



BAREILLY SMART CITY

54, Church Road, Civil Lines, Bareilly, Uttar Pradesh 243003

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Applications are invited for the appointment of following post on contractual basis in the office of the Bareilly Smart City Limited (BSCL) 54, Church Road, Civil Lines, Municipal Corporation, Bareilly, Uttar Pradesh. The Shortlisted candidates shall be called for interview.

Appointment of Company Secretary

Bareilly Smart City Limited (BSCL) intends to appoint following post:

S.No.	Name of Post	Qualification	No. of Post	Minimum Experience required	Pay Scale Consolidated
1	Company Secretary	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	01	7 Year 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.	Negotiable (as per board direction)

01. The candidate will be posted at Bareilly, U.P.
 02. Method of Recruitment on Deputation/ Contract basis.
 03. The Candidates can download application form of above mentioned post from website www.nagarnigambareilly.com.
 04. Applications will be accepted as per the format attached through E Mail only to nagarayukt.bareilly@gmail.com . Application received after 22-01-2019 will not be accepted. No documents are required to be attached with the application. Original documents of shortlisted candidates will be checked before the interview. Incomplete/ not as per format applications will be rejected.
 05. Incomplete applications shall not be considered and no interim correspondence shall be entertained. Canvassing in any form shall be considered a disqualification for employment in the Company.
 06. The prescribed qualification / experience indicated 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 applications. The Company will scrutinize, restrict the number of application and shortlist the number of candidates to be called for selection process to a reasonable limit, on the basis of qualifications and experience higher than that of the minimum as prescribe 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.
 07. Only Shortlisted candidates will be called for interview. List of shortlisted candidates will be published on website www.nagarnigambareilly.com. Candidates are required to see the site regularly. No letter will be sent.
 08. No TA/DA will be admissible for attending the interview.
 09. Preference will be given to candidates ready to join within 15 days issue of appointment letter.
- The appointment of staff shall be on the following terms & conditions:-**
10. The appointment shall be purely on contract or on deputation basis for the period of 3 year only. The mutual suitability of the candidate will be reviewed at the end of 1st year and on the satisfaction of BSCL, 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 BSCL.
 11. Consolidated Monthly Salary is admissible in two components i.e. 90% assured and 10% as PRP to be paid as per company rules.
 12. 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.
 13. Candidate's services can be terminated by BSCL with one month's notice or with remittance of one month's pay in lieu thereof. If candidate wishes to leave the services of Bareilly Smart City Limited, he shall have to give three months' notice or remittance of three months' salary in lieu thereof. Candidate selected on Contract will have to submit a Surety Bond in form of FD in favor of Bareilly Smart city Limited of Rs. 1 Lakhs. The FD will be refunded after six months.
 14. Interested candidates may apply submit application with detail resume on nagarayukt.bareilly@gmail.com. The Applications will be accepted until 22-01-2019.
 15. For any queries & clarification candidates can contact anytime during 9:30 am to 5:30 pm, Nodal Officer - BSCL Mob. No.-7055519600

Rajesh Kumar Srivastava
CEO,
BSCL, Bareilly

Format for Application to post at BSCL,Bareilly

1	Post Applied for				PHOTO
2	Full Name with the Title (e.g.- Mr./Mrs/Ms./Dr)				
3	Date of Birth and Age as on 01-01-2019				
4	Gender (Male/Female)				
5	Permanent Address				
6	Correspondence Address				
7	Mobile No:-				
8	Email ID				
9	Nationality				
10	Education				
Sr.no	Degree/ Diploma	Specialization	College/University	Year of Passing	
11	Membership of Professional Association				
12	Training/ Course/ Certifications	Specialization	College/University	Year of Passing	

13	Countries of work Experience					
14	Employment Record (Starting with present position, list in reverse order every employment held since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.):					
Sr.no	Employer (Name, Address & Contract Details)	Period in DD/MM/YY	Experience (in Years/Months)		Designation	
		From	To			
15	Work undertaken that best illustrates capability to handle this tasks: [Among the Assignment/jobs in which you have involved, indicate the following information for those Assignment/jobs that best illustrate your capability to handle such tasks listed as under					
Sr.no	Name of Assignment/job or project	Year	Location	Employer	Main Project features	Activities performed:
a						
b						
16	Adequacy for the Assignment					
Sr.no	Area of Skill tests					Quote the Serial No. of assignment handled by you which provides this skill test
a						
b						
17	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)					
18	References (2 Nos)					
Sr.no	Name	Designation	Address	Mob No		
a						
b						

Declaration

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

Signature of Candidate.

Name

Date:

Place

SELF DECLARATION

I.....S/o.....
..... Solemnly affirm and declare as under:-

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

(Signature of Candidate)

Name.....

Address.....

Contact No.