



TAMIL NADU FIBRENET CORPORATION LIMITED
(A Government of Tamil Nadu undertaking)
Door.No.807, 5th Floor, P.T.Lee Chengalvaraya Naicker
Building, Anna Salai, Chennai-600 002.

Employment Notification No.54/TANFINET/2022 Dated:21.02.2023

Tamil Nadu FibreNet Corporation Limited (TANFINET), the State Implementing Agency (SIA) for BharatNet Phase-II Project in Tamil Nadu, requires qualified & experienced candidate for the post as mentioned below on Contract basis (purely temporary).

S. No	Name of Post	Remuneration per month (in Rs.)	No of post	Educational Qualification	Max Age limit	Min Age limit
1.	Company Secretary	1,00,000/- (Consolidated Pay)	1	Associate Member of Institute of Company Secretaries (ACS). Minimum of 3 years of post-qualification experience in handling secretarial compliance of Public/ Private Limited	40	25

Note: -

Age, qualification & experience stipulated for above post should be as on 01.01.2023.

Company Secretary:

1) Duties and Responsibilities:

- Ensuring all the compliances under the Companies Act 2013.
- Convening and conducting of Board Meetings, Committee Meetings, and Annual General Meetings and ensuring of complete board procedures.
- Preparing Agenda, Notices, Board's Report, and Resolutions & Minutes of Annual General Meeting, General Meeting, Board Meeting and Committees Meeting, Issue of shares.
- To ensure the compliance of secretarial standards as applicable for the company.
- To ensure compliances with Department of Telecom requirements.

- Advising on good governance practices and compliance of Corporate Governance norms as prescribed under various Corporate and Other Business Laws.
- Performs any other activities as entrusted by Managing Director, TANFINET Corporation in interest of the organisation.

2) Selection Process:

The applicants shortlisted based on the eligibility criteria will be called for personal interview. The candidates will be judged on different facets like knowledge, skills, comprehension, attitude, aptitude, physical fitness etc. The success in the above stated selection process does not confer any right to appointment on the candidate. The decision of TANFINET Corporation is final in this regard.

3) Concessions & Relaxations:

- a. The age limit prescribed shall be relaxed by five years in respect of candidates belonging to Scheduled Castes or Scheduled Caste (Arunthathiyars) or Scheduled Tribes and two years in respect of candidates belonging to Most Backward Classes/ Denotified Communities, Backward Classes (other than Muslim) or Backward Classes (Muslim).
- b. A Differently Aabled person shall be eligible for an age concession up to ten years over and above the age limits prescribed for the notified post provided the applicant is otherwise fully suitable and the disability is not such as would render him/her incapable of efficiently discharging the duties w.r.t post for which the candidate is selected (Disability Certificate to be attached along with prescribed application form).

4) General Conditions:

- a. Only Indian Nationals can apply.
- b. Age, Qualification & experience stipulated above should be as on 01.01.2023. The candidates are advised to ensure before applying that they fulfill the eligibility criteria and other requirements mentioned and that the particulars furnished by them are correct in all aspects. In case, if it is detected at any stage of recruitment process that the candidate does not fulfill the eligibility criteria and/ or does not comply with other requirements of this advertisement and / or the candidate has furnished any incorrect or false information or has suppressed any material fact,

the candidature is liable to be rejected. If any of the above short comings is/ are detected even after appointment, the services will be terminated without any notice.

- c. The contract period is initially for a period of one year and the same may be extended for further period subject to requirement and performance of the candidates on sole discretion of TANFINET Corporation.
- d. Merely meeting the above qualifications and experience shall not entitle a candidate to be selected for interview. Only short-listed candidates will be notified for interview. TANFINET Corporation reserves the right to shortlist the candidates. Acceptance or rejection of application of the candidates will be at the sole discretion of Management.
- e. Depending on the requirements, the TANFINET Corporation reserves the right to cancel/ curtail the number of vacancies without any further notice and without assigning any reason thereof.
- f. No TA/DA will be paid by TANFINET Corporation to the candidates for attending the interview.
- g. TANFINET Corporation reserves right to withdraw the advertised post at any time without assigning any reason and also reserves the right to fill either in the same position or at a lower position or not to fill the posts and TANFINET Corporation decision in this regard shall be final.
- h. Persons already working in Government/ PSU organization should apply through proper channel and produce NOC at the time of interview.
- i. Incomplete application or without relevant supporting enclosures (self-attested copies for proof of Date of Birth/Community/Educational Qualifications/Class & Percentage of Marks/Experience/Salary drawn etc.,) will be out rightly rejected.
- j. Candidates attempting to influence or interfere with the selection process will be rejected summarily and be declared disqualified for future TANFINET recruitments.
- k. Application fees- NIL.

5) How to Apply:

- a) Applications must be in response to our advertisement quoting "Notification No." and "Post applied for" in the application form.
- b) Application should be submitted strictly as per the prescribed format of TANFINET Corporation.

- c) Name of the "Post applied for" should be superscribed on the envelope containing the application.
- d) Prescribed application form along with the requisite documents must be forwarded only by hard copy to TANFINET through Post/Courier addressed to:

**The Managing Director,
Tamil Nadu FibreNet Corporation Limited,
Door.No.807, 5th floor, P.T.Lee Chengalvaraya Naicker Trust,
Anna Salai, Chennai- 600002**

- e) The application along with enclosures should reach TANFINET Corporation on or before 5.45 P.M of 10.03.2023.
- f) TANFINET Corporation will not be responsible for any delay/loss in postal transit of any application.
- g) Candidates shall compulsorily provide a valid email ID in the application Form. All correspondence from TANFINET Corporation shall be sent only through the email ID provided by the candidate.
- h) Telephonic queries (044-28888230) will be attended on all working days between 10.00 A.M to 6.00 P.M.
- i) Email queries may be addressed to "tanfinet@tn.gov.in"

**Sd/-
Managing Director**

General Manager (HR & Admin)



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APPLICATION FORM

(Please fill in **BLOCK** Letters only)

Affix Self-
Attested
Photograph

Advertisement No. & Date:

Application for the Post of:

Personal Details:

Name in CAPITAL LETTERS		
Surname	First name	Middle name

Father's Name	Husband's Name

Nationality	State of Domicile	Gender			Marital Status			
		M	F	Transgender	Married	Unmarried	Widow	Divorcee

Date of Birth (DD/MM/YYYY)			Age (as on 01.01.2023) Yrs Months Days			Religion				
						Hindu	Muslim	Christian	Specify if Others	

Category (Tick the appropriate category and enclose valid certificate from the appropriate Authority for categories other than General).							
GEN	BC	BCM	MBC & DC	SC	SCA	ST	Differently Abled Person

Local Address / Address for communication							Permanent Address:							
Pin							Pin							

Tel . No / Mobile No:

E-mail:

Home Town

(Signature)

Details of Educational Qualification (Self attested certificate copies to be enclosed):

Qualification	College / University / Institution	Name of the Degree	Duration of the course	Year of passing	% of Marks/ CGPA
Matriculation (10 th STD.)					
Higher Secondary (+2)					
Diploma					
UG					
PG					
Other Qualifications					

Details of Certifications: (self-attested copies)

Certification if any	Name of the Certificate	Date of issue	Duration of course

Work Experience (Self attested certificate copies to be enclosed):

Name of the organization/ Type of organization (Govt/PSU/PVT)	Post(s) held	(Mandatory to fill up all columns)						Total no. of Years & Months	Scale of pay / gross salary	Job Responsibility
		From		To						
		DD	MM	YYYY	DD	MM	YYYY			

Note:- You may attach additional sheets for qualification/Experience if required.

Please indicate two references in senior positions in your previous workplaces:-

S.No	Name	Current Designation	Organization	Contact No / Mob.No/Tel.No	Official Email ID
1					
2					

If selected specify the minimum required joining time

(Signature)

Extra-Curricular activities

S.No	Languages known	Read	Write	Speak

List of self-attested documents to be attached along with the application form:-

- i. Date of Birth Proof: Copy of Birth Certificate or 10th Certificate
- ii. Copy of proof of Education Qualification
- iii. Copy of Experience Certificate(s)
- iv. Copy of Community Certificate(s)
- v. Other relevant certificates (if any)

Declaration:

I hereby declare that all statements as mentioned in this application are true and correct to the best of my knowledge and belief. I understand that in the event of any particulars or information given above being found false or incorrect, or if at any stage it is found that I do not possess the prescribed qualification/experience for the post, my candidature will be rejected ab-initio and I will not have any right to attend the interview. If any shortcoming(s) is/are detected even after appointment, my services may be terminated. I also certify that I am not facing any charge of, nor have ever been convicted for, any act of moral turpitude or economic offence. I am also aware that all correspondence to the candidates will be only through email ID provided by me.

Place:

Date:

(Signature)