



**Madhya Pradesh
Venture Finance Limited**

Regd. Office : C-Wing, First Floor, Vindhyachal Bhawan, Bhopal (M.P.) 462 004

Advertisement Recruitment

Government of Madhya Pradesh has established a company named as "Madhya Pradesh Venture Finance Limited" for the purpose of managing the Venture Capital Fund in the state of Madhya Pradesh. Applications are invited for recruitment to the following post:

No.	Name of the Post	No. of Vacancies
1.	Managing Director Cum CEO	1
2.	Associate Vice President-Investment Professional	2
3.	Company Secretary	1
4.	Accounts Officer	1

For all other details such as job description, Qualification, experience and compensation are available on website www.dif.mp.gov.in. Prospective candidates may check the website for these details and can apply for a suitable post. Applications in the prescribed format along with testimonials may be submitted on the following address upto 4th August, 2016:

Madhya Pradesh Venture Finance Limited

C-Wing, First Floor,
Vindhyachal Bhawan,
Bhopal 462 004

In case of any corrigendum issued on the above advertisement, it will published only on the website.

Post: Managing Director and Chief Executive Officer (MD and CEO)

AMC is looking for a dynamic MD and CEO, who will be in-charge and responsible of strategy formulation, implementation, overall functions of AMC and the Funds. He will be responsible for day to day operations of the AMC Company, Trustee Company and Various Funds. This is a very senior level position and incumbent will directly report to the Board of Directors.

Duties and Responsibilities:

Strategy formulation and implementation

- To implement vision, mission and values in formulated by Board of Directors. To set strategy and structure with Board of Directors, determine and review organization's goals, determine the values to be promoted throughout the organization and smooth implementation.
- Have growth focus, review current operations and future development, meeting targets set by the Board of Directors, Looks for strategic alliance opportunities etc.
- To understand and take into account the interests of shareholders and other stakeholders.
- Provides general oversight of all activities, manages the day-to-day operations, and assures a smoothly functioning and efficient organization. Development and implementation of standards and controls, systems and procedures, and regular evaluation.
- Assures a work environment that recruits, retains and supports quality staff and volunteers.

Specific related to Asset Management Company and Funds

- Raising of Funds for various funds to be floated by AMC, Build and maintain relationships with investors and industries.
- Run day to day operation of AMC, Trustee Company and Funds. Responsible for the operation of various fund, take investment decisions and lead the investment team.
- Responsible for Financial performance of the Company and Funds.
- Execute various legal documents and representation to regulators on behalf of the AMC. Carry out and Co-ordination of work with various consultants.
- Planning and managing board and board committee meetings.

Any other responsibilities/duties assigned by the Board or the Govt. of Madhya Pradesh from time to time.

Skills Required

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- Good communication, presentation and Interpersonal skills
- Business Acumen
- Analytical mindset and - Problem solver
- Networking Skills
- Thinks on the feet
- Leadership qualities to lead a team of professionals
- Can work with different personalities and egos
- Ability to manage multiple competing priorities, projects and stakeholder groups;
- Project management,
- Negotiation skills
- Facilitation skills
- Strong Industry network
- Previous Experience of part of the Board/top management of a company
- Knowledge of Company Law, SEBI guidelines and overall regulatory environment would be an advantage

Qualification: Management Graduate from top premier Business Schools /Chartered Accountant.

Experience: The incumbent should have at least 15 years of overall experience with 7 years of experience in Venture Capital Fund/Private Equity Fund/Equity Research/Investment Banking. Background from one or more of the following industries is essential; Investment banking, M&A, private equity, entrepreneurship, consulting, corporate finance, asset management.

Compensation: Will be commensurate with the qualifications and experience.

Tenure: The MD & CEO shall hold the office for as mandated by Board of Directors.

Age: Below 50 years of age

Post: Investment Professionals -Associate Vice President – (Two Posts)

Duties and Responsibilities for Associate Vice President:

- Sourcing new deals, analysis and due diligence work streams and other execution tasks (financing, negotiations, investment committee preparation)
- Build and develop financial analysis and valuation models. Conducting industry research, market mapping and company-specific analysis.
- Assist in launching, Fund raising of various funds. Build and maintain relationships with potential investors, investee companies and industries bodies.
- Manage internal and external advisors, perform due-diligence analysis.
- Nurturing the investee companies by way of monitoring operational and financial performance of assigned investments and preparing regular reports on the portfolio's performance.
- Maintaining an in depth and up to date broad market.
- Work under the overall supervision of MD and CEO and carry-out any other work assigned time to time.
- Monitoring Exits.

Qualification: Management Graduates from top premier Business Schools /Chartered Accountant/ ICWA.

Experience: The incumbent should have at least 7 years of overall experience with 3 years of experience in Venture Capital Fund/Private Equity Fund/Equity Research/Investment Banking. He/She should possess excellent MS Office skills.

For this position, background from one or more of the following industries is essential; Investment banking, M&A, private equity, entrepreneurship, consulting, corporate finance, asset management.

Compensation: Will be commensurate with the qualifications and experience.

Age: Below 35 years

Post: Accounts officer (One Post)

Duties and Responsibilities:

- Perpetration of Financial Statements, periodic NAV statements, various tax and regulatory returns etc.
- Coordination with Internal and external auditors, NAV auditors and other consultants.
- Ensuring statutory compliances (Service Tax, Companies Act, Income Tax, Labor laws etc.). Liaise with various Government departments for regulatory and taxation work.
- Maintain relationship with Investors, give draw-down notices, regular updates etc.
- Responsible for development of internal and financial systems, control and processes and their effective working in order to ensure smooth functioning of the organization.
- Assist investment team in financial and tax due-diligence etc. Assist Investee companies for compliances, preparation of financial statements etc.
- Ensuring returns optimization on excess cash balances, treasury controls, budgetary control and forecasting.
- Work under the overall supervision of MD and CEO and carry-out any other work assigned time to time

Qualification: Chartered Accountant.

Experience: The incumbent should have at least 5 years of relevant experience. He/She should possess excellent MS Office skills.

Background from one or more of the following industries will be added advantage; Investment banking, M&A, private equity, entrepreneurship, consulting, corporate finance, asset management.

Compensation: Will be commensurate with the qualifications and experience.

Age: Below 35 years

Post: Company Secretary (One Post)

Duties and Responsibilities:

- This position is responsible for addressing all legal and regulatory issues of the AMC, Trustee Company and Funds with an objective to act as a business enabler.
- Preparation and Maintenance of secretarial records, statutory records, registers and other documentations. Preparation of Notices, Agenda, working papers and minutes for Board, Shareholders, Committee meetings for AMC, Trustee Company and all Funds.
- Compliance of secretarial, legal and procedural aspects; Preparation and filing of various e-forms, Annual Returns, Annual filing and the entire event based and time based filing with MCA/RoC as required under the Companies Act.
- Drafting and vetting of various documents – Contribution agreement, Shareholders' Agreements, Investment Management agreement, Trust deeds etc. Maintain turn-around time and Successful Closure of transactions from legal point of view.
- Attending to various queries from & liaising with auditors, bankers, inter department, external agencies, Government authorities, ROC, etc.
- Understand the regulations governing Asset Management industry. Responsible for compliance with SEBI/RBI for launching of Funds, RBI filings and FEMA Compliances etc.
- Ensuring that organization has appropriate compliance framework related to all applicable laws, regulations and internal policies.
- Handling Investor Relations. He/She Should have capability in interacting and dealing with senior-level functionaries of regulators and government agencies.

Qualification: Company Secretary. LLB will be an added advantage.

Experience: The incumbent should have at least 5 years of relevant experience. He/She should possess excellent MS Office skills.

Background from one or more of the following industries will be added advantage; Investment banking, M&A, private equity, entrepreneurship, consulting, corporate finance, asset management.

Compensation: Will be commensurate with the qualifications and experience.

Age: Below 35 years of age

FORMAT OF APPLICATION

Application for appointment of _____

1. Name of Professional:

2. Date of Birth:

3. Nationality:

4. Educational Qualifications:

(In reverse chronological order)

Name of the Degree obtained	Institution/ University	Year of passing	Specialization	Remark

5. Memberships of Professional Bodies/Associations:

6. Awards & Achievement's:

7. Publications:

8. Languages:

Language	Speak	Read	Write
Hindi			
English			
Other (please specify, if any)			
1			
2			

9. Employment Record:

(Starting with present position, list in reverse order every employment held.)

Name of the Firm/Company	From	To	Position held

10. List of the key activities handled during employment:

11. Present job responsibilities:

12. Remarks, if any:

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes my qualifications, my experience and other details.

Place.....

(Signature and name)