Government of Jharkhand
Urban Development & Housing Department

Ranchi Smart City Corporation Limited

2nd Floor, JUPMI Building, Plant PlazaRoad, Dhurwa, Ranchi-834004 | CIN: U45309JH20165GC009206
E-mail-ranchismartcity@gmail.com | Phone: +91 244 6666

Letter No. : RSCCL/App./141/2018/384 Date: 29/07/2025
Ref PR 353030

Recruitment Notice

Ranchi Smart City Corporation Limited (RSCCL), Ranchi invites application from interested professionals/candidates for the post Company Secretary on purely contractual basis for "Ranchi Smart City Corporation Limited" under centrally sponsored "Smart City Mission".

Sl. No.	Name of the Post	Total No. of Post	Consolidated Monthly Remuneration (Rs.)	Essential Qualification & Experience	Age
1.	Company Secretary	1	75,000/-	Graduation in any discipline with at least 60% marks or equivalent grade point average and Member of Institute of Company Secretaries of India. Preference will be given to those candidates who are also Member of Chartered Accountants of India or Cost Accountants of India. Not less than 7 years of post-qualification experience as Company Secretary in reputed organization.	Age of the candidates should not exceed 45 years as on last date fixed for submission of the application. In case of retired candidate, age limit is extended to 62 years as on last date fixed for submission of the application.

1. **Terms of Engagement:** The appointment of professionals will be purely on contract basis for a period of (3) Three years, which may be extended after the annual review of performance, and desired output. However the contract may be terminated in the case of unsatisfactory service in two month notice by either side.
2. Thesuccessfulcandidatewillhavetosignacontractualagreementintheprescribedformat.
3. Thecontractshallnotconferanyrightsorclaimofextension/absorptionintheCompany.
4. Applicants who are in employment with Government, Semi-Government, Autonomous Bodies, Public Sector Undertakings and other Government sponsored institutions should route their application through proper channel.
5. **Last date of receipt of Application:**19th August 2025 till 05:00 PM.
6. The scope of work, detail job description, requisite qualification and experience for the above mentioned posts, and for other details, please visits Notice section of the website https://www.rsccl.in/
7. TheselectionofthecandidatewillbecompletelyonthebasisofEssentialQualification,Additional qualification, Experience and Interview. The decision of the Company is final and binding. The Companyreserveditsrightstoacceptorrejectanyapplications,withoutassigningreasonsthere for.
8. **How to Apply:** Duly filled application in prescribed format along with attested copy of the proof of age, qualification and experience should be sent through the registered post/speed post/courier to the **CEO, Ranchi Smart City Corporation Ltd, 2nd Floor, JUPMI Building, Plant Plaza Road, Dhurwa, Ranchi – 834004 Jharkhand.** The application form made available by hand shall not be entertained. Original qualification certificates and proof of previous employment has to be produced during the time of interview.
9. Candidates who have applied previously against recruitment notice no 261 dated 20/05/25 need not to apply again .Their candidature will be considered for this recruitment notice.
10. On behalf of Ranchi Smart City Corporation Limited, the department reserves the right to cancel / postpone the recruitment if so required. No claim will be admissible in case of such cancellation / postponement.

Sd/-
Chief Executive Officer
Ranchi Smart City Corporation Limited

Government of Jharkhand

Ranchi Smart City Corporation Limited

(Application Form)

Affix your recent passport size self-attested photo here

Application for the Post of:

1. Full Name (in block letter):
2. Father's Name:
3. Date of Birth:
4. Address of Correspondence:

   ……

   ……

   Pin: ……

   Mobile No.: ……

   Email Id: ……

5. Permanent Address:

   ……

   ……

   Pin: ……

   Mobile No.: ……

   Email Id: ……

6. Category (ST/SC/OBC/GEN):
7. Gender (Male/Female):
8. Nationality:
9. Languages Known:

Name of the Language	Speaking	Reading	Writing

10. Educational Qualification

Degree/Course	Name of the Institute/University	Subject Studied	Year of Passing	% of aggregate marks

11. Additional Qualification

Degree/ Course	Name of the Institute/University	Subject Studied	Year of Passing	% of aggregate marks	Area of Specialization

12. Particulars of Experience

Name of the Organisation	Designation	Period of Services		Experiences		Nature of Duties Performed
		From	To	Years	Months	
Total Years of Experiences						

Note: Enclose attested copies of

a) Proof of age
b) Educational & Professional Qualification Certificates
c) Experience Certificates
d) Other Certificates

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirement of the relative advertisement, my application may be summarily rejected. I am physically sound to discharge the duty to be assigned and undertake to abide by all the terms and conditions of the recruitment as decided by the competent authority.

Place: ……

Date: ……. Signature of the Candidate