visit
[www.investingtamilnadu.com](https://investingtamilnadu.com)

DIPRU /Display/2025



Approx. Consolidated Pay (Lakhs) range/Annum:

S.No	Designation	Years of Experience	Approx. Consolidated Pay (In Lakhs) Range/Annum:
1	Senior Vice President	13 to 16 + years	Upto 40.56Lakhs
2	Vice President	11 to 12 Years	Upto 30.60 Lakhs
3	Associate Vice President	9 to 10 Years	Upto 22.80 Lakhs
4	Senior Manager	7 to 8 Years	Upto 14.40 Lakhs
5	Manager	4 to 6 Years	Upto 11.40 Lakhs
*The fixation within the specified range may vary based on required years of experience, job specific requirements and last drawn pay.			

Age Limit : Upto 45 Years as on 31.03.2025

Position 1	
Team	Investment Promotion
Designation Offered	Senior Vice President – Investment Promotion
Minimum Qualification:	PhD/Post Graduation/ Graduation degree in engineering/management/finance or related fields from accredited institutions in India or abroad
Preferred Work Experience	<ul style="list-style-type: none"> • 13 to 16 plus years of experience with a top-tier corporate house, consulting firm, or leading think tanks. • Experience in the areas of investment promotion and facilitation, regulatory framework, project management and execution, or Ease of Doing Business) • Experience in managing large projects for governments, private sectors, multilateral clients, and industry associations. • Proven track record of holding strategic leadership positions for a minimum of 6+ years, including managing large, multidisciplinary teams.
Job Duties and Accountabilities	Strategic Leadership and Team Oversight: <ul style="list-style-type: none"> • Lead the entire Investment Promotion team, ensuring alignment with organizational goals and fostering high performance. • Develop and execute a holistic investment strategy to attract and retain high-value investments across multiple sectors. • Establish and uphold a culture of excellence, innovation, and collaboration within the Investment Promotion team. • Act as the primary liaison with government departments, industry associations, and private-

	<p>sector stakeholders to ensure seamless project facilitation and execution.</p> <ul style="list-style-type: none"> Supervise and mentor Vice Presidents and other senior leaders in the team, ensuring effective delegation and monitoring of responsibilities. <p>Global Outreach and Relationship Management:</p> <ul style="list-style-type: none"> Represent the organization at global forums, summits, and roadshows, leading high-stakes negotiations and forging long-term partnerships. Build and nurture relationships with multinational corporations, diplomatic missions, and investors to position the organization as a preferred investment partner. Drive proactive investor engagement, ensuring a strong and continuous relationship with existing investors while identifying avenues for expansion. <p>Policy Advocacy and Strategic Collaboration:</p> <ul style="list-style-type: none"> Provide policy-level insights and recommendations to shape an investor-friendly regulatory environment. Collaborate with external stakeholders, including global think tanks, consulting firms, and government agencies, to align strategies with macroeconomic trends.
Main Skills:	<ul style="list-style-type: none"> Comprehensive knowledge of global macroeconomics, industry-specific trends, and investment landscapes. Exceptional leadership abilities with a proven ability to lead large, multidisciplinary teams effectively. Advanced strategic thinking and execution skills to manage complex, large-scale projects. Superior communication, negotiation, and stakeholder management capabilities. Advanced project management and execution capabilities. Strong ability to build and maintain professional networks. Excellent analytical and problem-solving skills.

