

### **Instructions & Guidelines to Candidates**

#### **Educational qualifications:**

| <b>Post Code</b> | <b>Post Name</b>                  | <b>Age limit</b> | <b>Educational Qualification</b>                                                                                                                                                   | <b>Experience</b>                                                                                                                                                                                                  |
|------------------|-----------------------------------|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.               | Chief Economist                   | Below 50 yrs     | Essential:-<br>Post Graduation in Economics<br>Desirable:-<br>Dip. Cert. / professional course in Urban Development / Planning                                                     | (1) Exp. as Urban Economist for 15 yrs in reputed new town or urban development authority.<br>(2) Out of 15 yrs min. 5 yrs in a senior position / head of deptt.<br>(3) Exp. in Indl. Promotion shall be preferred |
| 2.               | Sr. Development Officer (General) | Below 50 yrs     | Essential:-<br>Degree of a recognized university Preference will be given to those with post graduation in any field like Personnel, Marketing & Administration OR a degree in Law | 12 yrs exp. In a responsible capacity in a Govt. Semi Govt. Office or a reputed public / private sector organization                                                                                               |
| 3.               | Associate Planner                 | Below 35 yrs     | Degree or its equivalent in Architecture or Civil Engg. With Post Graduate degree / diploma in Town Planning                                                                       | Min. 05 yrs. experience of which 03 years will in responsible position of preparing Development Plans etc. with good knowledge of planning, law and latest technique in Town Planning                              |
| 4.               | Deputy Planner                    | Not more than 33 | Degree or its equivalent in Architecture or Civil Engg. With Post Graduate degree / diploma in Town Planning                                                                       | Preference will be given to candidates having exp. in this field.                                                                                                                                                  |
| 5.               | Asst. Transportation Engineer     | Not more than 33 | Degree in Civil Engg. With Post Graduation in Traffic & Transportation Planning/ Transportation Engineering or Highway Engineering                                                 | Preference will be given to candidates having exp. in this field.                                                                                                                                                  |

| <b>Post Code</b> | <b>Post</b>                       | <b>Pay Scale (Rs.)</b> | <b>No. of posts</b> | <b>Reservation</b>                                                                 |
|------------------|-----------------------------------|------------------------|---------------------|------------------------------------------------------------------------------------|
| 1.               | Chief Economist                   | 37400-67000 + GP 8900  | 1                   | 1 Open                                                                             |
| 2.               | Sr. Development Officer (General) | 15600-39100 + GP 7600  | 1                   | 1 ST                                                                               |
| 3.               | Associate Planner                 | 15600-39100 + GP 6600  | 1                   | 1 ST                                                                               |
| 4.               | Deputy Planner                    | 15600-39100 + GP 5400  | 17                  | *3 ST<br>1 VJ(A)<br>1 NT (B)<br>1 NT (D)<br>1 SBC<br>*3 OBC<br>1 ESBC<br>*6 Open # |
| 5.               | Assistant Transportation Engineer | 15600-39100 + GP 5400  | 5                   | 1 ST<br>1 VJ(A)<br>1 NT (C)<br>1 SBC<br>1 OBC                                      |

\* 30% horizontal reservation under women category &  
 # 3% reservation for persons with disability (OH/VH/HH)

**Age limit:**

1. Upper age limit is relaxable by 5 years for the candidates belonging to reservation categories (Only Maharashtra Domicile Candidate) wherever the post is reserved for that category of backward class.
2. The condition of upper age limit is not applicable to the departmental employees working in CIDCO.
3. Date of birth as per School Leaving Certificate and age as on **31<sup>st</sup> July 2014** should be mentioned.

**Reservation criteria:**

1. There shall be 30% horizontal reservation for women (**Only Maharashtra Domicile Candidates and who do not belong to Creamy Layer category**) as per the provision of Govt. of Maharashtra Resolution No. 82/2001/MSA-2000/PK 415/K-2 dt. 25.05.2001. The women candidates who desire to avail benefit of women reservation (VJNT, SBC, OBC & Open) should submit **latest/current year Non Creamy Layer Certificate** from the appropriate Competent Authority of Govt. of Maharashtra showing that they do not belong to "Creamy Layer" category. All woman candidates availing benefit of women reservation should submit **Domicile certificate of Maharashtra State** issued by the appropriate Authority of Govt. of Maharashtra. Woman candidates availing benefits of women reservation should clearly mention the same in the application. (Posts identified under 30% reservations for women are marked as \*)
2. Maharashtra State Public Services (Reservation for Schedule Castes, Schedule Tribes, Denotified Tribes (Vimukta Jatis), Nomadic Tribes, Special Backward Class and Other Backward Classes) Act. 2001 has been enforced by the Govt. of Maharashtra from 29th, January, 2004. As per the provisions under Sub-section 2 (ii) of Section-4 of this Act, the principle of Creamy-Layer has been made applicable to all categories except Schedule Castes and Scheduled Tribes i.e. VJNT, SBC & OBC category.
3. Candidates claiming the benefit of reservation under SC, ST, VJNT, Spl. BC, ESBC, SBC-A & OBC categories, should submit caste certificate along with the application form. They will also enclose an attested copy of **caste validity certificate** issued by the Caste Scrutiny Committee if available with them at the time of interview. However, the candidate who applied without submitting Caste Validity Certificate, if selected, an appointment order will be issued to him as per the provisions / directives prescribed in G.R. of Govt. of Maharashtra vide No. **BCC-2011/Pra.Kra.1064/2011/16-B dated 12.12.2011.**
4. In case of VJNT category, if candidate belonging to particular VJNT category for which post is advertised is not available then the said post will be filled in from the other VJNT category as per the interchangeability norms.
5. For claiming the benefit of caste reservation, candidates should submit attested copy of Caste Certificate, Caste Validity (If available) and Certificate of Domicile of Govt. of Maharashtra issued by the appropriate Authority of Govt. of Maharashtra at the time of interview.
6. The caste certificate issued by appropriate Competent Authority of Maharashtra State only will be considered as valid for availing the benefit of reservation including application fees.
7. Backward class candidates should be domicile of Maharashtra State and should be of the categories notified by the Maharashtra State viz (a) Scheduled castes (including SC category person who has adopted Baudha Religion) (b) Scheduled Tribes (c) VJNT (d) Special Backward Class (e) Other Backward Class (f) Educationally & Socially Backward Category & (g) Spl. Backward Category-A.

8. Once the caste is notified in application form, it cannot be changed at any stage later on.
9. The Backward Class candidates who apply against Open category will not be permitted to change the option once exercised at any stage later on.
10. Candidates, who are applying against physically handicapped category, should produce the relevant certificate issued by Civil Surgeon.

#### **Application Process:**

1. The applications as per the format given in the website along with attested copies of all relevant certificates should reach the undersigned on or before **26.09.2014**.

*Manager (Personnel)  
 2<sup>nd</sup> Floor, Personnel Dept.,  
 CIDCO Bhavan,  
 CBD Belapur, Navi Mumbai 400 614*

2. Read the instructions carefully.
3. Check the eligibility of post for which you are applying.
4. Please fill the application in English only.

#### **General Conditions:**

1. Before filling up the application form candidates should ensure that they fulfil all eligibility criteria. Corporation will take up verification of eligibility conditions with reference to original documents only after the candidate has qualified for interview. Their admission to all the stages of the recruitment process will be purely provisional subject to satisfying the prescribed eligibility criteria.
2. The applications as per the format given in the website along with attested copies of all relevant certificates should reach the undersigned on or before **26.09.2014**.
3. Candidates should furnish all the relevant documents supporting the education and experience claimed by them.
4. Candidates should keep their mobile number and e-mail ID active for the entire duration of the recruitment drive. All communication will be send there.
5. The marks should be in percentage. Candidates obtaining marks in any other format such as CGPA/CPA etc. should convert it into percentage as per respective University norms.
6. The candidates will be short listed for Personal Interviews on the basis of documents submitted. Taking into consideration the performance in the Personal Interview, the select list will be prepared.
7. The list of candidates called for personal interview and selected for the posts advertised will be published on the Corporation's website [www.cidco.maharashtra.gov.in](http://www.cidco.maharashtra.gov.in). from time to time.
8. Prescribed qualifications are minimum and mere possession of the same does not entitle the candidate to be called for Interview. The candidates will be short-listed for interview commensurate with the number of vacancies.
9. The candidate should ensure that he/she fulfils the eligibility criteria regarding educational qualification, age, experience, caste, etc. and particulars furnished in the application form are correct in all respect

10. If any false / incorrect information furnished by the candidate is detected at any stage of recruitment process, his/her candidature will not be considered.
11. If the candidate knowingly or will fully furnishes incorrect or false particulars or suppresses material information, he/she will be disqualified and if appointed, shall be liable for dismissal from the Corporation's service without any notice or assigning any reasons whatsoever.
12. The decision of the Management in all matters relating to recruitment shall be final and no individual correspondence will be entertained.
13. The recruitment in CIDCO Ltd. is done strictly as per merit in a systematic way giving appropriate weightage to personal interview. Canvassing in any form will disqualify a candidate.
14. Any request for change of address and enclosing supporting documents later on will not be entertained.
15. Knowledge of Marathi is desirable.
16. Candidates working in Government or Public Sector undertakings should submit their applications through proper channel & will have to produce No Objection Certificate at the time of interview.
17. All candidates should be domiciled in the state of Maharashtra. However, for Asst. Transportation Engineers, all Indian Nationals are eligible to apply but preference will be given to candidates who are domiciled in Maharashtra.
18. The Corporation reserves the right to cancel the Advertisement fully or partly on any grounds and such decision of the Corporation will not be notified or intimated to the candidates.
19. The no. of posts advertised may vary & the management shall fill those posts at the time of interview.
20. Other things being equal, preference will be given to CIDCO Project Affected Persons.
21. The selected candidate has to work at any place within the State of Maharashtra or elsewhere at project places.

*Manager (Personnel)*  
*2<sup>nd</sup> Floor, Personnel Dept.,*  
*CIDCO Bhavan,*  
*CBD Belapur, Navi Mumbai 400 614*  
*Ph: 6791 8251*