



TIDEL PARK COIMBATORE LIMITED

ELCOSEZ, Villankurichi Road, Civil Aerodrome Post, Coimbatore - 641 014, Tamil Nadu.
0422-2513604 | hr@tidelcbe.com | www.tidelcbe.com

Notification No. HR/003/2022

Date: 11.07.2022

RECRUITMENT NOTIFICATION FOR THE POST OF ASSISTANT MANAGER (COMMUNICATIONS) ON A CONTRACT BASIS

TIDEL Park Coimbatore Ltd. (TPCL) is in the business of leasing out the plug and play IT infrastructure in the SEZ format. TPCL was established in the year 2010. TPCL does not fall under the definition of 'Government Company' as per section 2(45) of the Companies Act 2013. TPCL is a joint venture of TIDEL Park Ltd, TIDCO, ELCOT and STPI.

2. TPCL is looking for a dynamic and high-performing professional for the following posts on a fixed-term contract basis, renewable every year based on the satisfactory performance of the candidate for up to three years, extendable for a further period as decided by the Management / Board of Directors. Interested professionals may submit their applications through email (hr@tidelcbe.com) mode only from **13.07.2022 10 am to 27.07.2022 5 pm** through the website www.tidelcbe.com.

S. No.	Position	No. of Posts	Location	Compensation
1	Assistant Manager (Communication)	One (1)	TIDEL Park, Coimbatore	CTC is negotiable based on Last Drawn Pay and experience. (TDS and other statutory deductions, are applicable)

3. **Age (as on 01.07.2022)**
Minimum Age: 30 Years as on 01.07.2022

4. **SKILLS & EXPERIENCE: Assistant Manager (Communication)**

Educational Qualification	Full time Undergraduate Engineering in Electronics & Communication
Work experience	At least 5 years post qualification experience in Operations of Multi-storied Building / Industrial Parks / IT Parks / similar large organisations / PSU etc.
Required Skills	<ol style="list-style-type: none">i. Should have experience in operations & maintenance of Integrated Building Management System (IBMS)/ Building Automation System (BAS) / Servers/ Workstations/ Network Switches/ IP Phone System / Video Conferencing Systemii. Experience in Operation and Maintenance of entire IBMS System & should have experience in troubleshooting of Honeywell & Bosch systemsiii. Experience in preparation of preventive maintenance schedules, Bill of Quantity (BOQ), critical spares list etciv. Experience in handling of Liasioning activities with Clients and Contractors, etcv. Experience in handling of new projects like installation & commissioning of security control equipment etcvi. MS word, Excel, Power point etcvii. Speed in responding to queries.

Language Requirement - Excellent business communication skills in English and Tamil are mandatory. The candidate shall have qualified with Tamil as a language in matriculation or equivalent or shall have appropriate certification to prove their Tamil reading, writing and speaking skills.

Note:

- i. The qualification prescribed should have been obtained by passing the required qualification in the order of studies, i.e, Matriculation/ SSLC/equivalent - HSC/Diploma/equivalent - 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 TPCL.
- iii. TPCL at its discretion can transfer or send the selected candidate on deputation to its joint ventures/ subsidiaries/ promoter companies/ other institutions.
- iv. Eligible internal candidates may also apply.

5. **RESPONSIBILITIES**

a. **Assistant Manager (Communication)**

The individual is responsible for the handling responsibilities as assigned by the Management in alignment with team goals and overall business plan. She/he shall

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- i. Co-ordination with O&M contractors to rectify the breakdown calls
- ii. Preparing, issuing & verifying the PPM schedules carried out by the O&M contractors
- iii. Authorizing & monitoring the cold/ hot permits to vendors / occupants etc
- iv. Guiding helpdesk operator in addressing occupants' problems
- v. Maintaining minimum stocks for O&M activities
- vi. Shall efficiently co-ordinate and arrange all materials, tools tackles, equipment and labours for proper execution and completion of the works/ services
- vii. Submit periodical report to management including equipment status, store stocks, tools & spares requirement etc.
- viii. Certifying the bills of O&M contractors and forwarding the same for payments
- ix. Monitoring Logbooks, check lists, attendance of O&M contractors periodically

6. APPLICATION

Interested professionals may submit their applications through email only to hr@tidelcbe.com from **13.07.2022 10 am to 27.07.2022 5 pm**. Any applications beyond the specified time will not be accepted in any situation. TPCL has the right to reserve the extension of time.

7. RECRUITMENT PROCESS

TPCL 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/Tamil, in-person in Chennai/Coimbatore. Depending upon the situation, it may also be conducted through video calls, in online mode. TPCL will notify the time, date and format of the interview to the shortlisted candidates.

8. 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 TPCL, in *.pdf* format, to an e-mail 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 10th Std/HSC/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. TPCL 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.

9. GENERAL INSTRUCTIONS

- a. The candidate shall file her/his application only after agreeing to all the terms and conditions mentioned in this document. Any candidate who is not in agreement with any of the terms indicated in this document, shall not file any application for this post.
- b. The post is on a fixed-term contract, renewable every year based on the satisfactory performance of the candidate, for up to three years. The Management / Board of Directors of TPCL, at their discretion, can offer to further extend the tenure in the manner as decided by them.
- c. The appointment shall be based purely on the policies as decided by TPCL. Comparison with any other organisation and subsequent claims shall not be entertained.
- d. Only Indian Nationals are eligible to apply.
- e. Excellent English communication skills with working knowledge of Tamil is mandatory.
- f. Candidates selected for appointment to the post will be required to produce a certificate of physical fitness from a Registered Medical Practitioner.
- g. 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 TPCL at the time of application, ie., the details thereof.
- h. Applications containing wrong claims relating to basic qualification/eligibility/age/educational qualification will be liable for rejection.
- i. The decision of TPCL 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 TIDEL Coimbatore on this behalf.

- j. Any request for change of address, details mentioned in the submitted application will not be entertained subsequently.
- k. 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.
- l. 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 TPCL.
- m. TPCL 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.
- n. 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.
- o. Any candidate trying to exert any undue influence directly or indirectly shall be disqualified.
- p. 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 TPCL in future should be identical and there should be no variation of any kind.
- q. 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.
- r. 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 TPCL as mentioned in this notification and is subject to the final decision of TPCL.
- s. Words of masculine gender in these instructions should, wherever the context so requires, be taken to include the feminine gender and other genders.

- t. 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.
- u. TPCL 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 TPCL and the candidates are advised to keep a close watch on our authorized website (www.tidelcbe.com) for latest updates, till the recruitment process gets completed.

10. **ANNOUNCEMENTS**

All further announcements/details on this process will only be published on the website www.tidelcbe.com.

Date: 11.07.2022
Place: Coimbatore

MANAGING DIRECTOR
TIDEL PARK COIMBATORE LIMITED

Annexure I

**(Fill the application, sign it and mail it in pdf format only to
hr@tidelcbe.com)**

TIDEL PARK COIMBATORE LIMITED		
Recruitment Notification: TPCL/HR/003/2022		
FOR OFFICE USE ONLY		
DATE OF RECEIPT:		
APPLICATION NO.:		
Application for the post of Assistant Manager (Communication)		
S. No	Details	
1	Name	
2	Age as on 01.07.2022	
3	Date of Birth	
4	Gender	
5	Father's Name	
6	Mother's Name	
7	Primary Mobile number	
8	Alternate Mobile number	
9	Primary E-mail	
10	Alternate E-mail	
11	Address for communication	
12	Permanent address	

13	Educational Qualifications					
	Qualification	Year of Completion	% of marks/ CGPA	Institution	Board / University	State
	10 th / Matriculation					
	HSC / equivalent					
	UG Degree in Electronics & Communication Engineering					
	Equivalent Post Graduate Degree (if any)					
	Certifications, if any					
	Other qualifications					

14	Language skills			
		To speak	To read	To write
	English			
	Tamil			
	Others:1 -			
	Others:2 -			
	Others:3 -			

15	Work experience				
	Name of the organisation	Designation	From	To	Remuneration per annum in Rs.
Candidate may attach a brief note as an enclosure, on the responsibilities handled, extra-ordinary achievements, if any, in the previous responsibilities					

Terms and Conditions:

- a) I have read and understood all the terms and conditions mentioned in the notification.
- b) All the information provided by me is true to the best of my knowledge. I am aware that if any of the information provided by me is found to be incorrect, my application /appointment shall be rejected without any notice.
- c) I will submit all certificates as and when requested by TPCL. I am aware that if I fail to submit the proof of my claims on experience or qualification or if at any stage it is found that I have made false claims, I shall be debarred from participating in any recruitment process by TPCL or its group institutions.
- d) I have enclosed one of the following ID proof – **Aadhar / Voter ID (EPIC)/ Passport / Driving License** (tick the applicable one) bearing **ID No.** _____.

Recent passport size colour photograph	Signature of the applicant
Date:	Place: