



Office of The Chief Executive Officer

Srinagar Smart City Limited

(A J&K Government Undertaking)

1st Floor, Budshah Building, Lal Chowk, Srinagar, Kashmir, J&K

Email: - srinagarscl@gmail.com

(CIN: U70200JK2017SGC010107)

Advertisement No. 01 SSCL of 2022, Dated: 04-02-2022

Applications are invited for the engagement of eligible persons against the following vacancies on contractual basis in Srinagar Smart City Limited (SSCL).

S.No.	Post	No. of Positions	Qualification/ Eligibility	Age Limit	Remuneration
1	Stenographer	02 (Two)	<ul style="list-style-type: none">Graduate With at least 40 wpm typing speed on computer keyboard & 60 wpm in shorthand.Preferably retired from Government Service.	Minimum = 45 Years Maximum = 65 Years	Last Pay minus Pension as CTC (inclusive of all allowances, perks, taxes, etc.)

Other Terms and Conditions:

1. The engagement shall be purely on contract basis for a period of 1 Year only extendable further for two more years subject to the requirement of SSCL and satisfactory performance of the selected candidate.
2. The candidate shall be posted in Srinagar City.
3. The candidate's service can be terminated by SSCL with 01 Month notice or with remittance of one month pay in lieu thereof. Further, if a candidate wishes to leave the services of Srinagar Smart City Limited, he/she shall have to give one month's notice or remittance of one month's salary in lieu thereof.
4. 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.
5. 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.
6. Candidate shall have to submit an affidavit that he/she shall not make any claim for further extension/ absorption in SSCL or J&K Government beyond contract period of 1 year.

The application for the post should be enclosed with CV, Certificates, and requisite documents along with the duly filled Application Form.

Application Form:

1. Post Applied for along with Advertisement Notice No. : _____

2. Full Name with Title (e.g; Mr./Mrs./Ms./Dr.): _____

3. Parentage: _____
4. Date of Birth (DD/MM/YYYY): _____
5. Gender(Male/Female): _____
6. Permanent Address: _____

7. Address for Correspondence : _____

8. Mobile No. _____
9. E-mail ID: _____
10. Nationality: _____
11. Domicile Certificate No. _____
12. Education (In reverse order starting from highest):

Duly Self attested
recent coloured
passport size
photograph to be
pasted

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

13. Experience (Starting with the position list in reverse order):

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

14. Skills acquired:

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

Declaration:

I _____ S/o _____ R/o _____
solemnly affirms and declares as under:

- A. That I have not been charged/ convicted from any court.
- B. That I have not been dismissed/ removed/ compulsorily retired by way of punishment from any public undertaking or department of Government.
- C. That I have not been declared as insolvent by any court.
- D. That no department inquiry, vigilance case or criminal case is pending against me.
- E. That I am not on bail in any case from the court.
- F. 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 misstatement mentioned herein may lead to my disqualification or dismissal if engaged.

(Signature of the Candidate)

Name:

Parentage:

Address:

Contact No:

Email:

NOTE:

1. The application form shall reach the office of Srinagar Smart City Limited, 1st Floor, Budshah Building, Lal Chowk, Srinagar by or before 21st of February, 2022. Applications including postal delays shall not be entertained thereafter.
2. Only those who meet the prescribed eligibility criteria need to apply. If at any stage, it is found that the candidate does not meet the prescribed eligibility criteria, he/she will be disqualified.
3. Shortlisted Candidates shall be called for interviews on a date to be notified separately. NO TA/DA will be provided to the candidates for appearing in the interview.
4. SSCL reserves the right to reject any application without assigning any reason and right to cancel fully/ partially the selection.
5. Applicants are advised to visit SSCL website regularly for any update related to this advertisement.
6. Incomplete applications without relevant supporting enclosures will be rejected.
7. 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

No: SSCL/CEO/6799

Dated: 04/02/2022