



TIDEL NEO LIMITED

No.4, Rajiv Gandhi Salai, Taramani, Chennai - 600 113, Tamil Nadu, India

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Notification No. TNL/HR/1/2025-3

Date: 19.03.2025

RECRUITMENT NOTIFICATION FOR THE POST OF EXECUTIVE ASSISTANT

TIDEL NEO LTD – A Mini IT parks with an area of just 50,000 – 1 lakh square feet, based on market demand assessment at identified towns of Tamil Nadu, in a phased manner. The main goal of the project is to introduce the services sector across Tamil Nadu and boost the development of Tier 2 and Tier 3 towns. And businesses will now have access to world class spaces across the state at affordable cost, thereby making them more competitive and efficient.

2. TIDEL Neo Ltd., is looking for a dynamic and high-performing professional for the post of Executive Assistant. The position will be on a fixed term contract basis, renewable every year based on the satisfactory performance of the candidate for upto three years and extendable for further period as decided by the Board of Directors. Interested professionals may submit their applications from **19.03.2025 to 02.04.2025** through the 'online mode only' to email: hr@tidelpark.com.

Position	No. of Post	Location	Pay / CTC Per Month
Executive Assistant	Four (4)	Villupuram – 1 No. Thanjavur -1 No. Salem -1 No. Thoothukudi – 1 No.	Rs.25,000/-*
*CTC is negotiable based on Last Drawn pay and experience. (TDS and other statutory deductions, are applicable)			

3. SKILLS & EXPERIENCE:

Educational Qualification	Any Graduate
Work experience	2 years of experience in using computers, Microsoft tools (Word, Excel, Power point) with English Typing
Language Skills	Excellent business communication skills in English and Tamil.

NOTE:

- i. The qualification prescribed should have been obtained by passing the required qualification in the order of studies, i.e, Matriculation/ SSLC/equivalent - HSC/Diploma/equivalent - UG Degree as the case may be, from any institution recognized by Government or competent Government agencies. All qualifications shall be based on full time studies only.
- ii. Compensation: CTC is negotiable based on Last Drawn pay and experience. (TDS and other statutory deductions, are applicable) and as decided by TIDEL Neo Ltd., This does not include official travel expenses and official mobile/telephone/internet charges, which will be as per the policies of TIDEL Neo Ltd.,
- iii. TIDEL Neo at its discretion can transfer or send the selected candidate on deputation to its joint ventures/ subsidiaries/ promoter companies/ other institutions.

4. RESPONSIBILITIES

- i. An Executive Assistant in Operations & Maintenance (O&M) typically to supports senior management and ensures smooth operational activities.
- ii. Assist in coordinating and support the O&M team with data entry for maintenance records, performance metrics, and other operational data, and prepare reports as needed.
- iii. Actively take part in all strategic decision-making processes of TIDEL and be a leader in driving the company's growth.

- iv. To undertake any other official responsibilities assigned by the Managing Director / Management from time to time.

5. APPLICATION

Interested professionals may submit their applications through email only to hr@tidelpark.com from **19.03.2025 to 02.04.2025**.

6. RECRUITMENT PROCESS

TIDEL Neo will shortlist suitable candidates based on their qualifications and experience. The shortlisted candidates will be called for interview. The recruitment will be based on interview carried on for such shortlisted candidates, conducted in English/Tamil, in person in Chennai. TIDEL Neo will notify the time, date and format of interview to the shortlisted candidates.

7. DOCUMENTS TO BE SUBMITTED

a) During submission of application:

Photo identity proof (with the photo of the candidate clearly visible) issued by the competent authority viz, Aadhaar Card / Passport / Electoral Photo ID Card / Driving license. No other ID cards will be accepted.

b) Shortlisted candidates when requested:

The following documents shall be sent within 2 working days of email request from TIDEL, in *.pdf* format, to an e-mail id provided to the candidate. If the documents are not sent within stipulated time, the candidature shall stand cancelled automatically without any further notice.

- i. Mark-sheets & Certificate of 10th Std/HSC/Graduation or qualifying degree examination/Professional Course/other certifications, etc.
- ii. Experience certificate.
- iii. Community Certificate, if applicable
- iv. Any other relevant documents in support of eligibility.

The candidate shall produce all the required and valid original certificates/documents while appearing for interview. In the absence of original certificates/documents, candidature of the candidate shall be cancelled. TIDEL Neo takes no responsibility to receive/collect any certificate/remittance/document sent separately. If interview is conducted in online mode, the candidate shall send self-attested scanned copies of all certificates.

8. GENERAL INSTRUCTIONS

- a) The candidate shall file her/his application only after agreeing to all the terms and conditions mentioned in this document. Any candidate who is not in agreement with any of the terms indicated in this document, shall not file any application for this post.
- b) The post is on a fixed term contract, renewable every year based on the satisfactory performance of the candidate, for up to three years. The Board of Directors of TIDEL, at their discretion, can offer to further extend the tenure in the manner as decided by them.
- c) The appointment shall be based purely on the policies as decided by TIDEL Neo Ltd., Comparison with any other organisation and subsequent claims shall not be entertained.
- d) Only Indian Nationals are eligible to apply.
- e) Excellent English communication skills with working knowledge of Tamil is mandatory.
- f) Candidates selected for appointment to the post will be required to produce a certificate of physical fitness from a Registered Medical Practitioner.
- g) 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 election for Parliament/ State Legislature/Local Bodies etc., if any, should also be furnished to TIDEL NEO LTD at the time of application, ie., the details thereof.

- h) Applications containing wrong claims relating to basic qualification/eligibility/ age/educational qualification will be liable for rejection.
- i) Decision of TIDEL NEO LTD in all matter regarding 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 enquires shall be entertained by TIDEL NEO LTD in this behalf.
- j) Any request for change of address, details mentioned in the submitted application will not be entertained subsequently.
- k) Before applying for the 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.
- l) 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 TIDEL NEO LTD.
- m) TIDEL NEO LTD 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.
- n) Not more than one application shall be submitted by the candidate. In case of multiple applications only the latest valid (submitted) application will be retained.
- o) Any candidate trying to exert any undue influence, directly or indirectly shall be disqualified.

- p) The candidate should ensure that the signatures appended by him/her in all the places viz. in his/her call letter, attendance sheet, etc. and in all correspondence with TIDEL NEO LTD in future should be identical and there should be no variation of any kind.
- q) A recent recognizable photograph should be affixed in the application form and candidate should ensure that copies of the same are retained for use at various stages of the process.
- r) Candidates will have to appear for the interview at their own expense. Appointment of selected candidates is subject to his/her being declared medically fit and as per other requirements of TIDEL NEO LTD as mentioned in this notification and is subject to the final decision of TIDEL NEO LTD.
- s) Words of masculine gender in these instructions should, wherever the context so requires, be taken to include feminine gender and other genders.
- t) Intimations will be sent by email only to the primary email mentioned in the application form submitted by the candidates. Hence, the applicant shall enter valid and functional mobile number and email ID.
- u) TIDEL Neo Ltd., shall not be responsible if the information / intimation do not reach candidates in case of change in the mobile number, technical fault or otherwise, beyond the control of TIDEL NEO LTD and the candidates are advised to keep a close watch on our authorized website (www.tidelpark.com) for latest updates, till the recruitment process gets completed.

9. ANNOUNCEMENTS

All further announcements/details pertaining to this process will only be sent by email only to the primary email mentioned in the application form submitted by the candidates.

Date:
Place: Chennai

DIRECTOR
TIDEL NEO LTD

TIDEL NEO LIMITED
Recruitment Notification: TNL/HR/1/2025-3

FOR OFFICE USE ONLY

DATE OF RECEIPT:

APPLICATION NO.:

Application for the post of Executive Assistant

S. No	Details	
1	Name	
2	Age as on 31.03.2025	
3	Date of Birth	
4	Gender	
5	Mother's Name	
6	Father's Name	
7	Primary Mobile number	
8	Alternate Mobile number	
9	Primary E-mail	
10	Alternate E-mail	
11	Address for communication	
12	Permanent address	

13	Educational Qualifications					
	Qualification	Year of Completion	% of marks/ CGPA	Institution	Board / University	State
	10 th / Matriculation					
	HSC / equivalent					
	UG Degree					
	Certifications, if any					
	Other qualifications					
14	Language skills					
		To speak	To read	To write		
	English					
	Tamil					
	Others: 1 -					
	Others: 2 -					

15	Work experience				
	Name of the organization	Designation	From	To	Remuneration per annum in Rs.
Candidate may attach a brief note as an enclosure, on the responsibilities handled, extra-ordinary achievements, if any, in the previous responsibilities					

Terms and Conditions:

- a) I have read and understood all the terms and conditions mentioned in the notification.
- b) All the information provided by me are true to the best of my knowledge. I am aware that if any of the information provided by me is found to be incorrect, my application /appointment shall be rejected without any notice.
- c) I will submit all certificates as and when requested by TIDEL Neo Ltd., I am aware that if I fail to submit the proof of my claims on experience or qualification or if at any stage it is found that I have made false claims, I shall be debarred from participating in any recruitment process by TIDEL Neo or its group institutions.
- d) I have enclosed one of the following ID proof – Aadhar / Voter ID (EPIC)/ Passport / Driving License (tick the applicable one) bearing ID No. _____.

Recent passport size colour photograph	Signature of the applicant
Date: _____ Place: _____	