



TPIPL / Recruitment Notification Ref. TPIPL/2025-1 Dt. 22.01.2025

Tamilnadu Polymer Industries Park Ltd
(A Govt. of Tamilnadu Enterprise)
Egmore, Chennai – 600 008.
Phone -: +91 6383908695

Recruitment Notification Ref. TPIPL/2025-1 dt: 22.01.2025

Post : Company Secretary
Experience : 5 Years and above
Recruitment by : Direct Contract basis
Remuneration : Rs.60,000/- (Negotiable)

**Application Submission Date :
on or before 10th February 2025.**

**For more details:
Website <https://www.tnpolymerpark.com>**

DIPR/ 50 /DISPLAY/2025 **Managing Director**

- Tamilnadu Industrial Development Corporation Limited (TIDCO) & State Industries Promotion Corporation of Tamilnadu Limited (SIPCOT) Jointly formed a Special Purpose Vehicle (SPV) in the name of **“Tamilnadu Polymer Industries Park Limited (TPIPL)”** for setting up of the Polymer Industries Park in the identified 240 acres of land in Puzhuvivakkam and Voyalur Villages, Tiruvallur District, close to Ennore Port.
- Considering the scope for polymer and allied industries, Government of Tamil Nadu took initiative to promote “Polymer Industries Park” exclusively for housing polymer and allied industries by dovetailing the grant approved under centrally sponsored “Scheme for setting up of Plastic Parks” of Department of Chemicals and Petrochemicals (DC&PC), Ministry of Chemicals and Fertilizers, Government of India. Currently, the Polymer Industries Park is under final stages of development.
- This is the first state-of-the-art Polymer Industries Park Project in Tamil Nadu designed to meet the growing need for using bio-degradable polymer and innovative technologies due on the ban of “one-time use plastics” by Tamil Nadu Government.
- Applications are invited for the Company Secretary (One Post) from eligible candidates.
- The selected Candidate shall report duty **immediately / within 30 Days.**



Job Description and Requirements Criteria for the Position:

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| Educational Qualification | <ul style="list-style-type: none"> ➤ Qualified Company Secretary from ICSI. ➤ Preference shall be given to the candidates having additional qualification in law. |
| Work experience | <ul style="list-style-type: none"> ➤ 5 years of relevant experience in any reputed Industrial/Infrastructure/Finance Organization and handling Company law matters, regulatory and procedural compliances, secretarial matters and acting as a link between the Company, Board, Government, Regulatory authorities and all other Stakeholders. ➤ Preference will be given to the candidates having Govt / PSU experience. |
| Key Responsibilities | <ul style="list-style-type: none"> ➤ Responsible for all compliances under the Companies Act, 2013 and filing of relevant documents, forms, returns, and applications for and on behalf of the Company under the Act, and drafting letters, resolutions, minutes, advise the Board on the secretarial matters as and when required. ➤ Drafting and reviewing of Contracts as per the requirement of the business. ➤ Manage and coordinate the Legal/Compliance Audit activities. ➤ Convening all meetings of the Company, preparing agendas, taking minutes, conveying decisions, handling meeting correspondence, board reports as required under the Act. ➤ Maintaining and updating the Statutory Registers and secretarial documents. ➤ Keeping up to date with all regulatory or statutory changes and policies that might affect the organization. ➤ Coordination with the Govt. of TN/ Govt. of India/Govt. & Private Entities as and when required. |
| Requisite Skills | <ul style="list-style-type: none"> ➤ Excellent oral and written communication skills. ➤ Strong interpersonal skills. |



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| Age | ➤ Minimum 30 years as of 01.01.2025 |
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NOTE:

- I.** TPIPL at its discretion can amend /relax the age, experience for the deserving candidates.
- II.** **The current remuneration is fixed at Rs.60,000/- (negotiable).** The final amount will be decided by TPIPL based on the candidate's expertise and performance.
- III.** The said post will be recruited on Direct contract basis initially for a period of one year, which will be extended based on the performance of the candidate. The selected candidate will be eligible for increment subject to the approval of competent authority.
- IV.** The qualification prescribed should have been obtained by passing the required qualification in the order of studies, X Std / HSC or UG Degree / Professional Qualification, as the case may be, from any institution recognized by Government or competent Government agencies.
- V.** TPIPL at its discretion can transfer or send the selected candidate on deputation to its promoter companies.

1. APPLICATION

- a.** Interested candidates may submit their application in the format of **Resume (both word and pdf format) as per the Annexure with the relevant copy of certificates and any other relevant documents in support of eligibility (.pdf format)** as per the details provided by the candidate in the Resume.
- b.** The Application shall be submitted through email to mf@tnpolymerpark.com **from 22.01.2025 10:00 AM to 10.02.2025 05:00 PM.**



c. Application may also be submitted offline (online is preferred) to the below Office Address:

The Manager Finance and Administration
Tamilnadu Polymer Industries Park Limited,
No.19-A, II Floor, Rukmini Lakshmi pathy Road,
Egmore, Chennai – 600008.

d. Applications (online and offline) beyond the specified time will not be accepted under any circumstances. TPIPL has the right to reserve the extension of time.

2. RECRUITMENT PROCESS

TPIPL will call for the shortlisted candidates for the Interview. The recruitment will be based on the interview conducted for such shortlisted candidates. The Interview will be conducted in English, **in-person in Chennai at above address**. TPIPL will notify the time and date of the interview to the shortlisted candidates.

3. DOCUMENTS TO BE SUBMITTED

The candidate shall produce all required and valid original certificates/documents while appearing for interview. In the absence of original certificates/documents, the candidature of the candidate shall be cancelled. TPIPL takes no responsibility to receive/collect any certificate/remittance/ document sent separately.

4. GENERAL INSTRUCTIONS

I. The candidate shall send his/her application only after agreeing to all the terms and conditions mentioned in this document. Any candidate, who is not in agreeing with any of the terms indicated in this document, shall not require to apply for this 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.

II. Applications containing wrong information(s) relating to basic qualification/eligibility/age/educational qualification will be punishable.

III. Any request for change of address, details mentioned in the submitted application will not be entertained subsequently.

IV. The appointment shall be based purely on merit basis. Any subsequent claims comparing this process to that of other organization(s) will not be entertained.

V. Only Indian Nationals are eligible to apply.

VI. Excellent English communication skills are mandatory.

VII. 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 the election for Parliament/ State Legislature/Local Bodies etc., if any, should also be furnished in the Resume.

VIII. The decision of TPIPL in all matter regarding the 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 enquiries shall be entertained by TPIPL on this behalf.

IX. Other Instructions:

- a. 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 TPIPL.

- b. TPIPL 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.
- c. The candidate should submit one (1) valid application, not more than that, if found, both will be rejected.
- d. Any candidate trying to exert any undue influence directly or indirectly shall be disqualified.
- e. Candidates will have to appear for the interview at their own expenses.
- f. The selected candidate should submit a medical fitness certificate at the time of joining.
- g. Words of masculine gender in these instructions should, wherever the context so requires, be taken to include the feminine gender and other genders.
- h. The correspondence will be communicated via email; therefore, a valid email address must be provided.
- i. TPIPL shall not be responsible if the information/intimation do not reach candidates in case of change in the email Id, mobile number, technical fault or otherwise, beyond the control of TPIPL and the candidates are advised to keep a close watch on our authorized website <https://www.tnpolymerpark.com> for latest updates/further announcement/details on this process till the recruitment process gets completed.

5. CONTACT

In case of any queries / Clarification, please write to us at mf@tnpolymerpark.com or contact +91 6383908695.


