

Ref. No.: DMIC IITGNL/2024-25/HR/281

Date: 29/10/2024

RECRUITMENT NOTICE

Applications are invited from eligible candidates for appointments for the following positions in DMIC Integrated Industrial Township Greater Noida Limited on a One Year contractual basis:

Sr. No	Name of the post	No of Post	Pay Scale	Age Limit	Qualification & Experience
1.	Company Secretary	01	Level-10 (As per 07 th Pay Scale)	Maximum Age: 34 years as on date of Advertisement.	Qualification (Essential): Graduate in any discipline from a recognized University and an associate member of Institute of Company Secretary of India (ICSI) Experience: Minimum 05 (five) years of post-qualification experience in handling compliances related to Company law and allied matters with CS Firm / Company.
2.	Manager (Electrical)	01	Level-10 (As per 07 th Pay Scale)	Maximum Age: 34 years as on date of Advertisement.	Qualification (Essential): Should be a B.E./B.Tech in Electrical Engineering or equivalent from recognized Institute. Desirable: Candidates having M.E./M. Tech in Electrical Engineering shall be preferred. Experience: Minimum 05 (Five) years of post-qualification experience (as on date of advertisement) in dealing with Power distribution/transmission, contract procurement, Government interfacing.
3.	Manager (HR & Administration)	01	Level-10 (As per 07 th Pay Scale)	Maximum Age: 34 years as on date of Advertisement.	Qualification (Essential): Should be a MBA in Human Resource Management/ Personnel Management or equivalent from recognized Institute. Experience: Minimum 05 (Five) years of post-qualification experience (as on date of advertisement) in dealing with Labour laws, Employee Relations, Government interfacing.
4.	Assistant Manager (IT)	01	Level-6 (As per 07 th Pay Scale)	Maximum Age: 30 years as on date of Advertisement.	Qualification (Essential): Should be a B.E./B.Tech in Computer Science/IT /M.C.A. or equivalent from recognized Institute. Experience: Minimum 03 (Three) years of post-qualification experience and experience in dealing with IT Development/ Infrastructure/Smart City projects, contract procurement, risk management, Government interfacing and its related areas.

Note:

1. The Job descriptions for each position can be viewed and downloaded from website www.iitgnl.com under careers section.
2. The candidates are required to submit their application and upload their CVs and photographs online through the application form available on the website under **Career>apply online** link.
3. All applications shall be scrutinized against the eligibility criteria attached herewith and the candidates qualifying the eligibility criteria will be shortlisted for interview. Only shortlisted candidates shall be invited for an interview.
4. Candidates who have experience in SPVs of DMIC have no age bar.
5. The current pay scale is as per 7th pay commission as per state of Uttar Pradesh.
6. The appointment shall be on a contractual basis.
7. Candidates having the experience of working in government/PSU sector will be given preference preferred.
8. Applicants are advised to visit website www.iitgnl.com from time to time for subsequent Modifications/changes (if any) w.r.t. this advertisement as all subsequent notifications shall be published through the website of the Company only.
9. Only Indian nationals are eligible to apply.
10. The management reserves the right to cancel/restrict/enlarge/modify/alter the requirements/recruitment process advertised, if need arise, without issuing any further notice or assigning any reason thereto.
11. Candidates against whom a criminal case is pending in a court of law need not apply.

Marking System of CV Evaluation process:

CV Evaluation Criteria			
The CVs of all candidates complete in all aspects and fulfilling the minimum eligibility criteria shall be evaluated based on score in qualifying examination, other preferable/desirable qualification, and previous work experience as per the below criteria.			
Positions	Qualification - Maximum 10 Marks		Experience - Maximum 10 Marks
	Essential Qualification	Score in Qualifying Exam & Marks	
Company Secretary	Graduates from recognized universities & C.S. from ICSI	50%- 5 Marks Up to 75%-7 Marks More than 75%- 10 Marks	05yrs- 5 Marks Up to 07Years- 7 Marks More Than 07 Years- 10 Marks
Manager- Electrical	B.E./B. Tech- Electrical	Below 60% - 5 Mark up to 75% - 7 Marks More Than 75% - 10 marks	05 Years-5 Marks Up to 07 Years-7 Marks More Than 07 Years- 10 Marks
Manager- HR & Administration	MBA-HRM/PM	Below 60%-5 Marks Up to 75%-7 Marks More than 75%-10 Marks	05 Years- 5 Marks Up to 07 Years-07 Marks More Than 07 Years- 10 Marks
Assistant Manager- IT	B.E./B. Tech-CS/IT	Below 60% - 5 Mark up to 75% - 7 Marks More Than 75% - 10 Marks	3 years-5 Marks Up to 5 Years-7 Marks More than 5 Years-10 Marks
Minimum score required to be eligible for Interview: Candidates scoring minimum 10 Marks on the above evaluation criteria shall be eligible to be called for interview.			
Invitation for interview: Top Ten (10) candidates out of candidates eligible for interview shall be shortlisted and be invited for interview first. Other candidates shall be kept on a waitlist and shall only be invited for an interview if the position is not filled from the previous lot of 10 candidates.			

**Sd-
Director**