

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

F.TIDC/ESTT/11(21)/ 9002-03

Dated 17<sup>th</sup> March, 2025

## **Notification**

Tripura Industrial Development Corporation Ltd. (TIDC Ltd.) is inviting applications from the Indian Citizen to fill up the post of **1(One)** post of **Company Secretary (UR)** and **1(One)** post of **Chartered Accountant (UR)** 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 **31<sup>st</sup> March, 2025 up-to 5:30 PM** through email to [tidceestablishment@gmail.com](mailto:tidceestablishment@gmail.com).

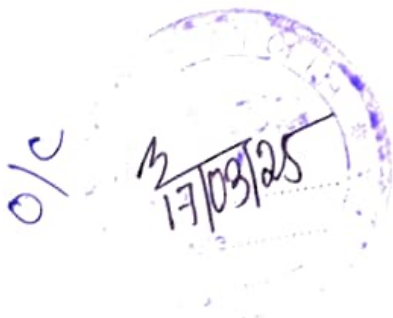
Signed by Partha Das  
Date: 17-03-2025 14:19:45  
**(Partha Das, TCS Gr-I)**  
OSD, TIDC Ltd

Copy to:

- The Director, Department of Information and Cultural Affair, Govt. of Tripura with a request to make necessary arrangement to publish in 2 (Two) Local "A" Category newspapers and 2(Two) National English Newspapers in a size of 10 CM X 2 COL.

Copy also forwarded to:

- Hon'ble Chairman, TIDCL for kind information please.



**I. Eligibility , Qualification , Experience and Other terms & conditions for Company Secretary.**

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

<b>Sl. No.</b>	<b>Name of the Position</b>	<b>Emolument (Consolidated) (per month)</b>	<b>No. of Position</b>
1.	<b>Company Secretary (UR)</b>	Lumsump	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. At-least 5(Five) years post qualification experience in working as Company Secretary. Would be responsible for all company law matters. Budget and Accounts function, Income Tax matters of the Corporation. Should be conversant with new company formation, public issue, statutory compliance including filing with MCA portal, financial analysis and appraisals, Accounts Compilation , Statutory Audit, Supplementary Audit, Preparation of Annual Report, Planning and Implementation of terms and other forms of business and Industrial loans.
3. Age : 35 years to 45 years as on 31-03-2025, 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 may be required to join immediately.
3. No TA/DA will be paid for attending the interview.

All desirous candidates must 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**".

## II. Eligibility, Qualification , Experience and Other terms & conditions of Chartered Accountant .

Tripura Industrial Development Corporation Ltd. (TIDC Ltd.) is inviting applications from the Indian Citizen to fill up the post of **Chartered Accountant** 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.	<b>Chartered Accountant</b>	Lumsump	1 (one)

### 1. Professional Qualification:

- The Candidate should be a qualified Chartered Accountant.
- The Candidate must be a member of the Institute of Chartered Accountants of India (ICAI) and hold a valid Certificate of Practice (COP).

### 2. Experience

- Minimum 3 to 5 years of post-qualification experience in auditing, taxation, and financial advisory.
- Working experience in the PSU shall be preferred.

### 3. Age: 35 Years to 45 years as on 31-03-2025.

### 4. Other terms and conditions:

- The positions are purely on a contractual basis and can be extended on mutual consent.
- The candidate engaged will have to execute an agreement with TIDC Ltd. renewable based on satisfactory performance.
- The candidate engaged to this position shall not be part of the regular staff in the matter of recruitment to regular post.
- 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.
- 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:**

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

All desirous candidates must 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**".

## 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./Email .....
6. Correspondence Address .....

Past your  
Passport  
size  
Photograph

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

7. Working Knowledge of Computer Operations .....
8. Working Knowledge of Hindi / English .....
9. Experience (in detail)

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

10. Any other information .....

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)

