

**Advertisement No – 2/2024**

Nagpur Smart and Sustainable City Development Corporation Limited (NSSCDCL) a Special Purpose Vehicle (SPV) incorporated under the Companies Act 2013, for the implementation of Nagpur Smart City Project. NSSCDCL invites the applications from eligible candidate to be appointed on contractual basis. Detail information regarding number of posts to be filled, required educational qualification and experience, reservation, age limit, terms and conditions and other related details are mentioned below.

**Start date of Application (Date of issue of advertisement) – 21/09/2024**

**Last Date for receipt of Application – 27/09/2024 till 11:59 PM**

Sr. No.	Name of the Post	Number of Position	Educational Qualification and Experience Required	Consolidated Salary (In Rupees)	Category	Age limit (In Years)
1	Accounts Officer (Account Division)	1	Post Graduate in Commerce or MBA Finance with 6 years of experience in relevant field	75,000	SC - 1	Maximum 45 years
2	Programmer (E-governance Division)	2	Post Graduate in Information Technology or equivalent with Minimum 2 years of experience in relevant field	60,000	SC – 1 Open-1	Minimum 25 Maximum 35 years
3	System Analyst (E-governance Division)	1	Post Graduate in Information technology or equivalent with Minimum 2 years of experience in relevant field	60,000	Open-1	Minimum 25 Maximum 35 years
4	Project Executive (Mobility Division)	2	Post Graduate in Urban Mobility/Transportation system engineering with minimum 2 years of experience or Graduate in Civil Engineering with 7 years of Experience.	75000	SC – 1 Open-1	Maximum 40 years
5	Law Officer	1	Graduate in Law with 7 years of experience.	60000	Open-1	Minimum 25 Years

6	Draftsman	1	ITI/Diploma in Draftsman 5 years of experience in relevant field.	40000	Open-1	Minimum 25 Years
7	Clerk/Typist	1	Any graduate with 3 years of Experience in relevant field. Work experience in government organization will be added advantage. Preference will be given for Marathi typing	30,000	Open-1	Minimum 25 Years

SC-Schedule Caste, ST- Schedule Tribe, OBC- Other Backward Classes.

### General Conditions

- I. Applicants will be called for the interview after scrutiny of application and verification of documents.
- II. Experience and age will be calculated on the date of issue of advertisement
- III. For the above said posts consolidated monthly salary will be based on 50% fixed & 50% performance link pay.
- IV. Appointment will for a period till **31st March, 2025** on contract basis. Any further extension will be at the discretion of NSSCDCL.
- V. The annual increment of 4% of the total pay shall be given to the officers whose appointment would be renewed based on the performance appraisal reports.
- VI. NSSCDCL has right to cancel this advertisement without giving any notice at any time.
- VII.

NSSCDCL has right to change the number of vacancies or cancellation of any posts mentioned in advertisement.

- VIII. If the numbers of candidates applied will be more, the candidates having highest educational qualification and experience will be called for interview based on the principle 1: 3 ratio.
- IX. The selected candidate will have to undergo medical fitness examination in Municipal Hospital at Nagpur. Also, the selected candidates will have to submit character verification report to the office of NSSCDCL. If the reports are to be offensive, the said candidate shall not be appointed.
- X. Candidates should keep their mobile phones and e-mail IDs active for the entire duration of the recruitment drive. All official communication will be sent to their respective e-mail IDs.
- XI. Candidates will not be eligible for the appointment if he/she is punished by any court in the civil/criminal cases. Candidate must produce the details if he/she facing police enquiry/outstanding court matter or punishment if any; selected candidate must submit NOC from the police department at the time of appointment.

- XII. Candidates will have to submit their online application forms at <https://www.nsscdcl.org> . The candidate must produce all the original documents at the time of document verification at the following address:

Chief Executive officer  
 Nagpur Smart and Sustainable City Development Corporation Limited  
 7<sup>th</sup> Floor, Shri Chhatrapati Shivaji Maharaj New Administrative Building, Nagpur  
 Municipal Corporation, Mahanagarpalika Marg, Palm Road,  
 Civil Lines, Nagpur-440001  
 Tel:-0712-2567037

Failure in producing the required documents shall result in cancellation of candidature and the post will be filled by subsequent eligible candidate.

The candidate submit the self-attested documents in order mentioned below;

1. SSC Mark sheet and SSC Board Certificate
2. HSC Mark sheet and HSC Board Certificate
3. Degree Mark sheet and Certificate
4. Post-Graduation Mark sheet and Certificate
5. Experience Certificate
6. PAN Card
7. Aadhar Card
8. Valid Caste Certificate If any

XIII. Candidates are instructed to read Human Resource Policy of NSSCDCL which is available on <https://www.nsscdcl.org>.

