



Date: 02.08.2025

Recruitment Notification No. Admin/HR/14/2025

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 05.08.2025.



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

**Recruitment Notification
Admin/HR/14/2025 dated 02.08.2025**

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)

DIPR/371/Display/2025



Table 1 :

S.No	Designation	Years of Experience	Approx. Consolidated Pay (In Lakhs) Range/Annum:
1	Associate Vice President (AVP)	8 to 10 Years	Upto 30.00 Lakhs
2	Senior Manager (SM)	6 to 8 Years	Upto 19.00 Lakhs
3	Manager (M)	4 to 6 Years	Upto 15.00 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 40 Years as on 31.07.2025

Position 1	
Team	Human Resources
Designation Offered	Associate Vice President / Senior Manager / Manager - 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"> • Please refer 'Table 1' in notification for details of years of experience for each designation. • 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.
---------------------	---

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/Career-TN>

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.investingtamilnadu.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: 02.08.2025

Place: Chennai - 600018

**MD& CEO
GUIDANCE**