

Roles and Responsibilities of Employees

Sr. No.	Name of the Post	Contract Period	Number of Current Vacancies					Essential Educational Qualification and Experience	Job Description	Consolidated Monthly Salary
			S C	ST	SEBC	UR	Total			
1	General Manager (Civil)	11 Months (which can be extended upto 3 years Subject to yearly review as per HR Policy)				1	1	<ul style="list-style-type: none"> Govt. Employee on Deputation or Retirement: Retired/ Current Charge Retired Executive Engineer and above from State / Central 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 Additional Requirement: Good Communication Skills in English and Marathi 	<ul style="list-style-type: none"> The job description of smart city project engineer shall cover the following civil infrastructure related projects Roads and Bridges River work including desilting & retaining walls WTP/ structures & water distribution network STP & Sewer network etc. Parking and other related works. Public transport related works Overall leadership in formulating and achieving the sector specific objectives of Nashik Smart City Mission Engage with the Project Management Consultant in defining the scope, project design, and implementation plan for each sector specific project taken up by NMSCDCL Assess the resource requirements, from technical design consultants to contractors and developers, for implementing their respective sector projects. Review and approve the reports and other advisory documents prepared by project consultants 	INR 1,50,000

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									<ul style="list-style-type: none"> • Receive and respond to feedback, ideas and concerns related to respective sector's service provisioning, from various stakeholders, including general public. • Review and approve periodic M & F reports related to respective sectors. 	
2	General Manager (IT)	11 Months (which can be extended upto 3 years Subject to yearly review as per HR Policy)				1	1	<ul style="list-style-type: none"> • Govt. Employee on Deputation or Retirement: Retired or Current Executive Engineer/ Superintending Engineer and above from State/Central Govt./ Semi Govt. in IT field shall be considered. • Education Qualification Other than Government Employee on Deputation / Retirement: 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 will be preferred. • Preference will be given to experience of city-wide / Nation-wide ICT project implementation and having 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. • Excellent understanding of emerging technologies and frameworks like IoT, Big Data Analytics, Artificial Intelligence, Block 	<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 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 	

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								<p>Chain, Cyber Security etc. and developing innovative & smart urban solution based these technologies.</p> <ul style="list-style-type: none"> • Extensive knowledge of Data/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 	<p>blueprints, and ensuring that specifications meet the sector specific objectives of the project</p> <ul style="list-style-type: none"> • 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 • Function as the in-house ICT and IT expert to support other divisional heads in project implementation • All other works as prescribed by CEO 	
3	Chief Urban Planner	3 years which will be reviewed Subject to year performance as per HR Policy)				1	1	<ul style="list-style-type: none"> • Education Qualification: Masters in Urban Planning/Town and Country Planning • AND Bachelors in Architecture from AICTCE approved institute • Govt. Employee on Deputation: Current charge Senior Planner /Associate Planner • Experience: Minimum 10-15 years of experience in Layout Planning, Urban Planning related works in State/Central Govt./Semi Govt./PSU/Private Organizations • Competent user of AutoCAD, GIS, Sketch up, Adobe Suite, Microsoft Office Suite and other computer aided design software • Experience in preparation and execution of Town Planning/ Land Pooling Schemes/ Layout Planning would be preferred • Demonstrated experience in planning, design and/ or construction supervision 	<ul style="list-style-type: none"> • Provide overall leadership in formulating and achieving the urban planning and design objectives of improving livability in the Smart City regions • Be primarily accountable to the CEO and the Board of Directors, NMSCDCL for all urban planning activities, decisions and objectives • Review the plan & design submitted by the Project management Consultants (PMCs) and accord approvals • Engage with the Project Management Consultant in defining the scope, project design, and implementation plan for each urban development project (slum redevelopment, riverfront development) taken up by NMSCDCL. • Deal with various aspects of the citywide urban development and infrastructure planning/design. • Conduct field investigations, identify project feasibility and any plan changes, and recommend whether proposals should be approved or denied 	INR 1,50,000/-

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								<ul style="list-style-type: none"> • Experience in Project Management • Experience and technical knowledge of building regulations, bye laws and planning application • Excellent communication and presentation skills • Problem solving, technical realization and time management skills 	<ul style="list-style-type: none"> • Present reports to government officials about urban development projects • Review Development Plans/ Regional Plans/UDCPR for planning effects, infrastructure requirements or compliance with applicable urban planning regulations • Prepare terms of references for selection of consultants • Deal with planning of retrofitting, redevelopment and pan city projects. • Undertake statutory consultations/owners meeting necessary for the preparation and implementation 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 • Co-ordinate with contractors/ implementation agencies staff, NMC, all stakeholders, other departments and related Project management consultant team. • Complete 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 • Participate to develop conceptual designs plus construction documents review developed by professional consultants • Build and nurture relationship with the Nashik Municipal Corporation leadership to influence policy and goal alignment and to improve coordination for project implementation • Support other divisional heads in project implementation by reviewing technical design specifications and blueprints, and ensuring the specifications meet the sector specific objectives of the project • Asses the resource requirements, from technical design consultants to contractors and developers, for implementing urban development projects. 	

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									<ul style="list-style-type: none"> • Be a member of the sector specific Procurement committees, and oversee hiring of project consultants and implementing agencies/ contractors for respective sector projects. • Oversee the functioning of general consultants and project consultants • Manage contractual relationship with domain consultants and implementing agencies involved in implementation of urban development projects • Receive and respond to feedback, ideas and concerns related to respective sector's service provisioning, from various stakeholders, including general public. 	
4	Chief Financial Officer					1	1	<ul style="list-style-type: none"> • For Govt. Employee on Deputation or Retirement: Retired/ Current Charge Grade A- Maharashtra Accounts and Finance Service would be preferred • Education Qualification: CA or MBA in finance Relaxation in educational qualification will be given to candidates on deputation or retired. • Experience: Minimum 10 years in Government Finance or 5 years' experience in case of Grade A Senior Deputy Director cadre PPP projects in Urban Sector, CSR projects in Urban Sector from Maharashtra account and finance services. • 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"> • Develop overall financial strategy and plan for NMSCDCL • Manage the budgeting processes and develop internal controls to avoid budget overruns • Provide overall leadership in raising sufficient funds to meet the planned CAPEX and OPEX requirement of smart city projects, and unplanned cost escalations and cash flow constraints • Responsible for implementing the approved financial polices of NMSCDCL 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 • Ensuring that proper internal systems and controls are in place • Preparation of financial statements • Cash and bank management • 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 • 	INR 1,50,000/-

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5	Town Planner (Expert)	11 Months (which can be extended Subject to yearly review as per HR Policy)				1	1	<ul style="list-style-type: none"> Education Qualification: Masters in Urban Planning/ Town and Country Planning AND Bachelors in Architecture/Civil Engineering from AICTCE approved institute Govt. Employee on Deputation or Retirement: Retired/Current charge Senior Planner /Associate Planner Experience: Minimum 15-20 years of experience in Layout Planning, Urban Planning related works in State/Central Govt./Semi Govt./PSU/Private Organizations Knowledge of AutoCAD, Sketchup 3D, Adobe Suite, Microsoft Office Suite and other computer aided design software Experience in delivering projects from conceptualization to execution, and working within a team to achieve the broadest project objectives Experience and technical knowledge of building regulations, bye laws and planning application Excellent communication and presentation skills Problem solving, technical realization and time management skills 	<ul style="list-style-type: none"> To assist Chief Urban Planner in Town Planning related aspect of the project 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 and construction documents review developed by professional consultants Conduct field investigations, identify project feasibility and any plan changes, and recommend whether proposals should be approved or denied Review Development Plans/ Regional Plans/UDCPR for planning effects, infrastructure requirements or compliance with applicable urban planning regulations Assist Chief Urban Planner 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 Assist in preparation of site layouts as well as land subdivision plans for residential, commercial and mixed-use developments and other such land uses Review preparation of base maps and land records Review plans and designs and provide feedback on them Assist in the preparation of conceptual, detailed, working and municipal design drawings for site layouts (residential, commercial etc.) Staying up-to-day about latest trends, town planning schemes, development plans, construction techniques and technological advancements in the industry 	INR 80,000/-
6	Dy. General Manager (Civil)	11 Months (which can be extended Subject to yearly review as				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 	<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 	INR 75,000

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		per HR Policy						<ul style="list-style-type: none"> • Experience: Minimum 8 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"> • 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. 	
7	Dy. General Manager (Environment, Water, Sanitation)	11 Months (which can be extended Subject to yearly review as per HR Policy)				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 	<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 	INR 75,000

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								<ul style="list-style-type: none"> • Experience: Minimum 8 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"> • 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. 	
	Dy. General Manager (IT)	11 Months (which can be extended Subject to yearly review as per HR Policy)				1	1	<ul style="list-style-type: none"> • Govt. Employee on Deputation or Retirement: Retired or Current Executive Engineer/ Superintending Engineer and above from State/Central Govt./ Semi Govt. shall be considered. • Education Qualification Other than Government Employee on deputation / Retirement: Master's Degree or Bachelor's 	<ul style="list-style-type: none"> • To assist General Manager (IT). • 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 	

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								<p>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</p> <ul style="list-style-type: none"> • Experience: Minimum 7 years of working experience in overall leadership in formulating Knowledge Management strategy and plan, • Preference will be given to experience of city-wide / Nation-wide ICT project implementation and having 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. • 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"> • 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 GM (IT) 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 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 	

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									<ul style="list-style-type: none"> • 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 • Function as the in-house ICT and IT expert to support other divisional heads in project implementation All other works as prescribed by GM(IT) • All other works as prescribed by CEO 	
8	Officer on Special Duty (Technical)	11 Months (which can be extended Subject to yearly review as per HR Policy)				1	1	<ul style="list-style-type: none"> • Education Qualification: Bachelor's Degree/ Master's in Civil Engineering/Environmental Studies from AICTE approved institute • Govt. Employee on Deputation or Retirement: Retired/ Current Charge Deputy Engineer and above form Government/ Semi Government Department would be preferred • Experience: Minimum 8 Years in Planning/ Design/Implementation/Supervision of Infrastructure Projects of Roads/Bridges/ Water/Sewerage/In State/Central Govt./Semi Govt./PSU/ Private Organization. • Demonstrated experience in Planning, design and / or construction supervision • Experience in Project management • Experience of works using Auto CAD / GIS tools • Additional Requirement: Good Communication Skills in English and Marathi 	<ul style="list-style-type: none"> • To Assist CEO 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 process the contractors/ implementation agencies payment files. • Attending Weekly/Monthly reviews of projects and complete the follow up actions as per the instructions. 	INR 75,000/-

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									<ul style="list-style-type: none"> Supervise the Survey related Activities of the Projcet. Any other related tasks assigned from time to time by CEO. 	
9	Transportation Planner / Transportation Engineer					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: B. E. (Traffic and Transportation) Or Bachelors of planning (Transportation). Preference will be given for Master's in Transportation Planning/ Transportation Engineering/ 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"> 	<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. To plan for origin & destination survey related to traffic in new areas. 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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10	Dy. General Manager (Finance)	11 Months (which can be extended Subject to yearly review as per HR Policy)				1	1	<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 Other than Government Employee on deputation/ Retirement: The candidate should be CA or ICWA (CMA) professional qualification Experience: The candidate to have at least 5 years of experience in the finance function. Practical experience in GST, TDS, PT, PF 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 All other works as prescribed by CEO. 	INR 65,000/-
11	Public Relations Officer	11 Months (which can be extended Subject to yearly review as per HR Policy)				1	1	<ul style="list-style-type: none"> Education Qualification: Bachelors in Mass Media/ Mass Communications or Public Relations Experience: Minimum 8 years 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
12	Senior Manager (Electrical)	11 Months (which can be extended Subject to				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 	<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 	INR 60,000/-

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		yearly review as per HR Policy						<ul style="list-style-type: none"> • Education Qualification: Bachelor's Degree and Master's in Electrical Engineering from AICTE approved institute • Experience: Minimum 10 Years in Planning/ Design/ Implementation/ Supervision of Electrical Projects of State/Central Govt./ Semi Govt./ PSU/ Private Organizations. Demonstrated experience in erection of electrical work. • Experience in Project management • Experience of works using AutoCAD/ GIS tools • Additional Requirement: Good Communication Skills in English and Marathi 	<p>progress through outputs and impacts using both quantitative and qualitative data</p> <ul style="list-style-type: none"> • 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. 	
13	SCADA Expert	11 Months (which can be extended Subject to yearly review as				1	1	<ul style="list-style-type: none"> • 5 years' experience in implementation of SCADA and control systems and components used for the transmission and distribution of water. Knowledge of data communications protocols networking equipment and computer operating systems such as windows and Unix, including Cisco or Microsoft Certified qualifications 	<ul style="list-style-type: none"> • To Assist Chief Technology officer 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 	INR 55,000/-

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		per HR Policy							<ul style="list-style-type: none"> Identify and collaborate various solution partners in different industry and business applications 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 	
01	Application Manager	11 Months (which can be extended Subject to yearly review as per HR Policy)				1	1	<ul style="list-style-type: none"> Education Qualification: B.E./ B. Tech or MCA in Computer Science/Information Technology Engineering form AICTE approved institute. Experience: Minimum 5 years of experience in System Application Development and Management in any organization. Experience of managing a complete Software Development Life Cycle (SDCL) of at-least one project. At-least 2 year experience as Team lead/Project Manager of Software development Project. MCSE or any other relevant certification. Proficient in English. 	<ul style="list-style-type: none"> To assist GM (IT) in ICT related project activities. 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. Seeking daily report for all assigned 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 applications system design, development, implementation, and user support principles and practices, with database management & Project management of Smart City applications. Supervise all the assigned projects & ensure timely completion of works before due dates. 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 other tasks assigned from time to time by higher authority. 	INR 55,000/-

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15	Urban Planner / Urban Designer	11 Months (which can be extended Subject to yearly review as per HR Policy)				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 • Participate to develop conceptual designs plus construction documents review developed by professional consultants 	INR 45,000

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									<ul style="list-style-type: none"> • 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 	
16	Project Manager (Civil)	11 Months (which can be extended Subject to yearly review as per HR Policy)				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 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
17	Architect/ Street Designer	11 Months (which can be extended Subject to yearly review as per HR Policy)				1	1	<ul style="list-style-type: none"> • Education Qualification : B. Arch with minimum 3 Years of experience in Street Designer large-scale Infrastructure projects, City Planning and Landscape design. • Experience in Project management • Proficient in using AutoCAD/ GIS tools • Additional Requirement: Good Communication Skills in English and Marathi • Post Graduate in urban Design is preferable. 	<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/-

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18	Administrative Officer	11 Months (which can be extended Subject to yearly review as per HR Policy)				1	1	<ul style="list-style-type: none"> Govt. Employee on Deputation or Retirement: Retired/ Current Charge Class -2 officer having experience in Administration. Education Qualification Other than Government Employee on Deputation / Retirement: Must have MBA (Operations) / (HR) Experience: Minimum 5 years experience in establishment / related matters in Government or organizations Proficiency in IT Additional Requirement: Good Communication Skills in English and Marathi 	<ul style="list-style-type: none"> Liasoning with all the related stakeholders and authorities. Handling routine office maintenance and management related activities, and follow-ups. Documents / files/ letters management. Circulating periodic information / alerts internally. Assist in Organizing and managing events/ meetings. Support day to day work, support in making Travel arrangements. All other works as prescribed by CEO. 	INR 30,000/-
19	Executive Assistant to CEO	11 Months (which can be extended Subject to yearly review as per HR Policy)				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	IEC Expert	11 Months (which can be extended Subject to yearly review as				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 	<ul style="list-style-type: none"> Liaoning with all the related stakeholders and authorities. Drafting and disseminating press releases. Daily news tracking (online / offline) and submission of media updates. Periodic updating of media lists and other contacts. 	INR 30,000

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		per HR Policy						<ul style="list-style-type: none"> Proficiency in IT Additional Requirement: Proficiency (Read, write and speak) in English, Marathi and Hindi is essential 	<ul style="list-style-type: none"> 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. 	
21	Surveyor	11 Months (which can be extended Subject to yearly review as per HR Policy)						<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
22	Assistant Legal Manager	11 Months (which can be extended Subject to yearly review as per HR Policy)				1	1	<ul style="list-style-type: none"> Education Qualification: Degree of Law from recognized University (3 Years LLB or 5 Years BSL-LLB). Experience: Minimum 3 years of experience in Legal domain especially Contract Management, Labor laws, Government regulations, Land acquisition regulations would be required 	<ul style="list-style-type: none"> Assist the Company Secretary/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 Risk control recovery in fraud cases provide service to risk control highlight the compliance issue 	INR 25,000

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								<ul style="list-style-type: none"> • Additional Requirement: Good Communication Skills in English and Marathi 		
23	Accounts Executive	11 Months (which can be extended Subject to yearly review as per HR Policy)				1	1	<ul style="list-style-type: none"> • Education Qualification: B.Com graduate • Experience: Minimum 3 years' of relevant experience. • Preference will be given to M.com candidates. • Proficiency in relevant tools and software like Tally / ERP • Typing in English & Marathi • Additional Requirement: Good Communication Skills in English and Marathi 	<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/-
24	Office Assistant	11 Months (which can be extended Subject to yearly review as per HR Policy)				1	1	<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 • Experience: Minimum 5 years of 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/-
25	Peon	11 Months (which can be extended Subject to yearly				1	1	<ul style="list-style-type: none"> • 12th Pass 	<ul style="list-style-type: none"> • As applicable 	10,021/-

Sr. No.	Name of the Post	Contract Period	Number of Current Vacancies					Essential Educational Qualification and Experience	Job Description	Consolidated Monthly Salary
			S C	ST	SEBC	UR	Total			
		review as per HR Policy								
26	Sweeper	11 Months (which can be extended Subject to yearly review as per HR Policy)				1	1	• 8 th Pass	• As applicable	10,021/-

