



Nashik Municipal Smart City Development Corporation Ltd.

CIN: U93090MH2016SGC285193

Office: Loknete Panditrao Khaire Panchavati Divisional Office, 4th Floor,
Makhamalabad Naka, Panchavati, Nashik – 422003.

E-mail: admin@nashiksmartcity.in, Tel: 0253-2518833

Application form

To,
Chief Executive Officer
Nashik Municipal Smart City Development Corporation Ltd.
Loknete Panditrao Khaire Panchavati Divisional Office,
4th Floor, Makhamalabad Naka, Panchavati,
Nashik – 422003.

PHOTO

1.	Name of post applied				
2.	Name				
		(Surname)	(Name)	(Father)	
3	Postal Address				
4.	E-mail I.D.				
5.	Contact No./ Mob.No.				
6.	Date of Birth (DD/MM/YYYY)		Nationality		
7.	Category	<input type="checkbox"/> S.C. <input type="checkbox"/> S.T. <input type="checkbox"/> S.E.B.C. <input type="checkbox"/> Open <input type="checkbox"/> Other.....			
8.	Education qualification	Degrees	Name of University / Institution	Percentage	Year of passing
9.	Other Qualification	Shorthand (WPM)	Typing (WPM)	MS-CIT	
		English-Marathi-	English-Marathi-	YES / NO	
10.	Languages Known		Speaking	Reading	Writing



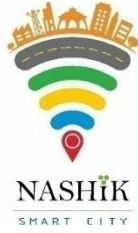
Nashik Municipal Smart City Development Corporation Ltd.

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11.	Employment Record (Add all employment records in similar format)				
	Employer	From	To	Designation	Job Profile
	1				
	2				
	3				
	4				
5					
12.	Years of Experience				
13.	Experience of writing, editing, proof reading & in publication. (Applicable to IEC Expert post only.)				
14.	Whether convicted for imprisonment for any criminal / Civil court of law (if yes, give details.				
15.	Whether proceeding pending / likely to be held in any of departmental enquiry, in case of Govt./ Semi. Govt. services. If yes, give details.				
16.	Certification:				
	I, the undersigned, certify that to the best of my knowledge and belief, this application form correctly describes me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged. Date: Applicant's Sign :-				



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Subject :- Recruitment at NMSCDCL

NMSCDCL invites application from eligible candidates for various posts on contract basis for a period of 11 months at consolidated pay or through deputation from ULB/Government Department. Qualification and experience requirements are depicted in the following table.

No	Name of the Post	Number of Current Vacancies					Essential Educational Qualification and Experience	Job Description	Consolidated Monthly Pay
		SC	ST	*SEBC	Open	Total			
1	General Manager (IT)				1	1	<ul style="list-style-type: none"> • Govt. Employee on Deputation or Retirement: Retired or Current Dy. Engineer / and above from State/Central Govt./ Semi Govt.in IT field shall be considered • Education Qualification: Master's Degree or Bachelor's Degree or MCA or equivalent in Computer Science/ Electronics /IT or equivalent from a recognized university or institute. Additional Certification and/or MBA will be preferred • Experience: Minimum 10 years of relevant experience in strategizing, developing and implementing programs of digital solutions with at least 5 years of working/ supporting GoI /State Government/ ULB or similar institutional environment in end to end implementation of ICT centric e-governance/ Mission mode projects. • Should have experience of at least two city-wide/ Nation-wide ICT project implementation in the capacity of General Manager - Technical/IT and above. • Deep understanding of ICT operation in a Smart city /Safe city/Command and control system/ city wide ICT infrastructure environment. • Good Knowledge of integration of various technologies and Applications in ICT domain from disparate sources with varying standards. 	<ul style="list-style-type: none"> • Provide overall leadership in formulating Knowledge Management strategy and plan for NMSCDCL • Develop tools and framework for identifying and documenting learnings from the project • Explore and build Knowledge partnerships with urban development think tanks and expert institutions across the globe • Represent NMSCDCL in knowledge sharing sessions and seminars in India and abroad • Develop a compendium of smart city projects and best practices that are successfully tested for the purpose of replication across Nashik and other cities in India • Provide leadership in design and implementation of e-Governance and ICT projects under NMSCDCL • Be primarily accountable to the CEO and the Board of NMSCDCL for all knowledge management activities and for implementation of e-Governance and ICT based projects • Engage with the project Management Consultant in defining the scope, project design and 	INR 1.5 lakhs

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							<ul style="list-style-type: none"> • Excellent understanding of emerging technologies and frameworks like IoT, Big Data Analytics, Artificial Intelligence, Block Chain, Cyber Security etc. and developing innovative & smart urban solution based these technologies. • Extensive knowledge of Date/network security, Software applications in e-governance, Voice/ Video/ data domain • Additional Requirement: Good Communication Skills in English and Marathi • Global exposure and/or working in a smart city environment will be preferred • Proven experience/credit of implementation of at least one break-through idea in the ICT domain would be preferred 	<ul style="list-style-type: none"> implementation plan for each e-Governance and ICT projects taken up by NMSCDCL • Understand the baseline service levels and connectivity landscape, assess the resource requirements, from technical design consultants to contractors and developers for implementing e-Governance and ICT projects • Build and nurture relationship with the Nashik Municipal Corporation's leadership to influence policy and goal alignment, and to improve coordination for project implementation • Be a member of the sector specific Procurement Committees, and oversee hiring of project consultants and implementing agencies/ contractors for respective sector projects • Support other divisional heads in project implementation by reviewing technical design specifications and blueprints, and ensuring that specifications meet the sector specific objectives of the project • Ensure timely completion of implementation sub activities throughout the project lifecycle from design to construction review and lead corrective measures to address delays • Oversee the functioning of general consultants and project consultants • Review and approve the reports and other advisory documents prepared by Project Consultants • Receive and respond to feedback, ideas and concerns related to ICT and e-Governance service provisioning in Nashik from various stakeholders including general public • Manage Contractual relationship with domain consultants and implementing agencies involved in implementation of urban development projects • Review and approve periodic M&E reports 	

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								<ul style="list-style-type: none"> Function as the in-house ICT and IT expert to support other divisional heads in project implementation All other works as prescribed by CEO 	
2	Dy.General Manager (Civil)				1	1	<ul style="list-style-type: none"> Govt. Employee on Deputation or Retirement: Retired/ Current Charge Deputy Engineer and above from Government/ Semi Government Department would be preferred Education Qualification: Bachelor's Degree and Master's in Civil Engineering/ Environmental Studies from AICTE approved institute Experience: Minimum 10 Years in Planning/ Design/ Implementation/ Supervision of Infrastructure Projects of Roads/ Bridges/ Water/ Sewerage/ in State/Central Govt./ Semi Govt./ PSU/ Private Organizations. Demonstrated experience in planning, design and/ or construction supervision Experience in Project management Experience of works using AutoCAD/ GIS tools Additional Requirement: Good Communication Skills in English and Marathi 	<ul style="list-style-type: none"> To assist G.M. (Civil) / Chief Urban Planner in project related activities. Continuously monitor and supervise project activities, oversee technical design, execution and evaluation of progress through outputs and impacts using both quantitative and qualitative data Support and contribute to communications with staff regarding project deadlines and monitoring/evaluation activities Maintain and contribute to development of project guidelines, processes, and tools to improve governance To develop and maintain project schedules as per the requirement. To review the project schedules submitted by the Contractors/ implementation agencies to achieve maximum efficiency and timely accomplishment of projects. To maintain and organize the project files and received deliverables as necessary. To co-ordinate with contractors/ implementation agencies staff, NMC, all stakeholders, other departments and related Project management consultant team. To manage internal file movements, prepare internal notes. To review and approve the contractors/ implementation agencies payment files. Attending Weekly/Monthly reviews of projects and complete the follow up actions as per the instructions. Supervise the Survey related Activities of the project 	INR 75,000

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								<ul style="list-style-type: none"> Any other related tasks assigned from time to time by higher authority. 	
3	Dy.General Manager (Environment, Water, Sanitation)				1	1	<ul style="list-style-type: none"> Govt. Employee on Deputation or Retirement: Retired/ Current Charge Deputy Engineer and above from Government/ Semi Government Department would be preferred Education Qualification: Bachelor's Degree and Master's in Civil Engineering/ Environmental Studies from AICTE approved institute Experience: Minimum 10 Years in Planning/ Design/ Implementation/ Supervision of Infrastructure Projects of Roads/ Bridges/ Water/ Sewerage/ in State/Central Govt./ Semi Govt./ PSU/ Private Organizations. Demonstrated experience in planning, design and/ or construction supervision Experience in Project management Experience of works using AutoCAD/ GIS tools Additional Requirement: Good Communication Skills in English and Marathi 	<ul style="list-style-type: none"> To assist G.M. (Civil) / Chief Urban Planner in project related activities. Continuously monitor and supervise project activities, oversee technical design, execution and evaluation of progress through outputs and impacts using both quantitative and qualitative data Support and contribute to communications with staff regarding project deadlines and monitoring/evaluation activities Maintain and contribute to development of project guidelines, processes, and tools to improve governance To develop and maintain project schedules as per the requirement. To review the project schedules submitted by the Contractors/ implementation agencies to achieve maximum efficiency and timely accomplishment of projects. To maintain and organize the project files and received deliverables as necessary. To co-ordinate with contractors/ implementation agencies staff, NMC, all stakeholders, other departments and related Project management consultant team. To manage internal file movements, prepare internal notes. To review and approve the contractors/ implementation agencies payment files. Attending Weekly/Monthly reviews of projects and complete the follow up actions as per the instructions. Supervise the Survey related Activities of the project Any other related tasks assigned from time to time by higher authority. 	INR 75,000

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4	Transport Manager				1	1	<ul style="list-style-type: none"> Govt. Employee on Deputation or Retirement: Retired/ Current Charge Deputy Engineer and above from Government/ Semi Government Department would be preferred Education Qualification: Bachelor's Degree and Master's in Transportation Planning/ Transportation Engineering/ Highway Engineering/ Highway Planning from AICTE approved institute Experience: Minimum 7 Years in Urban Transport Planning/ Design/ Implementation/ Supervision of Transport Infrastructure Projects in State/Central Govt./ Semi Govt./ PSU/ Private Organizations. Experience in city Mobility Plan preparation, City Bus/Public Transport Services Demonstrated experience in planning, design and/ or construction supervision Experience in Project management Experience of works using AutoCAD/ GIS tools <p>Additional Requirement: Good Communication Skills in English and Marathi</p>	<ul style="list-style-type: none"> To assist G.M. (Civil) / Chief Urban Planner in Transportation related aspect of the project. Prepare reports or recommendations on transportation planning. Prepare scientific or technical reports or presentations. Recommend public transportation system improvements or projects, based on economic, population, land-use, or traffic projections. Review development plans for transportation system effects, infrastructure requirements, or compliance with applicable transportation regulations. Review matters of parking, public transport policy. Participate in public meetings or hearings to explain planning proposals, to gather feedback from those affected by projects, or to achieve consensus on project designs. Define regional or local transportation planning problems or priorities Collaborate with engineers, PMC to research, analyze, or resolve complex transportation design issues. Prepare or review engineering studies or specifications. Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person. Observing, reviewing, and otherwise obtaining information from all relevant sources. Prepare necessary documents to obtain project approvals 	INR 75,000

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		SC	ST	*SEBC	Open	Total			
5	Dy.General Manager (Finance)						<ul style="list-style-type: none"> Govt. Employee on Deputation or Retirement: Retired/ Current Charge Grade B- Maharashtra Accounts and Finance Service would be preferred Education Qualification: CA or MBA in finance Experience: Minimum 5 years for CA and 7 Years for MBA in Government Finance, PPP projects in Urban Sector, CSR projects in Urban Sector. Experience of working on Accounting tools, Financial and Statistical analysis software Tally, any ERP. Additional Requirement: Good Communication Skills in English and Marathi 	<ul style="list-style-type: none"> To Assist Chief Financial Officer on Finance aspect of the project and SPV Assess and execute all PPP and CSR projects under NMSCDCL Organize funding drives and workshops Coordinate with Project consultants for project structuring and financial modeling Strengthening of revenue administration, improving the credibility, control and transparency of fiscal and budget management 	INR 65,000
6	Public Relations Officer				1	1	<ul style="list-style-type: none"> Education Qualification: Bachelors in Mass Media/ Mass Communications or Public Relations Experience: Minimum 8 years (of experience 1 year in Government Organisation) in Public Relations, Media Management (Social, Print, Visual) in Government and Semi Government in State/Central Govt./ Semi Govt./ PSU/ Private Organisation. Experience in Content writing, Media briefing notes, Stakeholders engagement workshop Social media exposure is required for at least Facebook, twitter, Instagram and Google+. Proficiency in IT. Additional Requirement: Good Communication Skills in English, Hindi and Marathi 	<ul style="list-style-type: none"> To Assist Chief Executive officer in assigned activities. Liaoning with all the related stakeholders and authorities. Drafting and disseminating press releases. Daily news tracking (online / offline) and submission of media updates. Periodic updation of media lists and other contacts. Filing of published media reports for records. Handling routine media queries, follow-ups and related activities. Circulating periodic information / alerts internally to various departments. Organizing and managing events. Content creation. Any other related other tasks assigned from time to time by higher authorities. 	INR 60,000
7	Asst. Legal Manager						<ul style="list-style-type: none"> Education Qualification: BA LLB or BA-BL Experience: Minimum 3 years of experience in Legal domain especially Contract Management, Labor laws, Government regulations, Land acquisition regulations would be required Additional Requirement: Good Communication Skills in English and Marathi 	<ul style="list-style-type: none"> Assist Legal Officer in preparation of agreements that are required to be executed for implementation of Smart City Projects. Review of agreement, notices and drafting of documents in compliance with applicable law, rules and regulations 	INR 25,000

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								<ul style="list-style-type: none"> • Risk control recovery in fraud cases provide service to risk control highlight the compliance issue 	
8	Project Manager (Civil)	1	1	1	1	4	<ul style="list-style-type: none"> • Govt. Employee on Deputation or Retirement: Retired/ Current Charge Junior Engineer and above from Government/ Semi Government Department would be preferred • Education Qualification: Diploma with 8 years or Bachelor's Degree in Civil Engineering with 5 years or Master's in Civil Engineering with 3 years of experience from AICTE approved institute • Experience: Experience in Roads and Infrastructure related works in State/Central Govt./ Semi Govt./ PSU/ Private Organizations. • Demonstrated experience in planning, design and/ or construction supervision • Experience in Project management • Proficient in using AutoCAD/ GIS tools • Additional Requirement: Good Communication Skills in English and Marathi 	<ul style="list-style-type: none"> • To Assist DGM (Civil) and above in projects activities. • To develop and monitor project schedules. • To review the project schedules submitted by the Contractors/ implementation agencies to achieve maximum efficiency and timely accomplishment of projects. • Seeking daily report for all assigned Projects. • To implement, supervise projects. • To co-ordinate with all stakeholders. • To manage internal file movements, prepare internal notes. • To review and process the contractors/ implementation agencies payment files. • Attending Weekly/Monthly reviews of projects and complete the follow up actions as per the instructions. • Any other related tasks assigned from time to time by CEO. 	INR 40,000
9	Project Manager (Water)				1	1	<ul style="list-style-type: none"> • Govt. Employee on Deputation or Retirement: Retired/ Current Charge Junior Engineer and above from Government/ Semi Government Department would be preferred • Education Qualification: Diploma with 8 years or Bachelor's Degree in Civil Engineering/ environmental studies with 5 years or Master's in Civil Engineering/ environmental studies with 3 years of experience from AICTE approved institute • Experience: Experience in Water Supply and Sewerage & Sanitation projects related works in State/Central Govt./ Semi Govt./ PSU/ Private Organizations. • Demonstrated experience in planning, design and/ or construction supervision • Experience in Project management 	<ul style="list-style-type: none"> • To Assist DGM (Environment/ Water & Sanitation) and above in project related activities. • Continuously monitor and supervise project activities, oversee technical design, execution and evaluation of progress through outputs and impacts using both quantitative and qualitative data • Support and contribute to communications with staff regarding project deadlines and monitoring/evaluation activities • Maintain and contribute to development of project guidelines, processes, and tools to improve governance • To develop and maintain project schedules as per the requirement. 	INR 40,000

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							<ul style="list-style-type: none"> • Experience in Environment sector projects will be preferred • Proficient in using AutoCAD/ GIS tools • Additional Requirement: Good Communication Skills in English and Marathi 	<ul style="list-style-type: none"> • To review the project schedules submitted by the Contractors/ implementation agencies to achieve maximum efficiency and timely accomplishment of projects. • To maintain and organize the project files and received deliverables as necessary. • To co-ordinate with contractors/ implementation agencies staff, NMC, all stakeholders, other departments and related Project management consultant team. • To manage internal file movements, prepare internal notes. • To review and approve the contractors/ implementation agencies payment files. • Attending Weekly/Monthly reviews of projects and complete the follow up actions as per the instructions. • Any other related tasks assigned from time to time by higher authority. 	
10	Project Manager (Sanitation)				1	1	<ul style="list-style-type: none"> • Govt. Employee on Deputation or Retirement: Retired/ Current Charge Junior Engineer and above from Government/ Semi Government Department would be preferred • Education Qualification: Diploma with 8 years or Bachelor's Degree in Civil Engineering/ environmental studies with 5 years or Master's in Civil Engineering/ environmental studies with 3 years of experience from AICTE approved institute • Experience: Experience in Water Supply and Sewerage & Sanitation projects related works in State/Central Govt./ Semi Govt./ PSU/ Private Organizations. • Demonstrated experience in planning, design and/ or construction supervision • Experience in Project management • Experience in Environment sector projects will be preferred • Proficient in using AutoCAD/ GIS tools 	<ul style="list-style-type: none"> • To Assist DGM (Environment/ Water & Sanitation) and above in project related activities. • Continuously monitor and supervise project activities, oversee technical design, execution and evaluation of progress through outputs and impacts using both quantitative and qualitative data • Support and contribute to communications with staff regarding project deadlines and monitoring/evaluation activities • Maintain and contribute to development of project guidelines, processes, and tools to improve governance • To develop and maintain project schedules as per the requirement. • To review the project schedules submitted by the Contractors/ implementation agencies to achieve maximum efficiency and timely accomplishment of projects. 	INR 40,000

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		SC	ST	*SEBC	Open	Total			
							<ul style="list-style-type: none"> • Additional Requirement: Good Communication Skills in English and Marathi 	<ul style="list-style-type: none"> • To maintain and organize the project files and received deliverables as necessary. • To co-ordinate with contractors/ implementation agencies staff, NMC, all stakeholders, other departments and related Project management consultant team. • To manage internal file movements, prepare internal notes. • To review and approve the contractors/ implementation agencies payment files. • Attending Weekly/Monthly reviews of projects and complete the follow up actions as per the instructions. • Any other related tasks assigned from time to time by higher authority. 	
11	Project Manager (Electrical)				1	1	<ul style="list-style-type: none"> • Govt. Employee on Deputation or Retirement: Retired/ Current Charge Junior Engineer and above from Government/ Semi Government Department would be preferred • Education Qualification: Diploma with 8 years or Bachelor's Degree in Electrical Engineering with 5 years or Master's in Electrical Engineering/ environmental studies with 3 years of experience from AICTE approved institute • Experience: Experience in Water and Sanitation projects related works in State/Central Govt./ Semi Govt./ PSU/ Private Organizations. • Demonstrated experience in planning, design and/ or construction supervision • Experience in Project management • Experience in Environment sector projects will be preferred • Proficient in using AutoCAD/ GIS tools • Additional Requirement: Good Communication Skills in English and Marathi 	<ul style="list-style-type: none"> • To Assist G.M. (Civil) in project related activities. • To develop and monitor project schedules. • To review the project schedules submitted by the Contractors/ implementation agencies to achieve maximum efficiency and timely accomplishment of projects. • Seeking daily report for all assigned Projects. • To implement, supervise projects. • To co-ordinate with all stakeholders. • To manage internal file movements, prepare internal notes. • To review and process the contractors/ implementation agencies payment files. • Attending Weekly/Monthly reviews of projects and complete the follow up actions as per the instructions. • Any other related tasks assigned from time to time by CEO. 	INR 40,000

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		SC	ST	*SEBC	Open	Total			
12	Urban Planner/ Urban Designer				1	1	<ul style="list-style-type: none"> • Education Qualification: Masters in Urban Planning/ Urban design/ Town and Country Planning • Experience: Minimum 3 years of experience in layout Planning. Town Planning, Urban Planning related works in State/Central Govt./Semi Govt./ PSU/ Private Organizations. • Experience in preparation and execution of at least 1 Town Planning/ land pooling Scheme/ Layout planning would be preferred • Demonstrated experience in planning, design and/ or construction supervision • Experience in Project management • Proficient in using AutoCAD/ GIS tools • Additional Requirement: Good Communication Skills in English and Marathi • Proficiency in GIS/ AutoCAD software 	<ul style="list-style-type: none"> • To Assist Chief Urban Planner in project related activities • Review the plan & design submitted by the Project Management Consultants (PMCs) and accord approvals • Oversee the urban development project • Conduct field investigations, identify project feasibility and any plan changes, and recommend whether proposals should be approved or denied. • Present reports to government officials about urban development projects • Prepare terms of references for selection of consultants • Assist in undertaking statutory consultations/owners meeting necessary for the preparation of the town planning schemes • Facilitate submission to government and coordinating the sanction of the plans from concerned Government departments. • Review preparation of base maps and land records • To co-ordinate with contractors/ implementation agencies staff, NMC, all stakeholders, other departments and related Project management consultant team. • Supervise all the assigned projects & ensure timely completion of works before due dates. • Review the plans prepared by the consultants with respect to street scape and city scape using urban design principles • Prepare design guidelines for open space, building form, project review and site planning • Participate in site plan as well as design review of development proposed 	INR 45,000

No	Name of the Post	Number of Current Vacancies					Essential Educational Qualification and Experience	Job Description	Consolidated Monthly Pay
		SC	ST	*SEBC	Open	Total			
							<ul style="list-style-type: none"> • Participate to develop conceptual designs plus construction documents review developed by professional consultants • Prepare site layouts as well as land subdivision plans for residential, commercial and mixed use developments and other such land uses • Review plans and designs and provide feedback on them 		
13	Architect				1	1	<ul style="list-style-type: none"> • Education Qualification: B. Arch with minimum 3 years of experience in townships or large-scale projects, landscaping. Buildings • Experience in Project management • Proficient in using AutoCAD/ GIS tools • Additional Requirement: Good Communication Skills in English and Marathi 	<ul style="list-style-type: none"> • Prepare design guidelines for open space, building form, project review and site planning • Participate in site plan as well as design review of development proposed • Participate to develop conceptual designs plus construction documents review developed by professional consultants • Prepare site layouts as well as land subdivision plans for residential, commercial and mixed use developments and other such land uses • Review plans and designs and provide feedback on them 	INR 35,000
14	Surveyor				1	1	<ul style="list-style-type: none"> • Education Qualification: Bachelor's Degree/ ITI/ Diploma with 5 years of experience in Survey in Urban Projects • Proficient in using AutoCAD/ GIS tools • Additional Requirement: Good Communication Skills in English and Marathi 	<ul style="list-style-type: none"> • Design and conduct survey • Assist in Survey activities across projects • Review the Survey reports submitted 	INR 20,000
15	IOT Expert				1	1	<ul style="list-style-type: none"> • Education Qualification: B.E./ B.Tech or MCA in Computer Science/ Information Technology Engineering from AICTE approved institute with minimum 5 years of relevant experience • 2-year experience in managing IoT related applications. • 2-year experience in Portal and Mobile application development and management • Experience in emerging technologies and frameworks and has implemented at least 1 project in IoT Domain. • Additional Requirement: Good Communication Skills in English and Marathi 	<ul style="list-style-type: none"> • To Assist GM (IT) in ICT related project activities. • Capability in major technology and open sourced platforms, with ability to deliver enterprise solutions architecture and design • Review and approve the deliverables of all projects, including costs, resources, and vendors • Identify and collaborate various solution partners in different industry and business applications 	INR 55,000

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		SC	ST	*SEBC	Open	Total			
								<ul style="list-style-type: none"> • Prepare technical specification and scope for all NMSCDCL projects • Effectively communicate and update management and team on all projects • Keep abreast of any latest technology and industry trends, and any updates in statutory rulings that may impact NMSCDCL initiatives 	
16	IEC Expert				1	1	<ul style="list-style-type: none"> • Education Qualification: Degree in Mass Media/ Mass Communications / Journalism with 3 years of relevant experience. • Social media exposure is required for at least Facebook, twitter, Instagram and Google+. • Experience in Content writing, Media Report documentation is essential • Proficiency in IT • Additional Requirement: Proficiency (Read, write and speak) in English, Marathi and Hindi is essential 	<ul style="list-style-type: none"> • Liaisoning with all the related stakeholders and authorities. • Drafting and disseminating press releases. • Daily news tracking (online / offline) and submission of media updates. • Periodic updation of media lists and other contacts. • Filing of published media reports for records. • Handling routine media queries, follow-ups and related activities. • Circulating periodic information / alerts internally to various departments. • Content creation and translation related activities. • Designs and develops related content and materials. • Prepare drafts and finished, proofed translations • Produce translations and support the translation of communication from Marathi English or Hindi as required. • Management of Social Media activities of NMSCDCL. • Any other related other tasks assigned from time to time by CEO. 	INR 30,000
17	Accounts Executive	1				1	<ul style="list-style-type: none"> • Education Qualification: B.Com graduate with minimum 3 years' of relevant experience • Additional Requirement: Good Communication Skills in English and Marathi • Proficiency in relevant tools and software 	<ul style="list-style-type: none"> • Assist Chief Financial Officer in all department activities • Maintain financial statements (Balance sheet and income statement) and update on periodic basis 	INR 18,000

No	Name of the Post	Number of Current Vacancies					Essential Educational Qualification and Experience	Job Description	Consolidated Monthly Pay
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18	Office Assistant		1		1	2	<ul style="list-style-type: none"> • Education Qualification: Graduate in any Discipline • MS-CIT certification preferred • Additional Requirement: Good Communication Skills in English and Marathi • 5 years' experience in Government/ Semi Government /private institutions as Office Assistant/ Stenographer with exposure DO letters, Noting, English to Marathi translation is preferable • Experience in handling Computer Application like Word, Power point, Excel is mandatory • Typing speed in Marathi 30 WPM • Typing speed in English 40 WPM. • Preference shall be given to candidates having experience as stenographer with Shorthand speed in Marathi 100 WPM and English 100 WPM • Proficiency in relevant tools and software 	<ul style="list-style-type: none"> • Take dictation, drafting letters, minute of Meetings, internal notes, BoD agendas etc. • To maintain and organize the files and documents. • Drafting of internal notes/office orders/ replies to letters. • Attendance/ Leave Management. • Attend meetings and record minutes of meeting as and when required. • Managing all tendering related activities. • Any other related other tasks assigned from time to time by higher authority. 	INR 17,000
19	Executive Assistant to CEO				1	1	<ul style="list-style-type: none"> • Education Qualification: MBA • Minimum 5 years' in similar position reporting to CEO or Managing Director • MS-CIT certification preferred • Experience in Smart cities will be an added advantage • Additional Requirement: Good Communication Skills in English and Marathi • Typing speed in Marathi 30 WPM. • Typing speed in English 40 WPM. • Preference shall be given to candidates having experience as stenographer with Shorthand speed in Marathi 100 WPM and English 100 WPM • Proficiency in relevant tools and software and Technical research 	<ul style="list-style-type: none"> • Analyze implement smart city projects with innovative inputs and best practices in the field • To maintain and organize the CEO's diary, filing system and all other relevant areas as necessary. • To facilitate meetings, schedule debriefing meetings so follow up action can be implemented. • To collect and compile daily reports for all Projects. • To co-ordinate with staff within the organization, Project Management consultant as well as external agencies. • Scheduling Weekly/Monthly reviews of projects. • Coordinate internal and external meetings and conference calls. • Any other as per the directions of CEO 	INR 30,000
20	Peon	1				1	<ul style="list-style-type: none"> • 12th Pass 	<ul style="list-style-type: none"> • As applicable 	INR 9,000
21	Sweeper				1	1	<ul style="list-style-type: none"> • 8th Pass 	<ul style="list-style-type: none"> • As applicable 	INR 7,500

Terms and Conditions: -

1. Completed application should be submitted in prescribed format on/before 21/01/2019 during working hours along with copies of Resume, relevant educational qualification documents/mark-sheets, Caste Certificate, Validity Certificate and experience certificates at the following address :-

Nashik Municipal Smart City Development Corporation Ltd.

Office: Loknete Panditrao Khaire Panchavati Divisional Office,
4th Floor, Makhamalabad Naka, Panchavati, Nashik – 422003.

2. Only shortlisted candidates will be called for interview.
3. If an applicant fulfils the prescribed qualification and experience requirement, it does not guarantee appointment of such applicant, Moreover, during selection process or after appointment, if any wrong statement/ misbehavior is identified, or found involved in influencing the selection process, then the applicant will be disqualified/terminated immediately without any notice.
4. Incomplete applications in any form will be rejected.
5. * 16% Reservation for SEBC Category is subject PIL No. 175/2018 decision by Mumbai High court.
6. All rights regarding no. of positions and selection process will lie with CEO, NMSCDCL.