



INVEST U.P.
12-C, MALL AVENUE
LUCKNOW-226 001 (U.P.), INDIA

RECRUITMENT NOTIFICATION

Exciting opportunity to be a part of Team Uttar Pradesh – Powering New India!

In India, the State of Uttar Pradesh is fast transforming itself into one of the most favourable investment destinations. To foster the investor friendly environment in the State, the Government of Uttar Pradesh (GoUP) has established INVEST U.P. – the Investment Promotion & Facilitation Agency of the State.

INVEST U.P. provides support across the life cycle of investors interested in investing in Uttar Pradesh and acts as the interface between various departments of GoUP and the investor community.

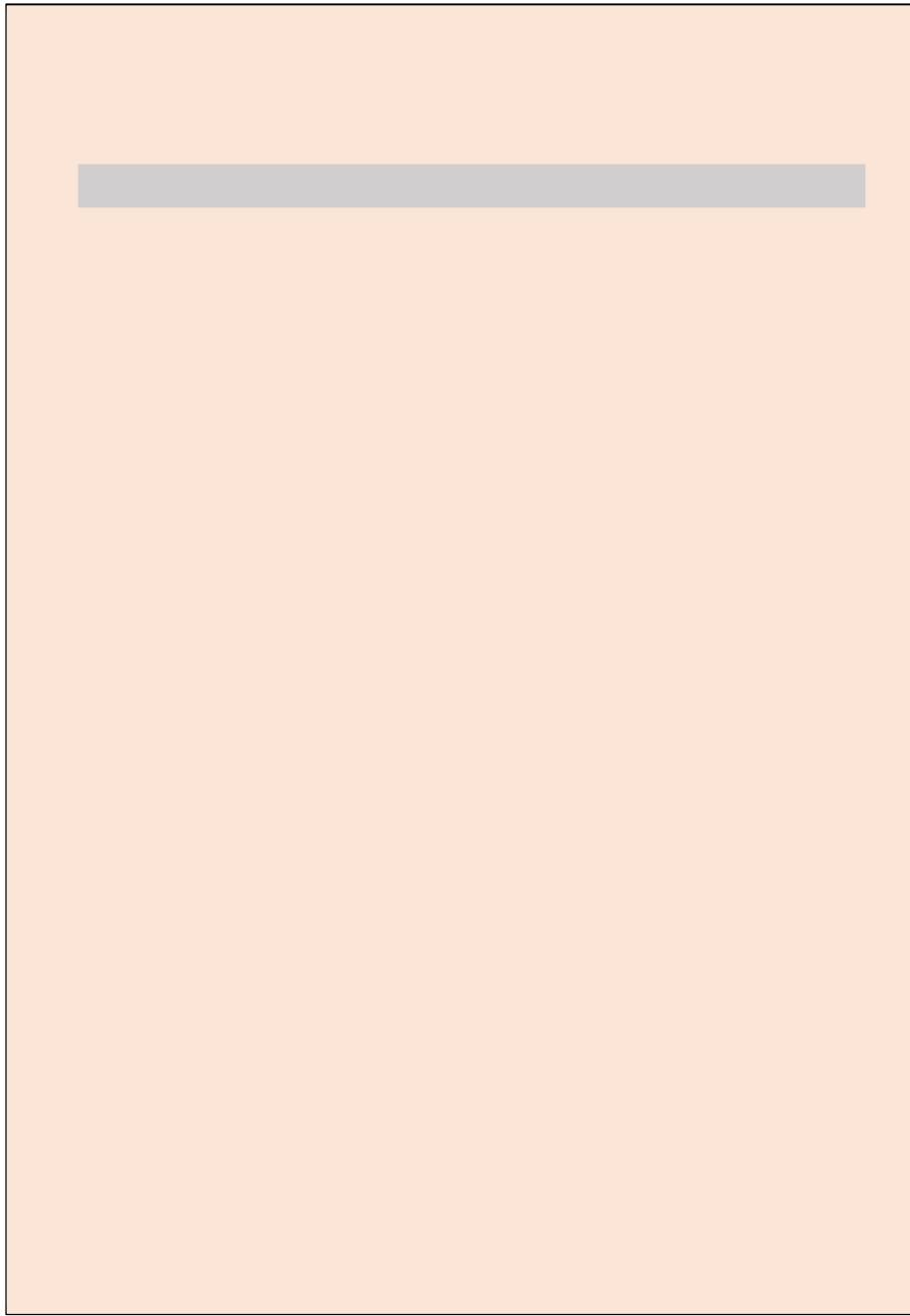
The first of its kind agency in the State seamlessly integrating investment promotion and facilitation process, INVEST U.P. aims to be at the forefront of economic development of Uttar Pradesh while driving the objective of 'Make in India'.

INVEST UP is on the lookout for energetic and qualified personnel and is inviting applications from eligible candidates for the positions mentioned below:

Sl. No.	Position	No. of Posts
1.	Chief Operating Officer (COO)	01
2.	Division Head	01
3.	Sector Cluster Head	02
4.	Manager - NCR	01

For detailed terms & conditions kindly visit <http://invest.up.gov.in/>
Interested candidates may send their applications and resume by e-mail on info@udyogbandhu.com on or before 19th January 2021.

Chief Executive Officer
INVEST U.P.





Detailed Notification for Recruitments in INVEST UP

Uttar Pradesh is fast transforming itself in to one of the most favourable investment destinations of India. To foster the investor friendly environment in the State, the Government of Uttar Pradesh (GoUP) has established INVEST UP (erstwhile Udyog Bandhu) – the Investment Promotion and Facilitation Agency of the State. INVEST UP provides support across the life cycle of investors interested in investing in the State and acts as the interface between the various departments of GoUP and the Investors.

INVEST UP is on the lookout for energetic and qualified person(s) and is inviting applications from eligible candidates for the positions mentioned below:

S.No.	Position	No. of Posts
1.	Chief Operating Officer (COO)	01
2.	Division Head	01
3.	Sector Cluster Head	02
4.	Manager - National Capital Region (NCR)	01

A. Positions:

1. Chief Operating Officer (COO)

a. Eligibility:

1. Maximum Age Limit - 50 years as on closing date for receipt of applications
2. Work Experience – a total of 15+ years of experience with a Tier-1 Management Consulting/ Investment Banking domain. (Management Consulting: McKinsey & Company, BCG, Bain & Co, AT Kearney, Accenture, Oliver Wyman, EY-Parthenon, Dalberg, Strategy&, Monitor Deloitte, etc). (Investment Banking: Goldman Sachs, JPMC, Morgan Stanley, Citi, Barclays, Deutsche Bank, Nomura, Avendus, Temasek, HSBC, etc).
3. Also, the following experience split will have to be fulfilled-
 - o Total of 5+ years of Project management experience or management of finances of the projects
 - o Total of 5+ years of experience of Business Development or Consulting
4. Post-Graduate Management Degree from Tier-1 Indian/ Global institute (IIM – A/B/C/L/I/K, ISB, FMS, XLRI, MDI, FT Top 25 Global Institutes etc.)
5. Excellent Communication, People and analytical skills are a must for the role
6. Workable knowledge of a foreign language will be preferred
7. Prior experience of the IT/ Software Systems Project Management is preferable

b. Tenure of COO:

1. COO will continue to work with INVEST UP for 3 years (with two years extension based on performance review).
2. Appointment and removal of COO will be done with the approval of Hon'ble Chief Minister of Uttar Pradesh as Chairman of Governing Board of Invest UP.

c. Functions of COO:

1. Review of the Annual plans provided by Division Heads with targets such as Investments grounded, employment generated, investment and employment pipeline generated, No. of projects facilitated, No. of issues resolved. Report the finalized plans to CEO. The annual work plan will include quarterly milestones.
2. Preparation of annual budget estimates for every Cell under him/ her, post discussion with the team and submitting the same to the CEO.
3. Ensuring the team's targeting initiatives align with the strategic goals of the Government of UP.
4. Review the team's targeting plan along with planned engagements. Present/ participate as speaker in high-priority events/ engagements.
5. Conduct weekly meetings with Division Heads to understand progress on key cases, critical issues, and other initiatives. Assist in escalating delays/ issues highlighted by the teams to the CEO.
6. Review the Knowledge Collateral as per the defined Standard Operating Procedure (*SOP*) for Knowledge Creation.
7. Streamline relationship building with embassies/ foreign missions with the focus countries identified by Division Heads, also keeping CEO informed in this respect.
8. Ensure seamless coordination between Investment Targeting & Facilitation Team and the Ground Handling team.
9. Ensure all relevant developments, achievements and issues are reported to the CEO on a weekly basis.
10. Ensure Division Heads are grooming the teams in alignment with the organization's culture.
11. Ensure Branding and PR activities are being carried out efficiently by Branding and PR team
12. Monitoring recruitment process and ensuring timely fulfilment of resource requirement by INVEST UP for cells under him/ her.
13. Monitoring framework for managing employee relations, employee benefits, employee morale and documentation for cells under him/ her.
14. Review the research being carried out by the Research team and aligning them with the strategic goals of the Government of UP.
15. Appoint skilled persons, experts, consultants as may be considered necessary for the efficient functioning of INVEST UP after taking sanctions from CEO and following due procedure.
16. Approve financial expenditure for travelling, events, marketing & branding, research & survey, and other administrative costs up to a limit of INR 2.5 Lakh/per item as per the approved budget subject to following due procedures and providing valid reasons for expenditure, for the cells/teams directly under him/ her. Steering Committee can increase this limit.
17. Perform any other function which may be assigned or delegated to him/ her by the CEO.
18. Ensure proper training of the different teams and resources under INVEST UP.

