

ELECTRONICS CORPORATION OF TAMILNADU LIMITED

NOTIFICATION NO:ELCOT/HR/A1/0003079/19-20

DATED: 26.02.2020

1. Applications are invited in the prescribed format from the candidates by Registered Post up to **5.45 pm on or before 12.03.2020** for Direct Recruitment to the following posts in ELCOT:-

| Post | Number of Posts | Scale of Pay |
|---|---|--|
| Manager (Finance & Accounts) | 2 [GT -1, SC (A) -Woman -1] | Level 25 of Pay Matrix : Rs.59,300 – 1,87,700 |
| Deputy Manager -II (Finance & Accounts) | 4 [MBC & DC -1, BC (Other than BC Muslim) (PSTM) -1, BC Muslim -1, SC-1] | Level 22 of Pay Matrix : Rs.56,100 – 1,77,500 |
| Deputy Manager -II (Legal) | 1 MBC & DC (PSTM)-1 | |

GT- General Turn , BC - Backward Class, MBC/ DC - Most Backward Class/ Denotified Community, OBCM (Other than Backward Class – Muslims) , SC- Schedule Caste, A - Arunthathiar, G - General, W - Women, PSTM- Persons Studied in Tamil Medium.

2. **IMPORTANT DATES:-**

| | |
|--|------------|
| Last date for submission of applications | 12.03.2020 |
|--|------------|

3. **QUALIFICATIONS:-**

EDUCATIONAL & EXPERIENCE QUALIFICATIONS (as on 1.1.2020)

| Post | Educational Qualifications | Work experience |
|---------------------------------|---|---|
| Manager (F&A) | Chartered Accountant | 5 years with a minimum of 3 years in Junior managerial position |
| Deputy Manager -II (F&A) | CA(Inter)/ICWA | 3 years |
| Deputy Manager- II (Legal) | Degree in Engineering preferably with Diploma/Degree in Law | 5 years |

Note

- i. The Degree / Post Graduate Degree qualification prescribed should have been obtained after passing SSLC/10th, Diploma/H.S.C, Degree as the case may be.
- ii. Candidates possessing the qualification other than those mentioned in the above table are not eligible to apply.

4. EXPERIENCE CERTIFICATE:-

- The experience qualification should have been obtained after acquiring the prescribed educational qualification
- Experience certificate should be obtained from organisations specifying the period and experience.

NOTE: SELF ATTESTED COPIES OF CERTIFICATES AS PROOF OF EDUCATIONAL QUALIFICATION, EXPERIENCE, DATE OF BIRTH AND COMMUNITY (ISSUED BY COMPETENT AUTHORITY) SHOULD BE ENCLOSED.

5. AGREEMENT FORMAT:-

Candidates selected to the post of Manager/ Deputy Manager-II in ELCOT should produce an agreement in the form furnished below:

AGREEMENT

I hereby declare that I have read and understood the Service Rules of the Electronics Corporation of Tamil Nadu Limited, and I hereby subscribe to and agree to be bound by the said rules and regulations.

Date:

Signature:

Name in full:

Designation:

6. CERTIFICATE OF PHYSICAL FITNESS:-

Candidates selected for appointment to the post will be required to produce a certificate of physical fitness in the form prescribed below:

| Name of the Post | Standard of Vision | Form of Certificate of Physical Fitness |
|----------------------------|---------------------------|--|
| Manager | Standard-III or better | Form prescribed for Executive post. |
| Deputy Manager – II | Standard-III or better | Form prescribed for Executive post. |

