

# Agra Smart City Limited

Municipal Corporation, Agra, UP-282005

Tel: 0562-22850499

Advertisement No: ASCL /RECT/01/2017 Dated 13/06/2017

Application are invited for the following post on deputation/contract basic at ASCL, Agra

Sr. No.	Post	Nos.
1	General Manager (Planning and Coordination)	1
2	Company Secretary	1
3	Accountant	1
4	Desktop Operator cum Office Assistant	4

The details are available at [nagarnigamagra.com](http://nagarnigamagra.com). Interested candidate may apply by e-mail and registered post . e-mail Id is [amcagra1@gmail.com](mailto:amcagra1@gmail.com), latest by 30.06.2017. For clarifications contact to Mr R. K. Singh, Executive Engineer, 7300740617.

## **Common to all posts**

1. Upper age limit for all posts is 65 years as on 01.06.2017
2. The Experience as on 01.06.2017 will be reckoned .
3. All positions are permanently based at Agra, Up.
4. Method of Recruitment Deputation / contract
5. Applications will accepted as per the format attached through e-mail to [amcagra1@gmail.com](mailto:amcagra1@gmail.com) and registred post, Applications received after 30.06.2017 will not be accepted, no document are required to be attached with the application Original document of shortlisted candidates will be checked before the interview. incomplete /not as per format applications will be rejected .
6. Incomplete applications shall not be considered and no interim correspondence shall be entertained. Candidates in any form shall be considered a disqualifiication for employmant in the company .
7. The prescribed qualification /experience indicted are bare minimum and mere possession of same will not entitle the applicants to be called for interview, where number of applicatons received is large, It may not be convenient or possible for the company to interview all applicants. The company will scrutinize, restrict the number of applicants and shortlist the number of candidates to be called for selection process to a reasonable limit on basis of qualifications and experience higher than that of the Minimum as prescribed above. Thedecision of the company is final and binding the company reserves its rights to accept or reject any application without assigning reasons there for.
8. Only shortlisted candidates will be called for interview list of shortlisted candidates will be published on ASCL website. Candidates are required to see the site regularly. No letter will be sent.
9. No TA/DA will be admissible for attending the interview.
10. Preference will be given to candidates ready to join within 30 days after issue of appointment letter.

**The appointment of staff shall be on the following terms & conditions:-**

1. The appointment shall be purely on contract or on deputation basis for the period of 3 years only. The mutual suitability of the candidate will be reviewed at the end of 1<sup>st</sup> year and the satisfaction of ASCL, the tenure shall be continued for the next 2 years. The tenure of the contract is extendable for further periods as per the satisfaction of ASCL.
2. Candidate's services can be terminated by ASCL with one month's notice or with remittance of one month's pay in lieu thereof. If candidate wishes to leave the services of Agra Smart City Limited, he shall have to give three months notice or remittance of three month's salary in lieu thereof.
3. Consolidated Monthly Salary is admissible in two components ie 90% assured and 10% as PRP Performance related Pay to be paid as per company rules.
4. Candidates shall have to submit a declaration that neither he has been charged / convicted from any Hon 'ble Court not dismissed/ removed/ compulsory retired by way of punishment from the service of any Public Undertaking/ Private Sector or from Govt. Department or he has not been declared insolvent by any court.

CEO, ASCL

### Details of Qualification and Experience

Sr. No.	Post	Nos.	Educational Qualification	Experience	Consolidated Monthly Pay may be negotiable
1	General Manager (Projects)	1	Bachelor in Civil Engineering or Master in Urban Planning	Minimum 15 Year experience in Assistant Town Planning. Experience in implanting Large Infra Projects/ Town Planning Projects	1.00-1.50 Lakhs or as per Govt. deputation rules.
2	Company Secretary	1	Member of Institute of Company Secretaries of India. Preferences will be given to those candidates who have Chartered Accountants/ Cost Accountants / LLB or LLM.	7 Years of Experience in the Corporate Sector with good knowledge of dealing with legal and regulatory matters under companies act. Preferably in Infrastructure company. Govt/ Semi-Govt/PSU Experience is desirable.	Upto 50 Thousand or as per Govt. deputation rules.
3	Accountant	1	B.com with at least 55% marks from recognized university.	Minimum 8 years experience to maintain company accounts with Double entry accounting system.	20-25 Thousand
4	Desktop Operator cum Office Assistant	4	Graduation in any stream from recognized university.	Minimum Three years experience with 'O' Level certification and proficiency in Hindi and English Typing. Knowledge of Short hand writing will also be considered.	15-20 Thousand