Position 2	
Team	Investment Promotion
Designation Offered	Vice President – Investment Promotion
Minimum Qualification:	PhD/Post Graduation/ Graduation degree in engineering/management/finance or related fields from accredited institutions in India or abroad

<p>Preferred Work Experience</p>	<ul style="list-style-type: none"> • 11 to 12 years of experience with a top-tier corporate house, consulting firm, or leading think tanks. • Experience in the areas of investment promotion and facilitation, regulatory framework, project management and execution, or Ease of Doing Business) • Experience in managing large projects for governments, private sectors, multilateral clients, and industry associations. • Minimum 4+ Years of experience into leadership roles.
<p>Job Duties and Accountabilities</p>	<p>Strategic Leadership and Team Management:</p> <ul style="list-style-type: none"> • Lead and manage sector-specific teams within the Investment Promotion division, ensuring alignment with organizational goals. • Develop and implement strategic plans to attract and facilitate high-value investments in targeted sectors. • Foster a culture of innovation, collaboration, and excellence within the team. • Act as a key point of contact for government departments and industry stakeholders, ensuring efficient facilitation of investment projects. • Guide and mentor team members to enhance their performance and achieve organizational objectives. <p>Investment Promotion and Facilitation:</p> <ul style="list-style-type: none"> • Identify and nurture sector-specific investment leads, facilitating project grounding through effective coordination. • Represent the organization in investment roadshows, summits, and high-level meetings, delivering impactful presentations. • Build and maintain relationships with investors, ensuring continued engagement and exploring opportunities for business expansion. <p>Collaboration and Policy Advocacy:</p> <ul style="list-style-type: none"> • Work closely with external stakeholders to advocate for policies that improve Ease of Doing Business and attract investments. • Collaborate with think tanks, consulting firms, and government agencies to stay abreast of industry trends and incorporate insights into investment strategies.

Main Skills:	<ul style="list-style-type: none"> • Clear understanding of evolving global macroeconomics and investment trends. • Exceptional leadership and strategic planning abilities. • Superior communication and presentation skills. • Advanced project management and execution capabilities. • Strong ability to build and maintain professional networks. • Excellent analytical and problem-solving skills.
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Position 3	
Team	Investment Promotion
Designation Offered	Associate Vice President – Investment Promotion
Minimum Qualification:	PhD/Post Graduation/ Graduation degree in engineering/management/finance or related fields from accredited institutions in India or abroad
Preferred Work Experience	<ul style="list-style-type: none"> • 9 to 10 years of experience with a top-tier corporate house, consulting firm, or leading think tanks. • Experience in the areas of investment promotion and facilitation, regulatory framework, project management and execution, or Ease of Doing Business) • Experience in managing large projects for governments, private sectors, multilateral clients, and industry associations
Job Duties and Accountabilities	Investment Promotion/ Investment Facilitation / Coordination: <ul style="list-style-type: none"> • Identify and generate potential sector-specific investment leads and facilitate the grounding of projects. • Ensure the execution of investment strategy for the allocated sectors. • Organize and coordinate stakeholder meetings, roadshows, and presentations. • Plan, coordinate, and manage key national and international events. • Manage inbound and outbound delegations, including end-to-end coordination, facilitation, and follow-ups. • Coordinate with multiple Government departments for facilitation.

Main Skills:	<ul style="list-style-type: none"> • Excellent communication and presentation skills. • Advanced project management and execution capabilities. • Strong ability to build and maintain professional networks. • Excellent analytical and problem-solving skills.
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Position 4	
Team	Investment Promotion
Designation Offered	Senior Manager – Investment Promotion
Minimum Qualification:	PhD/Post Graduation/ Graduation degree in engineering/management/finance or related fields from accredited institutions in India or abroad
Preferred Work Experience	<ul style="list-style-type: none"> • 7 to 8 years of experience with a top-tier corporate house, consulting firm, or leading think tanks. • Experience in the areas of investment promotion and facilitation, regulatory framework, project management and execution, or Ease of Doing Business) • Experience in managing large projects for governments, private sectors, multilateral clients, and industry associations
Job Duties and Accountabilities	Investment Promotion/ Investment Facilitation / Coordination: <ul style="list-style-type: none"> • Identify and generate potential sector-specific investment leads and facilitate the grounding of projects. • Ensure the execution of investment strategy for the allocated sectors. • Organize and coordinate stakeholder meetings, roadshows, and presentations. • Plan, coordinate, and manage key national and international events. • Manage inbound and outbound delegations, including end-to-end coordination, facilitation, and follow-ups. • Coordinate with multiple Government departments for facilitation.

Main Skills:	<ul style="list-style-type: none"> • Excellent communication and presentation skills. • Advanced project management and execution capabilities. • Strong ability to build and maintain professional networks. • Excellent analytical and problem-solving skills.
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Position 5	
Team	Policy
Designation Offered	Associate Vice President – Policy
Minimum Qualification:	PhD/Post Graduation/Graduation degree in Economics / Finance/ Statistics/Public Policy or related fields from accredited institutions in India or abroad
Preferred Work Experience	<ul style="list-style-type: none"> • 9 to 10 years of experience in economic and social data management, policy analysis/formulation or similar.
Job Duties and Accountabilities	<p>Policy Formation / Research and Coordination:</p> <ul style="list-style-type: none"> • Conduct extensive primary and secondary research. • Undertake both qualitative and quantitative research. • Compile and analyze data to derive insights to guide strategic investments. • Interpret and communicate statistical information in a clear and analytically rigorous manner. • Support investment promotion and facilitation efforts through policy insights and recommendations. • Develop policy notes, policy briefs, and white papers. • Organize conferences and workshops to discuss and disseminate research findings.
Main Skills:	<ul style="list-style-type: none"> • Excellent communication and presentation skills. • Knowledge of statistical methods and concepts underlying economic, financial, and economic indicators. • Expertise in econometric and statistical analysis techniques and principles. • Strong analytical skills and exemplary writing skills. • Ability to interpret and communicate statistical information clearly and rigorously. • Experience in drafting policy notes, policy briefs, and whitepapers.

Position 6	
Team	Policy
Designation Offered	Manager – Policy
Minimum Qualification:	PhD/Post Graduation/Graduation degree in Economics / Finance/ Statistics/Public Policy or related fields from accredited institutions in India or abroad
Preferred Work Experience	<ul style="list-style-type: none"> • 4 to 6 years of experience in economic and social data management, policy analysis/formulation or similar.
Job Duties and Accountabilities	Policy Formation / Research and Coordination: <ul style="list-style-type: none"> • Conduct extensive primary and secondary research. • Undertake both qualitative and quantitative research. • Compile and analyze data to derive insights to guide strategic investments. • Interpret and communicate statistical information in a clear and analytically rigorous manner. • Support investment promotion and facilitation efforts through policy insights and recommendations. • Develop policy notes, policy briefs, and whitepapers. • Organize conferences and workshops to discuss and disseminate research findings.
Main Skills:	<ul style="list-style-type: none"> • Excellent communication and presentation skills. • Knowledge of statistical methods and concepts underlying economic, financial, and economic indicators. • Expertise in econometric and statistical analysis techniques and principles. • Strong analytical skills and exemplary writing skills. • Ability to interpret and communicate statistical information clearly and rigorously. • Experience in drafting policy notes, policy briefs, and whitepapers.

Position 7	
Team	Ease of Doing Business
Designation Offered	Manager - EODB
Minimum Qualification:	A post-graduate degree or equivalent from a reputed and based on recognized University. Advantage if the field of study is in public policy/ Law.
Preferred Work Experience	<ul style="list-style-type: none"> • 4 to 6 years of experience in Ease of Doing Business, Government systems, Regulatory Assessment, Government Process Reengineering, or similar, with atleast 2 State/Central Government institutions.
Job Duties and Accountabilities	<ul style="list-style-type: none"> • Develop an understanding of the relevant business regulations/ compliances enforced by all the State Departments and suggest improvements/recommendations on the same to enhance the ease of doing business within the State and create a conducive ecosystem for businesses ▪ Work as a part of the Ease of Doing Business team involved in ensuring a smooth and conducive business ecosystem for businesses in Tamil Nadu. ▪ Establish a robust relationship with all relevant state government departments/ agencies. ▪ Conduct a detailed analysis of burdensome compliances existing under various Acts/Rules. ▪ Handhold, guide and assist implementation agencies in reforms implementation as and when required ▪ Assist in engaging with various third-party vendors contracted by Guidance for various tasks ▪ Represent the State of Tamil Nadu in various business forums and stakeholder consultations ▪ Conduct a detailed analysis of good global practices to be adopted by implementing agencies ▪ Contribute towards management of internal guidance projects ▪ Contribute towards thought leadership in the form of articles, op-eds etc.
Main Skills:	<ul style="list-style-type: none"> • Relevant experience includes Regulatory and Legal reforms in Government systems/ institutions Government/ Business Process Reengineering or working closely with government departments in implementing projects • Conducting surveys on regulatory reforms - local and national surveys on Business

	<ul style="list-style-type: none"> • Experience in managing projects for governments, private sectors, multilateral clients and industry associations. • Strong business communication & etiquette, networking skills, and stakeholder management • Experience in drafting policy notes, policy briefs, and whitepapers.
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Position 8	
Team	Export Cell
Designation Offered	Senior Manager – Export Cell
Minimum Qualification:	PhD/Post Graduation/Graduation degree in Economics / Finance/ Statistics/Public Policy or related fields from accredited institutions in India or abroad
Preferred Work Experience	<ul style="list-style-type: none"> • 7 to 8 years of experience in foreign missions / Embassies / consulates / bilateral multilateral agencies / international trade association and trade desks / Investment Promotion Agency in the areas of international engagement, trade relations, investment promotion and facilitation, and execution or Ease of Doing Business.
Job Duties and Accountabilities	<ul style="list-style-type: none"> ▪ Providing and disseminating trade information using the various marketing tools within the organization. ▪ Following up trade inquiries to determine specific interests and requirements with the ultimate aim of actualizing trade deals. ▪ Registering trade leads, following-up activities and reporting regularly for appropriate intervention. ▪ Organizing and delivering presentations at local and international trade promotion workshops, seminars, and conferences. ▪ Planning, scheduling, and implementing proactive marketing activities geared at attracting new export markets such as direct mail and telemarketing campaigns, i.e. trade fair participation, buyer/seller meets, trade missions, and extension services to exporters. ▪ Meeting with and providing information, counselling, and support to local and foreign buyers interested in exploring new business opportunities in Tamil Nadu.

	<ul style="list-style-type: none"> Assisting prospective buyers in arranging site visits and in obtaining necessary Government approvals, permits, and licenses. Receiving inquiries from potential exporters looking for markets for their products. Advising prospective exporters on export processes and sector specifics. Reporting monthly on the status of assigned trade leads. Proactively contributes to management and organization development activities including thought leadership, training etc. Work closely with respective government partners in the market/region (including the Foreign & Commonwealth Office, Trade & Investment), to ensure a joined-up approach around the government and close collaboration to resolve policy issues.
Main Skills:	<ul style="list-style-type: none"> Excellent communication and presentation skills. Strong MS office, good record keeping and report writing Strong teamwork skills and the ability to work in a multi partner initiatives Ability to work with minimum supervision Fluency in English is mandatory; knowledge of foreign language would be a strong asset.

Position 9	
Team	External Engagement
Designation Offered	Associate Vice President
Minimum Qualification:	PhD/Post Graduation/Graduation degree in Economics / Finance/ Statistics/Public Policy or related fields from accredited institutions in India or abroad
Preferred Work Experience	<ul style="list-style-type: none"> 9 to 10 years of experience in embassies/consulates/bilateral multilateral agencies/ international trade association/ Embassy/Investment Promotion Agency in the areas of international engagement, trade relations, investment promotion and facilitation, and execution or Ease of Doing Business

