

No. DICDL/HR/RECT/2016/01

**RECRUITMENT NOTIFICATION FOR APPOINTMENT ON CONTRACT BASIS**

Dholera Industrial City Development Limited (DICDL) is a 51:49 Special Purpose Vehicle (SPV) jointly owned by Government of Gujarat and DMIC Trust is entrusted with the responsibility of implementation and management of Dholera Special Investment Region.

DICDL invites applications from qualified and experienced candidates for appointment of key management positions. The following posts / appointments will be only on "Contract" with min.3 years to 5 years, on standard terms & conditions of the Organization.

Sr.No.	Post	Pay	No. of Posts	Minimum Years of Experience	Age Limit (Max.) as on date of Advertisement
1	Company Secretary	Rs. 70,000/- to Rs.75,000/- Per Month.	1 No.	5-8	50 Years
2	Chief Financial Officer (CFO)	Rs. 70,000/- to Rs.75,000/- Per Month.	1 No.	5-8	50 Years

Apart from the pay, other benefits will also be paid as per the Company Policy. Age may be relaxed for exceptional candidates having relevant experience.

**QUALIFICATION AND EXPERIENCE:****Sr. No.1: Company Secretary – No. of posts 1 (One)**

1. Candidate must be Company Secretary having minimum 5-8 years of Post Qualification experience in dealing with corporate management in reputed organization.
2. Candidate must possess strong domain knowledge of Corporate Laws and Governance Policies and must be well conversant with Companies Act, 2013.
3. Candidate should have knowledge of best accounting practices and standards with particular reference to the infrastructure sector and corporate governance.
4. Candidate should have ability to contribute to knowledge management system procedures.
5. Candidate should have ability to foster collaborative work environment and a multi-cultural and multi-ethnic environment.
6. Candidate should have strong interpersonal skills and ability to work effectively with wide range of constituents in a diverse community.
7. Candidate should have ability to communicate effectively both orally and in writing.

## **Sr. No.2: Chief Financial Officer (CFO) – No. of posts 1 (One)**

1. Candidate must be Chartered Accountant (CA) having minimum 5-8 years of Post Qualification experience in infrastructure sector dealing with Corporate Financial Management, including cost and budgetary control, institutional/multilateral finance, working capital management in a reputed organisation.
2. Candidate must possess strong domain knowledge and understanding of financial planning, budgeting, infrastructure financing, multilateral funding and capital/debt market.
3. Candidate should have knowledge of best accounting practices and standards with particular reference to the infrastructure sector.
4. Candidate should have knowledge of project structuring and modeling and procurement of large infrastructure project under PPP and non-PPP modes of delivery.
5. Exposure of ERP software like SAP etc is desirable.
6. Candidate should have skill in organizing resources with establishing priorities.
7. Candidate should have ability to contribute to knowledge management system procedures.
8. Candidate should have ability to foster collaborative work environment and a multi-cultural and multi-ethnic environment.
9. Candidate should have strong interpersonal skills and ability to work effectively with wide range of constituents in a diverse community.
10. Candidate should have ability to communicate effectively both orally and in writing.

## **GENERAL CONDITIONS**

### **1. ON CONTRACT**

- Exceptionally qualified and experienced candidates can be considered for higher position & compensation package.
- The compensation package would be increased every year by 10 % at the end of each year for the first five years and 7% pa then after.

### **2. CONTRACT APPOINTMENT**

1. The Contract Appointment will be initially for 3 years to 5 years on extendable basis.
2. The contract of appointment may be terminated by either side by giving 30 days notice or by paying the contractual remuneration in lieu of notice period, if the circumstances so warrant.

### **3. CONDITIONS**

1. Candidates who have appeared for interviews conducted by DICDL for the above said posts on an earlier occasion need not send their applications again unless there is a change in the eligibility criteria.
2. Prescribed qualifications are the minimum requirements and mere possession of the same does not entitle candidates to be called for interview.
3. The experience is post qualification and the minimum required. Mere possession of minimum experience does not confer any right for interview / selection.

4. Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to selection/appointment shall be a disqualification.

#### **4. SELECTION**

1. Applicants should download application format from our Company website, fill up the same and send the application by post or by courier along with the copies of latest CV & testimonials on or before \_\_\_ **March, 2016** at the following address:  
General Manager (HR)-DICDL,  
GICC Premises, Block No.1 & 2, 6<sup>th</sup> Floor, Udyog Bhavan, Gandhinagar
2. Any candidate found guilty of impersonation or submitting fabricated documents or making statements, which are false or incorrect or indulging in suppression of facts, attempts to use unfair means for the purpose of recruitment, will be liable for rejection.
3. The candidate shall have to indicate his/her acceptance to the offer within fifteen days from the receipt of offer, if not; next candidate in order of merit will be offered the appointment on similar lines. However, the Competent Authority may grant such extension of time depending upon the exigencies, if so requested.

#### **5. MISCELLANEOUS**

1. Original Documents in support of qualification and relevant experience shall be submitted along with the Resume at the time of interview. Non-submission of documents along with the Resume, will lead to rejection of candidature at any stage during the process of recruitment.
2. DICDL shall not be liable for any damage / injury / loss to the individual, if any, sustained during the entire recruitment process and journey.
3. Management reserves the right to assess fitness or otherwise of the candidates selected.

#### **6. TIME & DATE OF INTERVIEW**

Call letters for interview will be issued to shortlisted applicants indicating Time, Date and Venue of the Interview

**General Manager (HR)**

**Application for Contract Appointment**  
**Applied for the post of: \_\_\_\_\_**

Recent Passport size  
color photograph

Sr. No.	Particulars	Details of particulars	Document Attachment Yes / No
1.	Name:		
	Address:		
	Personal Mobile Number:		
	Personal Email ID:		
2.	Father's Name:		
3.	Date of Birth & Age (DD/MM/YYYY):		
4.	Qualification :		
5.	Additional Qualification, if any:	1. 2.	
6.	Knowledge of Gujarati	Yes <input type="checkbox"/> No <input type="checkbox"/>	
7.	A. Total Years of Experience :	_____ Years.	
8.	Name of Current Company, Designation and phone No. / Email ID. (Must attach latest CV / Resume / Payslip & other relevant documents)		
9.	Any other relevant information		

I declare that the information furnished above by me is true to the best of my knowledge and belief and that nothing material has been concealed / misrepresented.

Place:

Date:

Signature of the candidate