7. GENERAL INFORMATION:

- a. The Rule of reservation of appointments is applicable to the above posts.
- b. The number of vacancies advertised is only approximate and is liable for modification including reduction or increase with reference to vacancy position, at any time before finalisation of selection.
- c. If no qualified and suitable woman candidates are available for selection against the vacancies reserved for them, those vacancies will be filled by male candidates belonging to the respective communal categories.
- d. If no qualified and suitable PSTM candidates are available for selection against the vacancies reserved for them, those vacancies will be filled by non PSTM candidates belonging to the respective communal categories.
- e. Even after filling up of the post reserved for SC Arunthathiyars on preferential basis, if more number of qualified Arunthathiyars are available, they shall be entitled to compete with the Scheduled Castes other than Arunthathiyars in the inter-se merit among them and if any posts reserved for Arunthathiyars remain unfilled for want of adequate number of qualified candidates, it shall be filled up by Scheduled Castes other than Arunthathiyars.
- f. Any claim relating to the selection (not related to candidature or / and claims made in the application) should be submitted when called for. Any claim received after the last date of receipt of application, will not be entertained.
- g. Correct and true information regarding arrest, convictions / debarment / disqualification by any recruiting agency, criminal or any disciplinary proceedings initiated or finalised, participation in agitation or any Political Organisation, candidature in election for Parliament / State Legislature / Local Bodies etc, if any, should also be furnished along with the application form i.e. the details thereof, originals of the judgement of Acquittals, order/ or G.O. Dropping further action in Departmental proceedings or any document that may prove the suitability of such candidates for a Government appointment in such cases must be produced at the stage / time of certificate verification.
- h. Applications containing wrong claims relating to other basic qualifications / category of reservation / educational qualification will be liable for rejection.
- i. Procedure for Selection: Initial scrutiny will be based on educational qualification, experience and final selection will be based on interview by a panel of Senior Officers.

8. INSTRUCTIONS TO CANDIDATES:

- a. The candidates applying for the examination should ensure that they fulfill all eligibility conditions. **Their admission to all stages of the selection will be purely provisional, subject to satisfying of the eligibility conditions.** Mere issue of memo of admission to the candidate will not imply that his/her candidature has been fully cleared by ELCOT.

- b. **A person can apply for one post only, even though he/she may be eligible for other posts.**
- c. Self attested copies of relevant certificates, mark sheets, documents etc., in support of qualification and experience should be attached with the application.
- d. Only Indian Nationals are eligible to apply.
- e. Application superscribing on the top left corner of the cover with “Application for the post of Deputy Manager-II/Manager” should reach the Office of the Managing Director, ELCOT at the below address.

The Managing Director
Electronics Corporation of Tamil Nadu Limited,
MHU Complex,II Floor,
692,Anna Salai, Nandanam, Chennai- 600 035.

- f. **ELCOT will not be responsible for any delay in receipt of applications after due date owing to postal delay or other reasons. Hence, candidates are advised to apply sufficiently in advance before the last date of receipt of applications.**

**APPLICATION FORM FOR THE POSTS OF MANAGER (F&A), DEPUTY
MANAGER (F&A) AND DEPUTY MANAGER (LEGAL)**

(Strike out whichever is not applicable)

(Application may be typed in Bold Capital letters)

| | | | |
|-----|--|---|-------------------------------------|
| 1. | Name of the Applicant (BLOCK LETTERS) | | Affix recent passport size photo |
| 2. | Father's Name | | |
| 3. | Date of Birth (with age in years) | (DOB) years | |
| 4. | Community | General / BC (OBCM) / BC Muslim / MBC & DC / SC / SC (A) (Strike out whichever is not applicable) | |
| 5. | Gender | | |
| 6. | Nationality | | |
| 7. | Marital Status | | |
| 8. | Permanent Address | | |
| 9. | Address for communication: | | |
| 10. | Mobile Number : | | |
| 11. | Alternate Mobile Number: | | |
| 12. | Email Address: | | |

13.Educational Qualifications* :

| Sl. No. | Educational Qualification | Degree / Specialisation | Year of Passing | Name of University/ Board | Grade/ Class obtained | Marks in % |
|---------|---------------------------|-------------------------|-----------------|---------------------------|-----------------------|------------|
| (i) | Post Graduation | | | | | |
| (ii) | Graduation | | | | | |
| (iii) | Any other | | | | | |

14.Experience* (if any)-certificate should be issued by competent authority authorised by the Management.

| Sl. No | Name of the Organisation | Designation | Duration | | Total Duration | Job Nature |
|--------|--------------------------|-------------|----------|----|----------------|------------|
| | | | From | To | | |
| (i) | | | | | | |
| (ii) | | | | | | |

15.Projects / Training* if any:

| Sl. No | Name of the Project / Training with full details | Duration | | Institution with full address |
|--------|--|----------|----|-------------------------------|
| | | From | To | |
| (i) | | | | |
| (ii) | | | | |

* - (Additional Sheets/Columns / Rows may be added wherever necessary)

Declaration:

I, _____, hereby declare that the particulars furnished by me in this application are true to the best of my knowledge and belief. In case, any information is found to be incorrect, my candidature shall liable to be rejected.

Signature of the Applicant

Date: _____