

AGARTALA SMART CITY LIMITED
(CIN: U74999TR2016SGC013499)
UD BHAWAN, 1ST FLOOR, SHAKUNTALA ROAD,
AGARTALA, TRIPURA WEST

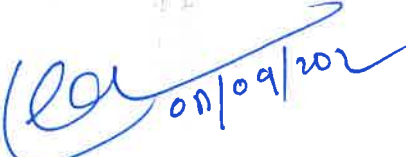
F. NO.9 (ASCL)/2016-17/2995

Dated: 08/09/2022

NOTIFICATION

Application is invited for the post of **Chief Financial Officer (CFO)** on purely contractual basis for a period of 1 (one) year in Agartala Smart City Limited at its Headquarters at Agartala.

1. **Name of the post:** Chief Financial Officer (CFO)
2. **Number of Vacancy:** 01
3. **Scale of Pay:** The salary of the Chief Financial Officer (CFO) of Agartala Smart City Limited shall be Rs.1, 00,000/- (one lakh) per month and transportation allowance shall be Rs.15, 000/- (fifteen thousand) per month. No other allowance shall be given by the Company (Agartala Smart City Limited).
4. **Age:** Maximum 65 (Sixty Five) years on or before the date of application. Relaxation of this limit may be considered in exceptional cases.
5. **Qualification:** CA/ICWA with F.C.S/ACS or MBA (Finance) with 20 years experience.
6. **Experience:** Minimum 10 (ten) years of experience for CA/ICWA / F.C.S/ACS and 20 (twenty) years of experience for MBA(Finance) in budgeting Corporate planning, Financial management, accounting procurement and contracting, internal audit works account statutory functions of Company Secretary particularly in Central/ State owned Companies. Acquaintance with computer application, programming and implementation of computerisation programme in financial/accounting/store/personal management is desirable.
7. **Other Services:** i) No pension from Government of Tripura or Agartala Smart City Limited (ASCL).
8. **Selection procedure:** Selection would be based on interview only.
9. **How to apply:** Eligible Candidates may send their detailed bio data through e-mail (agartalasmartcityltd@gmail.com) and also CC to (ceoasclagartala@gmail.com) mentioning along with a recent pass port size photograph and giving particulars of name, address, contact number, fax, email address, age, qualification, experience, proof of academic attainment, salary drawn and expected addressed to the Chief Executive Officer, Agartala Smart City Limited(ASCL)
10. **Others:** Last date of receipt of application is **17TH September, 2022 up to 5.00 PM**. No TA/DA would be paid for attending the interview. Managerial and Functional Responsibilities in detail may be seen in the Recruitment Procedure enclosed herewith.


08/09/2022

Recruitment Procedure

1	Post	Chief Financial Officer (CFO)
2	Organisation	Agartala Smart City Limited
3	Scale of Pay	The salary of the Chief Financial Officer (CFO) of Agartala Smart City Limited shall be Rs.1,00,000/- (one lakh) per month and transportation allowance shall be Rs.15,000/- (fifteen thousand) per month. No other allowance shall be given by the Company (Agartala Smart City Limited).
4	No. of Post	1(one)
5	Nature of Service	Contractual appointment for 1 (one) years extendable on mutual consent. Either party can terminate the contract giving 30 (thirty) days' notice or paying two months' salary
6	Other Service Conditions	i]No pension or allowance from Government of Tripura or Agartala Smart City Limited (ASCL)
7	Age	Maximum 65 (Sixty Five) years on or before the date of application. Relaxation of this limit may be considered in exceptional cases.
8	Qualifications	CA/ICWA /F.C.S/ACS or MBA (Finance) with 20 years experience
9	Experience	Minimum 10 (ten) years of experience for CA/ICWA with F.C.S/ACS and 20 (twenty) years of experience for MBA(Finance) in budgeting Corporate planning, Financial management, accounting procurement and contracting, internal audit works account statutory functions of Company Secretary particularly in Central/ State owned Companies. Acquaintance with computer application, programming and implementation of computerisation programme in financial/accounting/store/personal management is desirable.
10	Functional Responsibility	
	a. Managerial	
		<ul style="list-style-type: none"> : To effectively manage the finance and accounts functions with proper systems and controls. : To establish system and procedure that will bring positive results. : To ensure random checks carried to monitor the system functioning. : To obtain feedback and take corrective measures for improvement in the system and procedures. : To effectively manage the company affairs and related legal matters. : To create proper environment for development and

(Signature)
20/9/22

		<p>Upgradation of skill in managing the company affairs.</p> <p>: To inculcate work culture which has a positive outlook and less scope for conflicts and in cases of conflicts, the resolution without affecting the work culture.</p> <p>: To assign responsibilities to the executive and staff according to their skill.</p> <p>: To ensure proper intra group, intra departmental and inter organisational working relations.</p> <p>: To implement systems and procedures for consistency and quality in working.</p> <p>: To motivate the staff for group effective working to bring out the best out of the them.</p> <p>: Managing the matters related to Board of Directors meeting and Management of Project Consultant.</p>
	b. Functional	
		<p>: Overall in charge for developing, maintaining financial and accounting policies and procedures.</p> <p>: Corporate fund planning and financial management.</p> <p>: Developing proper systems and control.</p> <p>: Statutory compliance in finance function.</p> <p>: Advising in material procurement / works contract.</p> <p>: Coordination and interaction with functionaries as well as with other outside agencies concerned in the best interest of the organisation.</p> <p>: Formulating good systems and procedures for smooth and effective management of Company Affairs.</p> <p>: Ensuring Statutory compliance with company law and various other legislation.</p> <p>: Providing guidance and advice on matters relating to company law and other legal issues.</p> <p>: Ensuring effective training and development to update and upgrade skills of officers and staff.</p> <p>: Building quality knowledge base on all legal matters with special emphasis on company law.</p> <p>: Maintaining cordial and healthy work culture with positive outlook facilitating organisational growth and excellence</p>
11	Appointment & Selection Committee	<p>1. Will be appointed by the Board of Agartala Smart City Limited.</p> <p>2. The selection Committee shall be constituted by the Board of Directors of ASCL.</p>
12	Selection Procedure	: Selection would be based on interview only.


 (Dr. Shailesh K. Yadav, IAS)
 Chief Executive Officer
 Agartala Smart City Ltd