

Aurangabad Smart City Development Corporation Limited

(ASCDCL) Town Hall Aurangabad - 431001

No. AMC/EE-I/2018/

Date: - 20/06/2018

Applications are invited for the appointment of following posts on contractual basis in the office of the Aurangabad Smart City Development Corporation Limited (ASCDCL), Aurangabad- 431001.

Position – 1: Joint Chief Executive Officer (Jt. CEO)	
Scope of work	<p>The Joint CEO shall be responsible for:</p> <ul style="list-style-type: none"> • Overall strategizing, planning and execution of Smart City project. • Coordination of works for different project undertaken under Smart City. • Conceptualizing and executing specific projects under Smart City. • Building state-of-the-art team comprising capable project heads and subject matter experts to execute specific projects. • Coordination with Municipal Corporation and various departments for smooth execution of Smart City projects. • Liaison with State/ Central government authorities and all other important stakeholders in the interest of Smart City project. • Financial management of the projects in coordination with the Chief Finance Officer (CFO) and Company Secretary (CS). • Ensuring completion of Smart City projects within stipulated time period. • Any other work allotted specifically by the CEO pertaining to Smart City. • Work under overall guidance and directions of the CEO.
Qualifications:	<ul style="list-style-type: none"> • Graduate in any field, post graduate preferred. • At least 15 years of experience in managing urban infrastructure/ Service delivery projects or projects of similar type and scale at a lead position. • Experience of working in government sector/ Urban Local Bodies will be preferred.
Documents to be submitted:	<ul style="list-style-type: none"> • Details of projects handled during past 10 years and personal contribution to these projects. • Proof of age. • Proof of qualifications. • References from previous employers / persons of repute.
Age Limit (as on 31 st May 2018)	<ul style="list-style-type: none"> • Minimum – 40 years • Maximum- not more than 65 years
Consolidated pay per month (all-inclusive on CTC basis)	Rupees 2.0 lakhs + Company Car for official use.

Position – 2: Chief Finance Officer (CFO)	
Scope of work	<p>CFO shall be overall responsible for</p> <ul style="list-style-type: none"> • Providing leadership and effective support in achieving sustained growth of the Company. • Accounts, Finance & Commercial functions of the Company, including taxation matters. • Evolving, formulating and implementing policies relating to entire gamut of financial and commercial operations. • Financial structuring of the projects. • Drafting of all commercial documents. • Preparation and submission of periodical financial reports. • Liaison with various Government Departments / Agencies for financial matters. • Ensuring compliance of all applicable laws and rules with regard to financial matters. • Working in close coordination with and providing due assistance (in financial matters) to the Joint Chief Executive Officer in the interest of maintaining standards of service delivery while maintaining highest norms of financial proprietary. • Providing advice on all financial matters pertaining to the company or on any matters referred by the Chief Executive Officer and the Joint Chief Executive Officer. • Working under the overall guidance and direction of the Chief Executive Officer.
Qualifications:	<ul style="list-style-type: none"> • Post Graduate in Commerce or CA or Cost Accountant or MBA (Finance) from institute of repute Or MFAS – Group A services, presently working on the post of Deputy Director and above or retired MFAS officer Group A having worked at least at the level of Deputy Director. Or IAAS Group A currently working with Urban Local Bodies at any level or retired IAAS group A officer. • At least 10 years of post-qualification experience. Experience of Government companies or Public Sector Undertakings is preferable.
Documents to be submitted:	<ul style="list-style-type: none"> • Details of experience/ posts held during past 10 years. • Proof of age. • Proof of qualifications. • References from previous employers / persons of repute.
Age Limit (as on 31 st May 2018)	<ul style="list-style-type: none"> • Minimum – 35 years • Maximum- not more than 65 years
Consolidated pay per month (all-inclusive on CTC basis)	Rupees 1.5 lakhs

Position – 3: Company Secretary (CS)	
Scope of work	<p>Company Secretary shall be overall responsible for</p> <ul style="list-style-type: none"> • Providing leadership and effective support in achieving sustained growth of the Company consistent with high standards of service delivery. • Company secretarial, legal, corporate governance and administrative functions of the Company. • Conducting board and shareholders' meetings, statutory compliances, filing forms with various statutory authorities, handling court cases, drafting of all contract documents etc. • Preparation and submission of periodical reports. • Liaison with various Government Departments / Agencies. • Ensuring compliance to the new Company law, commercial and economic legislations, SEBI guidelines, FEMA provisions and all applicable laws of the land. • Working in close coordination with and providing due assistance to the Chief Executive Officer or Chief Finance Officer in the interest of maintaining standards of service delivery. • Providing advice on all matters pertaining to the company or on any matters referred by the Chief Executive Officer and the Joint Chief Executive Officer or Chief Finance Officer. • Working under the overall guidance and direction of the Chief Executive Officer.
Qualifications:	<ul style="list-style-type: none"> • Fellow Member of the Institute of Company Secretaries of India, with at least 10 years of post-qualification experience. • Well versed with all related laws.
Documents to be submitted:	<ul style="list-style-type: none"> • Details of experience / posts held during past 10 years • Proof of age • Proof of qualifications. • References from previous employers / persons of repute.
Age Limit (as on 31 st May 2018)	<ul style="list-style-type: none"> • Minimum – 35 years • Maximum- not more than 65 years
Consolidated pay per month (all-inclusive on CTC basis)	Rupees 1.5 lakhs

General conditions for all the above posts:

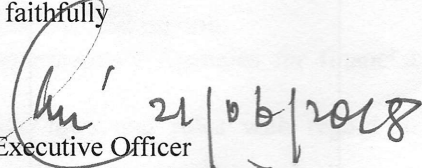
- i. Number of post(s): one each
- ii. The place of posting at Aurangabad, Maharashtra.
- iii. The prescribed qualification / experience indicated are bare minimum and mere possession of same will not entitle the applicants to be called for interview. Where number of applications received is large, it 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.
- iv. The Company reserves its rights to accept or reject any application, without assigning any reasons therefor.
- v. 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. It shall be the candidate's responsibility to seek proper permission from government to work at this post.
- vi. The posts advertised are full time posts. The selected persons will have to stay in Aurangabad city and be available for work as per requirement. The jobs being offered are of high prestige and

integrity and offer unparalleled opportunity in bringing change and development at a citywide level. The jobs are also extremely challenging and therefore dynamic, innovative, hardworking, sincere people with integrity and considering themselves capable of doing justice to these roles may only apply.

vii. The applications should reach at the below-mentioned address latest by 5:00 P.M. on 31st July 2018.

The Chief Executive Officer (ASCDCL)
Officer of the Municipal Commissioner,
Aurangabad Municipal Corporation,
Town Hall, Aurangabad-431005

Yours faithfully

for  21/06/2018
Chief Executive Officer
Aurangabad Smart City Development
Corporation Limited (ASCDCL)