



ELECTRONICS CORPORATION OF TAMIL NADU LIMITED

ELCOT
Adding Value through IT

NANDANAM, CHENNAI - 35.

APPLICATIONS ARE INVITED FROM ELIGIBLE CANDIDATES FOR THE POSTS OF

PRIVATE SECRETARY

4

DRIVER

5

ATTENDER

10

Qualification	<u>Private Secretary</u>	<u>Driver</u>	<u>Attender</u>
	Any Degree with Shorthand and Typewriting in Tamil and English both by the Higher Grade passing certificate awarded by the Government Technical Examination. A pass in the Certificate Course in Computer on Office Automation awarded by the Technical Education Department of the Government of Tamil Nadu	Pass in VIII Standard with Driving Licence for light vehicle preferably	Pass in VIII Standard
Work Experience	3 Years of Work experience in Public or Private Sector	5 years driving experience.	
Scale of Pay	Level 8 of Pay Matrix (19500-62000)	Level 8 of Pay Matrix (19500-62000)	Level 1 of Pay Matrix (15700-50000)

Application should reach the office of the Managing Director, ELCOT at the below address on or before **17/09/2020** superscribing on the top left corner of the cover with "Application for the post of Private Secretary/Driver/Attender".

Applications should be submitted only in the format available in www.elcot.in

The candidates satisfying the requisite qualifications shall apply and send the duly filled in typed application form by **registered / Courier / Speed Post / Ordinary post** only

(Hand Delivery will not be accepted)

The Rule of Reservation of Appointments is applicable to the above posts.

The Managing Director : Electronics Corporation of Tamil Nadu Limited,
MHU Complex, II Floor, 692, Anna Salai, Nandanam, Chennai- 600 035.

Place : Chennai – 600 035

Date : 05.09.2020

DIPR/758/DISPLAY/2020

Managing Director