



Patna Smart City Limited



NOTICE FOR EMPLOYMENT IN PSCL Advt. No-03/2022

SI No.	Name of Post	No of Posts	Category of Post	Upper Age Limit	Minimum Qualification	Experience	Consolidated Pay/month
1	Company Secretary (CS)	01	Gen-01	50 Years	Graduation in any discipline with at least 60% marks or equivalent grade point average and Member of Institute of Company Secretaries of India.	Not less than 05 years of post-qualification experience in managerial capacity in an equivalent or similar position in a reputed organization. LLB will be an added advantage.	90,000 /-

General Instruction

1. Detail information and application form can be downloaded from website: [http:// www.smartpatna.co.in](http://www.smartpatna.co.in)
2. Application form with complete details should be sent through E-mail on patnasmartcity.psc@gmail.com latest by 3 PM on 25/01/2023 with all attachments. Applications received after the due date & time will not be accepted. Applicant should clearly mention the post applied for in the Application Form.
3. Recruitment on the posts will be on consolidated salary for one year on contractual basis or till the completion of Smart City Mission, whichever is earlier. Candidates once recruited by Patna Smart City Ltd will be restricted to offer their services elsewhere. All posts are non-practicing in nature.
4. Candidates serving in Government Department/Undertaking are required to produce No Objection Certificate at the time of interview. Incomplete application form without necessary detail or application form submitted without Qualification/Experience certificates or unattested certificates will automatically lead to rejection and shall not be considered further.
5. Application fee SC/ST category is INR 250/- and other INR 500/- to be deposited online (NEFT/IMPS/RTGS) to Patna Smart City Ltd. in Savings Account No. 73211100000023, IFSC code: PUNB0MBGB06, with Dakshin Bihar Gramin Bank Branch Kankarbagh Patna-800020 and proof attached with the application to be submitted online.
6. All allowances are included in the pay as indicated against each post. 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. Preference will be given to candidates with higher qualification and relevant experience. 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 or all compensation paid to the candidate.
7. The cut of date for upper age limit & post Qualification experience shall be 1st January, 2023.
8. PSCL reserves the right to reject any or all application at any time without assigning any reasons whatsoever. In special circumstances the entire process of recruitment can be suspended or cancelled and decision of "Managing Director, PSCL" in this regard will be final and binding. The jurisdiction for any dispute redressal will be court at Patna only.
9. Qualification criteria laid down for the 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.
10. 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 been declared insolvent by any court.
11. Shortlisted candidates will be informed about interview and further process through website and email.


Managing Director Patna
Smart City Limited

Address: Patna Smart City Ltd. 4th Floor, ICCO Building, SSP Office Campus, North Gandhi Maidan, Patna-800001, T: 0612-2300634 Email:- patnasmartcity.psc@gmail.com, Website:- www.smartpatna.co.in



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 **01.01.2023*** : 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) : _____

Self-Signed Photo

11. Address : (With Pin Code)

(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

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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 NEFT/IMPS/ RTGS Details:-

Bank Name..... Branch Name

Amount in Rs. Date..... UTR 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 application form are true and complete to my knowledge and belief. Further, I declare that neither I have been charged/convicted from any Hon'ble Court nor dismissed/removed/compulsory retired by way of punishment from the service of any Public Sector Undertaking/r Private Sector/ State or Central Government Department nor I have been declared insolvent by any Court of Law. If I am appointed and the company at any time finds 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 termination without any notice or compensation.

Place:

Date:

Signature of the Applicant

*Separate sheet can be used if required