

Date: 07/10/2022

### RECRUITMENT FOR POSITIONS IN ASCDCL

Aurangabad Smart City Development Corporation Limited (ACSDCL) invites applications for appointment (on contract basis) to the following positions in ASCDCL division.

<b>Position – 1: Office Peon</b>	
Scope of work	<ul style="list-style-type: none"><li>Monitoring the use of equipment and supplies within the office.</li><li>Dealing with queries or requests from the visitors and employees of Smart City office.</li><li>Coordinating the maintenance and repair of office equipment.</li><li>Assisting other administrative staff in wide range of office duties.</li><li>Collecting and distributing couriers or parcels from SCB office to other offices</li><li>Helping the administrative assistants in performing their duties.</li><li>Be an Honest, hardworking, polite.</li><li>Housekeeping e.g. Sweeping, Moping. Taking Care of Hygiene and Cleaning of office.</li><li>Serving the clients and staff.</li><li>Ready to travel across for office work.</li><li>Delivered a letter and files to other departments of Government</li><li>Any other work allotted specifically by the senior officers. The candidate shall work under overall guidance of Chief Finance Officer and Account officer</li></ul>
Qualifications:	<ul style="list-style-type: none"><li>10<sup>th</sup> Pass</li><li>Experience: Minimum 1 years of experience in Govt/Semi Govt in relevant sector.</li></ul>
Documents to be submitted:	<ul style="list-style-type: none"><li>Details of experience/ posts held during past 1 years, proof of age, proof of qualifications (originals may be submitted at the time of appointment).</li></ul>
Age Limit (as on 30 Sept 2021)	Not more than 30 years.



# Aurangabad Smart City Development Corporation

## Limited, Aurangabad.

(CIN No.: U93090MH2019SGC286039)



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Consolidated pay per month (all-inclusive on CTC basis)	Remuneration shall be commensurate with experience and other perquisites as per ASCDCL policy.
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### General conditions for all the above posts:

- i. Number of post(s): One
- ii. The place of posting shall be Aurangabad, Maharashtra.
- iii. Interested eligible candidates may attend the interview as per the schedule mentioned below along with the documents required. No TA/DA would be provided for attending the interview. The candidates not fulfilling the eligibility criteria would not be considered for the selection process. The decision of the Company is final and binding.
- iv. The Company reserves its rights to accept or reject any application, without assigning any reasons thereof.
- v. The posts advertised are full time posts. The selected persons will have to stay in Aurangabad city and be available for work as per requirement. The job being offered is of high prestige and integrity and offers unparalleled opportunity in bringing change and development at a citywide level. The job is also extremely challenging and therefore dynamic, innovative, hardworking, sincere people with integrity and considering themselves capable of doing justice to this role may only apply.
- vi. The **walk-in interview** shall be held at the below-mentioned address on **17/10/2022 at 11:00 AM.**  
**Venue:** Smart City Office, Dr. Babasaheb Ambedkar Research Centre,  
Near Aamkhas Maidaan, Aurangabad-431001

Sd/-

**Additional Chief Executive Officer**  
Aurangabad Smart City Development  
Corporation Limited (ASCDCL)