



**ELECTRONICS CORPORATION OF TAMIL NADU
LIMITED
CHENNAI – 35 (ELCOT)**

ELCOT
Adding value through IT

1. Applications are invited for engagement of Chief Operating Officer, Chief Technology Officer and Chief Financial Officer on purely temporary basis for a period of 3 years.
2. With regard to qualifications, experience and Nature of Work to be performed, eligible applicants are requested to refer the Terms of Reference uploaded in ELCOT Website www.elcot.in and for other terms and conditions. The last date of receipt of applications is **10.10.2023 @ 5.00 p.m.**

For further details visit our websites: www.elcot.in

Sd/-xxx
MANAGING DIRECTOR

J. Lital
General Manager (HR).

General Manager (HR)
ELCOT, Chennai-35.



M/S. ELECTRONICS CORPORATION OF TAMIL NADU LIMITED

No. 692, 2nd floor, MHU Complex, Anna Salai, Nandanam, Chennai – 600 035.

Terms of Reference for the posts of (1) Chief Operating Officer, (2) Chief Technical Officer and (3) Chief Finance officer.

Background:

ELCOT now performs its core function of IT Promotion & Development; Procurement of Hardware and Software; IT Infrastructure (Data centre and TNSWAN) management and is the nodal agency for Grievance Redressal for Telecom Service Providers. ELCOT now proposes to engage in active marketing of its assets and also to position Tamil Nadu and ELCOT towards attracting investments to its IT parks and Towers.

Towards achieving this objective, it is proposed to engage the services of experts in the relative sector by contract basis. At the leadership level ELCOT proposes to engage (i) Chief Operating Officer (COO) (ii) Chief Technology Officer (CTO), (iii) Chief Finance Officer (CFO) to lead the respective sectors in ELCOT.

Qualification:

The qualifications required, experience, age and pay etc. are tabulated below:

Sl. No	Name of the Post	Qualification	No. of Posts	Experience	Maximum Age	Pay in Rs. p.m.
1	Chief Operating Officer	MBA from reputed Business school or Masters/PhD from a top tier institution.	1	More than 15 years	60 years	2,50,000/- Consolidated
2	Chief Technology Officer	M.E/ M.Tech ECE/CSE/IT/EEE/equivalent from a top tier institution.	1	More than 15 years	60 years	2,50,000/- Consolidated
3	Chief Finance Officer	Chartered Accountant with C.S	1	More than 15 years	60 years	2,50,000/- Consolidated

***TDS WILL APPLY**

The descriptions for the roles are as below. The scope of work given is only indicative. It will be subject to change based on any reform or restructuring taken up in the company.

Scope of work:

1. Roles and responsibilities of Chief Operating Officer are as given below:

- (a) Develop and implement operational strategies to achieve the company's goals and objectives.
- (b) Over all ELCOT's IT parks operations and management, Risk management, Relationship management.
- (c) Conduct thorough market research to identify trends, opportunities, and challenges within the sector and utilize data-driven insights to guide decision-making and refine strategies based on evolving market dynamics.
- (d) Identify new projects for ELCOT and develop strategies to attract investments for existing and new ELCOT IT Parks.
- (e) Manage budgets, resource allocation, and financial planning to achieve cost-effective operations.
- (f) Drive initiatives related to business growth, market expansion, and customer satisfaction.
- (g) Represent ELCOT in meetings, Road shows and lead presentations.

2. Roles and responsibilities of Chief ^{Technology} Technical Officer are as given below:

- (a) Standardising the Technical Specifications of devices for various government Department requirements.
- (b) Aid and advise the Government Departments in hosting their application based on policies in force.
- (c) Monitoring and Management of Rate Contract Tenders and Special Procurement Tenders.
- (d) Monitoring and Management of State Data Centre and Disaster Recovery Centre.
- (e) Monitoring and Management of Customer Requests and Interaction with Customer Departments and Suppliers.
- (f) Billing and Payment of Vendor invoices
- (g) ERP/Unified Portal for ELCOT.


Financial

3. Roles and responsibilities of Chief Finance Officer are as given below.

- (a) To examine feasibility studies and DPRs from the point of view of the overall economic viability of the projects and
- (b) To examine feasibility studies and DPRs from the point of view of the overall economic viability of the projects.
- (c) To ensure all funds are sanctioned in line with the Budget provisions except contingent expenditure.
- (d) To constantly evaluate and improve fiscal management and to explore the possibilities of introducing automation, new technologies, modernization etc. for improving the quality of output.
- (e) To ensure adherence to the corporate insurance guidelines and provide coordination to ensure that the entity is adequately and cost effectively insured against risks.
- (f) To represent the organisation as its Finance spokesperson to Investors, external agencies, interest parties and public.

Duration of Contract: The Contract period will be for a period of three years on annual renewable contract.

for ELECTRONICS CORPORATION
OF TAMIL NADU LIMITED


MANAGING DIRECTOR

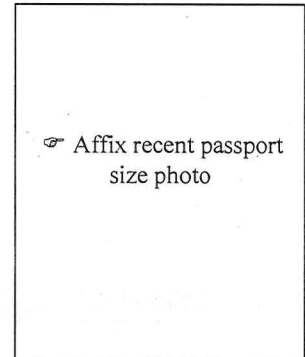


**APPLICATION FORM FOR THE POSTS OF CHIEF OPERATING OFFICER, CHIEF
TECHNOLOGY OFFICER, CHIEF FINANCIAL OFFICER**

(Application may be filled in bold Capital Letters)

Applying for the Post of

Name of the Applicant (BLOCK LETTERS)	
Father's Name	
Gender	
Date Of Birth (with age in years)	_____ (DOB) _____ years
Nationality	
Email Id	
Contact No	
Alternate Contact No	
Marital Status	



ADDRESS FOR COMMUNICATION:	
PERMANENT ADDRESS	
PRESENT ADDRESS	

EDUCATIONAL QUALIFICATIONS

S. No	QUALIFICATION	INSTITUTION	YEAR OF PASSING
1			
2			
3			

EXPERIENCE

Sl. No	Name of the Department	Designation	Duration		Total Duration	Job Nature
			From	To		
1						
2						
3						
4						
5						

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.

Date:

Signature of the Applicant