

## **Karnal Smart City Limited (KSCL)**

Applications are invited for the appointment of following posts on contractual basis in the office of the Karnal Smart City Limited (KSCL), Karnal, Haryana. Only eligible candidates shall be called for interview:

| <b>Sr.</b> | <b>Post</b>                          | <b>Number of post (s)</b> | <b>Salary Range (in INR)</b> | <b>Basis</b> | <b>Duration</b>               |
|------------|--------------------------------------|---------------------------|------------------------------|--------------|-------------------------------|
| 1.         | General manager – Finance / CFO      | 1                         | 75,000 - 100,000             | Contractual  | 1 year (Extendable by 1 year) |
| 2.         | Administrative Officer (Legal)       | 1                         | 60,000 - 70,000              | Contractual  | 1 year (Extendable by 1 year) |
| 3.         | Deputy General manager – IT Solution | 1                         | 60,000 - 70,000              | Contractual  | 1 year (Extendable by 1 year) |
| 4.         | Company Secretary                    | 1                         | 30,000 - 50,000              | Contractual  | 1 year (Extendable by 1 year) |

- Eligible candidates can apply by submitting the soft copy of application along with the required documents as specified via email id at **kscl.hiring@gmail.com** on or before October 16, 2020 by 17:00 Hrs.
- Eligible candidates will be invited for personal interviews
- CEO reserves the right to reject any or all applications without assigning any reasons

Sd/-  
Chief Executive Office  
Karnal Smart City Limited

## Karnal Smart City Limited

Karnal Smart City Limited (KSCL) is inviting applications for appointment of qualified professionals on various positions in KSCL on contractual basis. The candidates will be posted in Karnal, Haryana. The duration for shall be for 1 year initially and may be considered for extension later on.

### Appointment of Qualified Professionals in KSCL on the following positions:

| Sr. | Name of the Position           | Duration                           | Minimum required Educational Qualification and Experience  | Salary Range (INR)   |
|-----|--------------------------------|------------------------------------|--|----------------------|
| 1.  | General manager – Finance      | 1 year<br>(extendable by 1 year)   | <p><b>Qualification</b><br/>M. Com.<br/>/ MBA (Finance) /<br/>Chartered Accountant</p> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Minimum 15 years of relevant experience</li> <li>• Experience of municipal finance analysis, municipal budgeting and accounting and financial projections</li> <li>• Experience in Financial Modeling of PPP projects</li> <li>• Experience of working on financing of infrastructure projects including Civil and IT projects</li> <li>• Experience of working in ULB/ State Government/ Centre Government / PSUs</li> </ul> | 75,000 -<br>1,00,000 |
| 2.  | Administrative Officer (Legal) | 1 year<br>(extendable d by 1 year) | <p><b>Qualification</b><br/>Graduate or higher degree in law<br/>and<br/>MBA in any stream</p> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Should have minimum 10 years of experience</li> </ul>   | 60,000 -<br>70,000   |

| Sr. | Name of the Position                 | Duration                      | Minimum required Educational Qualification and Experience  | Salary Range (INR) |
|-----|--------------------------------------|-------------------------------|--|--------------------|
|     |                                      |                               | <ul style="list-style-type: none"> <li>• Should be experienced in contracts</li> <li>• Should be familiar with government procurement systems and logistics</li> <li>• Experience with governance, risk management, and compliance</li> <li>• Strong drafting and negotiation skills</li> <li>• An ability to think strategically when approaching a new matter</li> <li>• Work experience in government / PSUs will be preferred</li> </ul>   |                    |
| 3.  | Deputy General manager – IT Solution | 1 year (extendable by 1 year) | <p><b>Qualification</b><br/>Engineering Graduate in Computer Science/IT or MCA or higher degree in computer science/IT</p> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Should have minimum 10 years of relevant experience</li> <li>• Should have experience of working on large innovative ICT projects implementation in government / smart cities</li> <li>• Excellent knowledge of technical management, information analysis and of computer hardware/software systems</li> </ul> | 60,000 - 70,000    |

