

**MAHATMA PHULE RENEWABLE ENERGY AND
INFRASTRUCTURE TECHNOLOGY LTD.**
(Subsidiary of MPBCDC, a Government of Maharashtra undertaking)

Tel.No.: 022-69214400

B- 501, 502, Pinnacle
Corporate Park, Next to
Trade Centre, Bandra-
Kurla Complex, Bandra
(East), Mumbai-400051.

Dated: 26/10/2023

CIRCULAR

**Engagement Of CHIEF INVESTMENT OFFICER AND
COMPLIANCE OFFICER for MAIF.**

The Mahatma Phule Renewable Energy and Infrastructure Technology Ltd. Mumbai (MAHAPREIT), invites Applications from willing and eligible individuals for engagement as **CHIEF INVESTMENT OFFICER AND COMPLIANCE OFFICER FOR MAIF.** on full-time contract basis on a monthly consolidated remuneration of Rs.1,00,000 + Travelling Allowance as per companies' policy (at present Rs. 30,000 pm), initially for a period of one year,

Name of the post	Required Number
CHIEF FINANCE OFFICER AND COMPLIANCE OFFICER (MAIF)	1

2. No other compensation apart from consolidated fee/remuneration will be admissible, even if a person attends office on holidays and work beyond normal office hours.
3. The details including eligibility criteria, terms of reference etc. are enclosed. MAHAPREIT reserves the right to accept or reject in part or in full or all responses without assigning any reasons whatsoever. Terms and Conditions of engagement are mentioned in **Annexure-I.**
4. The last date for receipt of applications, in the prescribed format, is 3rd November 2023 up to 5.30 pm. Applications received after due date/time will not be considered.
5. Applications, as per **Annexure-II** may be sent to the Director (Operations). Mahatma Phule Renewable Energy and Infrastructure Technology Ltd. (MAHAPREIT). B- 501, 502, Pinnacle Corporate Park, Next to Trade Centre, Bandra-Kurla Complex, Bandra (East), Mumbai-400051. The same can also be sent through e-mail at dgm.admin@mahapreit.in followed by hard copy.

ANNEXURE-I

**MAHATMA PHULE RENEWABLE ENERGY AND INFRASTRUCTURE
TECHNOLOGY LTD.**

**(Subsidiary of MPBCDC, a Government of Maharashtra
undertaking)**

1. Eligibility:

Sr. no	Name of the post	Required Manpower	Qualification	Experience
1	Chief Investment Officer & Compliance Officer - MAIF	1	Cost Accountant / Chartered Accountant /CFA /MBA (Finance)	<p>(i) Adequate experience, with at least one key personnel having not less than five years of experience in advising or managing pools of capital or in fund or asset or wealth or portfolio management or in the business of buying, selling, and dealing or other financial assets; and</p> <p>(ii) At least one key personal with professional qualification in finance, accountancy, business management, commerce, economics, capital market, or banking from a university or an institution recognized by the Central Government or any State Government or a foreign university or a CFA charter from the CFA institute or any other qualification as may be specified by the Board.</p> <p>(iii) He/ she should have experience of handling Rs 800 to Rs 1000 crore</p>

				Asset under Management (AUM) under the scheme.
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2. Remuneration:

2.1. Remuneration of Rs.1,00,000/- per month (consolidated) + Travelling Allowance as per Companies' Prevailing Policy (at present Rs. 30,000 pm) will be paid to the Selected Candidate on full-time contract basis.

2.2. Selected Candidate shall not be entitled to any allowance such as DA, residential accommodation, medical reimbursement, telephone etc.

2.3. Travelling allowance on tour outside the MMR region, if any, shall be as per the actual expenses approved by the concern authority.

3. Engagement:

3.1. The engagement of a Selected Candidate (full-time) will be purely on contract basis and will not confer any right for regular appointment in MAHAPREIT or in its associated organisations.

3.2. The contract would initially be for a maximum period of one year and may be further extended on year-to-year basis, subject to functional requirements, appraisal of performance and medical fitness of the individual.

