



ADVERTISEMENT NO. KMP/KSCL/02/2018
KANPUR SMART CITY LIMITED
INVITES RECRUITMENT APPLICATIONS
**FOR RECRUITMENT BY SELECTION ON CONTRACTUAL/
DEPUTATION BASIS FOR THE FOLLOWING POSTS**

S.No.	Post	Number of Vacancies	Basis
1	General Manager (Technical)	1	Contractual / Deputation
2	Deputy General Manager (Planning and Co-ordination)	1	Contractual / Deputation
3	Company Secretary(CS)	1	Contractual / Deputation
4	Manager (Finance and Accounts)	1	Contractual / Deputation
5	Assistant Manager (Finance & Accounts/ Procurement)	1	Contractual / Deputation
6	Assistant Manager (Information Technology & MIS)	1	Contractual
7	Office Manager (Office Administration, HR and Legal)	1	Contractual
8	Senior Office Assistants	3	Contractual
9	Junior Office Assistants / Computer Operators	5	Contractual

The eligible candidates can apply through the prescribed format on or before **16th of April 2018**.

Important Date:

Date of Opening of Application – **28th of March 2018**

Last date for submission of application – **16th of April 2018**

Tentative date of personal interview – **27th of April 2018**

Selection Process for above Posts:

The candidates will be selected on the basis of their Qualification, Experience and Personal interview.

Eligible candidates can apply through by submitting the soft copy of application along with the required documents as specified via e-mail to **ksclkanpur@gmail.com**. Candidates are required to check the website www.kanpursmartcity.in for detailed information.

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Key Managerial Positions - Details of Qualification and Experience

Sr.No	Name of Post	No.	Education from Govt. Recognised	Min Experience (Yrs) as on 01-6-2017	Consolidated Monthly Pay	TYPE
1	General Manager (Technical)	1	BE/B.Tech. (Civil) and Post Graduate in Project Management/ Urban Planning	15 years' Experience in Urban Infrastructure/ services with knowledge and experience of IT enablement in above sectors. CE/SE level experience in Govt./Semi-Govt./PSU is desirable.	1.5-2.0 Lakhs or as per Govt. Deputation Rules	Contractual / Deputation
2	Deputy General Manager (Planning and Co-ordination)	1	BE/B.Tech. (Civil) and Post Graduate in Urban Planning/Environment/PHE	12-15 Years' Experience in Water Supply/ Sewerage Networks/ Urban Infrastructure with knowledge and experience of IT enablement in above sectors. SE/EE level experience in Govt./Semi-Govt./PSU is desirable.	1.00 - 1.5 Lakhs or as per Govt. Deputation Rules	Contractual / Deputation
3	Company Secretary (CS)	1	CS. Member of Institute of Company Secretaries of India. Preference will be given to those candidates who are Chartered Accountants/Cost Accountants/LLB or LLM too	Minimum 07 Years of working Experience in the Corporate Sector with good knowledge of dealing with legal and regularity matters under Companies Act, preferably in Infrastructure Company. Govt./Semi-Govt./PSU experience is desirable	1.00 - 1.5 Lakhs or as per Govt. Deputation Rules	Contractual / Deputation
4	Manager (Finance and Accounts)	1	M.Com./CA/ MBA (Finance)/ Member of Institute of Chartered Accountants of India/Institute of Cost & Management Accountants of India. Preference will be given to those candidates who are also Members of Institute of Company Secretaries of India.	Minimum 10 Years of working Experience in the Govt./Corporate Sector Finance & accounts with good knowledge of requirements under Companies Act. Conversant with latest accounting software.	70-90 Thousand or as per Govt. Deputation Rules	Contractual / Deputation

5	Assistant Manager (Finance &Accounts / Procurement)	1	M.Com/CA Intermediate/ICWA with MBA (Supply Chain)	5-7 Years of working Experience in the Govt./Corporate Sector with sound knowledge of Companies Act, audit and experience in Govt. Procurement processes.	50-70 Thousand OR as per Govt. Deputation Rules	Contractual / Deputation
6	Assistant Manager (Information Technology & MIS)	1	B. Tech (CS)/CCNA/MBA(IT)/MCA/GIS Qualified.	5 Years of working Experience in Govt./Corporate Sector with good knowledge of Project Management Software, ERP, Website development and handling, Generation of Various MIS Reports, E Tendering, Presentations, MS, etc. Govt./Semi-Govt./PSU experience is desirable.	60-80 Thousands	Contractual
7	Office Manager (Office Administration, HR and Legal)	1	MBA (HR). Preference will be given to those candidates who are LLB/LLM	5 Years of working Experience in Govt./Corporate Sector with good knowledge of Office Administration, HR Policies and Guidelines, Legal requirements under Companies Act. Etc. Govt./Semi-Govt./PSU experience is desirable	40-60 Thousands	Contractual
8	Senior Office Assistants	3	Graduation in any stream and Diploma in Computers OR BE/B.Tech. (Civil) OR Diploma in Civil Engineering	3-5 Years' Experience in Govt./Semi-Govt./PSU/Corporate	30-40 Thousands	Contractual
9	Junior Office Assistants/ Computer Operators	5	Intermediate in any stream with DOEACC Certificate and basic knowledge of computer	2 Years' Experience in Govt./Semi-Govt./PSU/Corporate	25-35 Thousands	Contractual

The submission of has to be made in the following format:

APPLICATION FORMAT FOR KEY MANAGERIAL POSTS OF KANPUR SMART CITY LIMITED

a) For Outsourced :

Name of the Post Applied for				Passport Size Photograph with Signatures Across
Name				
E-Mail id				
Mobile Number				
Alternate Phone Number				
Address				
Date of Birth				
Educational Qualification				
Qualification	Board	School	Percentage (%)	
High School				
Intermediate				
Graduation				
Post Graduation				
Professional Degree/ Diploma				
Experience				
Duration	Name of the Organization	Name of the Post	Role on the Assignment	Remuneration(per annum)
{e.g., Jan.2009–Apr.2010}				
{e.g., Jan-May 2008}				

Certified that the information furnished above by me is correct in all respect to the best of my knowledge and belief.

