



## Nashik Municipal Smart City Development Corporation Ltd.

CIN: U93090MH2016SGC285193

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### Subject :- Recruitment at Nashik Municipal Smart City Development Corporation Ltd. (NMSCDCL) Nashik

NMSCDCL invites application from eligible candidates for various posts on contract basis 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                    | Contract Period   | Number of Current Vacancies |    |      |    |       | Essential Educational Qualification and Experience   | Job Description  | Consolidated Monthly Pay |
|----|-------------------------------------|---|-----------------------------|----|------|----|-------|--|--|--------------------------|
|    |                                     |   | SC                          | ST | SEBC | UR | Total |  |  |                          |
| 1  | 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"><li>• <b>Govt. Employee on Deputation or Retirement:</b> Retired/ Current Charge Deputy Engineer and above from Government/ Semi Government Department would be preferred</li><li>• <b>Education Qualification:</b> Bachelor's Degree / Master's in Civil Engineering / Environmental Studies from AICTE approved institute</li><li>• <b>Experience:</b> 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.</li><li>• Demonstrated experience in Planning, design and / or construction supervision</li><li>• Experience in Project management</li><li>• Experience of works using Auto CAD / GIS tools</li><li>• <b>Additional Requirement:</b> Good Communication Skills in English and Marathi</li></ul> | <ul style="list-style-type: none"><li>• To Assist CEO in project related activities.</li><li>• Continuously monitor and supervise project activities, oversee technical design, execution and evaluation of progress through outputs and impacts using both quantitative and qualitative data</li><li>• Support and contribute to communications with staff regarding project deadlines and monitoring / evaluation activities.</li><li>• Maintain and contribute to development of Project guidelines, processes, and tools to improve governance</li><li>• To develop and maintain project schedules as per the requirement.</li><li>• To review the project schedules submitted by the Contractors/ implementation agencies to achieve maximum efficiency and timely accomplishment of projects.</li><li>• To maintain and organize the project files and received deliverables as necessary.</li></ul> | 75000/-                  |

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|   |                                 |   |   |   |   |   |   |  | <ul style="list-style-type: none"> <li>• To co-ordinate with contractors / implementation agencies staff, NMC, all stakeholders, other departments and related Project management consultant team.</li> <li>• To manage internal file movements, prepare internal notes.</li> <li>• To review and process the contractors/ implementation agencies payment files.</li> <li>• Attending Weekly/Monthly reviews of projects and complete the follow up actions as per the instructions.</li> <li>• Supervise the Survey related Activities of the Projcet.</li> <li>• Any other related tasks assigned from time to time by CEO.</li> </ul> |  |
| 2 | <b>Public Relations Officer</b> | 11 Months (which can be extended Subject to yearly review as per HR Policy) |   |   | 1 | 1 | <ul style="list-style-type: none"> <li>• Education Qualification: Bachelors in Mass Media/ Mass Communications or Public Relations</li> <li>• 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.</li> <li>• Experience in Content writing, Media briefing notes, Stakeholders engagement workshop</li> <li>• Social media exposure is required for at least Facebook, twitter, Instagram and Google+.</li> <li>• Proficiency in IT.</li> <li>• Additional Requirement: Good Communication Skills in English, Hindi and Marathi</li> </ul> | <ul style="list-style-type: none"> <li>• To Assist Chief Executive officer in assigned activities.</li> <li>• Liaoning with all the related stakeholders and authorities.</li> <li>• Drafting and disseminating press releases.</li> <li>• Daily news tracking (online / offline) and submission of media updates.</li> <li>• Periodic updation of media lists and other contacts.</li> <li>• Filing of published media reports for records.</li> <li>• Handling routine media queries, follow-ups and related activities.</li> <li>• Circulating periodic information / alerts internally to various departments.</li> <li>• Organizing and managing events.</li> <li>• Content creation.</li> <li>• Any other related other tasks assigned from time to time by higher authorities.</li> </ul> | INR 60,000  |  |
| 3 | <b>Project Manager Civil</b>    | 11 Months (which can be extended Subject to yearly review as per            | 1 | 1 | 1 | 3 | <ul style="list-style-type: none"> <li>• <b>Govt. Employee on Deputation or Retirement:</b> Retired/ Current Charge Junior Engineer and above from Government/ Semi Government Department would be preferred</li> <li>• <b>Education Qualification:</b> 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</li> </ul>  | <ul style="list-style-type: none"> <li>• To Assist DGM (Civil) and above in projects activities.</li> <li>• To develop and monitor project schedules.</li> <li>• To review the project schedules submitted by the Contractors/ implementation agencies to achieve maximum efficiency and timely accomplishment of projects.</li> <li>• Seeking daily report for all assigned Projects.</li> </ul>  | INR 40,000  |  |

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|   |                                | HR Policy  |  |  |   |   |  | <ul style="list-style-type: none"> <li>• <b>Experience:</b> Experience in Roads and Infrastructure related works in State/Central Govt./ Semi Govt./ PSU/ Private Organizations.</li> <li>• Demonstrated experience in planning, design and/ or construction supervision</li> <li>• Experience in Project management</li> <li>• Proficient in using AutoCAD/ GIS tools</li> <li>• <b>Additional Requirement:</b> Good Communication Skills in English and Marathi</li> </ul>   | <ul style="list-style-type: none"> <li>• To implement, supervise projects.</li> <li>• To co-ordinate with all stakeholders.</li> <li>• To manage internal file movements, prepare internal notes.</li> <li>• To review and process the contractors/ implementation agencies payment files.</li> <li>• Attending Weekly/Monthly reviews of projects and complete the follow up actions as per the instructions.</li> <li>• Any other related tasks assigned from time to time by CEO.</li> </ul> |  |
| 4 | 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"> <li>• Education Qualification: Masters in Urban Planning/ Urban design/ Town and Country Planning</li> <li>• Experience: Minimum 3 years of experience in layout Planning. Town Planning, Urban Planning related works in State/Central Govt./Semi Govt./ PSU/ Private Organizations.</li> <li>• Experience in preparation and execution of at least 1 Town Planning/ land pooling Scheme/ Layout planning would be preferred</li> <li>• Demonstrated experience in planning, design and/ or construction supervision</li> <li>• Experience in Project management</li> <li>• Proficient in using AutoCAD/ GIS tools</li> <li>• Additional Requirement: Good Communication Skills in English and Marathi Proficiency in GIS/ AutoCAD software</li> </ul> | <ul style="list-style-type: none"> <li>• To Assist Chief Urban Planner in project related activities</li> <li>• Review the plan &amp; design submitted by the Project Management Consultants (PMCs) and accord approvals</li> <li>• Oversee the urban development project</li> <li>• Conduct field investigations, identify project feasibility and any plan changes, and recommend whether proposals should be approved or denied.</li> <li>• Present reports to government officials about urban development projects</li> <li>• Prepare terms of references for selection of consultants</li> <li>• Assist in undertaking statutory consultations/owners meeting necessary for the preparation of the town planning schemes</li> <li>• Facilitate submission to government and coordinating the sanction of the plans from concerned Government departments.</li> <li>• Review preparation of base maps and land records</li> <li>• To co-ordinate with contractors/ implementation agencies staff, NMC, all stakeholders, other departments and related Project management consultant team.</li> </ul> | INR 45,000  |  |

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|   |                            |   |  |  |   |   |  |  | <ul style="list-style-type: none"> <li>• Supervise all the assigned projects &amp; ensure timely completion of works before due dates.</li> <li>• Review the plans prepared by the consultants with respect to street scape and city scape using urban design principles</li> <li>• Prepare design guidelines for open space, building form, project review and site planning</li> <li>• Participate in site plan as well as design review of development proposed</li> <li>• Participate to develop conceptual designs plus construction documents review developed by professional consultants</li> <li>• Prepare site layouts as well as land subdivision plans for residential, commercial and mixed-use developments and other such land uses</li> <li>• Review plans and designs and provide feedback on them</li> </ul> |  |
| 5 | <b>Application Manager</b> | 11 Months (which can be extended Subject to yearly review as per HR Policy) |  |  | 1 | 1 | <ul style="list-style-type: none"> <li>• <b>Education Qualification:</b> BE /B. Tech – Computer /IT/Electronics /Electronics &amp; Tele Communication</li> <li>• 7 years of working experience in ICT related projects, develop and maintain project schedules as per the requirement. Should have Knowledge of system design, development, implementation, and user support principles and practices, Experience with database management, Familiarity with Project management principles, Experience with Information system troubleshooting.</li> <li>• Demonstrated skill in developing automated business systems. Ability to communicate technical information to a non-technical audience.</li> </ul> | <ul style="list-style-type: none"> <li>• To assist GM (IT) in ICT related project activities.</li> <li>• To develop and maintain project schedules as per the requirement.</li> <li>• To review the project schedules submitted by the Contractors/ implementation agencies to achieve maximum efficiency and timely accomplishment of projects.</li> <li>• Seeking daily report for all assigned Projects.</li> <li>• To maintain and organize the project files and received deliverables as necessary.</li> <li>• To maintain network of SPV office and ensuring proper network connectivity of various smart elements installed at different locations with Command control Centre.</li> <li>• To co-ordinate with contractors/ implementation agencies staff, NMC, all stakeholders, other departments and related Project management consultant team.</li> </ul> | INR 55,000/-   |  |

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|---|---------|--|--|--|--|---|---|------------------------|---|----------|
|   |         |  |  |  |  |   |   |                        | <ul style="list-style-type: none"> <li>• Supervise all the assigned projects &amp; ensure timely completion of works before due dates.</li> <li>• To manage internal file movements, prepare internal notes.</li> <li>• To review and approve the contractors/ implementation agencies payment files.</li> <li>• Attending Weekly/Monthly reviews of projects and complete the follow up actions as per the instructions.</li> <li>• Any other related other tasks assigned from time to time by higher authority.</li> </ul> |          |
| 6 | Sweeper | 11 Months (which can be extended Subject to yearly review as per HR Policy |  |  |  | 1 | 1 | • 8 <sup>th</sup> Pass | <ul style="list-style-type: none"> <li>• As applicable</li> </ul>   | 10,021/- |

**Terms and Conditions: -**

1. Application should be submitted online through website [www.nashiksmartcity.in](http://www.nashiksmartcity.in) along with resume and relevant documents on or / before 17/02/2021 during working hours before 5.00 pm :-
2. Only shortlisted candidates will be called for interview.
3. No TA, DA shall be paid to attend the interview.
4. 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.
5. Incomplete applications in any form will be rejected
6. All rights regarding no. of positions and selection process are reserved with CEO, NMSCDCL.