

**Advertisement No – 2/2019**

Nagpur Smart and Sustainable City Development Corporation Limited (NSSCDCL) a Special Purpose Vehicle (SPV) incorporated under the Company Act 2013, for the implementation of Nagpur Smart City Project. The Company intends to appoint Company Secretary.

Detail information regarding required educational qualification and experience, reservation, age limit, terms and conditions and other related details are given in table below.

**Start date of Application (Date of issue of advertisement) – 20/09/2019**

**Last Date for receipt of Application – 15/10/2019**

Sr. No.	Name of the Post	Educational Qualification Required	Experience Required	Number of Positions	Consolidated Salary (In Rupees)	Category	Age limit (In Years )
1	Company Secretary (CS)	Post Graduate in any discipline from recognized university/institute and an associate member of the Institute of Company Secretaries of India. Additional LLB degree from recognized university/institute will be added advantage.	Should have experience as company secretary in similar sized organisations for at least 3 years. Previous Experience in infrastructure company will be an added advantage.	1	75,000 (Subject to approval from remuneration Committee of NSSCDCL)	Open – 1	Should not be more than 65 years of age)

**General Conditions**

- I. Applicants will be called for the interview after scrutiny of application and verification of documents.
- II. The remuneration given in this advertisement is subject to approval from Remuneration Committee established by NSSCDCL.
- III. Experience and age will be calculated at the date of issue of advertisement.
- IV. Appointment will be made for three years on contract basis subject to renewal on the basis of yearly performance appraisal.
- V. The annual increment of 4% of the total fixed pay shall be given to the officers whose appointment would be renewed based on the performance appraisal reports.
- VI. NSSCDCL has right to cancel this advertisement without giving any notice at any time.
- VII. If the numbers of candidates applied will be more, the candidates having highest educational qualification and experience will be called for interview based on the principle 1 : 3 ratio.
- VIII. The selected candidate will have to undergo medical fitness examination in Municipal Hospital at Nagpur. Also, the selected candidates will have to submit character verification report to the office of NSSCDCL.

- IX. Candidates should keep their mobile phones and e-mail IDs active for the entire duration of the recruitment drive. All official communication will be sent to their respective e-mail IDs.
- X. Candidates will have to submit their online application forms at <https://www.nsscdcl.org> . The candidate must produce all the original documents at the time of document verification. Failure in producing the required documents shall result in cancellation of candidature and the post will be filled by subsequent eligible candidate.
- XI. Candidates are instructed to read Human Resource Policy of NSSCDCL which is available on <https://www.nsscdcl.org>.

#### **Application Procedure**

- 1) Candidates will have to go to website <https://www.nsscdcl.org> . Click on **Career** Menu for detail advertisement and Human Resource (HR) Policy. Candidates are instructed to read the detail advertisement and HR policy carefully.
- 2) Tick on checkbox and click the '**Apply**' to proceed further for online application.
- 3) Candidates are required to enter the preliminary information for registration with valid email-id and proceed further as instructed.
- 4) Candidates are instructed to login with verified email-ID and password created. Choose the suitable post and fill detail information as instructed. Candidates can also update the information before final submission.
- 5) Candidates needs to upload photo (file size should not be less than 20KB and more than 50KB) and Signature (file size should not be less than 20KB and more than 30KB). Candidates should be ensured that Photo and Signature uploaded successfully.
- 6) Application will be accepted if candidate fulfil required educational/experience and other criteria. In case, if application rejected, the reason for rejection of application will be displayed.
- 7) While applying for the posts, candidates may contact **on 0712- 2567037 or Mob. No: 7588751461/ 9579125978** for technical difficulties if any.

#### **Payment of Fees**

- 1) Payment: for Open Category- **Rs. 300/-** and for SC/ST/VJ/NT/SBC/OBC Category -**Rs. 150/-**
- 2) The application form is integrated with the payment gateway.
- 3) The payment shall be made online by using Debit Cards (Rupay/ Visa/ Master), Credit cards and Internet Banking.
- 4) Candidates shall make the payment immediately after successful application for post.
- 5) Candidates can also make the payment afterwards by clicking '**Make the Payment**' option available on the portal.
- 6) On successful completion of the transaction, an e-receipt will be generated. Candidates are instructed to take print out of payment receipt.
- 7) Candidates must make the payments within given period. No application will be accepted without payment or payment after closing date.