Date and Place:

Signature of the Candidate

NOTE:

- Candidates must apply by sending the resume (in the above format) with relevant attachment in a .pdf file on the E-Mail id **ksclkanpur@gmail.com**. Applications received through any other mode would not be accepted and summarily rejected.
- Candidates must attach the following documents/certificates relating to educational qualification, Date of Birth, Experience (preferably in prescribed format), Desirable Qualification(s) or any other information, as claimed in the application format, in a single pdf file in such a way that the file size does not exceed 5 MB and is legible when a printout taken. For that purpose, the applicant may scan the following documents/certificates in 200 dpi grey scale.

- The Copy of Educational Qualification and Experience documents needs to be attached in the same sequence as enlisted by the candidate above (e.g. High School then Intermediate and so on)
- Degree/Diploma certificate as proof of educational qualification claimed. In the absence of Degree/Diploma certificate, provisional certificate along with mark sheets pertaining to all the academic years.
- Applications received after the last date or otherwise found incomplete shall not be entertained.
- KSCL reserves the right to withdraw the vacancy circular at any time without assigning any reason.

b) For Deputation :

1) Period and Other terms and conditions for deputation:

The initial period for deputation for three years extendable by a further period of two years as decided by the Kanpur Smart City Limited. The terms and conditions of deputation will be governed by the Kanpur Smart City Limited (KSCL) and Govt. of India's instructions issued from time to time on the subject.

Eligibility of Government Accommodation

As per the ongoing arrangement, the officers appointed in KSCL will be eligible for General Pool Residential Accommodation at par with the State Government Employees.

- 2) Eligible and willing candidate may apply through proper channel in prescribed format Annexure-2, Cadre Authorities/ Head of Departments are requested to forward applications of eligible and willing candidates whose services can be spared on deputation immediately on their section. The application of only such officers would be considered that are routed through proper channel and accompanied with following documents:-
 - a) Application in prescribed format **Annexure 2**
 - b) Cadre Clearance Certificate from the Controlling Authority
 - c) Statement giving details of major/minor penalties imposed upon the officer, if any during the last 10 Years **Annexure 3**
 - d) Vigilance Clearance/ Integrity Certificate **Annexure 3**
 - e) Photocopies of ACRs/APRs for the last 5 Years duly attested on each page by a gazette officer **Annexure 3**
- 3) While forwarding the application it may also be verified and certified by the cadre controlling authority that the particulars furnished by the applicant are correct. **(Annexure 3)**
- 4) Candidates must apply by sending the resume (in the above format) with relevant attachment in a .pdf file on the E-Mail id **ksclkanpur@gmail.com**. Applications received through any other mode would not be accepted and summarily rejected. The Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.
- 5) Applications received after the last date or otherwise found incomplete shall not be entertained.
- 6) KSCL reserves the right to withdraw the vacancy circular at any time without assigning any reason.

Application for the post of: _____ (on Deputation basis)

Name of the Post Applied for				Passport Size Photograph with Signatures Across
Name				
E-Mail id				
Mobile Number				
Alternate Phone Number				
Address				
Date of Birth				
Present Post				
Date from which the present post is held				
Present place of posting				
Service & Batch				
Parent Cadre				
Date of Joining Service				
Pay Band of the Present Post/ Pay Matrix				
Basic Pay Drawn				
Grade Pay				
Educational Qualification				
Qualification	Board	School	Percentage (%)	
High School				
Intermediate				
Graduation				
Post Graduation				
Professional Degree/ Diploma				
Experience				
Duration	Office	Post Held	Role on the Assignment	Pay Band along with GP
{e.g., Jan.2009–Apr.2010}				
{e.g., Jan-May 2008}				

Certified that the information furnished above by me is correct in all respect to the best of my knowledge and belief.

Date and Place:

Signature of the Candidate

Office of.....

F. No.....

Date:

1. The applicant, if selected, will be relieved immediately.
2. Certified that the particulars furnished by the officer have been checked from available records and found correct.
3. Certified that the applicant is eligible for the post applied as per conditions mentioned in circular/advertisement.
4. The candidate is clear from vigilance angle and his integrity is certified as 'Beyond Doubt'.
5. It is certified that no penalty has been imposed on the applicant during last 10 years (Alternatively, penalty statement during last 10 years may be enclosed).
6. Photocopies of up-to-date ACRs/APARs/ for the last 05 years duly attested on each page by an officer not below rank of Under Secretary or equivalent are enclosed.
7. Certified that the service particulars given by the applicant have been verified from his/her service records and found to be correct.

Signature

.....

Name, Designation & Tele. of the forwarding officer.

(Office Stamp)

Date:

Place: