



**SMART CITY THIRUVANANTHAPURAM LIMITED (SCTL)**  
*(A SPV for the implementation of Smart City Mission in Thiruvananthapuram)*

**NOTIFICATION**

**12/7/2023**

The Smart City Thiruvananthapuram Limited, a Special Purpose Vehicle (SPV) constituted under the Companies Act for the implementation of Smart City Mission in Thiruvananthapuram, invites application from qualified and competent candidates for appointment to various posts, on contract basis for a period of one year. Interested candidates may apply via **ONLINE** mode only by filling the prescribed application form given in the career section in website of Smart City Thiruvananthapuram Limited ([www.smartcitytvm.in](http://www.smartcitytvm.in)). The online application submission link will open from 13.07.2023 to 19.07.2023.

**Note: Candidates will have to upload their passport size photograph (taken within six months) signature and copies of certificates proving qualification and experience while submitting the application. The photograph and signature must be in JPEG format. The copies of certificates shall be either in JPEG format or in PDF format. The details of the post are as follows:**

Sl. No	Post	No. of Posts	Minimum qualification	Experience	Age Limit (As on 30 June 2023)	Per Month Salary in Rs.
1.	Assistant Manager (Accounts)	1	M.Com/CA Inter/CMA Inter	<p>Minimum 5 years' experience for M. Com and 3 years' experience for CA/CMA Inter as Accountant in any Govt./PSU or reputed Private Sector Units.</p> <p>Should be well versed in Tally Accounting, Computerized Accounting Software.</p> <ol style="list-style-type: none"><li>1. Accounts Management and finalization of accounts.</li><li>2. Liasoning with Audit agencies.</li><li>3. Validation of Contractors bill based on M Book.</li><li>4. Payroll Management etc.</li><li>5. PFMS Portal Management (Preferable)</li><li>6. Experience in Govt./Semi Govt. organizations (Preferable)</li></ol>	35	40,000/-

2.	Clerk	1	<b>Graduation in any field with proficiency in MS Office</b>	<ul style="list-style-type: none"> <li>• <b>2 Years of relevant work experience</b></li> <li>• Hands on experience in MS Office (Word and Excel)</li> </ul>	30	21,175/-
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**General Instructions**

1. The applicants are required to go through the detailed notification carefully and decide themselves about their eligibility for this opportunity before applying.
2. SCTL will not be responsible for any discrepancy in the application submitted Online.
3. Applicants must compulsorily fill-up all relevant fields of applications and submit application through Online mode only.
4. Incomplete/incorrect application form will be summarily rejected. Applicants should be careful in filling-up the application form at the time of Submission. If any lapse is detected during the scrutiny, the candidature will be rejected.
5. The applicant should not furnish any false, tampered, fabricated information or suppress any material information while filling up the application form. If the particulars furnished in the Online application form do not confirm with the original documents produced by the applicants his/her application will be rejected.
6. SCTL reserves the right to fill or not fill the post advertised.
7. Applicants should have a valid personal email ID and mobile no., which should be kept active till the completion of this appointment. All further intimations to the candidates will be through the registered email id and contact number only.
8. It shall be noted that admittance to various stages of the recruitment will be provisional only, and will not confer any claim unless various other conditions of selection processes are satisfied. Detailed scrutiny of the applications/credentials will be conducted before interview/appointment. Any discrepancy found during the detailed scrutiny will result in the rejection of the candidature.
9. SCTL reserves the right to shortlist only a limited number of candidates for test/group discussion/interview, as the case may be for the post, based on marks secured in their qualifying examination and experience. Candidate should clearly mention the marks scored in their qualifying examination in the application. The conversion of grade/CGPA to percentage would be based on the procedure certified by the University from where they have obtained the degree. The onus of proving the conversion from grade/CGPA to percentage of marks would rest with the candidate.
10. Canvassing in any form will lead to disqualification.

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(Chief Executive Officer)