

TAMILNADU TOURISM DEVELOPMENT CORPORATION LIMITED,

No.2, Tourism Complex, Wallajah Road, Chennai-600002
Contact No. 25333850 to 54 and E.mail ID:ttdc@vsnl.com

**TTDC INVITES
APPLICATION FOR THE POST OF COMPANY SECRETARY**

No. of Posts	:	1 (One)
Category	:	General Turn
Qualification	:	ACS (Preference to the Additional Qualification of CA/ICWA)
Age	:	Upto 45 years as on 01.07.2017(age relaxation as per government Orders are applicable)
Experience	:	Minimum one year experience in Board Meeting and Company Matters.
Scale of Pay	:	Rs.15600-39100/- PB-3 Grade Pay Rs.5400/- (Pre-revised scale) (Basic Pay, Grade Pay, DA and other Allowances will be paid as per rules of this Corporation)

General Instructions:-

1. Candidates employed in Government / Quasi Government shall also apply through proper channel.
2. The Chairman and Managing Director, TTDC Limited has the right to cancel or modify or terminate this notification without assigning any reasons.
3. The decision of the Chairman and Managing Director, TTDC, regarding Selection / Rejection will be final and no appeal will be entertained.
4. On scrutiny of applications received from the applicants the call letter will be sent to the qualified applicants only by intimating the date of interview.

Please apply in the prescribed format that will be available in our website. The filled in application along with testimonials superscribing the envelope with "Application for the post of Company Secretary" should reach the following office on (or) before 29.01.2018

The Chairman and Managing Director
Tamilnadu Tourism Development Corporation Limited
Tourism Complex,
No.2, Wallajah Road, Chennai-600002
Contact No. 25333850 to 54
Website: www.tamilnadutourism.org



TAMILNADU TOURISM DEVELOPMENT CORPORATION LIMITED,

No.2, Tourism Complex, Wallajah Road, Chennai-600002

Contact No. 25333850-54

Website: www.tamilnadutourism.org

Application for the post of Company Secretary

PERSONAL DATA

1.Name in full :
(In BLOCK LETTER)

2.Sex :

3.Address for Communication :

Affix Recent
Passport size
photograph
(Self attested)

Mobile No.

4. Permanent Address :

5.Place of Birth :

6.Date of Birth :

7.Age :

8.Marital Status : YES / NO

If Yes,

a. Name of the spouse :

b. Whether employed : YES / NO

.....2

c. If yes, Particulars of Employment of spouse as below:-

Name of the Employer	Address of the Employer	Length of Service	Designation

d. Number of Children:

Sl. No.	Name of the Children	Age	Educational details

9. Family History:

Sl. No.	Name	Age	Employment details, if any.
1.	Father :		
2.	Mother :		
3.	Brothers :		
4.	Sisters :		

10. i. Name of the Religion :
- ii. Name of the Community :
- iii. Name of caste / sub-caste :

11. Languages known:

Sl.No.	Name of the Languages known	Speak	Read	Write

12. Reference (at least two references not related to the applicant and residing in India may be given)

Sl.No.	Name	Address	Position	Telephone No.
1.				
2.				

13. Details of physical disability of
Permanent nature or chronic illness, if any :

14. Qualification and Experience:-

(i) **EDUCATIONAL QUALIFICATIONS:**

Sl. No.	Name of the School / College	Name of the University	Examinations passed with month / year	Special Subjects	% of marks & Class

(ii) Detail of Experience (Starting from the present employment)

Sl. No.	Employer's Name & Address	Position Held		Duration with dates	Description of Work*	Major Responsibilities	Last salary drawn with break up details
		On Joining	On Leaving				

.....6

* Add separate sheets, giving description of work.

(iii) SEMINARS / COURSES ATTENDED

Sl. No.	Name of the Organizer / Institution	Topic	Duration & Period

GENERAL

- I. a) any relative or acquaintance working in this Corporation : YES / NO
If yes, give details :
- b) Details of relatives working in other Public Sector Undertakings / Government :
- II. a) Membership with Professional Institutions :
b) Other Institutions :
- III. Sports proficiency :
- IV. Any political affiliation. If so, give a Brief detail :
- V. Have you applied before to this Corporation :
- VI. Minimum gross emoluments acceptable :
- VII. Minimum joining time required :

DECLARATION

I,.....solemnly declare that the details given above are true to the best of my knowledge and I will produce the supporting documents for the same and in case, if the details given are found not correct, I shall abide by the action of the management.

**SIGNATURE OF THE
APPLICANT**

Place:

Date:

Enclosures:-

1. Age Proof
2. Community Certificate
3. Educational Qualifications – Self Attested copies of relevant certificates.
4. Experience Certificate – from previous and present employers.
5. No Objection Certification from the present Employer
6. Any other relevant details
7. Application fee has to be paid by means of DD – Rs.250/- for SC/ST and Rs.500/- for General, MBC & BC drawn in favour of “Tamilnadu Tourism Development Corporation Limited, Chennai-600002” payable at Chennai, (Applications received without prescribed fee will be rejected)