



TAMILNADU INDUSTRIAL DEVELOPMENT CORPORATION LIMITED
No.19-A, Rukmani Lakshmi pathi Road, Egmore, Chennai – 600 008, Tamil Nadu.
Phone-044-4428554479 | <https://careers.tidco.com> | <https://tidco.com>

Notification No. **TIDCO/HR/Recruitment/2025-2&3**

Dated: **04.04.2025**

RECRUITMENT NOTIFICATION FOR THE POST OF COMPANY SECRETARY (CS) ON A FIXED-TERM CONTRACT BASIS FOR TIDCO JV COMPANIES – TN ENGINE & CHENNAI AEROSPACE PARK LTD (CAPL)

TIDCO is looking a dynamic and high-performing professional for the position of Company Secretary (CS) on a fixed-term contract basis for its joint venture companies, TN Engine and Chennai Aerospace Park Ltd (CAPL). The contract will be for a period of five years, renewable every year based on the satisfactory performance of the candidate and extendable for a further period, as decided by the Managing Director.

S. No.	Position	No. of Posts	Compensation	Age as on 01.01.2025
1	Company Secretary	Two (2)	Net CTC is Rs.80,000/- (negotiable) depending on the experience and qualification. (TDS and other statutory deductions, as applicable)	Max.: 45 years

2. Place of Posting

Chennai, Tamil Nadu.

3. SKILLS & EXPERIENCE:

a. Company Secretary (CS)

Educational Qualification	<ul style="list-style-type: none">Graduate in any discipline and fully qualified Company Secretary (ACS).Preference shall be given to the candidates having additional qualifications like ACA/ ACMA or both.Graduate in LLB or BL preferred.
Work Experience	<ul style="list-style-type: none">5 years of relevant experience in handling Company law matters, regulatory and procedural compliances, secretarial matters and acting as a link between the Company, Board, government, regulatory authorities and all other stakeholders.



Key Responsibilities	<ul style="list-style-type: none"> • Responsible for filing, registering any document including forms, returns, and applications by and on behalf of the company as an authorized representative or on behalf of the representatives including drafting of letters, resolutions, minutes, advise the business on the secretarial matters as and when required. • Handles the promotion, formation, and incorporation of companies and matters related therewith as per the requirement of the Company • Manages all tasks relating to Securities and their transfer and transmission • Drafting and reviewing of the Contracts as per the need of the business. • Manage and coordinate the Legal/Compliance Audit activities. • Convening all meetings of company preparing agendas, drafting minutes, conveying decisions, handling meeting correspondence, board reports as required under the Companies Act, 2013 • Completing all legal compliances on behalf of the Directors of the Company. • Custody of all secretarial documents and keeping the tracker and record of the same for future purposes • Keeping up to date with any regulatory or statutory changes and policies that might affect the organization. • Daily follow up and coordination with finance, tax, and legal department.
Requisite Skills	<ul style="list-style-type: none"> • Excellent oral and written communication skills. • Strong interpersonal skills.

NOTE:

- i. The qualification prescribed should have been obtained by passing the required qualification in the order of studies, X Std / HSC/ UG Degree / PG Degree / Professional Qualification, as the case may be, from any institution recognized by Government or competent Government agencies. All qualifications shall be based on full-time studies only.
- ii. The compensation will be on a consolidated basis (Net CTC) based on qualification and years of experience and as decided by TIDCO. This does



not include official travel expenses which will be as per the policies of TIDCO.

- iii. No other payments such as incentives, allowances, exgratia, bonus, etc., shall be paid other than the monthly consolidated payment
- iv. TIDCO at its discretion can transfer or send the selected candidate on deputation to its joint ventures/ subsidiaries/ promoter companies/ other institutions.

4. APPLICATION

Interested professionals may submit their applications through online mode only to <https://careers.tidco.com> from 05.04.2025 10.00 am to 25.04.2025 up to 5.00 pm. Any applications beyond the specified time will not be accepted in any situation. TIDCO has the right to reserve the extension of time.

5. RECRUITMENT PROCESS

TIDCO will shortlist suitable candidates based on their qualifications and experience. The shortlisted candidates will be asked to send their experience and qualification certificates. The recruitment will be based on the interview conducted for such shortlisted candidates, conducted in English, in-person in Chennai. Depending upon the situation, it may also be conducted through video calls, in online mode. TIDCO will notify the time, date and format of the interview to the shortlisted candidates.