| Sr. | Name of the Position | Duration                      | Minimum required Educational Qualification and Experience  | Salary Range (INR) |
|-----|----------------------|-------------------------------|--|--------------------|
|     |                      |                               | <ul style="list-style-type: none"> <li>• Working knowledge of managing data center and expertise in networks</li> <li>• Experienced in preparation of technical documents for the e-Services and solution to implementing the IT related Infrastructure services /eservices, networking, infrastructure etc.</li> <li>• Should be familiar with government processes and procedure and required change management</li> <li>• Should have fair understanding of contracts management</li> <li>• Work experience in government / PSUs / ULB will be preferred</li> </ul> |                    |
| 4.  | Company Secretary    | 1 year (extendable by 1 year) | <p>Post-graduate in any discipline from a recognized university/ institute and an Associate member of the Institute of Company Secretaries of India</p> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>▪ Should have experience as company secretary for at least 3-5 years</li> <li>▪ Previous experience of working with Government Undertaking or PSUs shall be preferred</li> </ul>   | 30,000 - 50,000    |

The appointment, on purely contractual basis, shall be on the following terms & conditions:-

1. The appointment shall be purely on contract basis for the period of 1 year only. The tenure of the contract is extendable, if required.
2. The candidate will be posted at Karnal, Haryana.
3. Candidate's services can be terminated by KSCL with two months' notice or proportionate remuneration. If candidate wishes to leave the services of Karnal Smart City Limited, he/she shall have to give two months' notice or remittance of two months' salary in lieu thereof. Decision of CEO KSCL in this matter shall be final.
4. Candidates shall have to submit a declaration that neither he has not 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.
5. The candidates are required to submit their Curriculum Vitae (CV), along with a cover letter as per the format provided in the Annexure A of this notice.
6. Candidates are required to send the applications to [kscl.hiring@gmail.com](mailto:kscl.hiring@gmail.com) with scan of the documents/certificates including educational qualification, date of birth, experience etc. as per the annexure A of this notice.
7. The Copy of Educational Qualification and Experience documents needs to be attached in the same sequence as enlisted by the candidate above (e.g. High School then Intermediate and so on).
8. Applications received after the last date or otherwise found incomplete shall not be entertained.
9. No application shall be entertained after this last date and time of submitting applications.
10. For any queries & clarification candidates can write to [kscl.hiring@gmail.com](mailto:kscl.hiring@gmail.com).

**Annexure A**  
**Application Form**

|    |                                   |                         |                       |                   |
|----|-----------------------------------|-------------------------|-----------------------|-------------------|
| 1. | Name of the post applied for      |                         |                       |                   |
| 2. | Name in block Letters             |                         |                       |                   |
| 3. | E-mail id                         |                         |                       |                   |
| 4. | Mobile number                     |                         |                       |                   |
| 5. | Mailing address                   |                         |                       |                   |
| 6. | Date of birth                     |                         |                       |                   |
| #  | <b>Educational Qualification:</b> | <b>Board/University</b> | <b>School/college</b> | <b>Percentage</b> |
| 1. | High School                       |                         |                       |                   |
| 2. | Intermediate                      |                         |                       |                   |
| 3. | Graduation                        |                         |                       |                   |
| 4. | Post-Graduation                   |                         |                       |                   |

**Work Experience (Starting from current organization)**

| Sr. | Duration (from - to) | Organization | Name of the Post | Activities performed | Renumeration |
|-----|----------------------|--------------|------------------|----------------------|--------------|
| 1.  |                      |              |                  |                      |              |
| 2.  |                      |              |                  |                      |              |
| 3.  |                      |              |                  |                      |              |
| 4.  |                      |              |                  |                      |              |

Certified that the information furnished above by me is correct in all respect to the best of my knowledge and belief.

Date

Place

Signature of the Candidate

**Annexure B**

**Declaration**

I \_\_\_\_\_ S/o \_\_\_\_\_ solemnly affirm and declare as under:-

- A. I have not been charged/ convicted from any court.
- B. I have not been dismissed, removed or compulsory retired by way of punishment from any public undertaking or department of Govt.;
- C. I have not been declared as insolvent by any court;
- D. No departmental inquiry, vigilance case or criminal case is pending against me.
- E. I am not on bail in any case from any court.

(Signature of Candidate)

Name\_\_\_\_\_

Address\_\_\_\_\_

Contact No.\_\_\_\_\_