Job Duties and Accountabilities	<ul style="list-style-type: none"> To promote Tamil Nadu as an investment destination to the global community by engaging with governments (national and international), foreign missions and Indian missions abroad, multilateral and bi-lateral agencies, development banks, trade associations etc. To actively promote and facilitate trade and investment delegations into Tamil Nadu from various global destinations. Researching the respective country or region thoroughly and adapting strategies accordingly. Track and collate statistics on economic data of interest such as FDI, employment, IIP, etc. between the two countries. Manage every aspect of our new expansion and operations in the respective country Network effectively with their local clients, associations, consulate and develop strong professional relationships.
Main Skills:	<ul style="list-style-type: none"> Excellent communication and presentation skills. concise manner. Prior experience of creating client presentations is strongly preferred. Ability to perform under pressure and meet deadlines. Attention to detail. Entrepreneurial attitude to handle challenging tasks, deal with ambiguity and shoulder responsibility

Position 10	
Team	Media & Communication
Designation Offered	Content Writer
Minimum Qualification:	PhD/Post Graduation/ Graduation degree in communications, marketing, English, journalism, or related field from accredited institutions in India or abroad
Preferred Work Experience	<ul style="list-style-type: none"> 6 to 8 years of experience in a reputable digital marketing agency/ MNC/ nodal agency / corporate house, with demonstrable experience leading and managing SEO/SEM, email campaigns, social media campaigns and /or digital advertising campaigns

Job Duties and Accountabilities	<ul style="list-style-type: none"> • Develop, write and deliver convincing copy for the social media, website, email marketing campaigns, collaterals, presentations, videos, and blogs • Build, run and manage editorial calendar • Collaborate with design teams to produce high quality content such newsletter, blogs, thought leadership writeups. • Proofread and improve social media messaging, speeches, videos, data factsheets etc. • Ensuring SEO best practices across the website, blog, and other digital media. • Project management • Ensure all-around consistency (Style, Fonts, image, and tone) • Build relationships with industry professionals and influencers on all social media platforms on an ongoing basis • Conducting research for generating ideas for new content, benchmark trends and audience preferences
Main Skills:	<ul style="list-style-type: none"> • Excellent communication and presentation skills. • Clear, engaging, and grammatically correct writing with the ability to adapt to different tones and styles. • Understanding keyword research, search intent, and on-page SEO to optimize content for search engines. • Ability to gather accurate information, verify sources, and present well-structured content. • Crafting compelling narratives and engaging content that captures readers' attention. • Meeting deadlines, managing multiple projects, and maintaining a consistent content schedule.

Position 11	
Team	Human Resources
Designation Offered	Vice President - HR
Minimum Qualification:	PhD/Post Graduation/ Graduation degree in Human Resources, Business, or related field from accredited institutions in India or abroad

Preferred Work Experience	<ul style="list-style-type: none"> • 11 to 12 years of experience in handling human resources requirements of an organization. With good knowledge in corporate policy formation, employment law, compensation, organizational planning, organization development, employee relations, talent management, recruitment, training & development, and preventive labour relations.
Job Duties and Accountabilities	<ul style="list-style-type: none"> • HR Policy & Compliance – Develops and refines HR policies, ensures legal compliance, and oversees employee relations. • Talent Acquisition – Leads hiring for divisions, collaborates on resource planning, and ensures timely staffing. • Performance & Organizational Development – Drives performance management, succession planning, and workforce development. • Employee Engagement & Training – Oversees training programs, coaching, and culture-building initiatives. • HR Strategy & Budgeting – Manages HR budgets, tracks key metrics, and aligns HR functions with strategic goals. • Stakeholder Collaboration – Works with leadership to implement HR strategies and represents HR in key discussions.
Main Skills:	<ul style="list-style-type: none"> • Excellent communication and presentation skills. • Driving workforce planning, talent management, and organizational development • Ensuring legal adherence, conflict resolution, and a positive work environment • Leading organizational transformation and fostering an engaging workplace culture. • Utilizing data-driven insights for workforce optimization and strategic planning. • Collaborating with leadership, employees, and external partners effectively.

Position 12	
Team	Business Intelligence Unit
Designation Offered	Manager – BI Analyst
Minimum Qualification:	Post Graduation/ Graduation degree in Computer Science, Data Science, Business Analytics, Statistics, Mathematics, or a related field.

	Certification in Business Intelligence tools (e.g., Power BI) or Data Analytics is a plus
Preferred Work Experience	<ul style="list-style-type: none"> • 4 -6 years of experience in Market Research, Data Analytics, or Business Intelligence. • Proven expertise in advanced analytics, machine learning, and statistical modelling. • Hands-on experience with Business Intelligence and Analytics software, particularly Power BI. • Experience in building and training AI models like decision trees and regression models using appropriate algorithms based on business needs.
Job Duties and Accountabilities	<p>Data Analysis & Reporting:</p> <ul style="list-style-type: none"> • Collect, clean, and analyze large datasets to provide actionable insights. • Develop interactive dashboards and reports using Power BI. • Identify key business trends and patterns through advanced analytics. • Analyze stock market trends and volatility of sectors like Automobile, Electronics & General Manufacturing across key markets like India, Taiwan, US and Europe. <p>Business Intelligence & Strategy:</p> <ul style="list-style-type: none"> • Translate business problems into data-driven solutions. • Develop predictive models to forecast business performance. • Implement machine learning algorithms like regression models and decision trees for predictive analytics. • Support strategic decision-making through data visualization and storytelling. <p>AI Model Development & Training:</p> <ul style="list-style-type: none"> • Design, build, and train AI models for business applications. • Optimize algorithms based on business objectives and data quality. • Validate models through performance metrics and fine-tuning techniques. <p>Stakeholder Collaboration:</p> <ul style="list-style-type: none"> • Work closely with business leaders, product managers, and IT teams to understand data requirements. • Present insights and recommendations to stakeholders in a clear and actionable format. <p>Technical & Software Expertise:</p> <ul style="list-style-type: none"> • Utilize Power BI, SQL, Python, R, and other data tools for data analysis and visualization. • Manage databases and ETL (Extract, Transform, Load) processes.



	<ul style="list-style-type: none"> Automate reporting and analytics workflows for efficiency.
Main Skills:	<ul style="list-style-type: none"> Business Intelligence & Analytics Tools: Power BI, Tableau (preferred) Data Handling & Querying: SQL, Excel, ETL tools Programming & Machine Learning: Python, R Statistical Methods & AI Models: Regression, Decision Trees, Clustering, Forecasting Data Visualization & Reporting: Dashboard creation, KPI tracking Critical Thinking & Problem Solving: Ability to translate business needs into data solutions Communication & Storytelling: Present complex data in an understandable format

APPLICATION PROCESS:

- Aspiring candidates may apply using the below link. Applications submitted through any other mode will not be considered.
- There is no registration or application fee.

Link To Apply: <https://investtn.zohorecruit.in/jobs/Careers>

RECRUITMENT PROCESS:

- Recruitment will be based on individual assessments and/or interviews conducted in English in Chennai.
- The final candidate selection will be determined by the overall assessment and personal interview.
- The interview format will be communicated to candidates via email.

GENERAL INFORMATION:

- The position is for a 3-year contract period, extendable at the sole discretion of GUIDANCE and subject to annual performance reviews.
- Only Indian Nationals are eligible to apply.
- All assessments and/or interviews will be conducted in English at Chennai, at the discretion of GUIDANCE.
- Candidates must produce all required and valid original certificates/documents at the interview. Failure to do so will result in cancellation of candidature.
- GUIDANCE is not responsible for receiving/collecting any certificate/remittance/document sent separately.



- Certificate of Physical Fitness: Candidates selected for appointment will need to produce a certificate of physical fitness from a Medical Officer of a rank specified by GUIDANCE.
- Candidates must provide accurate information regarding any arrest, convictions, debarment, disqualification by a recruiting agency, criminal or disciplinary proceedings, participation in agitation or any political organization, and candidacy in elections for parliament, state legislature, or local bodies. Original documents proving the suitability for government appointment in such cases must be produced at the time of certificate verification/interview.
- Applications containing false claims about basic qualification, eligibility age, reservation category, or educational qualification will be rejected.
- Words of masculine gender in these instructions should be interpreted to include all genders, where appropriate.

