

City and Industrial Development Corporation of Maharashtra Ltd. [CIDCO]

CIDCO Ltd. invites Online Applications from dynamic, talented and professional persons for the following posts:

Post Code	Post Name	Category wise vacancy									Total Vacancy
		SC	ST	VJ-A	NT-B	NT-C	NT-D	SBC	OBC	Open	
01	Transportation Engineer	-	-	-	-	-	-	-	-	1	1
02	Assistant Transportation Engineer	-	1	-	-	-	-	-	1	2 *	4
03	Assistant Engineer (Electrical)	-	-			1		-	-	1	2
04	Accounts Officer	1	-	-	-	-	-	-	-	1	2
05	Assistant Accounts Officer	-	1	-	-	-	-	1	-	-	2
06	Accountant	-	-	-	-	-	-	1	-	3 *	4
07	Development Officer (General)	-	1	1				-	-	-	2
08	Assistant Development Officer (General)	1	1	-	-	-	-	1	-	1	4
09	Field Officer (General)	1	1	-	-	-	-	1	-	2 *	5
10	Higher Grade Stenographer	-	1	1				-	1	-	3
11	Horticulture Supervisor	-	-	-	-	-	-	-	-	1	1
12	Horticulture Assistant	1	1	-	-	-	-	-	-	1 ** (Blindness /Low Vision)	3
13	Assistant Survey Officer	-	-	-	-	-	-	-	-	1	1
14	Surveyor	1	1	1	1	1	1	1	-	4*	11
15	Assistant Security Officer	1	-	-	-	-	-	-	-	1	2
16	Lower Grade Steno	3 *	2 *	-	-	-	-	-	2 *	-	7
17	Driver Operator (Fire)	-	1	-	-	-	-	-	-	1	2
18	Clerk-Typist	(Blindness/Low Vision-2 & Hearing Impairment-2)									4 **
19	Accounts Clerk	(Hearing Impairment)									1 **

* **One post each reserved for women category under 30% reservation**

** **Post reserved for physically handicapped person**

2. PAYSCALES:

Post Code	Post Name	Pay Scale
01	Transportation Engineer	Rs. 15600-39100 + Grade Pay Rs. 6600
02	Assistant Transportation Engineer	Rs. 15600-39100 + Grade Pay Rs. 5400
03	Assistant Engineer (Electrical)	Rs. 9300-34800 + Grade Pay Rs. 4400
04	Accounts Officer	Rs. 15600-39100 + Grade Pay Rs. 6600
05	Assistant Accounts Officer	Rs. 15600-39100 + Grade Pay Rs. 5400
06	Accountant	Rs. 9300-34800+ Grade Pay Rs. 4400
07	Development Officer (General)	Rs. 15600-39100 + Grade Pay Rs. 6600

Post Code	Post Name	Pay Scale
08	Assistant Development Officer (General)	Rs. 15600-39100 + Grade Pay Rs. 5400
09	Field Officer (General)	Rs. 9300-34800+ Grade Pay Rs. 4400
10	Higher Grade Stenographer	Rs. 9300-34800+ Grade Pay Rs. 4400
11	Horticulture Supervisor	Rs. 9300-34800+ Grade Pay Rs. 4400
12	Horticulture Assistant	Rs. 5200-20200 + Grade Pay Rs. 1900
13	Assistant Survey Officer	Rs. 15600-39100 + Grade Pay Rs. 5400
14	Surveyor	Rs. 5200-20200 + Grade Pay Rs. 2400
15	Assistant Security Officer	Rs. 9300-34800+ Grade Pay Rs. 4300
16	Lower Grade Steno	Rs. 9300-34800+ Grade Pay Rs. 4300
17	Driver Operator (Fire)	Rs. 5200-20200 + Grade Pay Rs. 2400
18	Clerk-Typist	Rs. 5200-20200 + Grade Pay Rs. 1900
19	Accounts Clerk	Rs. 5200-20200 + Grade Pay Rs. 2400

- In addition to the basic pay, the selected candidates are entitled to DA, HRA, Medical Benefit, Leave Encashment, CPF and Gratuity etc. as per Government's rules.

3. PRE-REQUISITES AS ON 1st October 2012 :

Post Code	Post Name	Educational Qualification	Experience	Age limit
01	Transportation Engineer	Degree in Civil Engineering with Post Graduate in Traffic & Transportation Planning / Transportation Engineering or Highway Engineering	About 3 yrs exp in the Transportation Planning or related field (relaxable in deserving cases)	Below 35 yrs
02	Assistant Transportation Engineer	Degree in Civil Engg. With Post Graduate in Traffic & Transportation Planning / Transportation Engineering or Highway Engineering	Preference will be given to candidates having some experience in this field.	Not more than 33 yrs
03	Assistant Engineer (Electrical)	Degree in Elect. Engineering of a recognized university or equivalent.	-	Not more than 33 yrs
04	Accounts Officer	M.Com with costing as a special subject and advanced accountancy & auditing as a special Subject at graduation OR Subordinate Accounts Service of equivalent department examination OR Chartered Accountant incorporated Cost & Works Accountant	Minimum 10 yrs experience of which 5 yrs experience should be in the cadre of Assistant Accounts Officer in Accounts, Finance and Audit department of a large Public Sector U/T, Commercial U/T or Manufacturing concern, would be preferred	Not more than 35 years.
05	Assistant Accounts Officer	B.Com	Minimum 10 yrs experience of which 3 yrs experience should be in the cadre of Accountant in Accounts, Finance and Audit department of a large public sector U/T, Commercial U/T or Manufacturing concern, would be preferred	Not more than 33 years.
06	Accountant	B.Com	Minimum 07 yrs experience of which 3 yrs experience should be in the cadre of Accounts Assistant Or Upper Division Clerk in Accounts, Finance and Audit department of a large public sector U/T, Commercial U/T or Manufacturing concern, would be preferred	Not more than 33 years.
07	Development Officer (General)	Essential:- Degree of a recognized university plus specialization in the area in which the candidate will have to work like Human Resource Administration /	7 yrs exp. In a supervisory or administrative capacity in a Govt. Semi Govt. Office or a reputed public / private sector organization Relaxable by 3 yrs in case of	Not more than 40 yrs

Post Code	Post Name	Educational Qualification	Experience	Age limit
		Marketing Management. Desirable:- Degree in Law	candidate with exceptional qualification	
08	Assistant Development Officer (General)	Essential:- Degree of a recognized university plus specialization in the area in which the candidate will have to work like Human Resource Administration / Marketing Management. Desirable:- Degree in Law	5 yrs experience in a supervisory or administrative capacity in a Govt. / Semi Govt. Office or a reputed Public / Private sector organization	Not more than 33 years.
09	Field Officer (General)	Essential:- Degree of a recog. University or its equi. Desirable:- (i) Degree in Law (ii) Specialization in Human Resource Administration / Marketing Management in which the candidate will have to work	3 yrs experience in a supervisory or administrative capacity in a Govt. / Semi Govt. Office or a reputed Public / Private sector organization	Not more than 33 years.
10	Higher Grade Stenographer	SSC with GCC of speed of 100/40 wpm in English Shorthand / TW. In the case of Marathi steno of 100/40 wpm in Marathi shorthand/TW	Exp. of 2 yrs as stenographer in reputable organization	Not more than 33 years.
11	Horticulture Supervisor	Degree in Agriculture / Horticulture of a recognized university	3 yrs supervisory experience in maintenance of parks & gardens and having experience in decoration such as flowers arrangement etc. and capable of handling administration work independently	Not more than 33 years.
12	Horticulture Assistant	SSC passed or an equivalent exam recognized by the Govt. or Dip. in Agriculture Hort.	Possess exp. Of supervising and maintaining large gardens and should have knowledge of floral as well as other decorations at least for 3 yrs. Should know the practices of various Horticultural operations	Not more than 33 years.
13	Assistant Survey Officer	SSC with survey training course of ITI or any other recognized institute	12 yrs exp in survey work in Govt., semi Govt. or similar organization of which 4 yrs shall be in a responsible supervisory capacity.	Not more than 35 years.
14	Surveyor	SSC with GCD or equivalent qualification	-	Not more than 33 years.
15	Assistant Security Officer	Graduate Minimum Physical Standard:- 165 cms in height, 85 cms in chest inflated (min. expansion should be 5 cms), weight 50 kgs, eye sight normal	5 yrs experience in police / security work in supervisory capacity	Not more than 33 years.
16	Lower Grade Steno	SSC with GCC of speed of 100/40 wpm in English Shorthand / TW. In the case of marathi steno of 100/40 wpm in marathi shorthand/TW. Preference will be given to the candidate having English as well as Marathi S/H 100/40 wpm with MSCIT.	--	Not more than 33 years.
17	Driver Operator	SSC passed Fireman Training Course from State Fireman Training Centre and current driving license for heavy vehicle Minimum Physical Standard:-	3 yrs exp as Fireman / Driver in a City Fire Organization	Not more than 33 years.

Post Code	Post Name	Educational Qualification	Experience	Age limit
		165 cms in height, 81 cms in chest, expansion 5 cms, eye sight normal, weight 50 kgs		
18	Clerk-Typist	SSC with Eng. & GCC with 40 wpm in Eng. T/W & 30 wpm in Marathi T/W and MSCIT	--	Not more than 45 years.
19	Accounts Clerk	HSC with Commerce	--	Not more than 45 years.

Age limit –

- *Upper age limit is relaxable by 5 years for the candidates belonging to backward classes (Only Maharashtra Domicile Candidate) wherever the post is reserved for that category of backward class.*
- *Age limit for physically handicapped persons should not exceed 45 years.*
- *The condition of upper age limit is not applicable to the departmental employees working in CIDCO.*
- *Date of birth as per SSC/School Leaving Certificate and age as on 1st October 2012 should be mentioned.*

4. **Reservation :**

4.1(a) There shall be 30% horizontal reservation for women (**Only Maharashtra Domicile Candidates and who do not belong to Creamy Layer category**) as per the provision of Govt. of Maharashtra Resolution No. 82/2001/MSA-2000/PK 415/K-2 dt. 25.05.2001. The women candidates who desire to avail benefit of women reservation (VJNT, SBC, OBC & Open) should submit **latest/current year Non Creamy Layer Certificate** from the appropriate Competent Authority of Govt. of Maharashtra showing that they do not belong to “Creamy Layer” category. All woman candidates availing benefit of women reservation should submit **Domicile certificate of Maharashtra State** issued by the appropriate Authority of Govt. of Maharashtra. (Posts identified under 30% reservation for women are marked as (*) i.e. Assistant Transportation Engineer, Accountant, Field Officer (General), Lower Grade Steno and Surveyor).

4.1(b) For posts identified under physically handicapped persons, minimum 40% disability given by a certified medical expert from a Government hospital of the district shall alone be eligible for the benefit of reservation for physically handicapped person. The posts identified under physically handicapped persons are marked as (**) i.e. Horticulture Assistant (LV-1), Clerk-Typist (LV-2, HH-2) and Accounts Clerk (HH-1).

4.2 Maharashtra State Public Services (Reservation for Schedule Castes, Schedule Tribes, Denotified Tribes (Vimukta Jatis), Nomadic Tribes, Special Backward Class and Other Backward Classes) Act.2001 has been enforced by the Govt. of Maharashtra from 29th, January, 2004. As per the provisions under Sub-section 2 (ii) of Section-4 of this Act, the principle of Creamy-Layer has been made applicable to all categories except Schedule Castes and Scheduled Tribes i.e. VJNT, SBC & OBC category. The candidates should produce **latest/current years Non-Creamy Layer Certificate** in the prescribed form issued by appropriate authority as per Govt. of Maharashtra Circular No. CBC-10/2006/PK15/BCR-5 dated 5/6/2006.

4.3 Candidates claiming the benefit of reservation under SC, ST, VJNT, Spl. BC & OBC categories, should produce a caste certificate at the time of interview. They will also enclose an attested copy of **caste validity certificate** issued by the Caste Scrutiny Committee if available with them at the time of interview. However, the candidate who applied without submitting Caste Validity Certificate, if selected, an appointment order will be issued to him as per the provisions / directives prescribed in G.R. of Govt. of Maharashtra vide No. **BCC-2011/Pra.Kra.1064/2011/16-B dated 12.12.2011.**

4.4 In case of VJNT category, if candidate belonging to particular VJNT category for which post is advertised is not available then the said post will be filled in from the other VJNT category as per the interchangeability norms.

4.5 For claiming the benefit of caste reservation, candidates should submit attested copy of Caste Certificate, Caste Validity (If available) and Certificate of Domicile of Govt. of

Maharashtra issued by the appropriate Authority of Govt. of Maharashtra at the time of interview.

4.6 The caste certificate issued by appropriate Competent Authority of Maharashtra State only will be considered as valid for availing the benefit of reservation including application fees.

4.7 Backward class candidates should be domicile of Maharashtra State and should be of the categories notified by the Maharashtra State viz (a) Scheduled castes (including SC category person who has adopted Baudha Religion) (b) Scheduled Tribes (c) VJNT Special Backward Class and (e) Other Backward Class.

4.8 Once the caste is notified in application form, it cannot be changed at any stage later on.

4.9 The Backward Class candidates who apply against Open category will not be permitted to change the option once exercised at any stage later on.

4.10 Preference will be given to deserving CIDCO Project Affected Candidates.

4.11 The selected candidate has to work at various places within the jurisdiction of the Corporation.

5. Application fee :

Post Code	Application Fees		
	For Open category Candidates	For BC candidates (only if post is reserved for BC category)	For Physically Handicap Persons
For Post Code No. 01 to 19	*Rs. 400/-	*Rs. 200/-	*Rs. 200/-

*** Apart from above-mentioned fee, candidates will have to pay service charges to SBI as applicable.**

5.1 The candidates belonging to VJNT, SBC and OBC categories and belonging to Creamy Layer or those backward class candidates who do not possess the caste certificate & Domicile Certificate issued by the appropriate Competent Authority of Maharashtra State will be treated as Open category candidates for all purposes & they shall pay the application fees applicable to Open category candidates.

5.2 Where there is no reservation for any specific category / community of backward classes, in such case BC candidates of that category/community shall be treated as open category candidates for all purposes & they will have to pay the application fees as applicable to **Open category** candidates.

6. Application Process for CIDCO Recruitment 2012

Steps

1. Candidates are required to apply Online through website <http://cidco.mkcl.org> No other means/mode of application will be accepted.
2. Read the Advertisement carefully.
3. Check the eligibility of post given in advertisement for which you are applying.
4. While filling online application, please keep on hand all necessary documents. You will also require scanned images of your latest passport size photograph and signature to be uploaded while filling the online application form.
5. Click on "Apply Online" link to start filling online application form.
6. Please Fill the application in English

7. Select the post you want to apply. One by one select correct options (Yes/No) for the questions on the screen. Software will check your primary eligibility based upon your responses.
8. If you are primarily eligible for selected post then proceed and select division wise post to be applied. Fill the required details asked in the online application form.
9. After filling required information, system will generate login ID, password and SBI challan which will be displayed on the screen. You will also receive your login ID and password on SMS. (Please enter correct mobile number to get login ID and password by SMS). This Login ID is also your form number.
10. Take a print out of Login details and Challan by clicking on “Print My Login Challan details” button.
11. Applicant should visit nearest SBI bank on next working day along with duly filled challan and pay application fee along with bank charges in cash as printed on the challan. Bank will accept application fee and give acknowledgement on applicant copy of the challan.
12. Please pay applicable fee before last date mentioned in the advertisement. Fees once paid are non-refundable & non transferable.
13. After making payment of fees in SBI, it takes one working day for the reconciliation of fee paid by you. Login again on the website, click on “Fill Application Form” link and complete and approve and take printout of the online application form on the NEXT working day.
Applicant must fill following information in the form.
 - Personal Information.
 - Reservation Details.
 - Qualification Details.
 - Upload scanned copy of Photograph and Signature.
 - Experience Details.
 - Other Essential Information.

Without filling above information your form will not be complete. Fill the above information in online application form, approve the information filled in the form and take printout of the form for your reference.

You do NOT have to send the printout of application form to CIDCO or MKCL.

Your application process is now complete. Please check the website for regular updates. Admit card for written examination shall be available in your login as well as on the website before the examination date. There will not be any written communication before the examination.

Important Dates:

Website Link Open ('Apply Online' link)	From 20.10.2012 To 15.11.2012
Payment of fees at SBI Branches	From 20.10.2012 To 16.11.2012
Online form submission	From 21.10.2012 To 17.11.2012
Tentative Date of Online Test	09.12.2012

GENERAL CONDITIONS

1) Before filling up the application form candidates should ensure that they fulfill all eligibility criteria as mentioned in the advertisement. Corporation will take up verification of eligibility conditions with reference to original documents only after the candidate has qualified for interview. Their admission to all the stages of the recruitment process will be purely provisional subject to satisfying the prescribed eligibility criteria mentioned in this advertisement.

2) All candidates who have registered online and have paid the requisite Application Fees will be allowed to download on-line call letters for written test. No detail scrutiny of application will be carried out at the time of issuing call letters on-line. The call letters can be downloaded from the Corporation's website <http://cidco.mkcl.org>

- 3) Normally selection process comprises of Written Test & Personal Interview or only Written Test. However which short-list / selection process is to be adopted will be at the absolute discretion of the Management and the decision of the Management in this regard shall be final. The candidates will have to appear for Written Test at Mumbai.
- 4) The candidates will be short listed for Personal Interviews on the basis of performance in the written test. Taking into consideration the performance in the written test and Personal Interview the select list will be prepared.
- 5) The list of candidates called for written test, personal interview and selected for the posts advertised will be published on the Corporation's website- <http://cidco.mkcl.org> from time to time.
- 6) Prescribed qualifications are minimum and mere possession of the same does not entitle the candidate to be called for Interview. The candidates will be short-listed for interview commensurate with the number of vacancies.
- 7) The candidate should ensure that he/she fulfils the eligibility criteria regarding educational qualification, age, experience, caste, etc. and particulars furnished in the application form are correct in all respect
- 8) If any false / incorrect information furnished by the candidate is detected at any stage of recruitment process, his/her candidature will not be considered.
- 9) If the candidate knowingly or will fully furnishes incorrect or false particulars or suppresses material information, he/she will be disqualified and if appointed, shall be liable for dismissal from the Corporation's service without any notice or assigning any reasons whatsoever.
- 10) The decision of the Management in all matters relating to recruitment shall be final and no individual correspondence will be entertained.
- 11) The departmental employees of the Corporation applying against this Advertisement should submit their applications online well in time.
- 12) The recruitment in CIDCO Ltd. is done strictly as per merit in a systematic way giving appropriate weightage to written test & interview. Canvassing in any form will disqualify a candidate.
- 13) Any request for change of address and enclosing supporting documents later on will not be entertained.
- 14) Knowledge of Marathi is desirable.
- 15) Employees working in Govt. / Semi. Govt. Undertaking will have to produce No Objection Certificate at the time of interview/joining, if selected.**
- 16) The medium of the Written Test will be **English**.
- 17) The Corporation reserves the right to cancel the Advertisement fully or partly on any grounds and such decision of the Corporation will not be notified or intimated to the candidates.

Date: ----,----,2012

Manager (Personnel)