



Jammu Smart City Limited

CIN – U70200JK2017SGC010105

Regd. Office :- 3rd Floor, Town Hall Complex, Gummat, Jammu, J&K, 180001.

ADVERTISEMENT NO. JSCL/RECRUITMENT/2017/01

DATED: 11.11.2017

Applications are invited from the permanent resident of J&K state for appointment of following posts on contractual basis in Jammu Smart City Limited.

S.No.	Name of the post	No. of Posts	Qualification	Pay
1.	Chief Finance Officer	01	Qualified Chartered Accountant with a minimum 05 years post qualification experience and good knowledge of compliances under major financial laws. Candidates having experience in handling of accounts & audit of Govt. Companies/Public sector shall be given preference.	Rs. 0.75 Lacs
2.	Company Secretary	01	Fellow member of the Institute of Company Secretaries of India with a minimum of 05 years post qualification experience & having sound knowledge of Companies Act. Candidates having experience in working with Govt. Companies shall be given preference.	Rs. 0.75 Lacs

Terms and Conditions:

1. The appointment shall be purely on contract or deputation basis for a period of 3 years only. The suitability of a candidate shall be reviewed at the end of 1st year and on the satisfaction of Jammu Smart City Limited, the tenure shall be continued for the next 02 years or such period as may be required.
2. The candidate shall be posted in Jammu.
3. The candidates service can be terminated by Jammu Smart City Limited with 1 months notice or with payment of one months pay in lieu thereof. If candidate wishes to leave the services of Jammu Smart City Limited, he/she shall have to give three months advance notice or shall have to remit three months salary in lieu thereof.
4. Candidate shall have to submit a declaration that he has not been charged/convicted from the Hon'ble court nor dismissed/removed/compulsorily retired by way of punishment from the service of any public/private sector undertaking or from Government Department and that he has not been declared insolvent by any Court.
5. The application forms as per the enclosed format should reach the Registered office of Jammu Smart City Limited 3rd Floor, Town Hall Complex, Jammu Municipal Corporation Office, Gummat, Jammu, J&K, 180001 by 02.12.2017. No application shall be entertained after the due date.
6. Shortlisted candidates shall be called for interviews on a date to be notified separately.

BIODATA

Space for
Photograph

- 1. Post Applied for _____
- 2. Full Name with Title (e.g-Mr./Mrs./Ms./Dr.) _____
- 3. Date of Birth (DD/MM/YYYY) _____
- 4. Gender (Male/Female) _____
- 5. Permanent Address _____
- 6. Correspondence Address _____
- 7. Contact Details :-
 - I. Mobile No. _____
 - II. E-mail ID _____
- 8. Nationality _____
- 9. Educational Qualification :-

S.NO.	DEGREE	SPECIALIZATION	COLLEGE/UNIVERSITY	YEARS OF PASSING	PERCENTAGE

- 10. Work Experience (in reverse order every employment held since graduation) :-

S.No.	Name of organization/Company & Address/Contact Details	Position	Detailed Assignment and role	Details of Experience (Starting Date to End Date)	Duration (in Years/Months)

- 11. Membership of professional Association _____

- 12. Work undertaken that best illustrates capability to handle this tasks:
[Among the Assignment/jobs in which you have been involved, indicate the following information for those Assignment/jobs that best illustrate your capacity to handle such tasks listed as under]
Name of Assignment/job or Project
Year:
Location:
Employer:
Main Project features
Position held:
Activities performed:

- 13. Adequacy for the Assignment :-

13. Adequacy for the Assignment :-

Essential Skill Set	Quote the Serial No. of assignment handled by you requiring this skill set.
1.	
2.	
3.	

14. Personal Statement of Objective :-

(In 250 words, Please state your long term career objectives and how you would be most suited to handle this assignment and reasons you should be selected for this post).

15. Reference from two previous employers.

DECLARATION

I S/o/D/o..... R/o..... certify to the best of my knowledge and belief, that this CV correctly describes myself, my qualification, and experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:.....

(Signature of Candidate)

Place:.....

Name of the Candidate

DECLARATION (To be submitted separately on stamp paper)

I S/o/ D/o..... R/o..... solemnly affirm and declare as under:

1. That I have not been charged/convicted from any court.
2. That I have not been dismissed, removed or compulsorily retired by way of punishment from any public undertaking or Govt. department.
3. That I have not been declared as insolvent by any court.
4. That No departmental inquiry, vigilance case or criminal case is pending against me.
5. That I am not on bail in any case by any court.

(Signature of Candidate)

Name:.....

Address:.....

Contact No:.....

Email:.....



**Ramesh Kumar, IAS
Chief Executive Officer,
Jammu Smart City Limited**