

	<p>TAMILNADU TRADE PROMOTION ORGANISATION (A joint venture of India Trade Promotion Organisation (ITPO) and Tamilnadu Industrial Development Corporation Ltd (TIDCO)) No.6A, 6B, 6C, Chennai Trade Centre Complex, Mount Poonamallee Road, Nandambakkam, Chennai - 600 089</p>
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TNTPO/Admin/113/2022

Date: 25.05.2023

Tamilnadu Trade Promotion Organisation (TNTPO) is a CPSE and joint venture of India Trade Promotion Organisation (ITPO) and Tamilnadu Industrial Development Corporation Ltd (TIDCO) invites applications for one post of **Deputy Manager (Finance & Accounts) on Contract basis.**

Name of the Post	Deputy Manager (Finance & Accounts)
Pay	Commensurate with the experience
Educational Qualification	Associate Institute of Chartered Accountants of India / Institute of Cost and Works Accountants of India. <u>Preferable</u> Knowledge of Computer Application in Accounting Practices (Tally etc.)
Eligibility criteria	Minimum five years relevant experience after passing above examinations.
Upper Age Limit	45 Years
Period of Contract	Three Years
Job Profile	Assisting the Manager (Accounts) in Budgeting, Cash Flow Management, Project Finance, Finalisation of Annual Accounts and Liaison with Internal Auditors, Statutory Auditors, Tax Auditors, Company Secretary Consultant C&AG, ITPO (Holding Company) and TIDCO officials, and other Government departments where ever necessary. Filing necessary returns as required by the Statutory Acts such as Income Tax Act, GST Act, Companies Act, ESI & EPF etc and any other works as directed by the Managing Director.
Last Date for Submission	15.06.2023 *

***Note: Age and experience will be reckoned as on the closing date of receipt of applications.**

2. The application form should contain the following details:

(i) Name (ii) Father's Name (iii) Date of Birth/Age as on 15.06.2023 closing date (iv) Permanent Address (v) Postal Address (vi) Telephone/Mobile No. (vii) E-mail id (viii) Nationality (ix) Educational Qualification (x) Experience specifying the name of the Organisation, Posts held from time to time indicating the last pay drawn and tenure of each post; (xi) Details of present post held, name of the Organisation/Department etc.,

3. Applications, duly filled in all respects on A-4 size paper should reach this office on or before 15.06.2023. The envelope bearing the application should be addressed to:

**The Managing Director,
Tamilnadu Trade Promotion Organisation,
No.6A, 6B, 6C, Chennai Trade Centre Complex,
Mount Poonamallee Road,
Nandambakkam, Chennai - 600 089.**

4. Important Instructions

- i) TNTPO reserves the right not to fill the post without assigning any reason whatsoever. Mere fulfilling the criteria will not vest any right the candidate for being called for interview.
- ii) In case, it is found at any stage that a candidate does not fulfil the eligibility criteria and/or that he/she has furnished incorrect/false information/certificate/ documents or has suppressed any material information, appropriate action will be taken.
- iii) If any such malpractice is detected even after appointment, his/her services are liable to be terminated.

5. Other instructions.

- a. The recent Passport size photograph, photocopies of Educational Qualifications/Experience Certificates should be enclosed with application and the original should be produced at the time of interview.
- b. No objection certificate from the previous employer shall be submitted by the applicant at the time of appointment, if the applicant is working in any Govt. department/Undertaking.
- c. The candidates are required to appear for an interview at their own expense. TNTPO reserves the right to short list and/or to reject any or all the applications without assigning any reason.

- d. TNTPO will not be responsible for non-receipt of any communication sent to the candidates due to postal/non-delivery or delay or loss in transit.

The above advertisement is also available at:

www.chennaitradecentre.org

Managing Director