

Instructions and guidelines to the candidates

CIDCO invites applications from eligible candidates for walk-in-interview to fill up the vacant post of Sr. Development Officer (General).

The application **in prescribed format attached at the end of the advertisement clearly mentioning the name of the post (Sr. Development Officer (General))** should reach in hard copies to undersigned **on or before 24.11.2017** on following address:-

Office of Manager (Personnel)
2nd Floor, CIDCO Bhavan,
CBD Belapur, Navi Mumbai.
Pin Code: 400614.

The details of the posts are as below-

Educational Qualification

Post Name	Age Limit	Educational Qualification	Experience
Sr. Development Officer (General)	Below 50 years	Degree of a recog. University preference will be given to those with post-graduation in any field or a degree in law.	12 Yrs exp. in responsible capacity in Govt. Semi Govt. office or a reputed public/ private sector organization.

Post	Pay scale (in Rs)	No. of Posts	Reservation
Sr. Development Officer (General)	15600-39100 + GP 7600	1	1 ST

Age limit & eligibility criteria:

1. Date of birth as per SSC/School Leaving Certificate and age as on **01.11.2017** should be mentioned.
2. The candidate should attach the self-attested copies of original documents along with duly signed application form. Candidate must produce all the original documents at the time of document verification. Failure in producing the required document will result in cancellation of candidature.

Reservation-

1. Candidates claiming the benefit of reservation under ST category should enclose copy of caste certificate and Caste validity certificate issued by the Caste Scrutiny Committee. **Failure of producing the same may result in cancellation of candidature.**
2. The caste certificate issued by appropriate Competent Authority of Maharashtra State only will be considered as valid for availing the benefit of reservation. Caste notified in other State as reserved will not be considered.

3. The candidates should be domicile of Maharashtra State and should belong to categories notified by the Maharashtra State.

GENERAL CONDITIONS-

1. Appointment will be made as per vacancies and requirements.
2. Before filling up the application form candidates should ensure that they fulfil all eligibility criteria. Corporation will take up verification of eligibility conditions with reference to the original documents only after the candidate gets qualified for interview.
3. Their admission to all the stages of the recruitment process will be purely provisional subject to satisfying the prescribed eligibility criteria.
4. The candidates will be short listed for personal interview on the basis of documents submitted. Taking into consideration the performance in the Personal interview, the select list will be prepared.
5. Prescribed qualifications are minimum and mere possession of the same does not entitle the candidates called for interview. The candidates will be shortlisted for interview commensurate with the number of vacancies.
6. CIDCO has right to cancel this advertisement fully or partially on any ground without giving any notice at any time.
7. All candidates should be domiciled in the state of Maharashtra.
8. Candidates who are working in the Government Organization/ undertaking must forward their application with the "No Objection Certificate" from his/her Head of the Department.
9. Candidates must make sure that he/she is fulfilling all the required educational and experience criteria. Candidature can be cancelled at any time and any stage, if a candidate is not fulfilling the requisite criteria.
10. If any false/incorrect information furnished by the candidate is detected at any stage of recruitment process, his/her candidature will be cancelled.
11. Candidate will not be eligible for the appointment if he/she is punished by any court in the civil/Criminal cases. Candidate must produce the details, if he/she is facing police inquiry/outstanding court matter or punishment if any.
12. Knowledge of Marathi is desirable.
13. The decision of the Management in all matters relating to recruitment shall be final and no individual correspondence will be entertained.
14. Selected candidate appointed in CIDCO will have to work at any place within State of Maharashtra or elsewhere at Project places and you will have to reach your places of work from your residence at your own cost.
15. **In order to ensure service in the corporation, the selected candidates need to sign a service bond of a period of 5 years. In case the selected candidate decides to leave the Corporation before completion of 5 years after probation, he/she will be required to pay an amount of 20 months entry level pay (Basic pay + grade pay).**

16. After appointment, the candidates will have to produce police verification certificate within 30 days and character certificate from the concerned police station. If the reports are found to be offensive, the said candidate will be terminated from the services without giving any intimation.
17. Candidates must remain present with their own expenses for the entire recruitment drive.
18. Candidates must be alert from the assurance of Mediator/ Thief/ Persons who claim to be belonging to CIDCO.
19. The recruitment in CIDCO Ltd. is done strictly as per merit in a systematic way giving appropriate weightage to various parameters as decided by Management.
20. Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regards to their selection/recruitment shall result in disqualification of candidature and shall attract Police action.
21. All official communication regarding this recruitment shall be displayed on CIDCO's official website www.cidco.maharashtra.gov.in.
22. The candidates should submit the self-attested documents in order mentioned below-
 - i. SSC mark sheet & SSC Board Certificate.
 - ii. HSC mark Sheet & Board Certificate.
 - iii. Diploma mark sheet & Certificate.
 - iv. Degree mark sheet & Certificate.
 - v. Post-Graduation mark sheet & Certificate.
 - vi. Experience Certificate.
 - vii. Caste Certificate
 - viii. Caste Validity Certificate.
 - ix. Domicile Certificate.
 - x. Leaving Certificate.
 - xi. PAN Card
 - xii. Aadhar Card.
 - xiii. NOC of current employer (in case of Govt./ Semi Govt. etc. employees)

Manager (Personnel)

14.11.2017

City and Industrial Development Corporation of Maharashtra Ltd.

(A Government of Maharashtra Undertaking)

Self-attested
Recent
passport sized
photograph

Post applied for - Sr. Development Officer (General)

PERSONAL DETAILS

1. Name in full _____
(In Capital) (Surname) (Name) (Father's/Husband's)
2. Present Address, _____

(Pin code)
Permanent Address, _____

(Pin code)
3. Contact Details
Landline No. - _____ Mobile No. - _____
E-mail Id - _____
4. (a) Age as on 01.11.2017- _____ Years _____ months _____ days,
(b) Sex- _____
(c) Place of Birth - _____
(d) Date of Birth - _____ (as per SSC Board Certificate)
(Day) / (Month) / (year)
(e) Religion- _____ (f) Nationality- _____ (g) Marital Status- _____
(h) Domicile in Maharashtra - Yes/No - _____
(i) Category -
ST

- (i) Caste Certificate- Yes/No - _____
- (j) Caste certificate No. and Date _____
- (j) Caste Validity certificate- Yes/No - _____
- (k) Caste Validity certificate No. and Date - _____
- (l) Aadhar No. _____

5. Educational Details

Certification/ Degree	Specialization	Board/ University	Month and year of passing	Class/ Division	% of marks (Aggregate)
SSC					
HSC					
Degree					
Post- Graduation					
Others					

6. Whether completed any Training course, Certifications, Professional accreditations etc.,-

Sr. No.	Name of Training course, Certification, Professional accreditations, etc.	Duration of course	Year/Month of completion

EMPLOYMENT DETAILS

7. Note: The following record is very important for considering you for employment. Cover your activities, outlines in details for each employment period, your specific duties and responsibilities, including employment record. (Starting from the latest)

Sr. No.	Name of employer	Whether Government / Government undertaking / PSU/ Private	Period of employment		Total period of Employment (in Months)	Design -ation	Brief Job description
			From	To			

Total Experience _____ year's _____ months

8. Are you having service agreement/bond with your present employer? If yes, please mention period etc. and give details separately _____

9. Mother tongue _____

10. Languages known-

Language	Read	Speak	Write
English			
Marathi			
Hindi			
Other, _____			
Other, _____			

11. Is there any of your relatives working in this Corporation _____

If yes, please state the name and relationship _____

12. Brief record of extracurricular activities (sports, hobbies etc.) _____

13. Please name three references who are not your relatives and who can certify about your work and Conduct -

Sr. No.	Name	Occupation	Contact Number and Email ID	Years Known

DECLARATION

14. I solemnly declare that I have read all the instructions and guidelines mentioned in the advertisement and all the particulars furnished in this application are true and correct to the best of my knowledge and belief. I clearly understand that any misstatement of fact contained herein or willful concealment of any material fact will render me liable to appropriate action as may be decided by the Corporation.

Name _____

Place _____

Signature _____

Date _____

INSTRUCTIONS

- Candidates should furnish all the relevant documents supporting the education and experience claimed by them.
- Post for which the application is made should be clearly mentioned on the envelope.
- Candidate working in Government or Public sector should apply through proper channel.
- Date of Birth as per SSC Board certificate.
- Age and Experience should be as on 01st November 2017.
- The marks should be in percentage. Candidates obtaining marks in any other format such as CGPA/CPA etc. should convert it into percentage as per respective University norms.