#### Evaluation criteria

**For the Post of Accounts Officer (Account Division) evaluation criteria is as follows:**

Break -up of marks for Education Qualification: (total marks 20)		
1	Post Graduate in commerce or MBA finance	10 Marks
2	PhD in relevant field	Additional 10 marks
Break -up of marks for Experience: (total marks 20)		
1	Minimum required 6 years Experience in relevant field	10 Marks
2	For additional Experience in the relevant field, one mark for each year of experience up to 10 years. Above 10 years experience 10 marks will be given	Additional 10 marks
Break -up of marks for Interview: (total marks 60)		
1	Personality Test	10 Marks
2	Subject Knowledge	40 Marks
3	General Knowledge	10 Marks

**For the Post of Programmer (E-governance Division), System Analyst (E-governance Division), Project Executive (Mobility Division) and Law Officer Evaluation criteria is as follows:**

<b>Break -up of marks for Education Qualification: (total marks 20)</b>		
1	Graduate	10 Marks
2	Post -graduate	Additional 5 marks
3	PhD	Additional 5 marks
<b>Break -up of marks for Experience: (total marks 20)</b>		
1	Minimum required Experience in relevant field	10
2	For additional Experience in the relevant field, one mark for each year of experience up to 10 years. Above 10 years experience 10 marks will be given	10
<b>Break -up of marks for Interview: (total marks 60)</b>		
1	Personality Test	10
2	Subject Knowledge	40
3	General Knowledge	10

**For the Post of Draftsman evaluation criteria is as follow:**

<b>Evaluation criteria (Direct selection without interview)</b>	
<b>Break -up of marks for Education Qualification: (total marks 50)</b>	
ITI Diploma in Civil Draftsman	25 marks
Graduate (in relevant field)	Additional 12.5 marks
Post - Graduate (in relevant field)	Additional 12.5 marks
<b>Break - up of marks for Experience: (total marks 50)</b>	
Minimum required experience in relevant field ( min. 5 years)	25 marks
For additional Experience in the relevant field, 2.5 mark for each year of experience (Maximum for 10 years of additional experience)	25 marks
<b>Total</b>	<b>100 marks</b>

**For the Post of clerk/typist evaluation criteria is as follow:**

<b>Break -up of marks for Education Qualification: (total marks 15)</b>		
	Graduation in any field	10 marks
	Post - Graduate (if, any)	05 marks
<b>Break - up of marks for Experience, Skill test, languages known, MSCIT certification: (total marks 50)</b>		
1	<b>Experience</b>	
	Min. 03 years	<b>10 marks</b>
	For additional Experience in the relevant field, 0.5 mark for each year of experience (Maximum for 10 years of additional experience)	<b>05 marks</b>
	Government organisation	<b>05 marks</b>
2	<b>Skill test</b>	
	English 40 WPM as per certificate / document	10 marks
	More than 40 WPM as per certificate / document	05 marks
	English typing Exam	10 marks
	Marathi 30 WPM as per certificate / document	10 marks
	More than 30 WPM as per certificate / document	<b>05 marks</b>
	Marathi typing Exam	<b>10 marks</b>
3	Language Known Marathi, Hindi, English	<b>05 marks</b>
4	Computer Knowledge MSCIT or other government recognized Certificate	10 marks
<b>Total</b>		<b>100</b>

**Application Procedure**

- 1) Candidates will have to go to website <https://www.nsscdcl.org> . Click on **Career** Menu for detail advertisement and Human Resource (HR) Policy. Candidates are instructed to read the detail advertisement and HR policy carefully.
- 2) Tick on checkbox and click the '**Apply**' to proceed further for online application.
- 3) Candidates are required to enter the preliminary information for registration with valid email-id and proceed further as instructed.
- 4) Candidates are instructed to login with verified email-ID and password created. Choose the suitable post and fill detail information as instructed. Candidates can also update the information before final submission.
- 5) Candidates needs to upload photo (file size should not be less than 20KB and more than 50KB) and Signature (file size should not be less than 20KB and more than 30KB). Candidates should be ensured that Photo and Signature uploaded successfully.
- 6) Application will be accepted if candidate fulfil required educational/experience and other criteria. In case, if application rejected, the reason for rejection of application will be displayed.
- 7) While applying for the posts, candidates may contact **on 0712- 2567037** for technical difficulties if any.

## **Payment of Fees**

- 1) Payment: for Open Category- **Rs. 300/-** and for SC/ST/VJ/NT/SBC/OBC Category -**Rs. 150/-**
- 2) The application form is integrated with the payment gateway.
- 3) The payment shall be made online by using Debit Cards (Rupay/ Visa/ Master), Credit cards and Internet Banking.
- 4) Candidates shall make the payment immediately after successful application for post.
- 5) Candidates can also make the payment afterwards by clicking '**Make the Payment**' option available on the portal.
- 6) On successful completion of the transaction, an e-receipt will be generated. Candidates are instructed to take print out of payment receipt.
- 7) Candidates must make the payments within given period. No application will be accepted without payment or payment after closing date.

**Sd/-**

**Chief Executive Officer  
NSSCDCL, Nagpur**