



Micro Units Development and Refinance Agency Limited (MUDRA)

Annexure I

Advertisement for Recruitment of Chief Risk Officer on

Contract basis at MUDRA

Location: Mumbai

May 25, 2023

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 for the following post on fixed term contract of 3 years as detailed below:

S. No.	Name of posts	Function	No. of positions
1	Chief Risk Officer (CRO)	Risk, Compliance & Legal Aspects	1

I. ELIGIBILITY

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

Name of Post with Designation & Grade	Function	Maximum Age (Years) As on April 30, 2023	Educational Qualification	Minimum post qualification work experience
Chief Risk Officer (Grade M3/M4)	Risk, Compliance & Legal	45	MBA / CA or equivalent degree from any recognized University /	A minimum of 10 years' experience in Risk Management in a reputed financial/banking institution/NBFC. Preference shall be given to candidates



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Name of Post with Designation & Grade	Function	Maximum Age (Years) As on April 30, 2023	Educational Qualification	Minimum post qualification work experience
			Institution	having certification/ training in the field of risk management and/or experience in sophisticated tools related to risk management in financial/Bank institutions/NBFC.

- 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 post qualification experience will be counted after the date of acquiring the prescribed qualification.
- 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 **April 30, 2023**.
- Addendum/Corrigendum, if any, will be published on MUDRA website **only**. Candidates should refer to the same before submission of final application.

II. **SCOPE OF WORK:** The roles & responsibility of work for the post 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 the post. It will be in the form of a total package as mentioned below:



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Name of post	Function	Grade	CTC Range (Rs.)
Chief Risk Officer (CRO)	Risk, Compliance & Legal	M3/M4	M3(Rs.15-25 lakh p.a.) / M4(Rs.30-45 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-to-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, on a suitable date (to be informed in due course). MUDRA or its authorized agency will undertake the preliminary screening of the applications received, 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 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 CRO" to email ID mudrarecruitment@mudra.org.in on or before June 19, 2023 (Monday).
- The duly signed hard copy of application has also to be submitted by courier/speed post/registered post (in a cover super-scribed "Application for the post of CRO") before the last date of submission of application or at the time of interview failing which candidature may 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



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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 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.

VI. OTHERS

- All communication with Candidates shall be on the email-id furnished in the Application Form.
- 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 shall appear for the interview at their own cost.
- 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.
- 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)
Swavalamban Bhavan, Avenue 3, Lane 2, Bandra-Kurla Complex, Bandra (East),
Mumbai – 400 051**



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Annexure

Detailed roles & requisite skills required

1. Chief Risk Officer (Grade M3/M4)

Key responsibilities

- Assist in Preparation of Risk Management policies for mitigating Credit Risk, Operational Risk and Market Risk and policies for Asset Liability Management (ALM), Liquidity Risk Management (LRM), Investment, Internal Capital Adequacy Assessment Process (ICAAP) and such other policies having bearing on the risks faced by MUDRA (e.g., Security and Collateral Management Policy, etc.) and carrying out periodic review / modifications to these risk management policies /frameworks to suit the changing environment and business needs.
- The CRO shall be involved in the process of identification, measurement and mitigation of risks. All credit products (retail or wholesale) shall be vetted by the CRO from the angle of inherent and control risks.
- Assessment of associated risk and suggesting policy framework for development of new products carrying significant credit risk.
- Assist in preparation and review of risk capital charge calculation methodology and impact on Bank's capital.
- Assist in preparation of profiles of risks across the organization and review adherence to the risk limits specified by the Board of MUDRA.
- Assist in preparation of memorandum for the annual budget, business plan and the long term development plan of MUDRA.
- Preparation, implementation and modification of Credit and Operational risk measurement/ assessment, methodologies, models, tools and frameworks.
- Minimizing the risks at borrower level and portfolio level, approving the lendable rating grades and setting up the exposure limit structure in line with Bank's risk appetite and monitor compliance.
- Identification, analysis and addressing various risks such as business risk, credit risk, market risk, financial risk, operational risk, etc. Assisting in development and monitoring of key risk indicators (KRIs) that are mapped to various risks to determine elevations in risk and proactively implement risk mitigation measures.
- Preparation and implementation of comprehensive risk



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	<p>management framework for MUDRA including structure, tools, policy documents, etc.</p> <ul style="list-style-type: none">• Coordinating the collection of risk information from source systems, departments, and reporting thereof.• Analysing the data and applying to various key risk areas to update the risk profile.• Assist in conducting internal conformance reviews to defined SOPs and processes• Assist in ensuring compliance with external regulations, as applicable.• Keeping abreast of notices issued by apex body, RBI and Gol and subsequently preparing a plan of action.• Any other assignment as decided by the MD&CEO of MUDRA.
Requisite skills	<ul style="list-style-type: none">• Sound knowledge of financial sector, microfinance sector, industry, policy and legal/regulatory issues related to microfinance, MSE financing, Bulk support to financial institutions and other related products.• Sound knowledge of corporate governance, enterprise risk management, information & security risk, market & credit risk, regulatory risk, operational & technology risk, business continuity management, risks identification, assessment, management frameworks, etc.• Excellent analytical skills for taking the right decisions as well as good time management and organisational skills.• Strong skills in spreadsheets and in analysing large volumes of data along with sound experience in report writing, project proposal preparation and analysis.• Excellent communication skills, knowledge, and ability to communicate in English and Hindi and good negotiation skills.



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E - MAIL ADDRESS										
Alternate E - MAIL ADDRESS										
MOBILE NUMBER										
ALTERNATE MOBILE NUMBER										
TELEPHONE NUMBER										
STD CODE										

6. PERMANENT ADDRESS (leave one box blank between two parts of the address)

STATE															
									PIN						

7. DATE OF BIRTH

DD						MM						YYYY					
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8. AGE (as on April 30, 2023)

YEARS						MONTH(S)						DAY(S)					
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9. BIRTH PLACE

STATE															
DISTRICT															
PLACE															

10. NATIONALITY _____

11. INDICATE BY TICK MARK IN APPROPRIATE BOX.

GENDER	MALE	FEMALE	MARITAL STATUS	SINGLE	MARRIED

12. RELIGION _____



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13. **Category** (please tick appropriate column)

SC	ST	OBC	General (UR)	PwD

14. **Languages known** (please tick appropriate column)

Name of Language	Read	Write	Speak

15. **EDUCATIONAL QUALIFICATIONS** (as on April 30, 2023, Graduation onwards)

Examination passed	Name of University / Institution	Subject details	Month & Year of passing	Percentage Marks obtained	Class / Division
[Add rows if needed]					

Note: Self Attested photocopies of certificates / mark sheets / degree / diploma etc. in respect of educational qualifications must be attached with the application form.

Whether proficient in computers? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please furnish the details	

16. **PARTICULARS OF EXPERIENCE** (As on April 30, 2023.)

Please note that post qualification experience will be counted after the date of acquiring the prescribed qualification.

Name / Address and Telephone No. of Employer	Post Held	Period of Service (please give dates)		Length of Service		Nature of duties performed in brief	Reasons, for leaving the job
		From	To	Yrs.	Months		
[Add rows if needed]							

Note: Documentary evidence in support of requisite experience for the post applied must be enclosed.

17. **DECLARATION**

[I hereby certify that all statements made in this application are true, complete and correct to the best of my knowledge and belief and nothing material has been concealed therefrom. I understand that if at any time during the process of recruitment / selection / subsequent contract period in the Bank,



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it is found that any information / statement / data given in this application is false / incorrect / any material fact suppressed **OR** I do not satisfy the minimum eligibility criteria as stipulated in the advertisement for the post applied for, my candidature / appointment is liable to be cancelled / terminated forthwith without giving any notice or reasons thereof. I also undertake to abide by all the terms and conditions of the advertisement given by MUDRA Ltd. I further declare that I have read the Detailed Advertisement and undertake to abide by the same]

DATE: _____

(SIGNATURE OF THE CANDIDATE)

PLACE: _____

FULL NAME: _____

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