



Patna Smart City Limited



NOTICE FOR EMPLOYMENT IN PSCL

Sl No.	Name of Post	No of Posts	Category of Post	Upper Age Limit	Minimum Qualification	Experience	Consolidated Pay/month
1	Accountant	2	1 - UR 1 - EBC	40	MBA/PGDM or equivalent in Financial Management or B.Com / M.Com or equivalent, with knowledge on Tally.	Not less than 4 (Four) years of experience in Finance/Accounts in reputed organization. Knowledge of tally is must.	35,000/-
2	Office Executive-cum- Assistant	6	2 - UR, 1 - EBC, 1 -UR(Female), 1 - SC, 1 -BC	40	Graduate in any discipline with knowledge of computer.	Not less than 2 (Two) years of experience in Data Entry.	30,000/-
3	Stenographer	2	1 - UR 1 - EBC	35	Graduation in any discipline with knowledge of shorthand writing & Computer	Not less than 2 (Two) years of experience in Stenography.	25,000/-
4	Computer Operator	6	2 - UR, 1 - EBC, 1 -UR(Female), 1 - SC, 1 -BC	35	Inter Pass and should also possess certificate in DCA/ADCA or equivalent.	Not less than 02 years of experience in Data Entry.	20,000/-

General Instruction

- Detail information and application form can be seen/ downloaded from website: <http://www.pmc.bihar.gov.in> or <http://www.smartpatna.co.in>
- Application form with complete details should be sent through E-mail on pscl-bih@gov.in, patnasmartcity.pscl@gmail.com latest by 3 PM on 15/01/2020 with all attachments. Applications along with DD must be sent by Speed Post to Patna Smart City Ltd, 5th Floor Biscomaun Tower Patna 800001.
- Applicant should clearly mention the post applied for in the Application Form.
- Recruitment on these posts will be initially for one year on contractual basis and thereafter based on the performance and need of the project it can be extended by one year each at a time, to a maximum of two years.
- The consolidated pay is inclusive of all allowances.
- Candidates serving in Government Department/Undertaking are required to submit No Objection Certificate along with the Application Form.
- Candidates once recruited by Patna Smart City Ltd will not be allowed to offer their services elsewhere.
- Application charges for Unreserved/BC/EBC category is INR 500 and for SC/ST category is INR 250 in the form of Demand Draft from a nationalized bank in favour of "Managing Director, Patna Smart City Limited" payable at Patna. The Demand Draft will be non refundable in any case.
- Application form incomplete in any form shall not be considered.
- PSCL reserves the right to reject any or all application at any time without assigning any reasons whatsoever.
- Qualification criteria laid down for each post is Minimum and does not imply that every applicant possessing the same will be called for interview. PSCL reserves the right to evaluate the proposal as per its requirements.
- In the event of qualification or experience certificate, age proof, caste certificate or any other document found to be incorrect or false after the recruitment, the employment contract will be terminated, and suitable legal action will be initiated against the candidate. In this case PSCL will have right to reclaim any pay or compensation paid to the candidate.
- Candidates shall have to submit a declaration that neither he has been charged /convicted from any Hon'ble Court nor dismissed/removed /compulsory retired by way of punishment from the service of any Public Undertaking/ Private Sector or from Govt. Department nor he has not been declared insolvent by any court.
- The appointment is purely on contractual basis and in no way should be construed as regular government service. The candidates will not be eligible for absorption as a regular government employee.
- Shortlisted candidates will be informed about interview and further process through website and email.
- Any disputes arising shall be subject to the jurisdiction of the appropriate Court of Patna.
- Managing Director, PSCL reserves the right to terminate any or all process without assigning any reason whatsoever.

Note**As per Notification of General Administration Department vide notification no 963 dated 20-01-16 and letter no 11 / आ०न०-प-11 / 2015सा०प्र०-2342 Dated-15.02.16 35% seats are reserved for female candidates. also in accordance with notification no 963 dated 20-01-16 if these post remain vacant on account of unavailability of qualified female candidates then male candidates (General/Reservation) will be considered for the same.

Managing Director Patna
Smart City Limited



Patna Smart City Limited

Application Form

1. Name of the post applied for : _____
2. Name of the applicant : _____
3. Father's/Husband's Name : _____
4. Date of Birth : Date ____ Month ____ Year _____
5. Age on **01.05.2018*** : Year.....Month.....Day.....
6. Category* : UR/ OBC/EBC/SC/ST: _____
7. Nationality : _____
8. Marital Status : _____
9. Contact No (Telephone) : _____
Mob (Mandatory): _____
10. E-mail (Mandatory) : _____
11. Address : (With Pin Code)

Self Signed Photo

(A). Permanent: _____

(B). Correspondence: _____

12. Qualification : (Attach Self Attested photo copy)

Sl. No.	Examination Passed	Name of University/ Board	% of Marks obtained	Year of passing	Remarks
1.					
2.					
3.					
4.					
5.					
6.					
7.					

13. Details of Experience: (Attach Self Attested photo copy) The Candidates are advised to type relevant entries in the table which may increase height/width of different column/row in this table below as per requirement.

Sl. No.	Name and address of Institution/Organization	Post held/job responsibility	Period		Field of experience	Years of experience*
			From	To		
1.						
2.						
3.						
4.						
5.						
6.						

Note - (*) Mandatory Field

14. Any special qualification/experience regarding post applied for:

15. Professional Membership if any –

16. Last Salary drawn –

17. Whether involved in any criminal case / law suit at any time? If yes, please give current status

18. Please give your views about the following two statements

i) I want to join PSCL because

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.....

.....

ii) How would I contribute to PSCL's growth

.....

.....

.....

19. (a) Prizes /Scholarships received:

(b) Vocational Training :

(c) Subjects of Special Interest of graduation /post graduation

(d) Interest and achievements in extra-curricular activities

20. Bank Draft Details:-

Bank Name..... Branch Name

Amount in Rs. Date..... DD No.....

21. List of Attached Documents :-

(a)

(b)

(c)

(d)

(e)

(f)

(g)

(h)

(i)

(j)

DECLARATION

I hereby declare that statements made by me in this form are true and complete. If I am appointed and the company finds at any time that any part of the information given by me is incorrect or false or that I have concealed any relevant information, I agree that my appointment shall be liable to summary termination without any notice or compensation.

Place:

Date:

Signature of the Applicant

*Separate sheet can be used if required