



ELECTRONICS CORPORATION OF TAMIL NADU LIMITED
Notification No. HR-1/3847726/2026/ELCOT

1. About ELCOT

Electronics Corporation of Tamil Nadu Limited (ELCOT) is a Government of Tamil Nadu undertaking under the Information Technology and Digital Services Department. ELCOT promotes IT investments, develops technology infrastructure such as IT Parks and data centres, facilitates large-scale IT procurement for Government, and supports emerging technology sectors including AI, AVGC-XR, etc.

ELCOT invites applications from qualified professionals to support key initiatives in technology ecosystem development, IT infrastructure promotion and organizational legal functions. Appointments will be on contract for an initial period of one year, renewable annually up to three years based on performance. Further extension may be considered for exceptional performers.

2. Important Dates

Notification Release	6 th March 2026
Last Date for Online Application	23 rd March 2026
Application	www.elcot.tn.gov.in (online only)
Interview Location	Chennai

3. Positions Available

Position	No.	Experience	Compensation (₹ LPA)
Associate Vice President – Lease Management &Marketing	1	7–12 years	12–18
Associate – AI & Frontier Technology Programs	2	3–5 years	6–9
Associate – Legal	1	3–5 years	4.8–8
Consultant - Finance	1	2-5 years	9-12

4. Age Limit

Maximum age: 45 years as on 31.03.2026. Relaxation may be considered for exceptional candidates at the discretion of ELCOT.

5. Role Descriptions

5.1 Associate Vice President – Lease Management &Marketing

Responsible for leasing strategy, tenant engagement and marketing of ELCOT IT Parks and technology infrastructure assets to maximize occupancy and industry outreach.

- Develop leasing strategies for ELCOT IT Parks and Towers.
- Identify and attract IT/ITES companies, GCCs, startups and technology firms.
- Manage lease documentation, renewals and tenant relations.
- Design marketing and outreach initiatives for ELCOT assets.
- Conduct market analysis and benchmarking of IT real estate trends.
- Coordinate with SEZ authorities and regulatory agencies.

What We Are Looking For

We are looking for professionals who:

- Understand the technology industry and IT real estate ecosystem
- Are comfortable working with large technology companies and global investors
- Can combine business development, marketing and asset management
- Have strong communication and negotiation capabilities

Key Skills

a) Commercial and Leasing Expertise

- Lease structuring and documentation
- Commercial negotiations and tenant acquisition
- Real estate asset management

b) Marketing and Investment Promotion

- Industry outreach and investment promotion
- Branding and digital marketing initiatives
- Market positioning and sector targeting

c) Analytical Capability

- Real estate market analysis
- Competitor benchmarking
- Occupancy and revenue optimization strategies

d) Communication and Stakeholder Management

- Excellent business communication skills in English and Tamil
- Ability to engage with CXO-level industry leaders and investors

Educational Qualification

- Bachelor's degree in Business Administration, Real Estate, Engineering, Urban Planning, or related field.
- MBA in Marketing / Real Estate preferred.

Experience

7–12 years of experience in one or more of the following areas:

Commercial real estate leasing, IT park / SEZ operations, Real estate consulting or advisory, Investment promotion or business development, Corporate real estate strategy

Experience with technology parks, SEZs or IT infrastructure assets will be an advantage.

Ideal Candidate Profile

The ideal candidate would have experience in:

- IT Park developers or operators
- Real estate consulting firms
- Investment promotion agencies
- Corporate real estate teams of technology companies

5.2 Associate – AI & Frontier Technology Programs

Supports development of initiatives in emerging technologies such as Artificial Intelligence, data science and AVGC-XR.

- Conduct technology landscape studies and identify high-impact use cases.
- Support pilot projects and innovation programs in frontier technologies.
- Engage with startups, research institutions and technology companies.
- Assist in ecosystem development for AI and AVGC-XR sectors.
- Prepare technology reports and policy inputs.
- This role offers the opportunity to:
 - Work on cutting-edge technology initiatives at government scale
 - Engage with India's fastest growing AI and digital innovation ecosystem
 - Help shape the future of AVGC-XR and frontier technologies in Tamil Nadu

- Collaborate with startups, research institutions and global technology companies

Core Skills

- Technology research and innovation analysis
- Analytical thinking and structured problem solving
- Ability to translate complex technical ideas into practical programs and policy initiatives
- Strong writing and presentation skills
- Ability to work with startups, academia, industry leaders and government stakeholders

Educational Qualification:

- Bachelor's degree in Computer Science, AI, Data Science, IT, Electronics or related engineering discipline.
- Postgraduate specialization in AI, Data Science or Innovation preferred.

Experience

3–5 years of experience in one or more of the following areas:

- Artificial Intelligence / data science
- Technology consulting or innovation strategy
- Startup ecosystem / venture programs
- Research or product development in emerging technologies
- Digital media, gaming, XR or immersive technology sectors

Preferred Profile

Candidates with the following experience will be given preference:

- Work in AI startups, gaming companies, XR studios or innovation labs
- Participation in technology hackathons, open-source projects or research publications
- Experience with technology policy, startup incubation or innovation programs

5.3 Associate – Legal (Full time / Part time)

Supports legal, contractual and compliance functions of ELCOT including litigation coordination and contract management.

- The responsibility is deliverables based and shall be either full time or part time (Minimum 3 working days a week). The remuneration shall be fixed accordingly.
- Coordinate litigation and arbitration matters.
- Draft and review commercial agreements and procurement contracts.
- Coordinate with standing counsel and legal advisors.
- Assist in regulatory and corporate law compliance.

Educational Qualification:

- Bachelor's Degree in Law (BL or LLB Hons).
- Enrollment with Bar Council required.
- Experience in corporate or government procurement / Contract / Lease management laws preferred.

5.4 Consultant- Finance

The Consultant – Finance is responsible in supporting the organization in areas such as financial planning, budgeting, accounting, and compliance.

- a. To undertake reconciliation of past accounts on procurement
- b. Setting up of suitable ERP – Tally/ Zoho ERP/ equivalent
- c. Assist in preparation of Annual Budget Estimates, Revised Estimates and financial projections.
- d. Support finalization of accounts, financial statements and audit compliance
- e. Monitor fund utilization, expenditure control and financial performance.
- f. Ensure compliance with statutory requirements including GST, TDS, PF, ESI and Income Tax

- h. Assist in internal, statutory and Government audits and respond to audit observations.
- i. Support implementation and strengthening of internal financial controls.
- j. Provide financial analysis and advisory support to management.
- k. Prepare financial reports, notes and presentations for higher authorities
- l. Perform any other finance-related work as assigned by the competent authority.

Core Skills :

- a. Strong Knowledge of accounting standards and statutory compliances.
- b. Experience in budgeting, financial reporting and audit coordination.
- c. Proficiency in financial analysis, reconciliation and fund management.
- d. Working knowledge of ERP/Tally and MS Excel.
- e. Strong communication and documentation skills.

Educational Qualification:

- In case of candidate who have cleared CA- atleast one year of experience in any company or audit firm
- In case of candidates who have cleared MBA (Finance) or CMA – atleast 3 years of experience in any company or audit firm.
- In case of CA – Inter – atleast 5 years of experience in any company or audit firm.

Mandatory Requirements

- Applicant must be an Indian National.
- Ability to read, write and speak Tamil (minimum: Tamil studied up to 10th Standard or equivalent).
- Excellent English communication skills.
- Working knowledge of MS Word, PowerPoint and basic Excel.

6. General information:

- a) The position is for one year, renewable every year upto three years based on performance and at the discretion of ELCOT. Further extension beyond three years is possible for top performers as per annual performance reviews and at the discretion of ELCOT.
- b) All assessments and/or interviews will be conducted in English at Chennai, at the discretion of ELCOT.
- c) Candidates must produce all required and valid original certificates/documents at the interview. Failure to do so will result in cancellation of the candidature.
- d) ELCOT is not responsible for receiving/collecting any certificate/remittance/document sent separately.
- e) Certificate of Physical Fitness: Candidates selected for appointment will need to produce a certificate of physical fitness from a Registered Medical practitioner.
- f) Candidates must provide accurate information regarding any arrest, convictions, debarment, disqualification by a recruiting agency, criminal or disciplinary proceedings, participation in agitation or any political organization, and candidacy in elections for parliament, state legislature, or local bodies. Original documents proving the suitability for government appointments in such cases must be produced at the time of certificate verification/interview.
- g) Applications containing false claims about basic qualifications, eligibility age, reservation category, or educational qualification will be rejected.
- h) Words of masculine gender in these instructions should be interpreted to include all genders, where appropriate.

7. Application Process:

- a) Aspiring candidates may apply online only through the website **www.elcot.tn.gov.in**. Applications submitted through any other mode shall not be considered.

b) There is no registration or application fee.

8. Recruitment process:

a) Recruitment will be based on individual assessments and/or interviews conducted in English at Chennai.

b) Candidates will be shortlisted for preliminary interview based on their consistent academic performance, past performance and experience. Candidates selected in preliminary interview shall be invited for final interview.

c) The final candidate selection will be determined by the overall assessment and personal interview.

9. List of original documents to be produced at the time of interview (as applicable):

a) Printout of the valid interview call letter and application form.

b) Proof of date of birth (Birth Certificate issued by competent municipal authorities or SSLC/X std. with DOB).

c) Photo identity proof (with a clear photo of the candidate) issued by competent authorities, such as Aadhar Card, Passport, Electors Photo ID Card, PAN Card, or Driving License. No other ID cards will be accepted.

d) Mark-sheets & certificates for 10th Std/HSC/Graduation or qualifying degree examination, etc.

e) Candidates serving in Government/Quasi Govt. offices/Public Sector Undertakings (including Nationalized Banks and Financial Institutions) must produce a 'No Objection Certificate' from their employer at the interview.

f) Experience certificate.

g) Any other relevant documents supporting eligibility or evidence of past work (write-ups, proposals, etc.).

Note: *Non-submission of requisite certificates/documents at the interview will debar the candidate from further participation in the recruitment process. Issuance of the offer of engagement lies solely at the discretion of ELCOT and its decision will be final and binding.*

10. Identity and Antecedent verification:

- a) The candidate's antecedents may be verified by ELCOT in accordance with law.
- b) The candidate's identity will be verified with respect to details on the call letter, attendance list, and submitted documents.
- c) If the candidate's identity is in doubt, they may not be allowed to appear for the examination/interview. Candidates who have changed their name must produce original Gazette notification, marriage certificate, or affidavit in original.
- d) The name on the call letter (provided during registration) must match the name on the photo identity proof. Female candidates who have changed their name post-marriage must ensure this. Mismatch between names on the Call Letter and Photo Identity Proof will result in disqualification.

11. Other instructions:

Before applying, candidates should ensure they meet the eligibility and other criteria mentioned in this notification. They should read this notification carefully and follow all the instructions given.

- a) Admission to the examination/interview and subsequent processes is strictly provisional. Issuance of call letters/provisional allotment does not imply final clearance of candidature by ELCOT. ELCOT can reject any application at any stage if eligibility norms are not met or incorrect/false information is provided.

- b) ELCOT's decision in all matters regarding candidate eligibility, examination/interview format, verification, etc., will be final and binding. No correspondence or personal inquiries will be entertained.
- c) Only one application should be submitted by each candidate. In the case of multiple applications, only the latest valid application will be retained.
- d) Any dispute arising from this notification, or the recruitment process will be subject to the jurisdiction of the Courts in Chennai.
- e) Canvassing or creating undue influence will result in disqualification.
- f) No request for changes to address or details in the submitted application will be entertained.
- g) The signatures on the call letter, attendance sheet, and all correspondence with ELCOT must be identical.
- h) A recent recognizable photograph must be uploaded in the online application and retained for use at various stages of the process. Failure to produce the same photograph or doubts about identity could lead to disqualification.
- i) Candidates must appear for the examination/interview at their own expense. 2nd class train fare reimbursement will be made for candidates attending in person interview.
- j) Appointment of selected candidates is subject to medical fitness and other requirements of ELCOT as per the service and conduct rules.
- k) ELCOT reserves the right to reschedule or change any criteria, conduct of examination/interview, method of selection, and provisional allotment.
- l) Intimations will be sent via email only to the primary email provided in the application. Candidates should ensure the contact details are valid and functional.

- m) Appropriate action will be taken against candidates found guilty of misconduct or using unfair means.
- n) ELCOT is not responsible if information/intimations do not reach candidates due to changes in mobile number, technical faults, or other reasons beyond control. Candidates are advised to check the authorized website regularly for updates until the recruitment process is complete.
- o) ELCOT reserves the right to alter the designation/pay range based on candidates' skillset.
- p) The post, job description, and number of vacancies are subject to change based on organizational needs. Candidates are advised to visit the website for current vacancies and positions.

12. Announcements

All further announcements and updates regarding this recruitment will be published only on the official website www.elcot.tn.gov.in.

**MANAGING DIRECTOR
ELCOT**



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www.elcot.tn.gov.in