

TAMILNADU TRADE PROMOTION ORGANISATION
(A Joint Venture of ITPO (Govt. of India) and TIDCO (Govt. of Tamil Nadu))

Adv. No. TNTPO/Admin/Ad-01/2025

Date: 25.10.2025

Engagement of Admin Supervisor in TNTPO on a contract Basis

Applications are invited for the engagement of the Post of Admin Supervisor on a contractual basis initially for a period of one year and a further period as per the requirements of TNTPO, on a consolidated salary of Rs. 65,000/- per month minus TDS. Interested candidates who fulfill the following eligibility criteria, may apply for the post: -

Name of the Post	Admin Supervisor on Contract Basis
Pay-scale	Rs.65,000/- (as per experience)
Educational Qualification	Any Bachelor's Degree from a Government-recognized University / Institution.
Desirable Experience	❖ Minimum 15 years of experience in the Exhibition Industry / original works related to the commercial buildings in Government, PSU, or reputed Private Sector Organizations related to Administration. <i>(Relevant proof to be attached.)</i>
Age	The maximum age limit is 45 years as of the closing date of receipt.
Job Profile	❖ Coordinate protocol arrangements with State and Central authorities for official events, dignitary visits, and VIP delegations. ❖ Supervise administrative operations related to exhibition and event management. ❖ Coordinate with departments for facility maintenance, infrastructure setup, and vendor management. ❖ Ensure smooth execution of exhibition-related works, including space planning, construction activities, and utilities management. ❖ Assist the Management in monitoring contracts, service providers, and compliance with administrative procedures. ❖ Prepare periodic reports, maintain documentation, and support management decisions for efficient administration. ❖ Oversee Housekeeping and Security Maintenance to ensure cleanliness, safety, and smooth functioning of premises.
Last Date for Submission	31.10.2025 at 04.00 PM *

Note:

- 1. Age and experience will be reckoned as on the closing date of receipt of applications.**
- 2. Applications are invited only through e-mail (careers@chennaitradecentre.org)**

Important Instructions

1. Candidates against whom civil or criminal cases are pending are not eligible to apply for the post. Candidates applying for this post should submit a declaration in this regard.
2. In case of any criminal case is filed or conviction/punishment is imposed on a candidate after submission of the application at any stage of the selection process before the completion of the selection process, such candidate should report this fact to the Tamil Nadu Trade Promotion Organization in the next immediate stage.
3. Failure to comply with these instructions shall result in the rejection of their candidature for the post.
4. TNTPO reserves the right not to fill the posts without assigning any reason what so ever. Mere fulfilling the criteria will not vest any right of the candidate for being called for an interview.
5. In case it is found at any stage that a candidate does not fulfill the eligibility criteria and/or that he/she has furnished incorrect/false information/certificate/ documents or has suppressed any material information, his/her candidature will stand canceled.
6. If any of these shortcomings are detected even after the appointment, his/her services are liable to be terminated.

Other instructions.

- a. The recent passport-size photograph, photocopies of Educational Qualifications and Experience should be enclosed with the application and the original should be produced at the time of the interview.
- b. The candidates are required to appear for an interview at their own expense. TNTPO reserves the right to shortlist and/or reject any or all the applications without assigning any reason.
- c. Kindly find the application form below and submit the scanned copy after duly filling it along with the required scanned documents through e-mail (careers@chennaitradecentre.org)

Sd/-

**Managing Director
TNTPO**

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Application for _____
(To be filled in Block letters)

Affix recent
Coloured
Passport size
Photograph

- (1) Name; _____
- (2) Father's/Husband's Name; _____
- (3) Date of Birth/ Age as on the closing _____
date of receipt of applications;
- (4) Permanent Address: _____

- (5) Correspondence Address; _____

- (6) Educational Qualifications; _____
- (7) Experience specifying the name of the Organization, post held from time
to indicating the pay scale and duration of the post;
(Please attach a separate sheet, if needed)
- (8) Telephone/Mobile no., _____
- (9) E-mail id: _____
- (10) Aadhar No. _____
- (11) Any other relevant information (Attach separate sheet, if needed)

Date: _____

Place: _____

(Signature)