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

- Printout of the valid interview call letter and application form.
- Proof of date of birth (Birth Certificate issued by competent municipal authorities or SSLC/X std. with DOB).
- Photo identity proof (with a clear photo of the candidate) issued by competent authorities, such as Aadhar Card, Passport, Electors Photo ID Card, PAN Card, or Driving License. No other ID cards will be accepted.
- Mark-sheets & certificates for 10th Std/HSC/Graduation or qualifying degree examination, etc.
- Candidates serving in Government/Quasi Govt. offices/Public Sector Undertakings (including Nationalized Banks and Financial Institutions) must produce a No Objection Certificate from their employer at the interview.
- Experience certificate.
- Any other relevant documents supporting eligibility or evidence of past work (write-ups, proposals, etc.).

Note: *Non-submission of requisite certificates/documents at the interview will debar the candidate from further participation in the recruitment process. Issuance of the offer of appointment lies solely at the discretion of GUIDANCE and its decision will be final and binding.*

IDENTITY VERIFICATION:

- The candidate's identity will be verified with respect to details on the call letter, attendance list, and submitted documents.
- If the candidate's identity is in doubt, they may not be allowed to appear for the examination/interview. Candidates who have changed their name must produce original Gazette notification, marriage certificate, or affidavit in original.



- The name on the call letter (provided during registration) must match the name on the photo identity proof. Female candidates who have changed their name post-marriage must ensure this. Mismatch between names on the Call Letter and Photo Identity Proof will result in disqualification.

OTHER INSTRUCTIONS:

- Before applying, candidates should ensure they meet the eligibility and other criteria mentioned in this notification. They should read this notification carefully and follow all instructions given.
- Admission to the examination/interview and subsequent processes is strictly provisional. Issuance of call letters/provisional allotment does not imply final clearance of candidature by GUIDANCE. GUIDANCE can reject any application at any stage if eligibility norms are not met or incorrect/false information is provided.
- GUIDANCE's decision in all matters regarding candidate eligibility, examination/interview format, verification, etc., will be final and binding. No correspondence or personal inquiries will be entertained.
- Only one application should be submitted by each candidate. In case of multiple applications, only the latest valid application will be retained.
- Any dispute arising from this notification, or the recruitment process will be subject to the jurisdiction of the Courts in Chennai.
- Canvassing or creating undue influence will result in disqualification.
- No request for changes to address or details in the submitted application will be entertained.
- The signatures on the call letter, attendance sheet, and all correspondence with GUIDANCE must be identical.
- A recent recognizable photograph must be uploaded in the online application and retained for use at various stages of the process. Failure to produce the same photograph or doubts about identity could lead to disqualification.
- Candidates must appear for the examination/interview at their own expense.
- Appointment of selected candidates is subject to medical fitness and other requirements of GUIDANCE as per the service and conduct rules.
- GUIDANCE reserves the right to reschedule or change any criteria, conduct of examination/interview, method of selection, and provisional allotment.
- Intimations will be sent via email only to the primary email provided in the application. Candidates should ensure the contact details are valid and functional.
- Appropriate action will be taken against candidates found guilty of misconduct or using unfair means.
- GUIDANCE is not responsible if information/intimations do not reach candidates due to changes in mobile number, technical faults, or other reasons beyond control. Candidates are advised to check the authorized website regularly for updates until the recruitment process is complete.
- GUIDANCE reserves the right to alter the designation/pay range based on candidates' skillset.



ANNOUNCEMENTS:

- All further announcements/details pertaining to this process will only be published on the authorized website www.investingintamilnadu.com.
- The post, job description, and number of vacancies are subject to change based on organizational needs. Candidates are advised to visit the website for current vacancies and positions.

Date: 15.02.2025

Place: Chennai - 600018

**MD & CEO
GUIDANCE**