

**PONDICHERRY INDUSTRIAL PROMOTION
DEVELOPMENT AND INVESTMENT CORPORATION LTD.,**
(A Government of Puducherry Undertaking)
No.60, Romain Rolland Street, Puducherry-605001

No.14/PIPDIC/MD/PA/2017

Dated : .11.2017

RECRUITMENT

Applications are invited for the Post of **HELP DESK OFFICER**

| Name of Post | No.of Post General | Scale of Pay | Age | Educational Qualification |
|-------------------|--------------------|--------------------------|----------------|---|
| Help Desk Officer | 1 (one) General | Rs.9300-34800 GP 4200 | 25 to 28 years | MBA From reputed College/University with 3 years experience in handling similar job descriptions in Public (Central or State) or Private sectors (experience in MNCs can be given preference) |

Skills: (1) Should be very good in spoken English; (2) Should know Hindi and Tamil fluently; (3) Should be conversant with various schemes and incentives being offered by all the State Industrial Development and Financing Corporations in the country; (4) Should be conversant with various schemes and incentives in all the Ministries in the Central Government and other State Governments; (5) Should have computer knowledge and ability to operate computer and other electronic gadgets.

Duties & responsibilities: *To identify projects. *Provide advice on their projects. *Guide entrepreneurs and investors in selecting location for their units/land & plots in the developed industrial estates of PIPDIC. *Arrange site visits. *Assist for filing land & plot/loan/Single Window and other application forms. *Obtaining clearances under Single Window Clearance and any other assistance within the purview of the PIPDIC/IT Department and Industries Department.

The application must be sent along with attested copies of age, Educational qualifications, experience and caste. Application should reach the **Managing Director, PIPDIC Ltd., No.60, Romain Rolland Street, Puducherry 605 001 on or before 29.11.2017 at 05.00 P.M.**

Candidates working in Govt./Quasi/Public Sector Undertakings/Autonomous Bodies should apply through proper channel. Applications that are not in the prescribed format OR incomplete OR received after the last date of receipt of applications OR not routed through present employer shall be summarily rejected. The format of the application and further details may be down loaded from our website: www.pipdic.com

**T. KARIKALAN
MANAGING DIRECTOR**

**PONDICHERRY INDUSTRIAL PROMOTION DEVELOPMENT AND INVESTMENT
CORPORATION LIMITED**

APPLICATION FOR THE POST OF HELP DESK OFFICER

1. Name of the applicant :

2. Address for communication :

3. Date of Birth & Age :

4. Educational qualification :
(Proof has to be enclosed)

5. Details of experience :

6. Contact No. :

7. Mail I.D. :

8. References of two reputed
persons

8. Any other particulars to be given :

**Passport
Size photo**

SIGNATURE