



Kakinada Smart City Corporation Limited (KSCCL)
Office of the Managing Director, KSCCL

D.No.2-33-10, Peketi Vari Street, Perrajupeta, Kakinada - 533003



Recruitment of Professional & Support Staff

Sl. No.	Name of the Position	No. of Positions	Qualification	Experience	Mode of recruitment
1	Chief Technology Officer	1	B. Tech / M. Tech (Computer Science/ IT)	5-10 years relevant professional experience in implementing system integrator/ smart solutions projects	From open Market on contract/ outsourcing basis/ retired employees of government organization
2	Office Superintendent	1	B. Tech (any discipline) / M. Tech/ MBA	5-10 years relevant professional experience	
3	Senior Assistant	2	B. Tech (any discipline) / M. Tech/ MBA	3-5 years relevant professional experience	
4	Junior Assistant	2	B. Tech (any discipline) / M. Tech/ MBA	1-3 years relevant professional experience	
5	Office Subordinate	2	10 th Class/ Inter passed	1-3 years relevant experience	
6	Watchmen	2	7 th Class/ 10 th Class passed	1-3 years relevant experience	


CEO
KSCCL


MD
KSCCL

General Terms & Conditions of staff appointment in KSCCL (Professional/ Support Staff):

1. All appointments shall be purely on contractual basis for period of 3 years, which shall be renewed annually based on performance appraisal or the period specified in the appointment letter in accordance with the instructions of the Managing Director.
2. The selected candidate will be entitled to receive fixed remuneration and there shall be enhancement based on annual performance review.
3. The remuneration shall be paid after deducting income tax, professional tax and any other tax as applicable and also the applicable deductions with regard to the contribution towards Provident Fund etc.
4. The fixed pay is subject to negotiation. The fixed pay shall be decided on the basis of candidate's previous CTC details.
5. An office vehicle shall be made available for carrying out official works such as project monitoring, site inspection, administrative related activities on need basis with the prior approval of MD/CEO.
6. KSCCL will provide mobile phone SIM card for performing day to day operations.
7. The candidate other than the Key Managerial Personal (KMP) appointed under section 203, of the company act 2013 shall not be entitled to receive any other allowance on account of DA, HRA or Medical allowance. However the candidate shall be entitled to TA, DA if he/ she are required to travel outside Kakinada for work/ meeting related to Smart City Projects as per the entitlement of the post. In case of emergency, the officer may be permitted to travel by any mode of transport with prior approval of the MD/CEO.
8. During the period of appointment the said individual shall not engage either by himself or on behalf of any other person directly or indirectly in any other business/ employment/profession.
9. The engagement of KMPs is under the provisions of the Companies Act 2013 and the said individual shall discharge the functions under the Companies Act. The said individual shall also perform such other duties and exercise such powers as may from time to time be delegated to the said individual by the Board/ Managing Director.
10. Any staff of KSCCL shall not disclose all such confidential and other information as acquired during the course of appointment. All the staff shall treat the details of the organization as private & confidential except to the extent necessary to carry out their responsibilities under the terms of appointment or to comply with applicable laws.
11. The key managerial personnel may tender his/ her resignation with three month notice period to the MD/CEO and it shall come into force as soon as it is accepted by MD/CEO.
12. Any other staff may tender his/ her resignation with three month notice period to the MD/CEO and it will come into force as soon as it is tendered or accepted by MD/CEO.
13. The services of the officers appointed shall be terminated without any notice in the following cases:
 - a. If he/ she found guilty in misconduct, embezzlement, miss-appreciation, moral turpitude or any other criminal misconduct punishable under Indian Penal Code.
 - b. If he / she is of unsound mind.
 - c. If during the contract period, his work is found unsatisfactory.
14. No KMP, officer or staff of the company shall not join the contractor/ consultant firms of KSCCL till one year from the date of their exit from KSSCL.
15. The selected candidate will have to undergo medical fitness examination in any reputed hospitals in Kakinada as per the prescribed medical category.


CFO
KSCCL


CEO
KSCCL


MD
KSCCL