

Office of The Chief Executive Officer

Srinagar Smart City Limited

(A J&K Government Undertaking)

1st Floor, Budshah Building, Lalchowk, Srinagar, Kashmir, J&K

Email: - srinagarscl@gmail.com (CIN: U70200JK2017SGC010107)

Advertisement No. 02 SSCL of 2021; Dated: 20/04/2021.

Applications are invited for the appointment of the following posts on regular/full-time basis in Srinagar Smart City Limited (SSCL) to be stationed in Srinagar City

1				
No. of Posts.	Position	Total Minimum Experience and Maximum Age Limit	Minimum Qualifications	Remuneration
1	Personnel Officer.	Minimum 3 years. Maximum age limit: 40 years	Post Graduate from recognized university, preferably in the field of Public Administration/ Science with min 60 percent marks in Graduation and PG with subjects among other as Public Administration/ Dietetics/ food service management / community health etc. Well versed with the knowledge of Computer and MS Office. With minimum qualification of Diploma in computer application Diploma / degree in education or community health/ public health Public Administration etc.	Level 5 with GP 2800 Per month
Experience Required		Working Experience at any level in government organization is preferred. Well versed with the knowledge of Human Resource Management and Development and also in preventive & community health promotion		
2				
No. of Posts.	Position	Total Minimum Experience and Maximum Age Limit	Minimum Qualifications	Remuneration
1	Computer Operator / Record Keeper	Minimum 2 years. Maximum age limit: 40 years.	Post Graduate in Computers/IT from a recognized National or International University with min 60% marks.	Level 1 with GP 1800 Per month
Experience Required		Candidate should have experience in drafting letters, data entry, data analysis, office management, etc. Should have good command over English language and should have good communication skills. Mandatory software skills: MS Office, Windows operating system.		

Other Terms and Conditions:

1. The Candidate shall be posted in Srinagar City.
2. The candidate shall have to give an undertaking that he/she shall abide by the HR Policy of SSCL and other Policies and procedures of the company.
3. Candidate shall have to submit a declaration that he/she has not been charged/ convicted by the Hon'ble Court nor dismissed/removed/compulsory retired by way of punishment from the Service of any Public/Private Sector Undertaking or from Government Department and that he/she has not been declared insolvent by any court.
4. Candidate belonging to Government/Semi-Government organization/PSUs shall normally send their application through proper channel. However, in the event of difficulty, they may send the application directly and they will have to produce NOC from their organization incase they are shortlisted for selection process.

The application for the post should be enclosed with certificates and requisite documents along with the Biodata in the below mentioned format:

BIODATA

Duly self-attested recent coloured passport size photograph to be pasted

01. Post Applied for in SSCL _____
02. Full Name with Title (e.g- Mr./Mrs./Ms./Dr.) _____
03. Parentage: _____
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04. Date of Birth(DD/MM/YYYY): _____
05. Gender _____
06. Permanent Address _____
07. Corresponding Address _____
08. Mobile No. _____
09. E-mail ID _____
10. Nationality _____
11. Domicile Certificate No. _____
12. Education:

(Starting with the position list in reverse order for every qualification)

S.No.	Qualification	Specialization	College/University	Year of Passing

13. Experience:

(Starting with the position list in reverse order every employment held since graduation)

S.No.	Employer (Name, Address and Contact Details)	Period (from to) in DD/MM/YYYY Format	Experience in Years/months	Assignment and role	Designation

14. Skills acquired:

S.No.	Skill acquired	Institute/College/University	Level of Expertise

Declaration:

I _____ Parentage _____

R/o _____ solemnly affirms and declares as under:

- That I have not been charged/convicted from any court.
- That I have not been dismissed/removed/compulsorily retired by way of punishment from any public undertaking or department of Government.
- That I have not been declared as insolvent by any court.
- That no department inquiry, vigilance case or criminal case is pending against me
- That I am not on bail in any case from the court.
- That I, undersigned certify that to the best of my knowledge and belief, this application correctly describes me, my qualifications and my experience. I understand that any willful mis-statement describes herein may lead to my disqualification or dismissal if engaged.

(Signature of the candidate)

Name: .
Parentage: .
Address: .
Contact No.: .
Email: .

- The application form shall reach the office of Srinagar Smart City Ltd.; 1st Floor, Budshah Building, Lal Chowk, Srinagar; by or before 8th of May, 2021 (Saturday). Applications (including postal delays) shall not be entertained thereafter.
- Only those who meet the prescribed eligibility criteria need apply. If at any stage, it is found that the candidate does not meet the prescribed eligibility criteria, he/she will be disqualified.
- Shortlisted Candidates shall be called for interviews on a date to be notified separately. NO TA/DA will be provided to the candidate for appearing in the interview.
- SSCL reserves the right to reject any application without assigning any reason and right to cancel fully/partially the selections.
- Applicants are advised to visit SSCL website regularly for any update related to this advertisement.
- Incomplete applications without relevant supporting enclosures will be rejected.
- In case any mistake is detected in the selection process, SSCL reserves the right to modify/withdraw/cancel any communication made to the candidates.

Sd/-
Chief Executive Officer
Srinagar Smart City Limited

SSCL/CEO/4216
Dated: 20/04/2021