



# TAMIL NADU SALT CORPORATION LIMITED

LLA Building, 735, Anna Salai, 4<sup>th</sup>Floor, Chennai-600 002.

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[www.tnsalt.com](http://www.tnsalt.com)

## RECRUITMENT NOTIFICATION

**Notification No. Admin/Estt/2021**

**Date:10.5.2021**

Applications are invited through **email / post up to 5 pm**, on **11.6.2021** from the eligible candidates who aspire to join the services of Tamil Nadu Salt Corporation (TNSC), a 'Category B' corporation, owned by Government of Tamil Nadu -

**for the post of "Chief Finance Officer (CFO)" on contract basis for 3 years on a total remuneration of Rs. One lakh per month lump sum.**

2. TNSC, started in 1974, is one of the largest producers of salt in Tamil Nadu. TNSC has its Corporate Office located in Chennai and salt plant located at Mariyur-Valinokkam, Ramanathapuram District. TNSC produces industrial grade salt, crystal iodised salt, refined free-flow iodised salt and double fortified salt. The average annual production stands at 1.5 lakh tonnes. TNSC has about 50 officers and staffs; and nearly 1200 NMR workers.

### **3. REQUIRED QUALIFICATIONS & EXPERIENCE (AS ON 1.6.2021)**

**Age – minimum 40 years**

**Knowledge of Tamil language (should have passed 10<sup>th</sup> Standard or equivalent with Tamil as a subject), effective English communication skills, business communication skills and basic computer knowledge are mandatory for the above post.**

#### **Note:**

The work experience, as per the conditions stipulated in the qualification criteria, can be before or after obtaining CA/ ICMA or a combination of both. The total experience shall be counted as on 01.6.2021

**4. Pay –** The remuneration will be Lump Sum amount of **Rs. one Lakh per Month** (negotiable).

No comparison, with any of the other organizations / PSU, in the matters of pay scale or allowances, shall be entertained at any point of time. Apart from remuneration as above, applicable travel allowance shall be provided. Allowances for travel to factory & official visits shall be as per the rules of TNSC only. TDS and PF deductions will be as applicable in terms of the Govt. rules.

## **5. ROLE of Chief Finance Officer (CFO):**

**The functions of the CFO shall be as per the statutory requirements under the provisions of the Companies Act, 2013.** The Chief Finance Officer shall be responsible for the preparation and maintenance of all accounts, establishment accounts, TDS, taxations including GST, ledgers, cash bills, ensuring internal audit, ERP, coordination with banks and auditors, etc. pertaining to all business transactions of Tamil Nadu Salt Corporation and its units and submit it to Statutory Auditors of TNSC.

Further the necessary Monthly financial statements shall be prepared for its Units and submit it to MD through GM -

- a. Monthly expenditure statement
- b. Monthly receipts and payments statements
- c. Profit and loss account
- d. Cost of production
- e. Trial Balance
- f. Fund forecast and monthly utilization statement.

## **6. APPLICATION:**

- a) The aspiring candidates may apply through **email / Post up to 5 pm, on 11.6.2021** in the format prescribed in Annexure I to this notification.
- b) The completed applications shall be supercribing on the "Application for **the Post of Chief Finance Officer & Name of the Candidate**" and sent to -  
The Managing Director,  
Tamil Nadu Salt Corporation Limited,  
735, Anna Salai, LLA Building, 4<sup>th</sup> Floor,  
Chennai 600 002  
**OR**  
the application in **pdf format** mailed to **hr@tnsalt.com up to 5 pm on 11.6.2021.**
- c) There is no registration/ application fee.

## **7. RECRUITMENT PROCESS:**

The recruitment will be based on an examination and interview at Chennai only. The format & other details will be communicated to the candidates.

## **8. GENERAL INFORMATION:**

- a) There shall be a probationary period for first one year.
- b) Only Indian Nationals are eligible to apply.

- c) All examinations and/or interviews at discretion of TNSC will be conducted in English at Chennai.
- d) While appearing for the interview, the candidate should produce all the required and valid original certificates/ documents prescribed below. In the absence of original certificates/ documents, candidature of the candidate shall be cancelled. TNSC takes no responsibility to receive/collect any certificate/remittance/document sent separately.
- e) **CERTIFICATE OF PHYSICAL FITNESS:** Candidates selected for appointment to the post will be required to produce a certificate of physical fitness from the Medical Officer of rank as stipulated by TNSC.
- f) Applications containing wrong claims relating to basic qualification / eligibility age / category of reservation / educational qualification will be summarily liable for rejection.
- g) Words of masculine gender in these instructions should wherever the context so requires be taken to include everyone.

#### **9. LIST OF ORIGINAL DOCUMENTS TO BE PRODUCED AT THE TIME OF INTERVIEW (AS APPLICABLE)**

- a) Printout / Original of the valid interview Call Letter and application form
- b) Proof of date of birth (Birth Certificate issued by the competent Municipal authorities or SSLC/X std. with DOB)
- c) Original Photo identity proof (with the photo of the candidate clearly visible) issued by the competent authority viz., Aadhar Card/ Passport/ Electors Photo ID Card or Driving license. No other ID cards will be accepted.
- d) Original mark-sheets & Certificate or 10th Std/HSC/Graduation or qualifying degree examination etc.
- e) Original Transfer Certificate of the last course completed.
- f) Original Community Certificate issued by the competent authority of Government of Tamil Nadu for all candidates other than those applying under General category.
- g) Candidates serving in Government/Quasi Govt. offices/Public Sector Undertakings (including Nationalized Banks and Financial Institutions) are required to produce a No Objection Certificate from their employer at the time of attending the interview.
- h) Experience certificate
- i) Any other relevant documents in support of eligibility or evidence of past work (write ups / proposals etc).

Note: Non submission of requisite certificate/ documents by the candidate at the time of interview will debar his/her candidature from further participation in the recruitment process. Issuance of offer of appointment lies solely at the discretion of TNSC and its decision will be final and binding.

## **10. IDENTITY VERIFICATION:**

- a) The candidate's identity will be verified with respect to his/her details on the call letter, in the attendance list and requisite documents submitted.
- b) If identity of the candidate is in doubt, the candidate may not be allowed to appear for the examination/interview. In case of candidates who have changed their name, they will be allowed only if they produce original Gazette notification/their original marriage certificate / affidavit in original.
- c) Candidates must note that the name as appearing on the call letter (provided during the process of registration) should match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the names indicated in the Call Letter and Photo Identity Proof, the candidate will not be allowed to appear for the examination.

## **11. OTHER INSTRUCTIONS:**

- a) 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.
- b) Decision of TNSC in all matters 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 for the purpose of conduct of examination, interview, verification etc. and any other matter relating to Recruitment Process will be final and binding on the candidate. No correspondence and personal enquires shall be entertained by TNSC in this behalf.
- c) Any canvassing or creating influence for undue advantage shall lead to disqualification from the Recruitment Process
- d) A 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 the TNSC in future should be identical and there should be no variation of any kind.
- e) A recent recognizable photograph MUST be uploaded by the candidate in the online application and the candidate should ensure that copies of the same are retained for use at various stages of the process. Failure to produce the same photograph at various stages of the process or doubt about identity at any stage could lead to disqualification.
- f) Candidates will have to appear for the examination and interview at their own expense.

- g) Appointment of selected candidates is subject to his/her being declared medically fit and as per other requirements of TNSC as mentioned in this notification and subject to service and conduct rules of TNSC, as decided by the Board.
- h) TNSC reserves the right to reschedule/ change and cancel/modify/add any of the criteria for the conduct of examination/interview/method of selection and provisional allotment etc.
- i) The applicant shall enter valid and functional mobile number and email ID. Intimations will be sent to the applicants **by email only** to the primary email mentioned in the application form.
- j) TNSC reserves the right to alter the remuneration and qualifications & experiences for the post.

**12. ANNOUNCEMENTS:**

All further announcements/details pertaining to this process will only be published in the authorized website **www.tnsalt.com** from time to time.

Date:10.5.2021  
Place: Chennai – 600 002

**Managing Director,  
TNSC**

**Annexure I**

**(Fill the application, sign it in ink, and send it to TNSC Office OR scan the application with certificates and mail it in PDF format )**

<b>TAMIL NADU SALT CORPORATION LIMITED</b>		
<b>Recruitment Notification: Admin/Estt/2021</b>		
<b>FOR OFFICE USE ONLY</b>		
<b>DATE OF RECEIPT:</b>		
<b>APPLICATION NO.:</b>		
<b>Application for the post of</b>	<b>CFO</b>	
<b>Sl. No</b>	<b>Details</b>	
1	Name	
2	Gender	
3	Date of Birth	
4	Age as on 1.6.2021	
5	Father's Name	
6	Mother's Name	
7	Primary Mobile number	
8	Alternate Mobile number	
9	Primary E-mail	
10	Alternate E-mail	
11	Nationality	
12	Religion	
13	Caste	
14	Community Certificate No.	

15	Address for communication					
16	Permanent address					
13	Educational Qualifications – (mention the name of the course passed)					
	<b>Qualification</b>	<b>Year of Completion</b>	<b>% of marks</b>	<b>Institution</b>	<b>Board / University</b>	<b>State</b>
	10 <sup>th</sup> / Matriculation					
	HSC / equivalent					
	UG Degree					
	PG degree					
	Professional					
14	Other skills / certifications, if any					

15	Awards, accolades, etc.,				
16	Languages known	to speak			
		to read			
		to write			
17	Work experience				
	<b>Name of the organisation</b>	<b>Designation</b>	<b>From</b>	<b>To</b>	<b>Remuneration per annum in Rs.</b>
<p><b>Attach a brief note as an enclosure, on the responsibilities handled, extra-ordinary achievements, if any, in your previous jobs (Enclosure – 1)</b></p>					
18	Details and contacts of reference persons, if any				
19	Hobbies				
20	Extra-curricular activities				
21	<p>Kindly enclose a write-up of not more than one page in the following topic: In your view, what are the important reasons for low industrialisation of southern Tamil Nadu? Give 3 suggestions for improving it. <b>(Enclosure – 1)</b></p>				
<p><b>Terms and Conditions:</b></p> <p>a) I have read and understood all the terms and conditions mentioned in the notification.</p> <p>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</p>					



<p>is found to be incorrect, my application /appointment shall be rejected without any notice.</p> <p>c) I have enclosed a write-up as mentioned in points 17 and 21 above.</p> <p>d) I have enclosed one of the following ID proof – <b>Aadhar / Voter ID (EPIC)/ Passport / Driving License</b> (tick the applicable one) bearing <b>ID No.</b> _____</p>	
<p><b>Recent passport size colour photograph</b></p>	<p><b>Signature of the applicant</b></p>
<b>Date:</b>	<b>Place:</b>

Note: Fill the application form, sign it, add all write-ups & enclosures and sent it to The Managing Director, Tamil Nadu Salt Corporation Limited, 735, Anna Salai, LLA Building, 4<sup>th</sup> Floor, Chennai 600 002

**OR**

forward it into **one single pdf document** and mail it to [hr@tnsalt.com](mailto:hr@tnsalt.com). On receipt of email, you will receive an automatic confirmation. Due acknowledgement will be mailed within 3 working days. If in case you have not received any acknowledgment within 3 working days, you may contact TNSC.

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