

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

Dated 3rd Sept, 2024

Notification

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

In this regard, earlier advertisement issued by TIDC Ltd for the post of Company Secretary cum Financial Controller (CSFC) shall be treated as cancelled due to unavoidable circumstances.

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 **12th September, 2024 up-to 5:30 PM**. For any other details may contact **Sri Sujib Das, Manager, TIDC Ltd (Contact no. 9436768506)**.

Signed by **(P.S. Debbarna)**
Debbarna General Manager
Date: **03-09-2024 10:45:23**

Copy to:-

- i. The Director, information Technology, Govt. of Tripura for information and with request to upload in the State portal.
- ii. The Editor, Dainik Sambad Newspaper with a request to publish in the newspaper in a size of 3 COL X 15 CM on 04-09-2024.
- iii. The Editor, Syandan Patrika Newspaper with a request to publish in the newspaper in a size of 3 COL X 15 CM on 04-09-2024

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** 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	Lumsum	1 (one)

Educational Qualification, Age & Experience:

- i. Education Qualification : Company secretary ship and Membership of the Institute of Company secretaries of India incorporated under the Company's act ,1956 and licensed under Section 25 of that Act.
- ii. Experience: Minimum 3(Three) years' experience as Company Secretary. Experience in Public Sector is preferable.
- iii. Age: Minimum 18 years and Maximum 50 years on the date of application for the post.

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

**Signed by Parimal S
Debbarma**

(P.S.Debbarma)
GM, TIDC Ltd

Date: 03-09-2024 10:47:04

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



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.