

**RECRUITMENT NOTIFICATION FOR APPOINTMENT ON CONTRACT BASIS**

Dholera Industrial City Development Limited (DICDL) is a Special Purpose Vehicle (SPV) jointly owned by Government of Gujarat and NICDC Trust is entrusted with the responsibility of implementation and management of Dholera Special Investment Region.

**DICDL invites applications from qualified and experienced candidates for the appointment of below mentioned positions. The following posts / appointments will be only on “Contract basis” and initially for three years which may be extended for further period as per standard terms & conditions of the Organization.**

Sr. No.	Post	Job location	Age Limit criteria as on date of Advertisement	Minimum Years of Experience	CTC	No. of Post
1	Company Secretary	Dholera	42 years (Maximum)	12 years	Up to 18 lacs	1
2	Manager - Urban & Regional Planner	Dholera	40 years (Maximum)	7 years	Up to 18 lacs	1
3	Executive - Marketing	Dholera	33 years (Maximum)	3 years	Up to 15 lacs	1

\* Apart from the pay, other benefits will be applicable as per the HR Policy.

# Refer detail Job Description for experience related information.

**GENERAL CONDITIONS**

**1. ON CONTRACT**

- **The salary package will be finalized based on the candidate’s current drawn salary.**
- The number of posts indicated may vary based on further assessment of requirement.
- The compensation package would be increased every year as per the HR policy of company.

**2. CONTRACT APPOINTMENT**

1. The Contractual Appointment will be initially for a period of 3 years, which can be extended for further period based on the year on year performance.
2. The contract of appointment may be terminated by either side by giving 30 days’ notice period for the positions Manager - Urban & Regional Planner and Executive-Marketing and 60 days’ notice period for Company secretary position or by paying the contractual remuneration in lieu of notice period, if the circumstances so warrant.

### **3. CONDITIONS**

1. Candidates who have appeared for interviews conducted by DICDL for the above said posts on an earlier occasion need not send their applications again.
2. Prescribed qualifications are the minimum requirements and mere possession of the same does not entitle candidates to be called for interview.
3. Job location mentioned will be transferred to any of the locations in Gujarat as and when required.
4. The experience is post qualification and the minimum required. Mere possession of minimum experience does not confer any right for interview / selection.
5. Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to selection/appointment shall be a disqualification.
6. Experience and other eligibility criteria shall be reckoned as on last date for receipt of applications.

### **4. SELECTION**

1. Applicants should fill up the required information online only on our Company website through the link under [www.dholera.gujarat.gov.in/jobs](http://www.dholera.gujarat.gov.in/jobs) "APPLY ONLINE" along with necessary attachments in PDF file containing CV & testimonials etc., on or before **18<sup>th</sup> Oct, 2023**.
2. Any candidate found guilty of impersonation or submitting fabricated documents or making statements, which are false or incorrect or indulging in suppression of facts, attempts to use unfair means for the purpose of recruitment, will be liable for rejection and legal action will be taken.
3. Short listing will be provisional without verification of documents. Candidature will be subject to verification of all details/ documents with the originals when a candidate reports for selection process (if shortlisted).
4. In case a candidate is called for selection process and is found to be not satisfying the eligibility criteria (Age, Educational Qualification, Work Experience, etc.) he/ she will be disqualified.
5. The candidate shall have to indicate his/her acceptance to the offer within five days from the receipt of offer, failing which; next candidate in order of merit will be offered the appointment on similar lines. However, the Competent Authority may grant such extension of time depending upon the exigencies, if so requested.
6. In case, if the selected candidate is not found suitable for the respective position, the candidate may be offered the subsequent position in the secretarial department as per committee recommendation.
7. Number of positions may be increased or decreased during recruitment process, based on company requirements.

## **5. MISCELLANEOUS**

1. Original Documents in support of qualification and relevant experience shall be submitted along with the Resume at the time of interview. Non-submission of documents along with the Resume, will lead to rejection of candidature at any stage during the process of recruitment.
2. DICDL shall not be liable for any damage / injury / loss to the individual, if any, sustained during the entire recruitment process and journey.
3. Management reserves the right to assess fitness or otherwise of the candidates selected.
4. **DICDL reserves the rights to cancel recruitment process entirely at any stage.**

## **6. TIME & DATE OF INTERVIEW**

Call letters for interview will be issued to shortlisted applicants indicating Time, Date and Venue of the Interview.

**General Manager (Corporate Affairs & HR)**