19. Ensure development of the software systems for effective and efficient delivery of the work of INVEST UP.

2. Division Head– Investment Cell (01)

a. Eligibility:

1. Maximum Age Limit - 40 years as on closing date for receipt of applications
2. Work Experience – 9+ years with experience in Project Management/Business Development/Tier-1 Consulting/ Investment Banking domain. Also, the person having a minimum of 4+ years of cumulative sectoral experience in any two (minimum) of the following sectors will be preferred –
 - o Electronics
 - o Food Processing or Dairy and Agro
 - o Auto and EV
 - o Energy and Power
 - o Logistics and Warehousing
 - o Pharma
3. Post-Graduate/ Graduate Degree from Tier-1 Indian/ Global institute
4. Prior experience of working in the Investment promotion domain is preferable
5. Excellent Communication, People and analytical skills are a must for the role
6. Workable knowledge of a foreign language will be preferred

b. Functions of Division Head:

1. Creation of an Annual plan with targets such as Investments grounded, employment generated, investment and employment pipeline generated, No. of projects facilitated, No. of issues resolved.
2. Review the identified stakeholders by teams and ensure that the team is connected to the high priority stakeholders.
3. Ensuring the team's targeting initiatives align with the strategic goals of INVEST UP/ Industrial Development Department, GoUP.
4. Review the team's targeting plan along with planned engagements. Present/ participate as speaker in high-priority events/ engagements
5. Conduct weekly meetings with Cluster teams and Ground facilitation teams to understand progress on key facilitation cases, critical issues, and other initiatives. Assist in escalating delays/ issues highlighted by the teams with the support of the COO.
6. Review the Knowledge Collateral as per the defined SOP for Knowledge Creation.
7. Streamline relationship building with embassies/ foreign missions with the focus countries identified by Cluster Heads.
8. Ensure seamless coordination between Investment Targeting & Facilitation Team and the ground handling team
9. Ensure all relevant developments, achievements, and issues are reported to the COO on a weekly basis.
10. Ensure Cluster Heads are grooming the teams in alignment with INVEST UP's culture.

3. Sector Cluster Head – Investment Cell (02 – Manufacturing & Services; Infrastructure)

a. Eligibility:

1. Maximum Age Limit - 40 years as on closing date for receipt of applications
2. Work Experience – 7+ years with experience in Project Management/Business Development /Tier-1 Consulting/ Investment Banking domain. Also, the person should have a minimum of 3+ years of experience in the respective sector(s)
3. Post-Graduate/ Graduate Degree from Tier-1 Indian/ Global institute
4. Prior experience of working in Investment promotion domain is preferable
5. Excellent Communication, People and analytical skills are a must for the role
6. Workable knowledge of a foreign language will be preferred

b. Functions of Sector Cluster Heads:

1. Targeting: Develop Cluster specific annual targeting plan and set targets post-discussion with the team and Division head and ensure the team is meeting the targets.
2. Ensure the quality of presentations, brochures, and other collaterals created by the team. Identify areas where the team could take the Research team's help in creating sector deep-dives/ reports and presentations and ensure seamless coordination with the Research team.
3. Guide and Mentor the team in developing targeting lists, building stakeholder relationships, identifying key events, and planning engagements/ events.
4. Present/ participate as speaker in high-priority events/ engagements.
5. Ensure that all relevant sector-specific stakeholders and information is covered by the teams
6. Identify focus countries for every sector.
7. Review the Knowledge Collateral as per the defined SOP for Knowledge Creation.
8. Actively target companies and pursue them to firm up their business plans for UP, act as Relationship Manager for projects, and ensure that end-to-end facilitation support is provided.
9. Identify common issues amongst companies/ issues arising out of process gaps/complexities in the State government and share the same with the Ease of Doing Business team.
10. Hold review discussions with every team member/ sector team to discuss progress on cases
11. Ensure the teams are updating the information regularly on Customer Relationship Management (CRM)/ database and share target analysis with Division head and COO.

4. Manager NCR – Investment Cell (01)

a. Eligibility:

1. Maximum Age Limit - 40 years as on closing date for receipt of applications
2. Work Experience – 5+ years with experience preferably in a Banking/ Consulting/ Market Research organization or any other sector with client servicing background
3. Post-Graduate/ Graduate Degree from Tier-1 Indian/ Global institute
4. Experience in managing India Market Entry Projects will be an added advantage

5. Excellent Communication, People and analytical skills are a must for the role

b. Functions of Manager NCR:

1. Lead and drive initiatives such as target list creation, identifying events, presentations/ report creation with the help of the team
2. Assist the Cluster Head in building an annual targeting plan by sharing sector-specific insights and strategies. Additionally, work with the Cluster Head and Division head in building event calendar for the year
3. Actively target companies and pursue them to firm up their business plans for UP, act as Relationship Manager for projects and ensure that end-to-end facilitation support is provided
4. Allocate cases to Senior Associates and Associates.
5. Allocate investor queries to Senior Associates and Associates as per the defined SOP for Query Resolution.
6. Ensure all unresolved issues/ delays are duly reported and escalated to the relevant teams.
7. Collect written/ video testimonials on successful completion of project/ timely resolution of issues as per the defined SOP for aftercare.
8. Entering all company information and issue resolution support on Customer Relationship Management (CRM)/ Database and ensuring regular updates.
9. Ensure that the sector teams are updating the information regularly on CRM/ database.
10. Proactively schedule review-sessions with Cluster Heads to share updates/ progress on all cases.

B. Compensation

The details of fixed compensation for the positions, admissible at the time of joining, are as follows -

S.No.	Position	Compensation details (per annum)
1.	Chief Operating Officer (COO)	Rs. 50,00,000
2.	Division Head	Rs. 28,00,000
3.	Sector Cluster Head	Rs. 23,00,000
4.	Manager - National Capital Region (NCR)	Rs. 18,00,000

Higher initial pay is admissible to exceptionally qualified and deserving candidates.

C. How to Apply:

1. The aspiring candidates for COO post will have to apply through email only in the format prescribed in Annexure of this notification along with a detailed CV in English.
2. The aspiring candidates for other posts (Division Head, Sector Cluster Heads and Manager-NCR) will have to apply through email only in the format prescribed in Annexure of this notification.

3. Candidates serving in Government/Quasi Govt. offices/Public Sector Undertakings (including Nationalized Banks and Financial Institutions) are required to apply through proper channel or as per prevailing system of their organisation.
4. The completed applications in pdf format shall only be emailed to info@udyogbandhu.com
5. The subject of email shall be "Application for <Name of the Post> <Name of the Candidate>"
6. There is no registration / application fee.
7. The last date for receiving application is 19th January 2021.

D. List of documents to be produced by shortlisted candidates (Original document to be produced during interview)

1. Printout of the valid interview Call Letter and application form
2. Proof of date of birth (Matriculation/10th Standard or equivalent certificate indicating date of birth, or mark sheet of Matriculation/10th Standard or equivalent issued by Central/State Board indicating Date of Birth in support of claim of age)
3. Photo identity proof (with the photo of the candidate clearly visible) issued by the competent authority viz., Aadhar Card/ Passport/ Electors Photo ID Card/ PAN Card or Driving license.
4. Mark-sheets & Certificate of all qualifying degree starting from 10th standard.
5. Experience Certificates
6. Any other relevant documents in support of eligibility or evidence of past work (write ups / proposals etc.)

Note:

1. *The shortlisted candidates will have to submit the above-mentioned self-attested scanned documents through email (info@udyogbandhu.com) to INVEST UP within 3 working days of the receipt of interview call letter.*
2. *During the interview, the candidates will have to produce all the original copies of documents, sent through email.*
3. *Non submission of requisite original certificate/ documents by the candidate at the time of interview will debar his/her candidature from further participation in the recruitment process. Issuance of offer of appointment lies solely at the discretion of INVEST UP and its decision will be final and binding.*

E. General Information:

2. Only Indian Nationals are eligible to apply.
3. Applications containing wrong claims relating to basic qualification/ eligibility age/ educational qualification will be liable for rejection.
4. Recruitment will be based on a panel interview. The details will be communicated to shortlisted candidates at a later stage.
5. While appearing for the interview, the candidate should produce all the required and valid original certificates/ documents.

6. In the absence of original certificates/ documents, candidature of the candidate shall be cancelled. INVEST UP takes no responsibility to receive/ collect any certificate/ remittance/ document sent separately.
7. Correct and true information regarding arrest, convictions/ debarment/ disqualification by any recruiting agency, criminal or any disciplinary proceedings initiated or finalized should also be furnished to INVEST UP at the time of application.

F. Other Instructions:

1. Before applying for the post, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this notification. Candidates are therefore advised to carefully read this notification and follow all the instructions given.
2. A candidate's admission to the interview and subsequent processes is strictly provisional. The mere fact that the call letter(s)/ provisional allotment has been issued to the candidate does not imply that his/ her candidature has been finally cleared by the INVEST UP. INVEST UP would be free to reject any application, at any stage of the process, cancel the candidature of the candidate in case it is detected at any stage that a candidate does not fulfil the eligibility norms and/or that he/ she has furnished any incorrect/ false/ information/ certificate/ documents or has suppressed any material fact(s). If candidature of any candidate is rejected for any reason according to the terms and conditions of this notification, no further representation in this regard will be entertained. If any of these shortcoming(s) is/are detected after appointment in INVEST UP, his/her services are liable to be summarily terminated.
3. Decision of INVEST UP in all matters regarding the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of conduct of examination, interview, verification etc. and any other matter relating to Recruitment Process will be final and binding on the candidate. No correspondence and personal enquires shall be entertained by INVEST UP in this behalf.
4. Not more than one application should be submitted by the candidate. In case of multiple applications, only the latest valid (submitted) application will be retained.
5. Any dispute arising out of the notification including the recruitment process shall be subject to the sole jurisdiction of the Courts situated in Lucknow.
6. Any canvassing or creating influence for undue advantage shall lead to disqualification from the Recruitment Process.
7. Any request for change in details mentioned in the submitted application will not be entertained subsequently.
8. A candidate should ensure that the signatures appended by him /her in all the places viz. in his /her call letter, attendance sheet, etc. and in all correspondence with the INVEST UP in future should be identical and there should be no variation of any kind.
9. A recent recognizable photograph must be submitted by the candidate along with the application and the candidate should ensure that copies of the same are retained for use at various stages of the process. Failure to produce the same

photograph at various stages of the process or doubt about identity at any stage could lead to disqualification.

10. Candidates will have to appear for the interview at their own expense.
11. Appointment of selected candidates is subject to his/her being declared medically fit and as per other requirements of INVEST UP as mentioned in this notification and subject to service and conduct rules of INVEST UP, as decided by the Governing Body.
12. INVEST UP reserves the right to reschedule/ change (cancel/modify/add) any of the criteria, conduct of the interview/method of selection etc.
13. Appropriate action against the candidates found guilty of misconduct/ use of unfair means will be taken as per the norms of INVEST UP
14. INVEST UP shall not be responsible if the information /intimation do not reach candidates in case of change in the mobile number, email id, technical fault or otherwise, beyond the control of INVEST UP and the candidates are advised to keep a close watch on our authorized website for latest updates, till the recruitment process gets completed.
15. INVEST UP reserves the right to alter the conditions/ qualifications for posts.

Announcements:

All further announcements/details pertaining to this process will only be published in the authorised website (<http://invest.up.gov.in/>) from time to time.

Date: 12th December 2020

CEO, INVEST UP

Annexure: Application format

Recruitment Notification: IUP/278/COO/20-21/RD
For Office Use Only
Date of Receipt:
Application for the post of:
Application Number:

Application for the post of:						
S. No	Details					
1	Name					
2	Gender					
3	Date of Birth					
4	Nationality					
5	Primary Mobile number					
6	Alternate Mobile number					
7	Primary E-mail					
8	Alternate e-mail					
9	Current Address					
10	Permanent Address					
11	Education Qualifications					
12	Qualification	Year of Graduation	% of marks or GPA	Institution	Board / University	State / Country
	Undergraduate Degree					
	Post Graduate Degree					
	Others					
13	Other Skills / Certifications					
14	Awards					
15	Languages known	Speak				
		Read				
		Write				
16	Work Experience					
	Name of the Organization		Designation	From	To	Last drawn Annual CTC (INR)
17	Work done in previous organisations that best illustrates the capability of the candidate to handle the tasks mentioned against the post applied for (maximum 500 word)					

18	Prior experience of IT/ Software Systems Project Management, if any	
19	References (<i>Minimum three</i>) Name / Designation / Company/ Contact Details	
20	Extra-curricular activities	
21	Notice Period in current organization	
22	If offered the position, your earliest start date (<i>Mandatory response</i>)	
23	Expected Compensation/ Salary (CTC) for the position in INR Per Annum (<i>Mandatory response</i>)	
<i>All the information provided by me are true to the best of my knowledge. I am aware that if any of the information provided by me is found to be incorrect, my application /appointment shall be rejected without any notice.</i>		
	Recent passport size colour photograph	Signature of the applicant Date: