

**Government of Jharkhand**  
**RANCHI SMART CITY CORPORATION LIMITED (RSCCL)**  
**100 ADMINISTRATIVE BUILDING, GROUND FLOOR, OPP. PROJECT BUILDING, DHURWA, RANCHI-834004**  
e-mail ID:- [ranchismartcity@gmail.com](mailto:ranchismartcity@gmail.com). PH. No.:- 0651-2446666  
CIN: U45309JH2016SGC009206

Ranchi, Date: 29.10.2018

**Recruitment Notice**

Ranchi Smart City Corporation Limited (RSCCL), Ranchi invites application from interested professionals/candidates for the post mentioned below on purely contractual basis for "Ranchi Smart City Corporation Limited" under centrally sponsored "Smart City Mission".

SN	Name of the Post	Total No. Of Post (UR-Unreserved)	Consolidated Monthly Remuneration (Rs.)	Essential Qualification & Experience	Age
1.					
1.	Accountant	2	30,000/-	Graduation with minimum 60% marks from recognized University in Commerce/ACWA Iner/C.A. Inter. Not less than three years experience in Finance and Accountancy or similar works in reputed organization.	Age of the candidates should not exceed 45 years as on last date fixed for submission of the application.
2.	Steno-cum-PS to CEO	1	30,000/-	Graduation from recognized University with Shorthand writing. Speed of 100 words/minute in English and 80 words/minute in Hindi. Typing Speed of 40 words/minute in English and 35 words/minute in Hindi. 2 years relevant experience from reputed organization.	Age of the candidates should not exceed 45 years as on last date fixed for submission of the application.

- Terms of Engagement:** The appointment of professionals will be purely on contract basis for a period of (3) Three Years, which may be extended after the annual review of performance and desired output. However the contract may be terminated in the case of unsatisfactory service in two month notice by either side.
- The successful candidate will have to sign a contractual agreement in the prescribed format.
- The contract shall not confer any rights or claim of extension/absorption in the Company.
- Applicants who are in employment with Government, Semi-Government, Autonomous Bodies, Public Sector Undertakings and other Government sponsored institutions should route their application through proper channel.
- Last date for receipt of Application : 19-11-2018 till 5:00 PM.**
- The scope of work, detail job description, requisite qualification and experience for the above mentioned posts, please visit Notice/recruitment section of the website and <https://smartranchi.jharkhand.gov.in>.
- The selection of the candidate will be completely on the basis of Essential Qualification, Additional qualification, Experience and Interview. The decision of the Company is final and binding. The Company reserved its rights to accept or reject any applications, without assigning reasons there for.
- How to apply :** Duly filled application in prescribed format along with attested copy of the proof of age, qualification and experience should be sent through the registered post/speed post/courier to **The CEO, Ranchi**

**Smart City Corporation Limited, 100 Administrative Building, Ground Floor, Opp. Project Building, Dhurwa, Ranchi-834004.** The application form made available by hand shall not be entertained. Original qualification certificate and proof of previous employment have to be produced during the time of Interview.

Incomplete applications shall not be considered and no interim correspondence shall be entertained.

Canvassing in any form shall be considered a disqualification for employment in the Company. For further communication applicant can contact RSCCL, Mobile No- 9576200499.

9. The list of shortlisted candidates will be uploaded on the website <https://smartranchi.jharkhand.gov.in> in the Notice section and the candidate will be intimated about the date of interview via e-mail provided in the their application form.
10. On behalf of Ranchi Smart City Corporation Limited, the department reserves the right to cancel/postpone the recruitment wholly or partially if so required. No claim will be admissible in case of such cancellation/postponement.

11. Job Description :-

The Accountant shall be responsible for the following works:-

- (i) Checking of all bills, vouchers, bank statements etc.
- (ii) Entry in tally.
- (iii) Preparation of payment advice through PFMS.
- (iv) Tax/GST/TDS/Bank related works.
- (v) Any duties assigned by CEO/CFO.

Sd/-

**( Ashish Singhmar )**

CEO, Ranchi Smart City Corporation Limited