

Vellore Smart City Limited

NOTICE INVITING FOR RECRUITMENT

The Managing Director, Vellore Smart City Limited, Vellore, invites applications from eligible candidates for the following posts:

Sl.No.	Name of the Post	No. of Posts
1	Chief Executive Officer (CEO)	01
2	Chief Finance Officer (CFO)	01
3	Company Secretary (CS)	01

The candidates are informed to download and to read the Vellore Smart City Limited recruitment related documents at the website <http://www.tenders.tn.gov.in/> and can be applied through the mail address commr.vellore@tn.gov.in.

The candidates shall apply their qualification criteria as mentioned in the document. The documents will be available from **09.05.2017 to 09.06.2017**. The Candidates may send the application on or before **15.00 hours on 09.06.2017**. Interested candidates may obtain further information and clarification in this regard from the following address during working days from **10.00 hours to 17.45 hours**.

Roc. No.6209/2015/S1-Recruitment
E-Mail : commr.vellore@tn.gov.in;
commr.vellore@gmail.com
Office: 0416-2220578

Managing Director,
Vellore Smart City Limited,
Municipal Corporation
Building, Infantry Road,
Vellore 632 001, Tamilnadu

(Sd) Managing Director,
Vellore Smart City Limited.

Vellore Smart City Limited: Vellore

Municipal Corporation Building, Infantry Rd, Vellore, Tamil Nadu 632001, India

Phone: 0416-2220578

Email: commr.vellore@tn.gov.in

CIN: U74999TN2017SGC114305

Roc.No.6209/2015/S1- Recruitment

Date: 09.05.2017

The Managing Director of Vellore Smart City Limited., invites applications for the recruitment of fulltime Chief Executive Officer, fulltime Chief Financial Officer & fulltime Company Secretary Posts to implement Smart City Projects for Vellore.

Sl. No.	Name of the post	No. of Post	Conditions
1	Chief Executive Officer	1	The CEO should lead the process of institutional building and will be responsible for the overall development, financial as well as project management, formulate various policies & procedures and day-to-day operations of the Company. He should be innovative, dynamic and possess an in-depth knowledge in planning, designing, structuring, evaluating, implementing and managing urban infrastructure projects. He should anticipate the future and design & implement a set of strategies that effectively enhance Vellore city's stature as Smart City, both nationally and internationally. The CEO will be the spokesperson for the Company's distinctive Vision and lead the team of experts & co-ordinate.
			Age as on 01.11.2016: Age of candidates should not exceed 50 years as on 01.11.2016.
			Essential Qualification: Graduation in Engineering / Science and Post-Graduation in Engineering / Science / Business Administration from reputed institutions, with at least 60% marks or equivalent grade point average.
			Experience: Not less than 15 years of post-qualification experience in managerial capacity in an equivalent or similar position in a reputed organization, of which not less than 5 years in urban sector. International engagement will be considered as an added advantage. In addition to technical

			competence, equal importance will be given to strategic thinkers, with a developmental mind set, an effective personality and an ability to build external and internal relationships.
			Consolidated pay per month (all inclusive on CTC basis) for deserving candidate (90%): Rs.2.0 lakhs
			Performance linked pay (10%): Rs 0.20 lakh. As per the performance linked pay guideline issued by the Government in this regard.
			Tenure of employment : Initially for a period of three years and will be considered for extension based on performance.
			<p>Roles & Responsibilities of Chief Executive Officer: The broad roles and responsibilities of the Chief Executive Officer shall cover but are not limited to the following activities:</p> <ul style="list-style-type: none"> i. Provide overall leadership in formulating and achieving the Smart Cities plan objectives of improving sustainability and livability in the Smart City area. ii. Be primarily accountable to the Board of the Company for all activities, decisions, and objectives. iii. Engage with the line departments / Consultant in defining the scope, project design, and implementation plan for each urban development project taken up under smart city proposals. iv. Assess the resource requirements, from technical design consultants to contractors and developers, for implementing urban development projects in coordination with the line departments / Board of the Company. v. Build and nurture relationship with the Corporation's leadership / council to influence policy and goal alignment, and to improve coordination for project implementation. vi. Be a member of the sector specific Procurement Committees, and oversee hiring of project consultants and implementing agencies/ contractors for respective sector projects in coordination with line departments. vii. Support other line department heads in project implementation by reviewing detailed design diagrams and ensuring that project specific design outputs are aligned with overall objective of the Smart City proposals. viii. Ensure timely completion of implementation sub activities throughout the project lifecycle from design to construction review, and lead corrective measures to address delays.

			<p>ix. Oversee the functioning of project consultants.</p> <p>x. Review reports and other advisory documents prepared by project Consultants for further approval of the competent authority.</p> <p>xi. Receive and respond to feedback, ideas, and concerns related to respective sector's service provisioning, from various stakeholders, including general public.</p> <p>xii. Manage contractual relationship with domain consultants and implementing agencies involved in implementation of urban development projects.</p> <p>xiii. Review periodic Monitoring & Evolution reports and take further course of action with the approval of the competent authority</p>
2	Chief Financial Officer	1	<p>CFO is responsible for Accounts, Finance & Commercial functions of the Company, including taxation matters. He is responsible for evolving, formulating and implementing policies relating to entire gamut of financial and commercial operations, financial structuring of the projects, due diligence / drafting of all commercial documents, preparation & submission of periodical MIS and liaison with various Government Departments/Agencies. He is expected to play a leadership role and provide effective support in achieving sustained growth of the Company.</p>
			<p>Age as on 01.11.2016 : Age of candidates should not exceed 40 years as on 01.11.2016.</p>
			<p>Essential Qualification : Graduation in any discipline with at least 60% marks or equivalent grade point average and Member of Institute of Chartered Accountants of India or Institute of Cost Accountants of India or two-years full time Master of Business Administration / Post Graduate Diploma in Management with specialization in Finance from IIMs / IITs or in a reputed institution. Preference will be given to those candidates who are also a Member of Institute of Company Secretaries of India.</p>
			<p>Experience: Not less than 7 years of post-qualification experience in managerial capacity in an equivalent or similar position in a reputed organization</p>
			<p>Consolidated pay per month (all inclusive on CTC basis) for deserving candidate (90%) : Rs.1.0 lakhs</p>
			<p>Performance linked pay (10%) : Rs 0.10 lakh. As per the performance linked pay guideline issued by the Government in this regard.</p>

		<p>Tenure of employment : Initially for a period of three years and will be considered for extension based on performance</p>
		<p>Roles & Responsibilities of Chief Financial Officer: The broad roles and responsibilities of the Chief Financial Officer shall cover but are not limited to the following activities</p> <ol style="list-style-type: none"> i. Develop overall financial strategy and plan for SPV. ii. Provide overall leadership in raising sufficient funds to meet the planned CAPEX and OPEX requirements of smart city projects, and unplanned cost escalations and cash flow constraints. iii. Manage the budgeting processes and develop internal control to avoid budget over run. iv. Responsible for implementing the approved financial polices of SPV and ensuing compliance. v. Responsible for preparation of annual budget (revenue and capital). vi. Obtain necessary clearances and approval from the Governing Board and the Executive Committee for management of day to day operations. vii. Ensure accuracy of all the accounting records. viii. Ensuring that proper internal systems and controls are in place. ix. Preparation of financial statements. x. Cash and bank management. xi. Payroll management with the support of third party service providers. xii. Be part of the Purchase Committee and oversee all purchasing and payroll activity for staff, consultants, vendors, and contractors. xiii. Ensure statutory and regulatory compliances related to financial management functions. xiv. Develop Chart of accounts, reporting formats etc., xv. Oversee Accounts Payable and Accounts Receivable and ensure a disaster recovery plan is in place. xvi. Oversee the management and coordination of all fiscal reporting activities for SPV including – expense and balance sheet reports, utilization reports to funding agencies, etc. xvii. Develop and maintain systems of internal controls to safeguard financial assets of SPV. xviii. Support and facilitate the work of independent auditors ensuring all audit issues are resolved, and all compliance issues are met, and the preparation of the annual financial statements is in accordance with applicable accounting standards.

3	Company Secretary	1	<p>Company Secretary is responsible for company secretarial, legal, corporate governance and administrative functions of the Company. He is responsible for conducting board and shareholders' meetings, statutory compliances, filing forms with various statutory authorities, court cases, due diligence / drafting of all contract documents, preparation and submission of periodical MIS, liaison with various Government Departments / Agencies, formulating and implementing HR policies of the Company. He should be thorough in the new Company law, commercial and economic legislations, SEBI guidelines, FEMA provisions etc. He is expected to play a leadership role and provide effective support in achieving sustained growth of the Company</p>
			<p>Age as on 01.11.2016 : Age of candidates should not exceed 35 years as on 01.11.2016.</p>
			<p>Essential Qualification : Graduation in any discipline with at least 60% marks or equivalent grade point average and Member of Institute of Company Secretaries of India. Preference will be given to those candidates who are also a Member of Chartered Accountants of India or Institute of Cost Accountants of India.</p>
			<p>Experience : Not less than 5 years of post-qualification experience in managerial capacity in an equivalent or similar position in a reputed organization.</p>
			<p>Consolidated pay per month (all inclusive on CTC basis) for deserving candidate (90%): Rs.0.75 lakh</p>
			<p>Performance linked pay (10%) : Rs 0.07 lakh. As per the performance linked pay guideline issued by the Government in this regard.</p>
			<p>Tenure of employment : Initially for a period of three years and will be considered for extension based on performance.</p>
			<p>Roles & Responsibilities of Company Secretary: The broad roles and responsibilities of the Company Secretary shall cover but are not limited to the following activities: i. Ensure compliance of the provisions of Companies Law and rules made there-under and other statutes and bye-laws of the company. ii. Ensure that business of the company is conducted in accordance with its objects as contained in its</p>

		<p>memorandum of association.</p> <p>iii. Ensure that affairs of the company are managed in accordance with its objects contained in the articles of association and the provisions of the Companies Law.</p> <p>iv. Prepare the agenda in consultation with the CEO and Managing Director and the other documents for all the meetings of the board of directors.</p> <p>v. Arrange with and to call and hold meetings of the board and to prepare a correct record of proceedings.</p> <p>vi. Attend the board meetings in order to ensure that the legal requirements are fulfilled, and provide such information as are necessary.</p> <p>vii. Prepare, in consultation with the chairman, the agenda and other documents for the general meetings.</p> <p>viii. Arrange with the consultation of CEO and Managing Director the annual and extraordinary general meetings of the company and to attend such meetings in order to ensure compliance with the legal requirements and to make correct record thereof.</p> <p>ix. Carry out all matters concerned with the allotment of shares, and issuance of share certificates including maintenance of statutory Share Register and conducting the appropriate activities connected with share transfers.</p> <p>x. Prepare, approve, sign and seal agreements leases, legal forms, and other official documents on the company's behalf, when authorized by the board of the directors or the executive responsible.</p> <p>xi. Advise, in conjunctions with the company's solicitors, the chief executive or other executive, in respect of the legal matters, as required.</p> <p>xii. Engage legal advisors and defend the rights of the company in Courts of Law.</p> <p>xiii. Maintain custody of the seal of the company.</p> <p>xiv. Assist day to day administration activities of the company and to report to CEO.</p>
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General conditions for all the above posts:

- i. The place of posting is at Vellore, Tamil Nadu.
- ii. The prescribed qualification / experience indicated are bare minimum and mere possession of same will not entitle the applicants to be called for interview. Where number of applications received is large, it may not be convenient or possible for the company to interview all applicants. The company will scrutinize, restrict the number of applicants and shortlist the number of candidates to be called for selection process to a reasonable limit, on the basis of qualifications and experience higher than that of the minimum as prescribed above. The decision of the Company is final and binding. The Company reserves its rights to accept or reject any application, without assigning reasons there for.

- iii.** Applicants who are in employment with Government, Semi-Government, Autonomous Bodies, Public Sector Undertakings and other Government sponsored institutions should route their application through proper channel.
- iv.** Application along with self-attested copies of certificates regarding age, date of birth, qualifications, division and percentage of marks obtained, year of passing, experience including position held, name of the employers with complete address, nature of duties, period of service, scale of pay & salary drawn, salary expected and achievements should be sent by registered post or Speed Post or courier. No application will be received directly by hand delivery or other means of delivery. Original Qualification Certificate and Proof of previous employment have to be produced during the time of interview.
- v.** Incomplete applications shall not be considered and no interim correspondence shall be entertained. Canvassing in any form shall be considered a disqualification for employment in the Company.
- vi.** The applications should reach the below mentioned address before 09.06.2017 at 3.00p.m.

The Managing Director,
Vellore Smart City Limited,
Municipal Corporation Building
Infantry Road, Vellore,
Tamilnadu.

VELLORE SMART CITY LIMITED: VELLORE

APPLICATION FOR THE POST OF CEO, CFO AND CS

APPLICATION FOR THE POST OF		Affixed Photo [should be attested by the gazetted officer]
1.Name in full (Block Letters)		
2.Father's / Husband's Name		
3.Gender (Tick the relevant box)	Male Female Third Gender	
4.Marital Status (Tick the relevant box)	Married Unmarried	
5. Full Postal Address with Mobile No. & email-id		
a) Permanent Address: ----- ----- ----- Pincode: District: Mobile No: email-id:		
b) Address for correspondence ----- ----- ----- Pincode: District: Mobile No: email-id:		
6.Nationality :	Religion :	
7. a) Date of Birth : <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> D D/ M M/ Y YYY (Self attested copy of High School Certificate showing Date of Birth must be enclosed)	b) Age :	
8.a) Mother tongue : (Please mentioned if Tamil is not mother tongue)		
b) Second Language in School :		

PARTICIPATION IN POLITICAL

In agitation	YES	NO
As member of Political Organisation	YES	NO
Candidate in Election	YES	NO

Enclosures (Tick the relevant Column) to be attached

Sl.No.	Documents	Yes	No	Not applicable
1.	Passport size photos (Colour) 1			
2.	Date of Birth (SSLC / Matric passed Certificates)			
3.	Educational Qualifications (Certificates & Mark sheets)	10th		
		HSC		
		Degree		
4.	Community Certificate [SC(A)/SC/ST/MBC/BC/BC(M)/OC] – in prescribed proforma			
5.	No Objection Certificate (in case of Departmental candidates)			
6.	Differently abled persons Certificate in prescribed proforma for Employment in State Government			
7.	Discharge Certificate (in case of Ex-servicemen)			
8.	Whether all above documents / certificates are self attested			

Signature of the Candidate

DECLARATION

I hereby declare that all the statements made in this application are true and correct to the best of my knowledge and belief. In the event of any information being found false / incorrect or ineligibility deducted before or after the written test / certificate verification or even after appointment, my candidature / appointment will stand automatically cancelled.

Signature of the Candidate