



TIDEL PARK COIMBATORE LTD.

[CIN U45209TZ2007PLC029653]

Module No, 101/A, First Floor, TIDEL Park, ELCOSEZ,
Villankurichi Road, Civil Aerodrome Post, Coimbatore - 641 014, Tamil Nadu,
0422-2513604 | hr@tidelcbe.com | www.tidelcbe.com

RECRUITMENT NOTIFICATION NO. TPCL / HR / 001 & 002 / 2026

Applications are invited for the following posts only through online mode from 14.10.2026 to 03.11.2026 from eligible candidates who wish to join services in TIDEL Park Coimbatore Limited (TPCL) on contract basis:

Sl. No.	Position	No. of Post	CTC	Age as on 01.09.2026
1	Deputy Manager [Client Relations]	1 (One)	Rs.50,000/- per month	Min: 28 Years Max: 40 Years
2	Assistant Manager [HR & Administration]	1 (One)	Rs.40,000/- per month	Min: 28 Years Max: 45 Years

For detailed notification, qualification, experience, selection process, online application and other details, please visit our website:
<https://tidelcbe.com> / <https://tidelcbe.com/en/careers>.

DIPR/880/Display/2026

MANAGING DIRECTOR



TIDEL PARK COIMBATORE LIMITED

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Aerodrome Post, Coimbatore 641 014, Tamil Nadu
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Notification No. TPCL/HR/002/2026

Date: 14.10.2026

RECRUITMENT NOTIFICATION FOR THE POST OF

ASSISTANT MANAGER [HR & ADMINISTRATION] ON CONTRACT BASIS

1. TIDEL Park Coimbatore Ltd. (TPCL), a joint venture of TIDCO, ELCOT, TIDEL Park Ltd. and STPI is in the business of leasing out IT/ITES space in the Special Economic Zone at Coimbatore in Tamil Nadu. TPCL's IT Park of 1.7 million sq.ft. was established during August 2010 and is operational since May 2011. TPCL does not fall under the definition of 'Government Company' as per section 2 (45) of the Companies Act 2013.

2. TPCL is looking for a dynamic and high performance professional for the following post on a fixed-term contract basis, renewable every year based on the satisfactory performance of the candidate for upto three years, extendable for a further period as decided by the Management / Board of Directors. Interested professionals may submit their application through email (hr@tidelcbe.com) mode only from **14.10.2026 to 03.11.2026** through the website www.tidelcbe.com

Sl.No	Position	No. of Posts	CTC *	Age as on 01.09.2026
1	Assistant Manager [HR & Administration]	1	Rs.40,000/- per month	Min: 28 years Max: 45 years

* (TDS and other statutory deductions, as applicable)

3. Place of Posting

TIDEL Park, Coimbatore, Tamil Nadu

4. SKILLS & EXPERIENCE:

Educational Qualification	Graduate (full time) in any discipline. Graduates in Business Administration and MBA (HR) Preferred.
Work experience	Minimum 5 years of post-qualification experience in handling human resources requirements of an organization e.g. Compensation, Recruitment, Promotion, Retirals Processing etc. Preference will be given to candidates with experience in IT Parks / Industrial Parks / Corporate / Public Sector.
Required Skills / Key Responsibilities	knowledge in employment laws, Compensation, organizational planning, organization development employee relations, safety, training, and preventive labour relations preferred. ⇒ All HR Management related works ⇒ Oversee daily office administration, procurement, and resources allocation ⇒ Manage office, inventory, and general office supplies to ensure smooth operations ⇒ Support the team and coordinate logistics for meetings, travel, and events ⇒ Handle office administration including telephones reimbursements, staff welfare, vehicle management administration, related purchases including office equipment, etc. ⇒ Maintain and update organizational policies ⇒ Handle correspondence, document management, and record keeping ⇒ Multi-tasking and organizational skills

