



**The Tamilnadu Industrial Investment Corporation Limited**  
**692, Anna Salai, Nandanam, Chennai – 600035.**

**Email :** [recruitment@tiic.org](mailto:recruitment@tiic.org)

**Website :** [www.tiic.org](http://www.tiic.org)

**NOTIFICATION NO: HRM/1/2024**

**dt. 22.12.2024**

### **1. Important Date & Time**

<b>Date of Notification</b>	<b>22.12.2024</b>
<b>Date of Opening of application window</b>	<b>22.12.2024</b>
<b>Last date for submission of application</b>	<b>05.01.2025</b>

### **2. General Instructions:**

- a) Applicants should apply only through online mode in the Corporation's website [www.tiic.org](http://www.tiic.org). Detailed procedure on how to apply is given in Annexure-I to this notification.
- b) A valid e-mail ID is mandatory for applying through online. Inquiries relating to online application registration will be answered only if the inquiries are received through a registered e-mail ID.
- c) Applicants should select the name of the post for which the applicant wishes to apply.
- d) The candidates should keep ready the scanned image of their photograph, taken within the last 3 months. Online applications uploaded without photograph will be rejected
- e) Candidates should carefully fill in the details in the online application at the appropriate places and click on the 'SAVE AND PROCEED' button at the end of each page of the application. Before pressing the 'SAVE AND PROCEED' button, candidates are advised to verify each particular field in the application.
- f) Candidates can edit/add/delete any information while filling the online application. Before finally submitting the application, candidates will be given the option of seeing a preview of their application.

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- g) An individual is considered to have applied for a recruitment, if and only if, he / she finally submits the application, by clicking the 'SUBMIT' button. The mere availability of a preview shall not be tantamount to "having applied" for a particular recruitment.
- h) Information regarding criminal cases / disciplinary cases:
- a. In case of any criminal case is filed / disciplinary action is taken against or conviction / punishment is imposed on a candidate after submission of the online application at any stage of the recruitment process before the completion of entire selection process such candidates should report this fact to TIIC in the next immediate stage. Failure to comply with these instructions shall result in rejection of candidature after due process and debarment for a period of one year.
  - b. Any violation of instruction therein will be result in rejection of application and forfeiture of his/her candidature after due process.

### 3. Posts & Vacancies

SL.NO	NAME OF THE POST	NO. OF VACANCIES
1	Senior Officer (Finance) – On Contract	9
2	Senior Officer (Technical) – On Contract	7

Note: The number of vacancies notified is tentative and is liable for modification. **The above posts are temporary and purely on contract basis for a period of two years only.**

### 4. Eligibility Conditions

- 4.1 Age Limit (as on 01.11.2024)  
The candidates should not have completed 70 years (in case of retired officials) and 40 years (in case of other candidates).

## 4.2 Educational Qualification and Experience:

<b>S.NO.</b>	<b>NAME OF THE POST</b>	<b>QUALIFICATION</b>	<b>EXPERIENCE</b>
1	Senior Officer (Finance) – On Contract	ACA/CMA	For Retired Government Officials/Bank Officials/ FIs adequate experience in financial institution is desirable. For other candidates minimum of one year of experience in Bank or financial Institution is a must. Applicants must produce Experience Certificate when called for personal interview.
2	Senior Officer (Technical) – On Contract	B.E./B.TECH/AMIE with I Class or 60% and above of marks in the above examinations.	Candidates shall have experience in appraisal of loan proposals. Retired at the level of AE/SE in PWD / Highways / RD Dept., or Retired faculty in Govt. Engg. College or Govt. Aided Engg. College. For other candidates minimum of three year of experience in Bank or Financial institution is a must. Applicants must produce Experience Certificate when called for personal interview.

4.3 Language: The candidates should be able to read, write and speak in English and Tamil

**5. Period of Contract: TWO YEARS**

## 6. Salary

S.No.	Category	Salary
1.	For Retired Government /Banks /FI Officials	50% of emoluments last drawn (Pay + Dearness Allowance last drawn) irrespective of whether pension scheme is in vogue or not and with a condition that such pay plus basic pension of the individual shall not exceed his last pay drawn.
2.	For Others	Rs.75,000/- p.m.

## 7. Place of Posting:

In the Branch Offices of the Corporation based on the requirement.

## 8. Selection Procedure

The selection will be based on the performance in the interview (to be held at Head Office in Chennai only). The candidates shall be admitted to interview based on the educational qualification and experience entered in the Online Application.

**Note: No Travelling Allowance will be paid by the Corporation for attending interview.**

## 9. Other Important Instructions:

- a) Before applying, the applicants should ensure their eligibility and that they fulfill all the conditions with regard to age, educational qualifications, experience, etc., as prescribed.
- b) Applicants requiring clarification, can contact the Head Office of the Tamilnadu Industrial Investment Corporation Ltd. (TIIC) in person on all working days between 10.00 am and 5.45 pm / through email at [recruitment@tiic.org](mailto:recruitment@tiic.org).

- c) Communication regarding the date and time of personal Interview will be sent only to the email ID of the applicants as entered by them in the application. TIIC is not responsible for non-delivery of email due to any reasons whatsoever.
- d) Unless specific instruction is given, applicants are not required to submit along with their application any certificates (in support of their claims regarding age, educational qualifications, community, etc.). The same can be submitted when called for by the TIIC.
- e) If any of the claims is found to be incorrect, it will lead to rejection of their candidature after due process.

## ANNEXURE - I

### INSTRUCTIONS ON HOW TO FILL THE APPLICATION:

1. Applicants should apply only through online mode in the Corporation's website [www.tiic.org](http://www.tiic.org).
2. The Candidates must first register himself/herself in the Corporation's website before applying through online mode.
3. A valid email ID is mandatory for the above registration.
4. A candidate who wishes to apply for the post should login into the website by using User ID and Password created at the time of registration and fill in all the required details. In case the candidate forgets the Password, he/she can retrieve or reset them using the "FORGOT PASSWORD" option. The Corporation will not furnish User ID and Password details to the candidates.
5. The candidates can apply for both the posts if they possess required qualification and experience prescribed for that particular post.
6. Candidates shall upload their photograph taken within the last 3 months at the time of submission of application. The photograph should be in colour, of passport size, against a white background and taken in a photo studio.
7. Upload of Resume: The candidates are requested to upload their updated resume in Word / PDF file format only.
8. The candidates can preview and verify the details he/she entered in the website and after ensuring that the details entered are correct, should click on "**SUBMIT**" button. Once submitted the application, no further corrections can be carried out in the online application. The application number generated by the System will be displayed in the web-page and sent to the candidate's registered email ID.
9. The candidate, after submitting his/her application, can download the application at any time from the website by entering his/her user ID and password.
10. The candidate should take printout of the downloaded application and handover the same at the time of interview after duly signing the application.

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