


**TAMILNADU INDUSTRIAL DEVELOPMENT CORPORATION LTD**

19A, Rukmani Lakshmiipathy Salai, Egmore,  
Chennai – 600008, Tamil Nadu.

0422-2513604 / careers@tidco.com / www.tidco.com

**Notification No. Admin/Recruitment (Contract)/2020      23.11.2020**

**Notification for recruitment on Contract basis**

Tamilnadu Industrial Development Corporation Limited (TIDCO), a premier industrial development agency of the Government of Tamil Nadu, is promoting medium and large industrial and infrastructure projects in the State through Joint Ventures. TIDCO is also the Nodal Agency for the development of various industrial corridor projects in Tamil Nadu and for the logistics sector in the State.

2. TIDCO requires qualified professionals for handling the following responsibilities **for a period of one year on a contract basis**. The engagement is purely on a temporary basis on contract and this shall not entail any claims for any regular employment in TIDCO. The applications shall be received in online mode only through the website **www.tidco.com**

<b>Responsibility</b>	<b>Qualification and Experience</b>	<b>Remuneration</b> (Consolidated CTC per month in Rs.)	<b>Number</b>
Consultant - Accounts	CA with 3-5 years of experience. Work experience in NBFCs preferable.	Upto Rs 1,00,000 based on experience and qualification	1
Consultant - IT & HR	Full time UG degree with full time MBA and 5 years of experience in systems administration / website management / HR matters	Upto Rs. 50,000 based on experience and qualification	2
Consultant - Legal	Full time LLB with atleast 3 - 5 years of experience in LA matters	Upto Rs.60,000 based on experience and qualifications	1

**Note:**

- a) Maximum age limit for all responsibilities will be 35 years.
- b) Age, Qualification stipulated above should be as on 01.11.2020.
- c) The CTC will be decided based on the experience, skill sets and performance in the interview.
- d) The CTC mentioned is all inclusive and consolidated. There will be a deduction of TDS as per applicable IT rules. Expenses, if any, on pre-approved official out-station travel shall be reimbursed as per the applicable policies of TIDCO.
- e) All qualifications shall be on full-time basis from institutions recognized by appropriate Government bodies.

**3. GENERAL ELIGIBILITY CONDITIONS:**

- a) Only Indian Nationals are eligible to apply.
- b) It is necessary to have good working knowledge of Tamil and excellent business communication skills in English.
- c) Applications containing wrong claims relating to basic qualification/eligibility/age/educational qualification will be liable for rejection.

**4. APPLICATION**

Interested professionals may submit their applications through online mode only through the website **www.tidco.com** from **23.11.2020 10 am to 08.12.2020 5 pm.**

**5. FEE**

There is no application fee.

**6. DOCUMENTS TO BE SUBMITTED**

- a) Photo identity proof (with the photo of the candidate clearly visible) issued by the competent authority viz, Aadhaar Card / Passport / Electoral Photo ID Card / Driving license. No other ID cards will be accepted.
- b) Mark-sheets & Certificate of 10th Std/HSC/Graduation or qualifying degree examination/Professional Course/other certifications, etc.
- c) Experience certificate and / or copy of IT returns for the years of experience claimed.
- d) Any other relevant documents in support of eligibility.

The candidate shall upload /submit the self-attested scanned copy of the required certificates/documents along with the online application. If the required certificates/documents are not uploaded by the candidate, his/her applications will not be considered.

The candidate shall produce all the required and valid original certificates/documents in original while appearing for interview. The candidates will be permitted to appear for interview only after producing all original certificates for verification. Non-submission of original certificates/documents shall lead to the rejection of candidature without any further notice. TIDCO takes no responsibility to receive/collect any certificate/remittance/ document sent separately.

## **7. SELECTION PROCESS**

- a) Selection shall be made by oral interview conducted by a panel constituted for this purpose by TIDCO. Interview will be conducted in person in Chennai only.
- b) The selected candidates shall join within the joining time indicated in the order of appointment, failing which the selection shall stand cancelled automatically. No other notice or correspondence shall be sent for the same.
- c) In such case of non-joining of the selected candidate, TIDCO reserves the right to select the next waitlisted candidate

## **8. GENERAL INSTRUCTIONS**

- a) The candidate shall file her/his application only after agreeing to all the terms and conditions mentioned in this document. Any candidate, who is not in agreement with any of the terms indicated in this document, shall not file any application for this post.
- b) The Candidate to be selected and appointed are liable to be deputed from TIDCO to its joint ventures and to other organisations.
- c) The details / particulars furnished in the online application for this recruitment alone will be taken into consideration. The application of the candidate found prima in-eligible will be rejected. Subsequent claims of educational

qualification, experience, etc., if any preferred on later stages of the process will not be entertained. TIDCO will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application. Any request for change of address, details mentioned in the submitted application will not be entertained subsequently.

- d) Decision of TIDCO in all matter regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced, mode of selection, date and time of selection and any other matter relating to this Recruitment Process will be final and binding on the candidate. No correspondence and personal enquires shall be entertained by TIDCO in this behalf.
- e) 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.
- f) A candidate's admission to the interview and subsequent processes is strictly provisional. The mere fact that the call letter(s)/ attending interview by the candidate does not imply that his/her candidature has been finally cleared by TIDCO.
- g) TIDCO would be free to reject any application, at any stage of the process or cancel the candidature of the candidate in case it is detected at any stage that a candidate is found unfit for the post.
- h) Not more than one application per post shall be submitted by the candidate. In case of multiple applications only the latest valid (submitted) application will be retained.
- i) Any candidate trying to exert any undue influence, directly or indirectly shall be disqualified.
- j) A recent recognizable photograph should be uploaded by candidate in the online application and candidate should ensure that copies of the same are retained for use at various stages of the process.
- k) Candidates will have to appear for the interview at his/her own expense.
- l) Intimations will be sent by email only to the primary email mentioned in the application form submitted by the candidates. Hence, the applicant shall enter valid and functional mobile number and email ID.

m) TIDCO shall not be responsible if the information / intimation does not reach candidates in case of change in the mobile number, technical fault or otherwise, beyond the control of TIDCO and the candidates are advised to keep a close watch on our authorized website ([www.tidco.com](http://www.tidco.com)) for latest updates, till the recruitment process gets completed.

## 9. ROLES & RESPONSIBILITIES

An roles and responsibilities to be handled by the selected professionals will include but not limited to the following.

### a) **Consultant – Accounts:**

- i. NBFC related compliances
- ii. RBI Inspections and related works
- iii. Taxation related works like IT, GST, TDS, advance tax, etc.,
- iv. Coordination and other works related to internal audit, statutory audit, CAG audit, etc.,
- v. Coordination with banks, audit teams and other stakeholders
- vi. Adherence to relevant financial and accounting principles and all statutory compliances.

### b) **Consultant – IT & HR**

- i. All HR management related works
- ii. Handling of IT related works like e-office, DMS and MIS dashboard of TIDCO
- iii. Management of the website including handling of admin console, periodic updating, improvements, etc. Skills of SEO will be an added advantage.
- iv. Management of social media accounts as per SOP
- v. Assisting in IT hardware procurements
- vi. Assistance in external engagements, organizing of events, assistance in preparation of presentations, marketing materials, etc.

### c) **Consultant - Legal**

- i. Assisting in handling of all land acquisition related cases and other cases of TIDCO.

- ii. Follow up and coordination with the legal firms representing TIDCO at various Courts.
- iii. Preparation and vetting of affidavits, counter-affidavits.
- iv. Coordinating with various internal and external stakeholders in relation to legal matters, execution of agreements and other related matters.
- v. To work on creating a legal case monitoring dashboard along with the IT teams.

#### **10. SKILL SETS**

Apart from domain specific professional skills to suit the above responsibilities, the successful candidates shall have the following skill sets.

- a) MS Word, Excel (basic level), PowerPoint
- b) Excellent business communication skills in English
- c) Tamil language skills

#### **11. ANNOUNCEMENTS**

All further announcements/details pertaining to this process will only be published in the website **www.tidco.com**.

Date: 23.11.2020

**CHAIRPERSON & MANAGING DIRECTOR  
TIDCO**

Place: Chennai

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