

SHILLONG SMART CITY LTD

House No. C/B- 037, Top Floor, Centre Nongrim Hills, Near JJ Cables, East Khasi Hills District,
Meghalaya -793003

No. SSCL/HR/Recruitment/19-20/0031

Dated Shillong, 21 September 2020

Advertisement

M/s Shillong Smart City Limited (City Level Special Purpose Vehicle) invites applications from young and dynamic Indian nationals for filling up of following positions on Fixed Term Contract Basis for the period of 3 years.

Sr. No.	Name of Post	No. of Posts	Age	Essential/ Required Qualification	Experience Required
1	General Manager (Roads) (Full Time)	1	45-50 Years	Graduate in Civil Engineering from reputed institutes such as IIT's, NIT's ...etc. Not more than 60 years of age.	Minimum 15 years of experience with consultants / contractor of major infrastructure development company. Should have domain knowledge to analyse and tackle urban transport problems and urban transportation system such as: <ul style="list-style-type: none">• roads and the use of cars, lorries and buses• metro or such urban mass transport networks• pedestrian systems for walking or cycling
2	General Manager (Utilities) (Full Time)	1	40-45 years	Graduate in Civil Engineering from reputed institutes such as IIT's, NIT's ...etc. Not more than 60 years of age.	Minimum 15 years of experience of working in the urban water supply and waste water treatment collection and distribution network.

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3	General Manager (IT & Communication) (Full Time)	1	45-50 Years	Graduate in Computer Engineering (Science) / Electronics Engineering from premier institutes such as IIT's, NIT's,..etc. Preference would be given to candidates having a Master's degree in Computer Engineering (Science) / Electronics Engineering / Communications. Not more than 60 years of age.	15 years of working experience in IT industry with complete knowledge of integration of various ICT technologies. Experience in planning, estimation and execution of various ICT initiatives, predominantly in integration of various ICT technologies and its long-term sustenance. Working knowledge of operations control centre.
4	Manager (Buildings) (Full Time)	1	40-45 years	Graduate in Civil Engineering from reputed institutes such as IIT's, NIT's ...etc. Not more than 60 years of age.	Minimum of 10 years of experience in building construction industry.

Bio-data (with contact details) and passport size photo to be submitted in the *prescribed format* to the following address. The name of the post MUST be super scribed on the envelope.

Chief Executive Officer,
M/s Shillong Smart City Limited,
House No. C/B -037, Top Floor, Centre Nongrim Hills, Near to JJ Cables,
East Khasi Hills District,
Shillong, Meghalaya
PIN 793003

Remuneration shall not be a constraint for the right candidate.

The last date for receipt of application form in the prescribed format is 9 October 2020 by 3:00 PM.

Details of the advertisement and the *prescribed format* can be downloaded from the following web site: www.meghalaya.gov.in

Sd/-

Chief Executive Officer

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Copy to:

1. P.A. to The Principal Secretary, Government of Meghalaya, Urban Affairs Department, Shillong, for information of the officer.
2. The P.A. to The Commissioner & Secretary, Government of Meghalaya, Urban Affairs Department, Shillong, for information of the officer
3. The Director, Urban Affairs Department, Shillong.
4. The Director, Information & Public Relations, Meghalaya, Shillong with a request to cause publication of Advertisement in 1 (one) issue of local news paper like the Shillong Times and 1 (one) issue in The Times of India, Delhi Edition.
5. The Director, Printing and Stationery, Meghalaya, Shillong with a request to publish the advertisement notice in next 2 (two) immediate consecutive issues of Meghalaya Gazette.
6. The State Informatics Officer, National Informatics Centre, Meghalaya, Shillong with a request to upload in the Website.

General Manager (Roads)

- Review plans and proposals prepared by PMC and other such consultants
- Design and interpret transport and travel surveys
- Use statistical analysis to examine travel data or accident records
- Develop initial design ideas for new or improved transport infrastructure, e.g. junction improvements or pedestrian priority schemes
- Use mathematical and computer simulation models to forecast the effects of road improvements, policy changes and/or public transport schemes
- Participate in public consultation initiatives, including designing leaflets or questionnaires and attending scheme exhibitions
- Assess infrastructure requirements (access, car parking, bus stops, cycle parking, etc) of new developments to support planning applications or to inform local authority development plans
- Liaise and negotiate with different parties, e.g. planning and highways authorities, residents' groups, councillors and politicians, developers and transport providers

General Manager (Utilities)

- Review the project plans & designs submitted by the Project Management Consultants (PMCs)
- Oversee the overall water infrastructure development/augmentation project
- Prepare or Review and suggest for the contract conditions of water infrastructure projects which may include performance based management contracts, EPC projects, PPP projects

- Conduct field investigations, identify project feasibility and any plan changes, and recommend whether proposals should be approved or denied.
- Present reports to government officials

General Manager (IT and Communication)

- Responsible to review and recommend for approval to the CEO the project plans, designs and estimate of costs submitted by the Project Management Consultants (PMCs) within the set deadlines:
- Responsible for successful execution of ICT initiatives and provide technical leadership in managing ICT operations of the smart city including long term sustenance:
- Responsible for planning, operations and integration of various technologies and Applications in ICT domain from different sources/OEM with varying standards
- Managing day to day ICT operations so as to maximise productivity of the operations/ sustenance Team, including engaging with Vendors/ Solution providers regularly:
- Continuously monitor Service levels of the ICT infrastructure and implementing improvement / risk management / best practices plans and managing service contracts;
- Organizing the ICT and Network/Cyber Security Audits regularly and implementing recommendations.
- Managing the MIS and other performance Reports as per requirements.
- Provide support in reviewing the operation and maintenance programs developed by PMCs and drive partners on deliverables.
- Design and arrange trainings on ICT & CCC
- Co-ordinate with various government departments for compliance and capacity building;

- Organizing the ICT and Network / Cyber Security Audits regularly and implementing recommendations.
- Responsible for validation of all invoices submitted by the engaged suppliers/vendor/contractors/sub-contractors....etc.
- Any other task as assigned by Director (Technical)

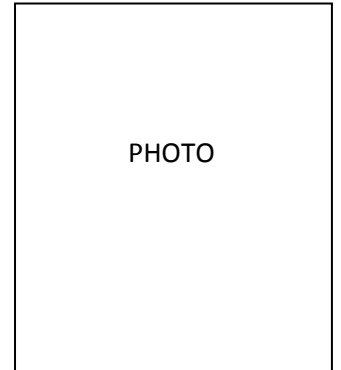
Manager (Buildings)

- Review the plans & designs submitted by the Project Management Consultants (PMCs)
- Oversee the overall building design & architecture works
- Conduct field investigations, identify project feasibility and any plan changes, and recommend for its acceptance / non acceptance
- Review the estimates and bill of quantities and accord approval of the same
- Support in preparation of tender documents
- Monitor implementation of projects and supervise adherence of quality and safety standards
- present reports to government officials about urban development projects

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- (1) Post applied for :
- (2) Name in Block Letters :
- (3) Fathers Name :
- (4) Date of Birth :
- (5) Address for Communication:
- (6) Category (SC/OBS/General) :



Brief Synopsis of Educational and Work History

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(7) Academic/Technical/Professional Qualification

Sl. No.	Name of Exam	Year of Passing	University / Board	Division / Class / Grade	Subjects	% of marks
1						
2						
3						
4						
5						
6						

(8) Employment Record

Sl. No.	Name of Employer / Organization	Period		Designation	Pay Scale / Pay	Nature of Duties	Reasons for Leaving
		From	To				
1							
2							
3							
4							
5							

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I solemnly declare that the statement made by me in this form are correct to the best of my knowledge and belief.

Name and signature of the Candidate

Terms and Conditions of Employment

1. Term of Engagement: The appointment of professional will be purely on contract basis for a period of (3) three years, which may be extended after the review of performance, and desired output. However, the contract may be terminated by giving three months' notice by either side.
2. The place of posting would be at the office of M/s Shillong Smart City Ltd, Shillong.
3. Candidate is required to submit a copy of detailed Curriculum Vitae clearly mentioning the post qualification experience(s). However, successful candidate has to sign an agreement with the Employer to abide by all terms & conditions as laid down in the advertisement.
4. The contract shall not confer any rights or claim of extension / absorption in the organization / company.
5. 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. However, they may send advance copy of application, if they so desire.
6. The selection of the candidate will be completely on the basis of Essential Qualification, Additional qualification, Experience and Interview. The decision of the Employer is final and binding. The Employer reserves its rights to accept or reject any applications, without assigning reasons thereof.
7. Original Qualification Certificates and Proof of previous employments have to be produced during the time of interview.
8. Incomplete applications shall not be considered and no interim correspondence shall be entertained. Canvassing in any form shall be considered a disqualification for employment with the Employer.
9. Candidates shall have to submit a declaration stating that he/she has not been charged/convicted from any Hon'ble Court not dismissed/ removed/compulsory retired by way of punishment from the service of any Public Undertaking/Private Sector or from Govt. Department or he/she has not been declared insolvent by any court.

DECLARATION

I,,solemnly affirm and declare as under:

- (i) I have not been charged/convicted from any court.
- (ii) I have not been dismissed, removed or compulsorily retired by way of punishment from any public undertaking or department of Government.
- (iii) I have not been declared as insolvent by any Court.
- (iv) No departmental enquiry, vigilance case or criminal case is pending against me;
- (v) I am not on bail in any case from any court.

Signature of Candidate

Name

Address: