

TRIPURA INDUSTRIAL DEVELOPMENT CORPORATION LIMITED
(A GOVERNMENT OF TRIPURA UNDERTAKING)
Shilpa Nigam Bhavan, Khejurbagan, Kunjaban,
Agartala, Tripura, Pin-799006. CIN: U75112TR1974SGC001491

Dated 28th / 06 / 2024

Notification

Tripura Industrial Development Corporation Ltd. (TIDC Ltd.) is inviting applications from the Indian Citizen to fill up the post of Company Secretary Cum Financial Controller purely on **contractual basis**.

Interested candidates may submit application as per prescribed application format along with photocopies of all relevant documents. Eligibility criteria, qualification, application format and for other details may visit <https://tidc.tripura.gov.in/> and <https://tripura.gov.in/>. Last date of application submission is **15th July, 2024 (Friday) up-to 5:30 PM**. For any other details may contact with **Sri Sujib Das, Manager, TIDC Ltd (Contact no. 9436768506)**.

(Binoy B Das, TCS Gr-I)
OSD, TIDC Ltd

Copy to:-

- i. The Managing Director, TIDC Ltd for kind information please.
- ii. The Director, Information Technology, Govt. of Tripura for information and with request to upload in the State portal.
- iii. The Editor, Dainik Sambad Newspaper with a request to publish the notification in the newspaper in a size of 3 COL X 15 CM on 30-06-2024.
- iv. The Editor, Syandan Patrika Newspaper with a request to publish the notification in the newspaper in a size of 3 COL X 15 CM on 30-06-2024.
- v. The Editor, Tripura Times Newspaper with a request to publish the notification in the newspaper in a size of 3 COL X 15 CM on 30-06-2024.

Signed by Binoy Bhusan
Das
Date: 28-06-2024 16:14:25
Reason: Approved

Eligibility , Qualification , Experience and Other terms & conditions

Tripura Industrial Development Corporation Ltd. (TIDC Ltd.) is inviting applications from the Indian Citizen to fill up the post of **Company Secretary Cum Financial Controller** purely on **contractual basis** for a period of **11 (Eleven)** months with consolidated remuneration at Tripura Industrial Development Corporation Ltd., (TIDC Ltd.), Shilpa Nigam, Bhawan, Khejurbagan, Agartala, West Tripura.

Sl. No.	Name of the Position	Emolument (Consolidated) (per month)	No. of Position
1.	Company Secretary Cum Financial Controller	Lumpsum	1 (one)

Educational Qualification, Age & Experience:

1. Should be a qualified Company Secretary and Associate member of the Institute of Company Secretaries of India.
2. Should a CA/ICWA.
3. At-least 5(Five) years post qualification experience in working as Company Secretary and managing the accounts and fiancé functions in a public Limited company-preferably in a financial institute. Would be responsible for all company law matters. Budget and Accounts function, Income Tax matters, Legal Matters etc. of the Corporation. Should be conversant with new company formation, public issue, statutory compliance, financial analysis and appraisals, Statutory Audit, planning and Implementation of terms and other forms of business and Industrial loans.
4. Age : 35 years to 45 years as on 30-06-2024, Age may be relaxed in case of highly experienced and qualified candidates.

Other terms and conditions:

1. The positions are purely on a contractual basis and can be extended on mutual consent. The candidate engaged will have to executive an agreement with TIDC Ltd. renewable on the basis of satisfactory performance.
2. The candidate engaged to these positions shall not be part of the regular staff in the matter of recruitment to regular post.
3. The candidate engaged shall have no vested right prior to and after the completion of the contract period to ask for regularization / absorption in TIDC Ltd.
4. During the contract, if required, the contractual staff will have to proceed to any part of India and will perform such duties as may be assigned to him / her in connection with the work of TIDC Ltd

Note:

1. Candidates should come for the interview with a copy of bio data, original certificates and testimonials.
2. The selected candidates many be required to join immediately.
3. No TA/DA will be paid for attending the interview.

All desirous candidates may submit complete applications giving details of (i) Name, (ii) Date of Birth (Age), (iii) Address with contract No., (iv) Experience, (v) recent Passport size photograph to be affixed, etc. supported with attested copies of testimonials etc. in the prescribed Proforma at Tripura Industrial Development

I/166276/2024

Corporation Ltd., (TIDC Ltd.), Shilpa Nigam, Bhawan, Khejurbagan, Agartala, West Tripura or through email at tidceestablishment@gmail.com.

**Signed by Binoy Bhusan
Das**

Date: 28-06-2024 16:15:49

**Reason: Approved
(Binoy Das, TCS Gr-I)
OSD, TIDC Ltd**

APPLICATION FORMAT

1. Application for the post of
2. Name Mr./Ms/Mrs.
3. Father's/Husband's Name
4. Date of Birth, Age as on date
5. Contact No.....
6. Email
7. Correspondence Address

Past your
Passport size
Photograph

Sl. No.	Exam Passed	Board / University	Year of Passing	% of marks
1.				
2.				
3.				
4.				
5.				
6.				

8. Working Knowledge of Computer Operations
9. Working Knowledge of Hindi / English
10. Experience (in details)

Sl. No.	Name of Organization	Position Held	Total Period		Nature of Duties
			From	To	
1.					
2.					
3.					

11. Any other information
12. Expected monthly salary:(Rupees)

I hereby declare that the above particulars are true in every respect and nothing has been concealed or withheld by me.

Place:

Date:

(Signature of candidate)

Note : Photocopy of all documents related to Qualification and experience as mentioned in the application are required to be submitted along with the application form.