6. DOCUMENTS TO BE SUBMITTED

a. During submission of application:

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. Shortlisted candidates when requested:

The following documents shall be sent within **2 working days** of an email request from TIDCO, in **.pdf** format, to an email id provided to the candidate. If the documents are not sent within the stipulated time, the candidature shall stand cancelled automatically without any further notice.

- i. Mark-sheets & Certificate of Graduation or qualifying degree examination/Professional Course/other certifications, etc.



- ii. Experience certificate.
- iii. Any other relevant documents in support of eligibility.

The candidate shall produce all the required and valid original certificates/documents while appearing for interview. In the absence of original certificates/documents, the candidature of the candidate shall be cancelled. TIDCO takes no responsibility to receive/collect any certificate/remittance/document sent separately. If the interview is conducted in online mode, the candidate shall send self-attested scanned copies of all certificates.

7. GENERAL INSTRUCTIONS

- I. The candidate shall file his/her application only after agreeing to all the terms and conditions mentioned in this document. Any candidate, who is not in agreeing with any of the terms indicated in this document, shall not file any application for this post.
- II. The post is on a fixed-term contract for 3 years, renewable every year based on the satisfactory performance of the candidate and extendable for a further period, as decided by the Management / Board of Directors.
- III. The candidate can be removed from the service with 30 days of notice without assigning any reasons.
- IV. The appointment shall be based purely on the policies as decided by TIDCO. Comparison with any other organization and subsequent claims shall not be entertained.
- V. Only Indian Nationals are eligible to apply.
- VI. Excellent English communication skills are mandatory.
- VII. Candidates selected for appointment to the post will be required to produce a certificate of physical fitness from a Registered Medical Practitioner.
- VIII. Correct and true information regarding arrest, convictions/debarment/disqualification by any recruiting agency, criminal or any disciplinary proceedings initiated or finalized, participated in agitation or any Political Organization, candidature in the election for Parliament/ State Legislature/Local Bodies etc., if any, should also be furnished to TIDCO at the time of application, i.e., the details thereof.
- IX. Applications containing wrong claims relating to basic qualification/eligibility/ age/educational qualification will be liable for rejection.



- X. The decision of TIDCO in all matter regarding the 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 enquiries shall be entertained by TIDCO on this behalf.
- XI. Any request for change of address, details mentioned in the submitted application will not be entertained subsequently.
- a. 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.
 - b. A candidate's admission to the examination/ 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.
 - c. 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.
 - d. Not more than one application shall be submitted by the candidate. In the case of multiple applications, only the latest valid (submitted) application will be retained.
 - e. Any candidate trying to exert any undue influence directly or indirectly shall be disqualified.
 - f. The candidate should ensure that the signatures appended by him/her in all the places viz. in his/her call letter, attendance sheet, etc. and all correspondence with TIDCO in future should be identical and there should be no variation of any kind.
 - g. A recent recognizable photograph should be uploaded by the candidate in the online application and the candidate should ensure that copies of the same are retained for use at various stages of the process.
 - h. Candidates will have to appear for the interview at their own expense. Appointment of selected candidates is subject to his/her being declared



medically fit and as per other requirements of TIDCO as mentioned in this notification and is subject to the final decision of TIDCO.

- i. TIDCO may, with the consent of the applicant, recommend the candidate for appointment to an alternate post in TIDCO or in its allied companies, if the candidate is found suitable.
- j. The selected candidate shall be ordinarily resided in Chennai during the term of contract, i.e., Chennai shall be considered the home station during the period of engagement.
- k. Words of masculine gender in these instructions should, wherever the context so requires, be taken to include the feminine gender and other genders.
- 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 a valid and functional mobile number and email ID.
- m. TIDCO shall not be responsible if the information/intimation do 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 (<https://tidco.com>) for latest updates, till the recruitment process gets completed.

8. ANNOUNCEMENTS

All further announcements/details on this process will only be published on the Website <https://tidco.com>

Date: _____

**MANAGING DIRECTOR
TIDCO**

Place: Chennai