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| Name of the Post | Personal Secretary |
| No of post | 01 |
| Location | Belagavi City |
| Qualification | Any Degree/post graduation Diploma in commercial practice and secretarial practice. |
| Age Limit | Maximum 35 |
| Experience | <ul style="list-style-type: none"> • At least 2 to 4 years of post qualification experience |
| Key Skills for PA s | <ul style="list-style-type: none"> • Flexibility • Adaptability • Good interpersonal skills • Ability to multi task • Organization skills • Communication skills • It skills • Secretarial skills • Administrative skills • Short hand knowledge is must |
| Tenure | One Year Contract extendable on mutually agreed terms |
| Remuneration | Commensurate with the market rates. The candidate shall quote expected remuneration. |
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| Name of the Post | Computer Operator |
| No of post | 01 |
| Location | Belagavi City |
| Qualification | any degree/ Expertise in MS Office, Tally accounts, Kannada & English Typing etc, experience 2 of 4 years |

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| Name of the Post | Junior Engineer (Civil) |
| No of post | 01 |
| Location | Belagavi City |
| Qualification | BE in Civil Engineering or equivalent degree, minimum 50% marks and minimum 3 years experience (Government Organisation)or minimum 5years experience will be given to candidates with experience in Road, Drainage Building and landscaping |

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| Name of the Post | Chief Financial Officer |
| No of post | 01 |
| Location | Belagavi City |
| Qualification | Master Degree in Accounting /MBA(Finance)/CA/ICWA |
| Experience | <ul style="list-style-type: none"> • At least 5 to 8 years experience including minimum 3years post qualification experience in a limited company of turnover of minimum Rs.5 cr. • Must have experience in Infrastructure projects • In depth knowledge of Companies Act with reference to accounting financing • Weightage for experience in PPP projects and with Government. • Good written and oral communication skills |

- 1)Candidates to apply shall have the required Educational Qualification.
- 2)Appointment is on temporary basis and renewable every year and limited till the completion of project.
- 3)Appointment is with respect to Belagavi Smart City Project only
- 4)Appointment should not be considered as permanent for any reasons.