



Solapur-City Development Corporation Ltd.

CIN : U74990PN2016SGCI58985

Registered Office : Solapur Municipal Corporation,
Indrabhuvan, Railway Lines, Solapur-413001

Ph.: 0217-2740300, Fax : 0217-2740306

Email: smccommissioner@yahoo.com

Date :

SOLAPUR-CITY DEVELOPMENT CORPORATION LTD.

Recruitment Notice

Applications are invited for the following posts –

Chief Financial Officer, Accounts Assistant and Office Assistant

All the posts are purely temporary and on contract basis for a period of 2 years.

Sr. No.	Name of the post	Educational Qualification
01	Chief Financial Officer (one post) Consolidated Pay Rs. 25000 to Rs. 40000/- per month Age – 21 to 40 yrs.	Graduate or post-graduate in Commerce and Chartered Accountant or Cost Accountant
02	Accounts Assistant (one post) Consolidated Pay Rs. 12000 – Rs. 18000/- per month Age 21 to 40 yrs.	Bachelors Degree in Commerce (B.Com) from recognized university Or Institute with Computer knowledge of Accounting Application Wiz, MS Office, Tally etc.
03	Office Assistant (Two posts) Consolidated Pay Rs. 12000 to 18000/- per month Age – 21 to 40 yrs.	Bachelors Degree in any subject from recognized university or Institute with Computer knowledge of MS Office etc.

Note: Local candidates will be preferred. Pay will be given within the range commensurate with experience and qualification to the selected candidate.

Detailed Advertisement and how to apply is available on website : solapurcorporation.gov.in

Last date for submission of application is: 10th November 2016

o/No. SMART-43

Date: 25th Oct.2016

Solapur

(Sanjay Teli)

Chief Executive Officer

Solapur-City Development Corporation Ltd.

SOLAPUR-CITY DEVELOPMENT CORPORATION LTD.

**Applications are invited for the following posts –
Chief Financial Officer, Accounts Assistant and Office Assistant**

All the posts are purely temporary and on contract basis for a period of 2 years.

Sr. No.	Name of the post	Educational Qualification	Experience
01	Chief Financial Officer (one post) Consolidated Pay Rs. 25000 to Rs. 40000/- per month Age – 21 to 40 yrs.	Graduate or post-graduate in Commerce and Chartered Accountant or Cost Accountant	1-2 years of working experience in the Corporate sector finance/ accounts with good knowledge of requirement under Companies Act.
02	Accounts Assistant (one post) Consolidated Pay Rs. 12000 – Rs. 18000/- per month Age 21 to 40 yrs.	Bachelors Degree in Commerce (B.Com) from recognized university Or Institute with Computer knowledge of Accounting Application Wiz, MS Office, Tally etc. Desirable: - M.Com, MBA (finance) & equivalent. Experience of preparing report, presentation, knowledge of official noting and drafting related Work etc. Preference may be given to candidate having experience of similar nature of Work under Central / State Government Department/ Institute.	Minimum 3 years experience of maintaining Book of Accounts on Computers in Government Institutions/Private Commercial Organization. Knowledge of English typing/Marathi typing, income tax & service tax rules, accounting procedures. Experience gained only after acquiring degree will be considered.
03	Office Assistant (Two posts) Consolidated Pay Rs. 12000 to 18000/- per month Age – 21 to 40 yrs.	Bachelors Degree in any subject from recognized university or Institute with Computer knowledge of MS Office etc. Desirable: - Post Graduation & equivalent. Experience of preparing report, presentation and educational material. Official noting and drafting related Work etc. Preference may be given to candidate having experience of similar nature of Work under Central/State Government Department/Institute.	Minimum 3 years experience in handling official papers & equipments (knowledge of Computer applications in Government Organization. Knowledge of English typing/Marathi typing Communication is essential. Experience gained only after acquiring degree will be considered.

Note: Local candidates will be preferred. Pay will be given within the range commensurate with experience and qualification to the selected candidate.

How to Apply:

Interested & eligible candidates are requested to download the application form given on the **website : solapurcorporation.gov.in** and fill up and submit the scan copy of application to Email Id - solapurcitydcl@gmail.com. In the email for submission of application, please mention in the subject as **"APPLICATION FOR THE POST OF**".

Selection Process :

After scrutiny of application, eligible candidates will be called for written examination, Personal interview, if needed will be taken on the same day after declaration result of written exam. Intimation of date for written examination will be communicated to eligible candidate through email and website only. No complaint for non-receipt of call will be entertained. No separate communication will be made to non-eligible candidates either for written exam or for interview, if any.

Terms & conditions :

- 1) Appointment will be on purely temporary and on contract basis. No benefits available for regular Government employees will be available to the selected candidates. No right for permanency will be available.
- 2) If the selected candidate wants to leave the job, he will require to give two months prior notice to that effect to the Company. Since appointment is on contract and purely temporary, selected person can be removed without any notice therefor.
- 3) All rights for appointment and removal are vested with the Chairman /CEO of the Company.
- 4) Selected candidates will be required to submit on stamp paper of Rs. 100/- that all the terms and conditions are binding and agreed to him.

Important Date:

Last date for submission of application is: 10th November 2016

Date: 25th October 2016
Solapur



(Sanjay Teli)
Chief Executive Officer

Solapur-City Development Corporation Ltd.

Encl: APPLICATION FORMAT

SOLAPUR-CITY DEVELOPMENT CORPORATION Ltd.

CIN : U74990PN2016SGC158985

Regd. Office : Solapur Municipal Corporation, Indrabhuvan, Railway Lines, Solapur

APPLICATION FORMAT FOR RECRUITMENT
(ONE FORM FOR ONE POST ONLY)

PASTE
RECENT
PASSPORT
SIZE
PHOTOGRAPH
H

1. Post Applied For : -----

2. Personal Details

a) Name	b) Father's Name/Husband's Name
c) Date of Birth	d) Age as on today
e) Sex	f) Marital Status
g) Passport Details (No. & Valid upto)	h) Place of Issue Passport
i) Category (SC/ST/OBC/GEN)	Nationality

3.	Address for Correspondence	Permanent Address
	Address	
	Tel. No.	
	Mobile No.	
	E-Mail	

4 (a). Academic Qualifications in descending order

Sl. No.	Examination Passed	Name of Institution/University	Year of Passing	% of Marks/Grade	Specialization

4 (b). Professional Qualifications

Sl. No.	Examination Passed	Name of Institution/University	Year of Passing	% of Marks/Grade	Specialization

4 (c). Certification (if any)

Sl. No.	Course/ Certification	Field	Name of Institution/University	Year of Passing

(Signature of Candidate)

5 (a)

Employment Records

(Current Employment Record)

Sr. No.	Organization	Designation	Pay	Period		Job Description
				From (dd/mm/yyyy)	To (dd/mm/yyyy)	

5 (b) Past Experience :

Sr. No.	Organization	Designation	Pay	Period		Job Description
				From (dd/mm/yyyy)	To (dd/mm/yyyy)	

(Signature of Candidate)

6 Total Post Qualification Experience in years :

7.	Any other information relevant to the job :

Note :

1. If the sheets above are not sufficient please attach extra sheets, wherever necessary.
2. Mentioned the list of documents attached alongwith the form.
 - (a).....
 - (b).....
 - (c).....

I certify that the information given above is true and correct.

(Signature of Candidate)