



# Jabalpur Smart City Limited

Ref :- JSCL/2024/948/ADM/28

Date- 04/10/2024

## JOB REQUIREMENT

Jabalpur Smart City Limited (JSCL.) an SPV incorporated under company Act, 2013 is a subsidiary unit of Govt. of Madhya Pradesh. The Company requires following person on full time basis on contract for a period of one year.

Sr. No.	Designation	Post
01	Public Engagement Officer	01

Details of Qualification, Experience and other terms & Conditions mentioned on the JSCL website [www.jscljabalpur.org](http://www.jscljabalpur.org)

Interested candidate may submit their application in prescribed format (can be downloaded from website [www.jscljabalpur.org](http://www.jscljabalpur.org)) along with Resume/CV by e-mail on [admin@jscljabalpur.org](mailto:admin@jscljabalpur.org). Application should be accompanied with photocopy of mark sheets, experience certificate (only in PDF format), passport size photo, contact number and e-mail ID. The application should reach on or before 21/10/2024.

  
03/10/24  
Chief Executive Officer  
Jabalpur Smart City Limited

## Covering Letter

To

The Chief Executive Officer  
Jabalpur Smart City Limited  
Manas Bhawan, Wright Town  
Jabalpur, Pin- 482002

Sub. : - Application for the post of \_\_\_\_\_

Ref. No. 1. Recruitment Notification JSCL/2024/

2. Application No. Post code \_\_\_\_\_ (Post Code Followed by Date of Birth  
DD/MM/YYYY)

Dear Sir/ Madam,

I hereby declare that I have carefully read and understood the instructions, terms & conditions of the recruitment notification and then submitting this application. All information furnished in the prescribed form as well as the attached sheets are true and correct to the best of my knowledge and belief. I fully understand that if it is found later that any information given in the application is incorrect/ false/ suppressed or if I do not satisfy the eligibility criteria, my candidature/appointment is liable to be cancelled/ terminated without any further communication.

Duly filled in application form and required supporting documents are attached with the mail. I completely understand that, in case required documents in support of DoB/ Qualification/ experience/ Pay Level/ Job profile etc. which are required to establish my candidature are not attached, JSCL Jabalpur reserves the right to not consider my candidature.

.....  
**Signature of the Applicant**

**Name of the Applicant:-**

**Place:-**

**Date: -**

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# Application Form

Affix Passport Size  
Photo Here

## 1. Personal Information of Applicant

<b>Position applying for</b>	
<b>Name (In Capital Letters)</b>	
<b>Father's Name</b>	
<b>Mother's Name</b>	
<b>Spouse Name</b>	
<b>Date of Birth (Day/Month/Year)</b>	
<b>Mobile Number</b>	
<b>Gender</b>	
<b>Marital Status</b>	
<b>Religion</b>	
<b>Nationality</b>	
<b>Category Gen/OBC/ SC/ST/PWD</b>	
<b>Email ID</b>	
<b>Aadhar/Passport Number</b>	
<b>Correspondence Address</b>	
<b>Permanent Address</b>	

2. **Academic Qualification:** - (i) Please attach self-attested copies of mark sheets/ certificates.  
(ii) Give particulars in a chronological order starting with matric.

Sr. No.	Degree	Name of Board University/Institution	Subject/ Specialization	Division/ Grade % of Marks	Year

3. **Details of Experience (Give particulars in descending chronological order starting with the present post. If space is insufficient, attach separate Sheet)**

- (i) Please attach self-attested copies of certificates.  
(ii) Please attach the self-attested copy of latest monthly salary slip.

Sr. No.	Name and Address of Employer with website address	Post Held	Pay/ Scale/ Pay Level	Total Monthly Salary	Nature of Duties performed during the employment	Period of Employment	
						Date From	Date To
1.							
2.							
3.							
4.							
5.							

4	Additional information, if any, which you would like to mentioned in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) Note: Enclosed a separate sheet, if the space is insufficient)	
5	Write name of two references with email Id's and Contact details:	

## **Declaration**

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the Selection Committee will also assess the Curriculum Vitae duly supported by documents submitted by me at the time of selection for the post. I, Further, declare that the information/particulars furnished by me are true and nothing has been hide.

Place:

Date:

**(Signature of Applicant)**

## Annexure- II

**Job Title: Public Engagement Officer(PEO) – CITIIS**

### Background

CITIIS 2.0, the second phase of the CITIIS program was approved by the Union Cabinet on May 31, 2023 with an outlay of Rs. 1866 Crores. CITIIS 2.0 will be financed through a EUR 200 million bilateral loan from AFD and KfW and a technical assistance grant of EUR 12 million from the European Union. The program envisages to support competitively selected projects promoting circular economy with focus on integrated waste management at the city level, climate-oriented reform actions at the State level, and institutional strengthening and knowledge dissemination at the National level.

Guidelines of the CITIIS 2.0 program can be accessed through:

[https://citiis.niua.in/web/sites/default/files/2023-10/CITIIS%202.0-%20Operational%20Guidelines\\_.pdf](https://citiis.niua.in/web/sites/default/files/2023-10/CITIIS%202.0-%20Operational%20Guidelines_.pdf)

### Responsibilities

The PEO shall be directly responsible for overseeing the project's stakeholder engagement, communication and visibility related aspects. The PEO will be a part of the CITIIS 2.0 city program team and support in activities including programmatic and operational. The responsibilities of the incumbent shall include, but will not be limited to:

- Develop a Stakeholder Engagement Plan (SEP) of the project in accordance with the guidance note issued by the CITIIS PMU at the National Institute of Urban Affairs;
- Facilitate the deepening of partnership platforms and networks across the city, and coordinate outreach events to ensure continuous citizen participation, consultation and feedback for the project;
- Develop creative knowledge products (IEC material including print & digital brochure, newsletter, videos, other user-friendly information, education and communication material) based on requirements targeting different stakeholders with clear dissemination plan;
- Plan and manage events as required, including hiring of event management agency where applicable;
- Liaise with media agencies to ensure coverage of project activities;
- Develop content and update the social media, websites, newsletters, press releases and any other distribution channels to deliver the project content and ensure visibility;

- Ensure the branding guidelines of the CITIIS program are strictly adhered to and met across all digital and print communication, including branding of assets built under the CITIIS program;
- Attend trainings and workshop conducted by the CITIIS PMU.

#### Skills and Qualifications

- Post graduate or equivalent level preferably with a focus on mass communication, journalism, social work, development studies or related fields from a recognized university or institute;
- Minimum 5 years of professional experience with at least 3 years in the government/development sector;
- Experience of working on waste management projects will be an added advantage;
- Ability to draft clearly and concisely, ideas and concepts in written and oral form; specific skills in writing press releases and articles/stories for print and electronic media;
- Ability to synthesize diverse information and preparing high quality, professional and timely reports;
- Self-driven with a high degree of responsiveness and proactivity;
- Excellent communication and interpersonal skills.

**Remuneration:** CEO of the SPV may determine the remuneration, considering the prevailing local industry standards for the position.

**Duration:** The positions shall be hired for a minimum of 3 years.