



TIDEL PARK LIMITED

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Notification No. HR/1/2020

Date: 17.09.2020

RECRUITMENT NOTIFICATION FOR THE POST OF CHIEF FINANCIAL OFFICER

TIDEL Park Ltd. (TIDEL) is in the business of leasing out plug and play infrastructure for IT and manufacturing industries. TIDEL was established in the year 2000 as a joint venture of TIDCO, ELCOT, STPI and other partners. TIDEL does not fall under the definition of 'Government Company' as per section 2(45) of Companies Act 2013. TIDEL also has many other JVs and projects like TNRDC (the company that built OMR and ECR), TIDEL Park Coimbatore Limited, AEROHUB Sriperumbudur, IT Park at Pattabiram, etc., to name a few.

2. TIDEL is looking for a dynamic and high-performing professional for the post of Chief Financial Officer (CFO). The position will be on a fixed term contract basis, renewable every year based on the satisfactory performance of the candidate for upto three years and extendable for further period as decided by the Board of Directors. Interested professionals may submit their applications through online mode only from 17.09.2020 10 am to 01.10.2020 5 pm through the '**online mode only**' to email (hr@tidelpark.com) only.

S. No.	Position	No. of Posts	Location	Compensation
1	Chief Financial Officer	One	Chennai	A net CTC of Rs. 12 Lakhs to Rs. 16 lakhs (negotiable) per annum depending on the experience and qualification. (TDS and other statutory deductions, as applicable)

3. AGE (AS ON 15.09.2020)

Minimum age: 30 years; Maximum age: 45 years, as on 15.09.2020

4. SKILLS & EXPERIENCE:

Educational Qualification	Chartered Accountant / Chartered Financial Analyst / Full-time MBA or equivalent in Finance.
Work experience	<p>At least 10 - 15 years' overall experience, of which at least 3-5 years should be in a senior management role in-charge of handling the complete, finance, accounts and audit functions of an organisation of similar/ higher revenue. For suitable candidates with CA or CFA, relaxation in experience criteria will be considered, as decided by TIDEL.</p> <p>Should have been involved in project phase accounting, capitalisation of expenses, handling debt financing, in negotiations with funding institutions to optimally raise capital; and in structuring project finance.</p> <p>Preference will be given to those with experience in operations of Industrial Parks, IT Parks and similar establishments.</p> <p>Preference will be given to those who have had oversight over other functions such as HR, Secretarial, and Commercial (revenue realization from customers).</p>
Required Skills	<ul style="list-style-type: none">i. General accounting and financial principlesii. Budget, forecasts, financial compliances and reporting, taxationiii. Financial Strategyiv. Managerial accountingv. Tenders and contracts including Government Procurements

	vi. Facility Management and a keen sense on optimizing inventories and adoption of just in time practices.
	vii. Project Management
	viii. Excellent business communication skills
	ix. English and Tamil language skills
	x. MS Word, Excel, PowerPoint

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 TIDEL. This does not include official travel expenses and official mobile/telephone/internet charges, which will be as per the policies of TIDEL.
- iii. The CFO being a 'Key Managerial Personnel', the selected candidate shall be ordinarily residing in Chennai during the term of contract, ie, Chennai shall be considered the home station during the period of engagement.
- iv. TIDEL at its discretion can transfer or send the selected candidate on deputation to its joint ventures/ subsidiaries/ promoter companies/ other institutions.

5. RESPONSIBILITIES

CFO is one of the Key Managerial Personnel of the Company. She / he shall,

- (i) Take a leadership role in developing the financial strategy, risk management, growth planning, modernization including digitization, project management, etc.,

- (ii) Ensure adherence to relevant financial and accounting principles and all statutory compliances.
- (iii) Handle tenders and execute contracts for TIDEL, in accordance with company's policies.
- (iv) Report to the Managing Director on a day to day basis and to the Board of Directors.
- (v) Ensure maintenance of ethical standards and standards of financial propriety.
- (vi) Identify new projects, evaluate them, strategise and hand-hold the projects through their execution. These projects shall be in line with the vision of TIDEL and shall be in areas that are directly/ indirectly associated with TIDEL's operations.
- (vii) To take up the responsibility of managing the overall affairs related to day to day operations of the IT Park.
- (viii) Be a team player and also be an effective leader guiding other employees in achieving the goals of the Company, and also handle overall HR and administrative matters.
- (ix) Coordinate with clients and various stakeholders like Government, Businesses, etc., for effective operation and business development.
- (x) Actively take part in all strategic decision-making processes of TIDEL and be a leader in driving the company's growth.

6. APPLICATION

Interested professionals may submit their applications through email only to hr@tidelpark.com from 17.09.2020 10 am to 01.10.2020 5 pm.

7. RECRUITMENT PROCESS

TIDEL 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 interview conducted for such shortlisted candidates, conducted in English/Tamil, in person in Chennai. Depending upon the situation, it may also be conducted through video calls, in online mode. TIDEL will notify the time, date and format of 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 email request from TIDEL, in *.pdf* format, to an e-mail id provided to the candidate. If the documents are not sent within 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, candidature of the candidate shall be cancelled. TIDEL takes no responsibility to receive/collect any certificate/remittance/ document sent

separately. If 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 Board of Directors of TIDEL, 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 TIDEL. 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 election for Parliament/ State Legislature/Local Bodies etc., if any, should also be furnished to TIDEL 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) Decision of TIDEL in all matter regarding 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 enquires shall be entertained by TIDEL in 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 TIDEL.
- m) TIDEL 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 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 in all correspondence with TIDEL in future should be identical and there should be no variation of any kind.
- q) A recent recognizable photograph should be uploaded by candidate in the online application and 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 TIDEL as mentioned in this notification and is subject to the final decision of TIDEL.
- s) Words of masculine gender in these instructions should, wherever the context so requires, be taken to include 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 valid and functional mobile number and email ID.
- u) TIDEL 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 TIDEL and the candidates are advised to keep a close watch on our authorized website (www.tidelpark.com) for latest updates, till the recruitment process gets completed.

10. ANNOUNCEMENTS

All further announcements/details pertaining to this process will only be published in the website **www.tidelpark.com**.

Date: 17.09.2020
Place: Chennai

**MANAGING DIRECTOR
TIDEL PARK LTD.**

Annexure I

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

TIDEL PARK LIMITED		
Recruitment Notification: Admin/HR/1/2020		
FOR OFFICE USE ONLY		
DATE OF RECEIPT:		
APPLICATION NO. :		
Application for the post of Chief Financial Officer		
S. No	Details	
1	Name	
2	Age as on 15.09.2020	
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					
	CA / CFA / MBA or equivalent in Finance					
	Certifications, if any					
	Other qualifications					

14	Skill sets			
	Skill		Y / N	Certification, if any
	Budgeting, forecasts and Financial strategy			
	Financial compliances and reporting, taxation including IT and GST			
	Financial Management and Accounting			
	Tenders and contracts including Government Procurements			
	Tally			
	Business Analytics, Risk management			
	Real estate facility management			
	Business communication skills			
15	Language skills			
		To speak	To read	To write
	English			
	Tamil			
	Others:1 -			
	Others:2 -			
	Others:3 -			

16	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: <p>a) I have read and understood all the terms and conditions mentioned in the notification.</p> <p>b) All the information provided by me are 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.</p> <p>c) I will submit all certificates as and when requested by TIDEL. 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 TIDEL or its group institutions.</p> <p>d) I have enclosed one of the following ID proof – Aadhar / Voter ID (EPIC)/ Passport / Driving License (tick the applicable one) bearing ID No. _____.</p>					
Recent passport size colour photograph			Signature of the applicant		
Date :			Place :		