	⇒ Excellent oral and written communication skills ⇒ Strong interpersonal skills ⇒ Ability to speak Tamil preferred ⇒ Excellent leadership skills ⇒ Assistance in external engagements, organizing of events, assistance in preparation of presentations, marketing materials, etc. ⇒ The Company at its discretion reserves the right to assign any such additional responsibilities or relieve you of certain responsibilities depending on organisational needs. ⇒ In addition to the above, any additional roles and responsibilities assigned by the Management
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- (i) The qualification prescribed should have been obtained by passing the required qualification in order of studies, i.e, Matriculation / SSLC / equivalent - HSC - UG Degree - PG Degree/Professional Qualification, 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) The compensation will be on a consolidated basis (Net CTC) based on qualification and years of experience and as decided by TPCL. This does not include official travel expenses and official mobile/telephone/internet charges, which will be as per the policies of TPCL.
- (iii) TPCL at its discretion can transfer or send the selected candidate on deputation to its joint ventures / subsidiaries / promoter companies / other institutions.

5. RESPONSIBILITIES:

The individual is responsible for the handling responsibilities as assigned by the Management in alignment with team goals and overall business plan.

She / he shall:

Recruitment	⇒ Arranging recruitments in line with the Organization's requirements and rules ⇒ Responsible for hiring of team members for other divisions.
HR Policy	⇒ Support HR policy development and documentation in line with the vision of TPCL ⇒ Support in developing and implementing policy documents and employee handbooks. ⇒ Partner with management to communicate HR policies, procedures, programs, and laws.
Legal Compliance	⇒ Comply with legal requirements by studying existing and new legislation/ laws; anticipating legislation / laws; enforcing adherence to requirements; advising management on required actions. ⇒ Participate and coordinate in the conduct of investigations, employee complaints or concerns.
Performance Development Plans (Learning & Development)	⇒ Work closely with senior management on performance management. ⇒ Assist with the preparation of Annual budgets for HR & Training. ⇒ Assist in implementation of performance management system and employee development programs. ⇒ Establish an in-house training system that addresses the company's training needs including training needs assessment, new employee

	orientation or onboarding, management development, production cross- training, and the measurement of training impact. ⇒ Assist teams with the selection and contracting of external training programs and consultants. ⇒ Maintain employee training records
Employee Database	⇒ Maintain employee related databases including service books. ⇒ Prepare periodic reports and analyze reports that are necessary to carry out the functions of the department and company as necessary or requested. ⇒ Monitoring probations pay fixation, increments, allowances, promotions, and service of employee, leave records, deputation and other HR matters.
Mentoring and Coaching	⇒ Improve employee performance by identifying and clarifying problems; evaluating potentials solutions; implementing the selected solution; ⇒ Coaching and counselling employees across all categories.
Organization Development	⇒ Carry out a companywide process of organization development that addresses issues such a succession planning, superior workforce development, employee retention, organisational design, and change management. ⇒ Help to monitor the organizations culture so that it supports the attainment of the company's goals and promotes employee satisfaction.
Other HR related and administrative	⇒ Participate in staff meetings and attend other meetings and seminars.

activities	⇒ Assist to establish departmental measurements that support the accomplishment of the company's strategic goals. Provide necessary education and materials to employees including workshops, manuals, employee handbooks, and standardized reports. ⇒ Support in setting up Human Resource Information Systems and knowledge management system for TPCL ⇒ Handle office administration including tours and travels telephones reimbursements, staff welfare, vehicle management administration, related purchases including office equipment, etc. ⇒ Addressing issues, if any, related to compliance, liaisoning between different departments, managing multiple tasks and responsibilities, etc.
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6. APPLICATION

Interested professionals may submit their applications through email only to hr@tidelcbe.com from **14.10.2026 to 03.11.2026**. Any applications beyond the specified time will not be accepted in any situation. TPCL has the right to reserve the extension of time.

7. RECRUITMENT & SELECTION PROCESS

TPCL will shortlist suitable candidates based on their qualifications and experience. The shortlisted candidates will be asked to send their experience and qualification certificates. The recruitment will be based on the interview conducted for such shortlisted candidates, conducted in English/Tamil, in-person in Chennai/ Coimbatore.

Depending upon the situation, it may also be conducted through video calls, in online mode. TPCL will notify the time, date and format of the interview to the shortlisted candidates.

8. DOCUMENTS 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 an email request from TPCL, in .pdf format, to an e-mail id provided to the candidate. If the documents are not sent within the 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 certificates.
- (iii) 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, the candidature of the candidate shall be cancelled. TPCL takes no responsibility to receive/collect any certificate/remittance/ document sent separately. If the interview is conducted in online mode, the candidate shall send self-attested scanned copies of all certificates.

9. 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.
- c. The Management / Board of Directors of TPCL, at their discretion, can offer to further extend the tenure in the manner as decided by them.
- d. The appointment shall be based purely on the policies as decided by TPCL. Comparison with any other organisation and subsequent claims shall not be entertained.
- e. Only Indian Nationals are eligible to apply.
- f. Excellent English communication skills with working knowledge of Tamil is mandatory.
- g. Candidates selected for appointment to the post will be required to produce certificate of physical fitness from a Registered Medical Practitioner.
- h. Correct and true information regarding arrest, convictions/departments/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 to TPCL at the time of application, ie., the details thereof.
- i. Applications containing wrong claims relating to basic qualification/eligibility/age/educational qualification will be liable for rejection.
- j. The decision of TPCL in all matters 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 TIDEL Coimbatore on this behalf.

- k. Any request for change of address, details mentioned in the submitted application will not be entertained subsequently.
- l. 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.
- m. 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 TPCL.
- n. TPCL 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.
- o. Not more than one application shall be submitted by the candidate. In the case of multiple Applications, only the latest valid (submitted) application will be retained.
- p. Any candidate trying to exert any undue influence directly or indirectly shall be disqualified.
- q. 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 all correspondence with TPCL in future should be identical and there should be no variation of any kind.
- r. A recent recognizable photograph should 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.

- s. 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 TPCL as mentioned in this notification and is subject to the final decision of TPCL.
- t. Words of masculine gender in these instructions should, wherever the context so requires, be taken to include the feminine gender and other genders.
- u. 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 a valid and functional mobile number and email ID.
- v. TPCL 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 TPCL and the candidates are advised to keep a close watch on our authorized website (www.tidelcbe.com) for latest updates, till the recruitment process gets completed.

10. ANNOUNCEMENTS

All further announcements/ details on this process will only be published on the website www.tidelcbe.com.

Date : 14.10.2026

Place : Coimbatore

MANAGING DIRECTOR

TIDEL PARK COIMBATORE LTD.

Annexure I

(Fill the application, sign it and mail it in pdf format only to hr@tidelcbe.com)

TIDEL PARK COIMBATORE LIMITED		
Recruitment Notification: TPCL/HR/002/2026		
FOR OFFICE USE ONLY		
DATE OF RECEIPT:		
APPLICATION NO.:		
Application for the post of Assistant Manager (HR and Administration)		
Sl. No.	Details	
1.	Name	
2.	Age as on 01.09.2026	
3.	Date of Birth	
4.	Gender	
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.	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					
	MBA/equivalent					
	Post Graduate Degree					
	Certificates, if any					
	Other qualifications					
14.	Language Skills					
		To Speak	To read	To write		
	English					
	Tamil					
	Others:					
	Others:					
	Others:					

15.	Work experience				
	Name of the organisation	Designation	From (dd/mm/y yyy)	To (dd/mm/ yyyy)	Remuneration per annum in Rs.
	Candidate may attach work experience in the prescribed format, and also 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 is 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 TPCL. I am aware that if I fail to submit the proof of my claims on experience or qualification or if at any state it is found that I have made false claims, I shall be debarred from participating in any recruitment process by TPCL or its group institutions.
- d) I have enclosed one of the following ID proofs – **Aadhar** (tick the applicable one bearing **ID No.**_____).

Recent passport size colour photograph	Signature of the applicant
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Date:

Place: