

**NASHIK MAHANAGAR PARIVAHAN MAHAMANDAL LIMITED (NMPML)**

Parivahan Bhavan, Golf Club Ground, Trimbak Road, Nashik 422 002

Website: www.nmc.gov.in**RECRUITMENT NOTICE****1. NMPML invites application for the following vacancies:**

Si No	Position	No of Position
1.	Chief Executive Officer (CEO)	1
2.	Chief Account & Finance Officer (CFO)	1
3.	Company Secretary	1
4.	Manager (Operation)	3
5.	Manager (Line Checking)	1
6.	Manager (Information Technology (IT))	1
7.	Manager (Technical)	1
8.	Manager (Civil-Technical)	1
9.	Admin Officer (HR & Training)	1
10.	Executive Assistant to CEO and MD	1
11.	Public Relation Officer	1
12.	Accountant	2

- Candidates above the age of 21 years and below the age of 62 years with desired experience as mentioned for each position can apply.
- Detailed Job description and education qualification and Application Format is available at www.nmc.gov.in
- Please apply online on given web link and attached all relevant documents. Incomplete applications and applications without supporting documents will not be considered.
- Guidelines for How to fill Application Form is available at www.nmc.gov.in
- Web link for Application Form is available at www.nmc.gov.in
- Last Date for Online Application is 09/04/2021 upto 17.00 Hrs
- Only shortlisted candidates will be called for interview telephonically, followed by email, intimating the date/time and venue of interview.
- Authority reserve the rights to change number of positions or accept or reject any or all applications without assigning any reasons.

Managing Director
Nashik Mahanagar Parivahan Mahamandal Limited

Instruction for submission of online application for vacancies in Nashik Mahanagar Parivahan Mahamandal Limited (NMPML)

Basic Detail Page

- Step 1: Enter the Full Name
- Step 2: Enter Detailed Address
- Step 3: Enter Valid Aadhar Card no.
- Step 4: Enter the date of Birth as per 10th Certificate.
- Step 5: Enter the correct Mobile Number.
- Step 6: Submit the form (By clicking on submit button)

After submission, the 2nd page for qualification shall open and you have to fill further information as required.

Qualification Detail Page

- Step 7: Enter 10th Mark (Only in Number i.e., for 78.67% enter only 78.67)
- Step 8: Enter 12th Mark (Only in Number i.e., for 78.67% enter only 78.67)
- Step 9: Select your graduation degree as per the form, If the degree of candidate is not in list then click on other and specify the exact degree of individual.
- Step 10: Enter the Graduate College/Institution Name and University
- Step 11: Enter the percentage of graduation (Only in Number i.e., for 78.67% enter only 78.67)
- Step 12: Click on Language Know and select proficiency in Hindi, Marathi and English.
- Step 13: Click on SSC (10th), HSC (12th) and Graduation Marksheet and upload Marksheet and certificate of 10th, 12th and Graduation in PDF format only.
- Step 14: Submit the form (By clicking on next button)
- Step 15: Upload the Application in given Format

Application for Position

- Step 15: Select the position applied for
- Step 16: After selection click on next button for
- Step 17: Select the Experience details and submit the same.

Application Form Link <https://forms.gle/XePwUtKav2wBiosj9>

RECRUITMENT NOTICE

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CHIEF EXECUTIVE OFFICER	
Education Qualification	<p>Graduation in any discipline and Master's in Management.</p> <p>Preference to be given to the candidate with Post Graduate study in Transport & Planning and work experience in similar field.</p>
Experience Requirements	<p>Minimum 10 years' experience in administration.</p> <p>Experience as CEO for 3 years or 7 years one step below CEO with the organisation having turnover above Rs 100 Cr.</p>
Job Description	<ul style="list-style-type: none"> ➤ Developing high quality business strategies and plans ensuring his/her alignment with short-term and long-term objectives ➤ Leading and motivating subordinates to advance employee engagement develop a high performing managerial team for NMPML/CITILINC. ➤ Overseeing all bus operations ➤ Decision making and dispute resolution <p>Strategic and Leadership:</p> <ul style="list-style-type: none"> ➤ Consult with the Chairman & Managing Director, Directors, General Managers, staff, and key stakeholders for shaping a future operation strategy for NMPML/CITILINC and develop detail activities for the same. ➤ Cultivate a strong and transparent working relationship with Chairman & Managing Director and Directors. ➤ Work collaboratively and strategically with other General Managers and Managers. ➤ Working towards high revenue generation and profit making. <p>Skills:</p> <ul style="list-style-type: none"> ➤ Should have good knowledge of Marathi, Hindi and English Languages. ➤ Should have basic knowledge of Computers.
Appointment	<p>i. Direct Company recruitment/ Contract OR</p> <p>ii. Deputation (Senior Class I officer)</p>
Salary	CTC Rs 1,50,000/- per month (Negotiable)
Probation	One year
Age Limit	Minimum Age 21 years to Maximum Age 62 years

CHIEF FINANCE OFFICER	
Education Qualification	CA/ ICWA
Experience Requirements	The interested candidate should have minimum 7 years of prior experience specifically in financial management in Govt. State Transport Undertakings (STUs) or any Bus Service Company (Govt. or Private).
Job Description	<ul style="list-style-type: none"> ➤ Providing leadership, direction and management of the finance and accounting team ➤ Providing strategic recommendations to the CEO/Managers and members of the executive management team ➤ Managing the processes for financial forecasting and budgets and overseeing the preparation of all financial reporting. ➤ Certifying all formal finance and billing, HR, and IT related procedures. ➤ Certifying formats for billing and SLA's required for completing billing process ➤ Looking after the financial management of NMPML office. Develop overall financial strategy and plan for NMPML ➤ Manage the budgeting processes and develop internal controls to avoid budget overruns ➤ Provide overall leadership in raising sufficient funds to meet the planned cost escalations and cash flow constraints. ➤ Responsible for implementing the approved financial policies of NMPML and ensuring compliance ➤ Responsible for preparation of annual budget (revenue and capital) ➤ Obtain necessary clearances and approval from the Governing Board and the Executive Committee for management of day-to-day operations ➤ Ensure accuracy of all the accounting records ➤ To carry out Internal Audit ➤ Ensuring that proper internal systems and controls are in place ➤ Preparation of financial statements <p>Cash and bank management</p> <ul style="list-style-type: none"> ➤ Payroll management with the support of third-party service providers ➤ Be part of the Purchase Committee and oversee all purchasing and payroll activity for staff consultants, vendors, and contractors ➤ Ensure statutory and regulatory compliances related to financial management functions required by the company <p>Skills:</p> <ul style="list-style-type: none"> ➤ Should have good knowledge of Marathi, Hindi and English Languages. ➤ Should have basic knowledge of Computers.
Appointment	Recruitment in any way (Company recruitment/ Contract) OR Deputation (Director, Accountant & Treasury) level
Salary	CTC Rs 50, 000/- per month (Negotiable)

Probation	One year
Age Limit	Minimum Age 21 years to Maximum Age 62 years

COMPANY SECRETARY	
Education Qualification	Company Secretary (CS) Preference will be given to candidate with additional Qualification of LLB.
Experience Requirements	3 years' experience as Company Secretary
Job Description	<ul style="list-style-type: none"> ➤ Convening and servicing Annual General Meetings (AGMs), ➤ Board Meetings (producing agendas, taking minutes, conveying decisions, handling meeting correspondence and so on). ➤ Ensuring all the members of the board have been duly informed. ➤ About the board meeting and the Agenda for the meeting. ➤ Providing technical advice related to the company procedures. ➤ Ensuring all compliances under companies act 2013 and rules made their under and all Laws applicable to company. ➤ All other works assigned by CEO/ MD. Skills: <ul style="list-style-type: none"> ➤ Should have good knowledge of Marathi, Hindi and English Languages. ➤ Should have basic knowledge of Computers.
Appointment	Recruitment in any way (Company recruitment/ Contract)
Salary	CTC Rs 35, 000/-per month
Probation	One year
Age Limit	Minimum Age 21 years to Maximum Age 62 years

MANAGER OPERATION	
Education Qualification	Graduation in any discipline
Experience Requirements	<ul style="list-style-type: none"> ➤ Minimum 5 years' Experience required in transport sector ➤ Preference will be given to candidates who have worked with State transport undertakings with a position of Transport Supervisor /Planning and scheduling Officer/Operation Manager
Job Description	<p>Manager operations directly assists General Manager (operations) NMPML and coordinates with fellow staffs from various agencies contracted by NMPML/CITILINC for Bus Operation.</p> <p>Strategic Planning:</p> <ul style="list-style-type: none"> ➤ Assist the General Manager (Operations) for shaping a future operation strategy of NMPML/CITILINC and help him/her to develop detail activities for the same. ➤ Cultivate a strong and transparent working relationship with General Manager (Operations), General Manager (Technical and Administration) and Manager (Operations). ➤ Work collaboratively and strategically with other Managers. <p>Management and Operations:</p> <ul style="list-style-type: none"> ➤ Assist in monitoring the day-to-day field operation. ➤ Assist in coordinating and monitoring the works of other agencies contracted by NMPML/CITILINC for Bus Operation and their operational responsibility. ➤ Assist in coordinating and monitoring the works of Fare box Agency, their conductors, and their behavior. ➤ Assist in management, supervision, and maintenance of other infrastructures like Bus Stops and Terminals. Communications. ➤ Participate in discussions, problem solving and priority-setting within NMPML/CITILINC. ➤ Maintain sound working relationships and cooperative arrangements with public entity. <p>Skills:</p> <ul style="list-style-type: none"> ➤ Should have good knowledge of Marathi, Hindi and English Languages. ➤ Should have basic knowledge of Computers.
Salary	CTC Rs 40,000/- per month
Probation	One year
Age Limit	Minimum Age 21 years to Maximum Age 62 years

MANAGER (Line Checking)	
Education Qualification	Graduation in any discipline
Experience Requirements	<ul style="list-style-type: none"> ➤ Minimum 5 years of experience in Transport Sector. ➤ Preference shall be given to 5 years' experience in Bus Operation Organizations
Job Description	<p>Manager (Line checking) directly assists General Manager (operations) NMPML/CITILINC and coordinates with fellow staffs from various agencies contracted by NMPML/CITILINC for Bus Operation.</p> <p>Strategic Planning:</p> <ul style="list-style-type: none"> ➤ Assist the General Manager (Operations) for shaping a future operation strategy of NMPML/CITILINC and help him/her to develop detail activities for the same. ➤ Cultivate a strong and transparent working relationship with General Manager (Operations), General Manager (Technical and Administration) and Manager (Operations). ➤ Work collaboratively and strategically with other Managers. <p>Management and Operations:</p> <ul style="list-style-type: none"> ➤ Assist in monitoring the day-to-day Line checking operation. ➤ Assist in coordinating and monitoring the works of other agencies contracted by NMPML/CITILINC for Bus Operation and their operational responsibility. ➤ Assist in coordinating and monitoring the works of Fare box Agency, their conductors, and their behaviors ➤ Ensure line checking schedules and operations are executed as per schedule and requirements of general manger operations. <p>Communications:</p> <ul style="list-style-type: none"> ➤ Participate in discussions, problem solving and priority-setting within NMPML/CITILINC. ➤ Maintain sound working relationships and cooperative arrangements with outside organizations from time-to-time basis. <p>Skills:</p> <ul style="list-style-type: none"> ➤ Should have good knowledge of Marathi, Hindi and English Languages. ➤ Should have basic knowledge of Computers. ➤
Salary	CTC Rs 40,000/- per month
Probation	One year
Age Limit	Minimum Age 21 years to Maximum Age 62 years

