



Vadodara Smart City Development Limited

Website: www.vadodarasmartcity.in

Advertisement For Recruitment on Contract Basis

Vadodara Smart City Development Limited (VSCDL), Vadodara invites applications for interested professionals/candidates for filling up of following positions on fix term contract basis.

Name of	MS Office Expert
No. of Post	01 (One)
Age	Not more than 35 years as on 10/11/2024
Education Qualification	-Any graduate from reputed institute. - Should have certificate course of MS Office from any reputed institute. -Must be aware of various design/template in power point. -Command over English language is must.
Experience	-One year post qualification experience in Microsoft Office mainly in Power Point from any government/semi-government/private company and have very good skill of making presentation in power point and analytical skill in Microsoft Excel and have knowledge of Graphic/Chart etc.
Salary	Rs. 25,000/-Fixed Per Month. Salary increment would be 10% annually based on performance

For more details please visit our website www.vadodarasmartcity.in
Interested and eligible candidates should apply through prescribed format of application available on website with Certified Copies of all the Testimonials by Regd Post A.D./Speed Post only :- To HR Executive (VSCDL), Vadodara Smart City Development Ltd, Vadodara Municipal Corporation main building, Khanderao Market, Vadodara-390001

- Prescribed format of application is available on website <http://vadodarasmartcity.in/Recruitment> section.
- The Applications received by ordinary of post, hand delivery, without the certified copy, with incomplete details & after Due date will not be accepted.
- The Last Date to apply is 10/11/2024
- Candidates presently employed in Government Departments / PSUs / Autonomous Bodies need to submit NOC from competent authority of their current employer at the time of interview.
- Candidature of the candidates not found meeting the prescribed eligibility criteria or submitting false/ incorrect information may be rejected at any stage of selection process.
- VSCDL Management reserves the right to shortlist applicants for interview.

PRO No.: 669/ 2024-25

Chief Executive Officer