

REQUIRED

The following posts are to be filled up at Head Office purely on **CONTRACT BASIS** as per details:-

Sr. No.	Name of the post	No. of post	Remuneration	Age	Qualification
1.	Recovery Coordinator	Total -03 01 post for SC, 01 post for OBC, 01 post for General.	DC approved rates equivalent to Clerk + reimbursement of amount of 20 Ltrs petrol per month.	21 to 37 years.	Bachelor Degree from recognized University/Institutions with 01 year experience in the relevant field (Recovery of Loan) Preference- Graduate in Commerce.

Eligible candidates may submit their resume along with contact number/E-mail ID, affix one latest passport size photograph and self attested copies of all relevant testimonials including experience on or before 04.02.2019 at the address mentioned below. Incomplete applications without testimonials/experience certificate etc. or received after 04.02.2019 shall not be entertained and rejected without assigning any reason.

Disclaimer :-The Competent Authority reserves the right to cancel the selection process at any time before issuance of appointment letter.

Date of interview shall be intimated later on to the eligible candidate and **no TA/DA will be paid to the candidates for attending the Interview.**

MANAGING DIRECTOR

Chandigarh Scheduled Castes, Backward Classes and Minorities Financial and Development Corporation Ltd., Addl. Town Hall Building, 3rd Floor, Sector 17-C, Chandigarh.

ADVERTISEMENT

Applications are invited alongwith recent passport size photograph, complete Biodata and attested copies of testimonials/Experience from the eligible candidates for filling up the following post, the details of which are as under:-

Name of the Department	Chandigarh Scheduled Caste, Backward Classes & Minorities Fin. and Dev. Corp., 3rd Floor, Additional Town Hall Building, Sector 17-C, Chandigarh.
Name of Post	Company Secretary
No. of Post	01 (One)
Pay Scale	Rs. 15600-39100 + 6600 (GP)
Probation Period	During Probation period of 3 years, "Fixed Monthly Emoluments" equivalent to minimum of the pay band of the post will be paid and grade pay, increment or any other allowances except travelling allowance will not be paid.
Age	21-40 years (Relaxable in case of experienced person upto maximum 5 years).
Qualification	Member of Institute of Company Secretaries of India with 03 years experience in Company Affairs, Administrative matter. Preference:- Law Graduate from recognized University.

Note:

1. Only eligible candidates will be called for interview.
2. No T.A/D.A will be given.
3. The last date for submission of application in the office of the Corporation is 18.02.2019 till 05:00 p.m.
4. Incomplete applications and applications received after due date shall not be entertained and rejected without assigning any reason.
5. Applicants only working in Govt. Department/Corporation may apply through proper channel.

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