MANAGER (Information Technology (IT))	
Education Qualification	Minimum Graduate in Engineering in Computers Science/ Information Technology / Electronic and Tele Communication
Experience Requirements	<ul style="list-style-type: none"> ➤ Candidate should have Graduate degree in computers or IT with minimum 5 years of experience in ITMS/MSI/SI system monitoring
Job Description	<p>Manager (IT) directly assists directly assists General Manager (operations) NMPML/CITILINC and coordinates with fellow staffs from various agencies contracted by NMPML/CITILINC for Bus Operation.</p> <p>Strategic Planning:</p> <ul style="list-style-type: none"> ➤ Assist the General Manager (Operations) for shaping a future operation strategy of NMPML/CITILINC and help him/her to develop detail activities for the same. ➤ Cultivate a strong and transparent working relationship with General Manager (Operations), General Manager (Technical and Administration) and Manager (Operations). ➤ Work collaboratively and strategically with other Managers. <p>Management and Operations:</p> <ul style="list-style-type: none"> ➤ Assist in monitoring the day-to-day ITMS operation. ➤ Assist in coordinating and monitoring the works of CCC. ➤ Hardware maintenance supervision NMPML/CITILINC office. ➤ Assist in coordinating and monitoring the works of ITMS Agency. ➤ Ensure scheduled hardware maintenance. Communications. ➤ Participate in discussions, problem solving and priority-setting within NMPML/CITILINC. ➤ Maintain sound working relationships and cooperative arrangements with outside organizations from time-to-time basis. <p>Skills:</p> <ul style="list-style-type: none"> ➤ Should have good knowledge of Marathi, Hindi and English Languages. ➤ Should have basic knowledge of Computers. ➤
Salary	CTC Rs 40,000/- per month
Probation	One year
Age Limit	Minimum Age 21 years to Maximum Age 62 years

MANAGER (Technical)	
Education Qualification	Graduate in Any discipline /B. Tech / B.E (Mechanical/ Automobile)
Experience Requirements	<ul style="list-style-type: none"> ➤ Minimum 5 years of experience in Transport Sector. Preference shall be given to those who has experience in Bus Operation Management
Job Description	<p>Reporting to the General Manager (Administrative and Technical), the ideal candidate should have the profession for the successful delivery of the range of public bus services.</p> <p>Strategic Planning:</p> <ul style="list-style-type: none"> ➤ Assist the Manager (Admin and Technical) for shaping a future operation strategy of NMPML/CITILINC and help him/her to develop detail activities for the same. ➤ Cultivate a strong and transparent working relationship with General Manager (Operations), General Manager (Technical and Administration) ➤ Work collaboratively and strategically with other Managers. <p>Management and Operations:</p> <ul style="list-style-type: none"> ➤ Assist in monitoring the day-to-day Depot operation. ➤ Assist in coordinating and monitoring the works of any other agencies contracted by NMPML/CITILINC for Depot Operation and their operational responsibility. ➤ Assist in coordinating and monitoring the works of Revenue Collection Agency, their conductors, and their behaviors ➤ Assist in depot workshop monitoring ➤ Assist all in all Technical activities related to Bus depot, Bus Breakdowns, Depot workshops ➤ Assist in management, supervision, and scheduled maintenance of busses ➤ Ensure inspection each bus before schedule start. ➤ Generate reports for bus maintenance and SLA monitoring <p>Communications</p> <ul style="list-style-type: none"> ➤ Participate in discussions, problem solving and priority-setting within NMPML/CITILINC. ➤ Maintain sound working relationships and cooperative arrangements with outside organizations from time-to- time basis. <p>Skills:</p> <ul style="list-style-type: none"> ➤ Should have good knowledge of Marathi, Hindi and English Languages. ➤ Should have basic knowledge of Computers.
Salary	CTC Rs 40,000/- per month
Probation	One year
Age Limit	Minimum Age 21 years to Maximum Age 62 years

MANAGER (Technical Civil)	
Education Qualification	BE/B.Tech in Civil Engineering
Experience Requirements	5 years of experience in construction activity with State Government engineering work or Retired State Government engineer with relevant experience.
Job Description	<p>Technical Manager (Civil) is responsible to assist General Manager (Administrative and Technical) under Instruction of CEO in all aspects for managing and monitoring the maintenance of city bus operation of NMPML/CITILINC which shall include necessary and preventive maintenance of all the busses ensuring smooth bus operations.</p> <p>Strategic Planning and Leadership:</p> <ul style="list-style-type: none"> ➤ Cultivate a strong and transparent working relationship with General Manager (Technical and Administration). ➤ Work collaboratively and strategically with other Managers Responsible for all Civil Engineering related work and optimum utilization of resources. ➤ Updating standard operating procedures for infrastructure inspection at depots. <p>Engineering Work:</p> <ul style="list-style-type: none"> ➤ General Manager (Technical) in Planning and Designing the infrastructure requirement of NMPML/CITILINC. ➤ Assist Manager (Engineering) in tendering process by discussing requirements with the vendors and other professionals (e.g., architects) <p>Manage project resources:</p> <ul style="list-style-type: none"> ➤ Supervise and ensure site execution works in accordance with drawings and specification; coordinate with Vendors, subcontractors, project manager and contracted staff; ensure that all materials used, and work performed are as per specifications; Maintain quality standards for all respective works. ➤ Prepare daily, weekly, monthly, reports on work in progress and submit to management ➤ Any other work as Assigned by GM (Technical) <p>Communications</p> <ul style="list-style-type: none"> ➤ Participate in discussions, problem solving and priority-setting within NMPML ➤ Maintain sound working relationships and cooperative arrangements with all the contracted agencies. <p>Skills:</p> <ul style="list-style-type: none"> ➤ Should have good knowledge of Marathi, Hindi and English Languages. ➤ Should have basic knowledge of Computers.
Salary	CTC Rs 40,000/- per month
Probation	One year
Age Limit	Minimum Age 21 years to Maximum Age 62 years

ADMIN OFFICER (HR & TRAINING)	
Education Qualification	MBA (HR) or Equivalent
Experience Requirements	5 years of experience in human resource management and administration or similar experience
Job Description	<p>Strategic Planning and Leadership:</p> <ul style="list-style-type: none"> ➤ Assist General Manager (Technical and Admin) in managing Training, Capacity Building and Human Resource management work. ➤ Provide and manage work related to Human resource, Training, and capacity Building from all the companies associated with NMPML/CITILINC ➤ Work collaboratively and strategically with other Managers. <p>Training and Capacity Development:</p> <ul style="list-style-type: none"> ➤ Supervise operators in managing full range training programme including drivers and conductors. ➤ Assist in coordinating with programme Management Consultant or any other agencies hired by NMPML and Skill Development Authority to develop training framework and schedule. ➤ Assist in ensuring that the delivery of training is consistent and meet the expectations. ➤ Assist in assessing the training need assessment of all the personnel involved in bus operations. ➤ Assist in assessing the performance of trained personnel and identify the training need. ➤ Assist in providing instructions in the areas of social responsibility, workplace health and safety, workers' rights etc. ➤ Maintain employee records, including attendance and timesheets. ➤ Actively seek ways to improve HR policies of NMPML/ CITILINC and develop a team as the operations increase ➤ Continue update training content, teaching methodology and techniques to make it relevant with respect to time. ➤ Assist in preparation of Induction Kit. ➤ Any other work as assigned by GM (Administration) <p>Communications</p> <ul style="list-style-type: none"> ➤ Participate in discussions, problem solving and priority-setting within NMPML ➤ Maintain sound working relationships and cooperative arrangements with guest lecturers or trainers. <p>Skills:</p> <ul style="list-style-type: none"> ➤ Should have good knowledge of Marathi, Hindi and English Languages. ➤ Should have basic knowledge of Computers.
Salary	CTC Rs 30,000/- per month
Probation	One year
Age Limit	Minimum Age 21 years to Maximum Age 62 years

PUBLIC RELATION OFFICER (PRO)	
Education Qualification	Bachelors in Corporate Communication/ Mass Communications or Public Relations
Experience Requirements	<ul style="list-style-type: none"> ➤ Minimum 5 years in Public Relations, Media Management (Social, Print, Visual) in Government and Semi Government in State/Central Govt./ Semi Govt./ PSU/ Private Organization. Should possess certificate of experience from reputed and registered authority.
Job Description	<ul style="list-style-type: none"> ➤ To Assist Chief Executive officer in assign activities. Aligning with all the related stakeholders authorities. ➤ Drafting and disseminating press releases. Daily news tracking (online / offline) submission of media updates. ➤ Periodic updating 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. <p>Skills:</p> <ul style="list-style-type: none"> ➤ Should have good knowledge of Marathi, Hindi and English Languages. ➤ Should have basic knowledge of Computers.
Salary	CTC Rs 25,000/- per month
Probation	One year
Age Limit	Minimum Age 21 years to Maximum Age 62 years

EXECUTIVE ASSISTANT TO MD AND CEO	
Education Qualification	Graduation in Any Discipline
Experience Requirements	➤ Minimum 3 years work experience in position of executive assistant/Personal Secretary with Private/Government sector.
Job Description	<ul style="list-style-type: none"> ➤ Preparation Report and PowerPoint presentation ➤ Drafting of Minutes of meeting ➤ Coordinating stakeholder and review meeting. ➤ Follow-up with stakeholders for action taken report and reviews. Skills: <ul style="list-style-type: none"> ➤ Should have good knowledge of Marathi, Hindi and English Languages. ➤ Should have basic knowledge of Computers.
Salary	CTC Rs 30,000/-per month
Probation	One year
Age Limit	Minimum Age 21 years to Maximum Age 62 years

ACCOUNTANT	
Education Qualification	Bachelor's degree in commerce/Finance/Accounting
Experience Requirements	<ul style="list-style-type: none"> ➤ Minimum 5 years of experience in Government Department/ Government Transport department as an accountant/ relevant experience
Job Description	<ul style="list-style-type: none"> ➤ Invoice Verification ➤ ERP/Financial Software Management ➤ Agency SLA calculation Payment ➤ Assist CFO and official for reconciliation of account ➤ ESCROW Bank communication ➤ Should have knowledge of Tally software ➤ Preferred Experience of Tally or equivalent Skills: <ul style="list-style-type: none"> ➤ Should have good knowledge of Marathi, Hindi and English Languages. ➤ Should have basic knowledge of Computers.
Salary	CTC Rs 20,000/-per month
Probation	One year
Age Limit	Minimum Age 21 years to Maximum Age 62 years

Nashik Mahanagar Parivahan Mahamandal Limited (CITILINC)

Recruitment Form

(Candidates can use additional sheet if required)

Position Applied For	
Name	
Address	
Aadhar Card No.	
Date of Birth	
E-Mail Id	
Mobile No.	

Passport Size
Photo

Educational Qualification:

Degree Name	Year of Passing	Percentage/CGPA	University/Board Name	Specialization (if any)
SSC				
HSC				
Graduation				
Post- Graduation/Master's				
Any Other				

Relevant Work Experience:

Organization Name	Position	Period From - To	Activities Performed

Extra-Curricular Activities:

- 1.
- 2.
- 3.

Certification (Any Relevant Software/ Co-curricular courses like, MS-CIT, Tally etc.):

- 1.
- 2.
- 3.

Language Known:

Language	Yes/ No
Marathi	
English	
Hindi	
Any Other:	

Declaration: I hereby declare that all the information, certification and details filled above are correct as per my Knowledge. Any discrepancies if found would lead to rejection of my application.

SIGNATURE:

Name:

DATE: