

## **Agra Smart City Limited**

Office: Agra Nagar Nigam Main Office Agra, UP-282002

Tel: 0562-2520616, Fax: 0562-2850499

Advertisement No: **ASCL /RECT/04/2017 Dated 26/09/2017**

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

<b>Sr. No.</b>	<b>Post</b>	<b>Nos.</b>
1	Company Secretary	1
2	Desktop Operator cum Office Assistant	3

The details are available at [nagarnigamagra.com](http://nagarnigamagra.com). Interested candidate may apply there application on prescribed format by registered post/speed post only latest by 16.10.2017. For clarifications contact to Mr R. K. Singh, Executive Engineer, 730074617.

CEO, ASCL

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## Common to all posts

1. Upper age limit for all posts is 65 years as on 01.08.2017
2. The Experience as on 01.08.2017 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 registered post/ speed post only, Applications received after 16.10.2017 will not be accepted, 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 disqualification for employment 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 applications 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. The decision 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. 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	Company Secretary	1	Member of Institute of Company Secretaries of India. Preferences will be given to those candidates who have Chartered Accountants/ Cost	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.	50 Thousand
2	Desktop Operator cum Office Assistant	3	Graduation in any stream from recognized university with 'O' Level certification or equivalent and proficiency in Hindi and English Typing. Knowledge of Short hand writing will also be considered.	Minimum Three years experience.	15-20 Thousand

### Format for Application to Various posts at ASCL

1	Post Applied for				Photo
2	Full Name With Title (e.g. Mr./Mrs./Ms/Dr.)				
3	Father's/ Husband Name				
4	Date of Birth and Age as on 31.07.2017		Years		
5	Gender(Male/Female)				
6	Permanent Address				
7	Correspondence Address				
8	Mobile No.				
9	e-mail ID				
10	Nationality				
11	Education				
<b>Sr. No.</b>	<b>Degree</b>	<b>Specialization/ Branch</b>	<b>Board/University</b>	<b>% Obtained</b>	<b>Year of Passing</b>
A					
B					
C					
D					
12	Other Training/ Course / Certifications				
<b>Sr. No.</b>	<b>Training/Course/ Certifications</b>	<b>Specializa tion</b>	<b>College/University</b>	<b>Year of Passing</b>	
A					
B					
C					
D					
13	Employment Details (Starting with present position list in reverse order every employment held since graduation, giving for each employment (see format here below): date of employment ,Name of Employment Organization , Positions held)				

Sr. No.	Employer (Name, Address & Contact Details)	Period in DD/MM/YY Format		Experience (in years/months)	Detailed Assignment & Role	Designation
		From	To			
1						
2						
3						
4						
5						
6						
7						
8						

**Declaration**

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

Signature of Candidate.

Name :

Date :

Place :