4. Working Hours:

4.1. The Selected Candidate (full-time) shall be required to observe the normal office timings and may also be called upon to attend office beyond office hours including on Saturday, Sunday or any holiday in case of requirement.

5. Leave:

5.1. The full- time Selected Candidate shall be entitled to avail EIGHT days of Leave in a calendar year. He/ she shall not draw any remuneration in case of his absence beyond EIGHT days in a year.

6. Deduction of Tax at Source:

Income Tax or any other tax will be deducted at source as per Government instructions. Necessary TDS Certificate will be issued to the Selected Candidate.

7. Confidentiality of data and documents:

7.1. The Intellectual Property Rights (IPR) of the data collected as well as deliverables produced for MAHAPREIT shall remain with MAHAPREIT.

7.2. No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of assignment for MAHAPREIT, without the express written consent of MAHAPREIT.

7.3. The Selected Candidate shall be bound to hand-over the entire set of records of assignment to MAHAPREIT before the expiry of the contract, and before the final payment is released by MAHAPREIT.

7.4 The Selected Candidate would be required to sign a non-disclosure

undertaking as per **Annexure- III**.

8. Conflict of interest:

8.1. The Selected Candidate appointed by MAHAPREIT, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of MAHAPREIT, nor will he indulge in any activity outside the terms of employment/ contractual assignment.

8.2. The Selected Candidate shall not claim any benefit/compensation/absorption/ regularization of service with this Company/Corporation under the provision of the Industrial Disputes Act, 1947 or Contract Labour (Regulation and Abolition) Act. 1970.

9. Termination of Agreement terminate the contract to which these terms apply if-

9.1. The Selected Candidate is unable to address the assigned work

9.2. Quality of the assigned work is not to the satisfaction of the Officer/Division of MAHAPREIT,

9.3. The Selected Candidate is found lacking in honesty and integrity.

9.4. MAHAPREIT, may terminate the contract at any time without giving any notice and also without assigning any reason.

9.5. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after issue of the appointment letter, the MAHAPREIT reserve the right to modify, withdraw or cancel any communication made to the application.

Application for engagement as Chief Investment Office & Compliance Officer for MAIF (on a contract basis) in MAHAPREIT.

Name	
Mother's/Father's /Husband's Name	
Date of birth	
Address for Correspondence	
Permanent Address	
Contact No. /Nos. Mobile:	
Email ID	
Aadhar No.	
PAN No.	
Educational Qualification (S)	
Details of experience to be attached as "APPENDIX	
Name of the office where the Candidate was last working.	
Any other relevant information (use a separate sheet, if necessary)	

The information furnished above is true. I have carefully read the terms and conditions mentioned in Annexure- I. and they are acceptable to me.

Name and Signature of the Applicant

NON-DISCLOSURE UNDERTAKING

The Chairman & Managing Director,
Mahatma Phule Renewable Energy and Infrastructure Technology Ltd.
B- 501, 502, Pinnacle Corporate Park,
Next to Trade Centre, Bandra-Kurla Complex,
Bandra (East), Mumbai-400051.

Hon'ble Sir,

I hereby undertake,

1. To treat all the information that comes to my knowledge as part of my duties in this office as confidential information and keep it strictly confidential.
2. not to sell, trade, publish or otherwise disclose to anyone in any manner whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format.
3. to hold such confidential information in trust and confidence both during and after the terms of my engagement.
4. not to engage in any other employment/occupation/consultancy activity during my engagement with MAHAPREIT which would otherwise conflict with my obligations towards MAHAPREIT.
5. to abide by data security policy and related guidelines issued by MAHAPREIT.
6. shall not resort any corrupt practices in any aspect and at any stage during the tenure of engagement.

2. in the event of my termination or employment for any reason whatsoever, I shall promptly surrender and deliver to the MAHAPREIT any records/material, equipment, documents or data which is of confidential nature.
3. I shall keep MAHAPREIT informed of any change in my address or contact details during the period of my engagement.
4. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.
5. For the purpose of this undertaking, Confidential Information means any information received from any source, whether in physical, electronic or in digital format.

Yours faithfully,

Signature and Date

Name

Address

Date

Contact No