**Tamil Nadu Urban Infrastructure Financial Services Limited**

19, T.P.Scheme Road, Raja Annamali puram, Chennai 600 028

Phone: 044-24643104 website: [www.tnuifsl.com](http://www.tnuifsl.com)

email: hr@tnuifsl.com

**TNUIFSL/HRD/REC/CS/2024-25/02 03.07.2024**

**1. Profile of the Organisation:**

Tamil Nadu Urban Infrastructure Financial Services Limited (TNUIFSL) is a Public Limited Company, promoted by Government of Tamil Nadu with participation from ICICI Bank, Housing Development Finance Corporation Limited and IL &FS Financial Services Limited. TNUIFSL is functioning under the administrative control of Municipal Administration & Water Supply Department, Government of Tamil Nadu.

TNUIFSL manages various funds such as Tamil Nadu Urban Development Fund (TNUDF), Water and Sanitation Pooled Fund (WSPF) and other Government Grant Funds. The main tasks of the company include project development, project appraisal, project structuring, resource mobilization and fund management are the main functions undertaken by TNUIFSL. The Company provides a spectrum of solutions towards the development of urban infrastructure, right from concept to commissioning of the projects.

TNUIFSL would like to recruit one post of Assistant Manager (Secretarial) and the qualifications and other details are furnished below:

**i. Qualifications:**

Bachelor’s Degree with Associate Member of the Institute of Company Secretaries of India (ACS).

**ii. Experience:**

Having not less than two years of post-qualification experience in secretarial works and compliances as per the provisions of the Companies Act, 2013, filing of forms with RoC, administrative and other related functions.

**iii. Salary:** The CTC for the post of will be about Rs. 9.78 lakhs per annum (with gross salary of Rs.60,545/- and other benefits plus variable performance pay of about Rs.21,000/-per month).

**iv. Age:** Not more than 40 years as on 01.07.2024.

**v. Place of work:** Chennai.

Application format can be sourced from [www.tnuifsl.com](http://www.tnuifsl.com).

Please note that the completed application along with the copies of documents for educational qualifications, experience & age can be sent to TNUIFSL, No.19, T.P. Scheme Road, Raja Annamalaipuram, Chennai 600028 directly or through mail to hr@tnuifsl.com up to 5.00 pm on or before 31.07.2024.

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**Format for Application for the post of Assistant Manager (Secretarial)**

|  |  |  |
| --- | --- | --- |
| 1. Name |  | Photo |
| 2. Father’s/Husband’s name |  |
| 3. Religion and Community  |  |
| 4. Date of Birth and Age(photocopy of certificate to be enclosed) |  |
| 4. Address for Communication   E mail:   Mobile No. |  |
| 6. Educational Qualifications: (photocopies of certificates to be enclosed) |
| Degree/Diploma | Regular / part time / correspondence | Year of Passing | Grade (%) | Name of University |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| 7. Computer proficiency  |  |
| 8. ACS (Associate Membership):  | No. | Date of enrolment: |
| 9. Experience & Employment Details after Post qualification: (photocopies of certificates to be enclosed) |
| i. | Total experience : |  |
| ii. | Post qualification experience : |  |
| iii. | iii. Details of experience:  |  |
|  | Employer’s Name & Address | Designation | Period of service |
| From | To |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| iv.  | Areas of experience  |  |
| v. | Salary drawn (latest) |  |
|  |  |  |  |  |
| 10. | Languages known : | **Read** | **Write** | **Speak** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| 11. | Time required to join  |  |
| 12. | Any other information of the candidate relevant to the post  |  |
|  | Declaration: I hereby declare that all the foregoing information given by me is true and correct. I shall furnish any other relevant information as and when required by the management |
|  | Place Signature |
|  | Date Name  |