



Nashik Municipal Smart City Development Corporation Ltd.

CIN: U93090MH2016SGC285193

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प्रपत्र 4 - Roles and Responsibilities of Employees (Right To Information Act, 2005)

Sr . N o.	Name of the Post	Contract Period	Number of Current Vacancies					Essential Educational Qualification and Experience	Job Description	Consolidated Monthly Salary
			S C	S T	SEBC	UR	Total			
1	General Manager (Civil)	On contract for the period of 3 years (if required) subject to yearly review and subject to annual increment based on performance .				1	1	- 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	- 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	INR 1,50,000

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								experience in planning, design and/ or construction supervision • Experience in Project management • Additional Requirement: Good Communication Skills in English and Marathi.	• 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 • 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)	On contract for the period of 3 years (if required) subject to yearly review and subject to annual increment based on				1	1	• 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 Degree or Bachelor 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	• 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	1,50,000/-

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		performance .						• 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 Chain, Cyber Security etc. and developing innovative & smart urban solution based these technologies.	• 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 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	

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								• Extensive knowledge of Date/network security, Software applications in e-governance, Voice/ Video/ data domain • Additional Requirement: Good Communication Skills in English and Marathi • Global exposure and/or working in a smart city environment will be preferred • Proven experience/credit of implementation of at least one break-through idea in the ICT domain would be preferred	• 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	On contract for the period of 3 years (if required) subject to yearly review and subject to annual increment based on				1	1	• 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	• 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,	INR 50,000/-

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		performance .						• 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 • 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	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 • 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.	

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									• 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. • 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	

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									• 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	On contract for the period of 3 years (if required) subject to yearly review and subject to annual increment based on performance .				1	1	• 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	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 policies 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	INR 1,50,000/-

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									Ensure statutory and regulatory compliances related to financial management functions	
5	Company Secretary (CS)	On contract for the period of 3 years (if required) subject to yearly review and subject to annual increment based on performance .				1	1	- The incumbent should be post graduate in any discipline from a recognized University/institute and an Associate member of the Institute of Company Secretaries of India - Additional LLB Degree from a recognized institute or university will be an added advantage. - Should have experience as company secretary in similar sized organization for at least 3 years - Previous experience in working in infrastructure company will be an added advantage	- Ensure compliance of the provisions of Companies Law and rules made there under and other statues and bye laws of the Company. - Ensure that business of the Company is conducted in accordance with its objects as contained in its Memorandum of Association. - Prepare the agenda in consultation with the Chairman and other documents for all the meetings of Board of Directors. - Arrange with and to call and hold meetings of the board and to prepare a correct record of proceedings. - Attend the board meeting in order to ensure that the legal requirements are fulfilled, and provide such information as are necessary. - Prepare, in consultation with the chairman, the agenda and other documents for the general meetings. - Carry out matters concerned with the allotment of shares, and issuance of share certificate including maintenance of statutory share Register and conducting the appropriate activities connected with share transfers. - Prepare, approve, sign and seal agreements, leases, legal forms, and other official documents on the company's behalf, when authorized by the Board of the directors or the executive responsible. - Engage legal advisors and defend the rights of the Company in Courts of Law.	65,000/-

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6	Administrative Officer	On contract for the period of 3 years (if required) subject to yearly review and subject to annual increment based on performance .				1	1	- 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	- 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/-
7	Town Planner (Expert)	On contract for the period of 11 months extendable on the need for continuation of the position.				1	1	- 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	- 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,	INR 80,000/-

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								• 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	- 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	
8	Dy. General Manager (Civil)	On contract for the period of 11 months extendable on the need for continuation				1	1	• 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	• 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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		of the position.						Engineering/ Environmental Studies from AICTE approved institute • 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	• 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	

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									Any other related tasks assigned from time to time by higher authority.	
9	Dy. General Manager (Environment, Water, Sanitation)	On contract for the period of 11 months extendable on the need for continuation of the position.				1	1	- Govt. Employee on Deputation or Retirement: Retired/ Current Charge Deputy Engineer and above from Government/ Semi Government Department would be preferred - Education Qualification: Bachelor's Degree and Master's in Civil Engineering/ Environmental Studies from AICTE approved institute - Experience: Minimum 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	- To assist G.M. (Civil) / Chief Urban Planner in project related activities. - Continuously monitor and supervise project activities, oversee technical design, execution and evaluation of progress through outputs and impacts using both quantitative and qualitative data - Support and contribute to communications with staff regarding project deadlines and monitoring/evaluation activities - Maintain and contribute to development of project guidelines, processes, and tools to improve governance - To develop and maintain project schedules as per the requirement. - To review the project schedules submitted by the Contractors/ implementation agencies to achieve maximum efficiency and timely accomplishment of projects. - To maintain and organize the project files and received deliverables as necessary. - To co-ordinate with contractors/ implementation agencies staff, NMC, all stakeholders, other	INR 75,000

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									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.	
10	Dy. General Manager (IT)	On contract for the period of 11 months extendable on the need for continuation of the position.				1	1	• 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 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	• 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 • 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	75,000/-

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								• 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	• 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	

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									• 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 GM(IT) • All other works as prescribed by CEO	
11	Transportation Planner / Transportation Engineer	On contract for the period of 11 months extendable on the need				1	1	• Govt. Employee on Deputation or Retirement: Retired/ Current Charge Deputy Engineer and above from Government/ Semi Government Department would be preferred	• To assist G.M. (Civil) / Chief Urban Planner in Transportation related aspect of the project. • Prepare reports or recommendations on transportation planning.	INR 75,000

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		for continuation of the position.						• 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 Additional Requirement: Good Communication Skills in English and Marathi.	• 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.	

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									- Observing, reviewing, and otherwise obtaining information from all relevant sources. - Prepare necessary documents to obtain project approvals	
12	Dy. General Manager (Finance)	On contract for the period of 11 months extendable on the need for continuation of the position.				1	1	- 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	- 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/-
13	Public Relations Officer	On contract for the period of 11 months				1	1	Education Qualification: Bachelors in Mass Media/ Mass Communications or Public Relations	- To Assist Chief Executive officer in assigned activities. - Liaoning with all the related stakeholders and authorities. - Drafting and disseminating press releases.	INR 60,000

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		extendable on the need for continuation of the position.						• 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	• 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.	
14	Senior Manager (Electrical)	On contract for the period of 11 months extendable on the need for continuation of the position.				1	1	• 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 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/	• To assist G.M. (Civil) / Chief Urban Planner in project related activities. • Continuously monitor and supervise project activities, oversee technical design, execution and evaluation of progress through outputs and impacts using both quantitative and qualitative data • Support and contribute to communications with staff regarding project deadlines and monitoring/evaluation activities • Maintain and contribute to development of project guidelines, processes, and tools to improve governance	INR 60,000/-

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								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	• 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.	
15	Senior Manager- SCADA & Instrumentation	On contract for the period of 11 months extendable				1	1	• 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	• To Assist Chief Technology officer in ICT related project activities.	INR 75,000/-

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			S C	S T	SEBC	UR	Total			
		on the need for continuation of the position						equipment and computer operating systems such as windows and Unix, including Cisco or Microsoft Certified qualifications	• Capability in major technology and open sourced platforms, with ability to deliver enterprise solutions architecture and design • Review and approve the deliverables of all projects, including costs, resources, and vendors • Identify and collaborate various solution partners in different industry and business applications • Prepare technical specification and scope for all NMSCDCL projects • Effectively communicate and update management and team on all projects • Keep abreast of any latest technology and industry trends, and any updates in statutory rulings that may impact NMSCDCL initiatives	
16	Application and Project Manager	On contract for the period of 11 months extendable on the need for continuation of the position				1	1	• 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.	• 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.	INR 70,000/-

Sr . N o.	Name of the Post	Contract Period	Number of Current Vacancies					Essential Educational Qualification and Experience	Job Description	Consolidated Monthly Salary
			S C	S T	SEBC	UR	Total			
								• Proficient in English.	• 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.	
17	Innovation and Incubation Lead	On contract for the period of 11 months extendable on the need for continuation of the position				1	1	• Technical/Management Graduate • 2-3 years of relevant work experience in the field of entrepreneurship, innovation or leadership. • Strong understanding of innovation principles, practices, methods, and approaches- such as human-centered design, business model canvas, theory of change etc. • Extrovert personality with an ability to engage stakeholders from different domains. • Good understanding of the social entrepreneurship ecosystem.	• You will support efforts at the city-level to activate the pipeline and build innovation competencies in citizen. • Designing & managing Incubation and Acceleration programs and also to provide high-quality coaching and advisory support to Students/Citizens. • Be the switchboard for citizens to access relevant resources and connections • Provide continued strategic guidance to citizens in areas such as Innovation, Social entrepreneurship, human centered design, business modelling, sales and marketing, financing, overall strategy, operations etc.	25,000/- to 30,000/-

Sr . N o.	Name of the Post	Contract Period	Number of Current Vacancies					Essential Educational Qualification and Experience	Job Description	Consolidated Monthly Salary
			S C	S T	SEBC	UR	Total			
								• Strong Conceptual Skills	• Develop and execute strategy for outreach, hunting, attracting and on boarding deserving and qualified innovative student entrepreneurs as well as innovative citizens. • Qualify and evaluate applicants for creativity, innovation and incubation. • Engage with local and global mentors for city students to leverage cutting edge technology • Collaborate with senior management and teammates to align internal goals and timelines • Respond to all stakeholders in a timely manner. • Respond to citizen's and stakeholders' requirements in a timely manner • Undertaking and executing other tasks as required •	
18	Innovation Ecosystem Development Lead					1	1	• Technical/ Management Graduate • 3-5 years of relevant work experience in the field of entrepreneurship, innovation or leadership • Excellent relationship-building and influence skills so as to foster networks and partnerships among organizations and stakeholders (at all levels of seniority)	• The primary role is to help in building the Innovation Ecosystem in the City. • You will forge long-term, goodwill-based partnerships with a range of ecosystem actors in service of our stakeholders. You will also build positive and enduring relationships with every stakeholder associated with us, as well as enable peer-to-peer collaboration within the ecosystem. • Developing and maintaining effective and productive relationships with, communities, relevant government and non-government	35,000/- to 40,000

Sr . N o.	Name of the Post	Contract Period	Number of Current Vacancies					Essential Educational Qualification and Experience	Job Description	Consolidated Monthly Salary
			S C	S T	SEBC	UR	Total			
									stakeholders, Industries, Academia, Influencers, local, national and international communities. • Respond to all stakeholders in a timely manner. • Identifying community needs by active participation in various events and planning and implementing events for the same. • Monitor, track and report on various initiatives taken in other vicinities. • Research and identify appropriate partnerships for promoting innovation culture in the ecosystem. • Source partnership opportunities with potential innovation stakeholders through outbound cold calls, emails, meeting and engaging them to give access to mentors and resources. • Research innovation partners, identify key players and generate interest. • Follow a systematic, process-driven approach to partner & outreach for community building. • Respond to citizen's and stakeholders' requirements in a timely manner • Coordinate with the prospective leads at all stages to ensure continuous innovation culture in the city. • Maintaining day-to-day running of digital engagement channels across email, web and social media, managing social media platforms	

Sr . N o.	Name of the Post	Contract Period	Number of Current Vacancies					Essential Educational Qualification and Experience	Job Description	Consolidated Monthly Salary
			S C	S T	SEBC	UR	Total			
									during events to document and encourage online audience engagement • Adaptability to take on new tasks and responsibilities as necessary • Engaging and building a community of citizens, administration, not for profits, corporates to seek challenges for projects on which city students will work year-round.	
19	Innovation Program lead	On contract for the period of 11 months extendable on the need for continuation of the position				1	1	• Technical/Management Graduate. • 3-5 years of relevant work experience in the field of entrepreneurship, innovation or leadership. • Experience of community driven events. • Strong program design and design-thinking skills. • Strong project planning and project management skills. • Strong program execution, session design and facilitation skills	• Ideation, creation, planning and execution of the various monthly events and programs. • Organize and manage events to boost innovation culture in City. • Respond to citizen's and stakeholders' requirements in a timely manner • Planning and executing at least 2 monthly workshops. The workshops could be either on topics around innovation, entrepreneurship, start up, Design Thinking or even technical, deep-dive sessions. • Planning and executing 2 monthly networking event. These events could be in the form for target specific or open networking events such as networking events for Professionals, Techie, designers, innovators, entrepreneurs etc. • Liaison with creative, digital and web development agencies to ensure emailer creations, website, subsites creations etc. for programs and forum meetings. • Oversee the development and designing of marketing collaterals like Brochure, Standee, and	35,000/- to 40,000/-

Sr . N o.	Name of the Post	Contract Period	Number of Current Vacancies					Essential Educational Qualification and Experience	Job Description	Consolidated Monthly Salary
			S C	S T	SEBC	UR	Total			
									Backdrop etc. Work with team for optimal results. • Collaborate with program partners, sponsors and strategic partners and implement tactical asks. • Handling program queries and grievance redressal Own and create a quarterly and yearly programs calendar in consultation with the teammates.	
20	Urban Planner / Urban Designer	On contract for the period of 11 months extendable on the need for continuation of the position				1	1	• 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	• 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.	INR 45,000

Sr . N o.	Name of the Post	Contract Period	Number of Current Vacancies					Essential Educational Qualification and Experience	Job Description	Consolidated Monthly Salary
			S C	S T	SEBC	UR	Total			
									• 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 • 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	
21	Project Manager (Civil)	On contract for the period of 11 months	1	1	1	2	5	• Govt. Employee on Deputation or Retirement: Retired/ Current Charge Junior Engineer and above from	• To Assist DGM (Civil) and above in projects activities. • To develop and monitor project schedules.	INR 40,000

Sr . N o.	Name of the Post	Contract Period	Number of Current Vacancies					Essential Educational Qualification and Experience	Job Description	Consolidated Monthly Salary
			S C	S T	SEBC	UR	Total			
		extendable on the need for continuation of the position						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	• 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.	
22	Project Manager (Water)	On contract for the period of 11 months extendable on the need for continuation				1	1	• Govt. Employee on Deputation or Retirement: Retired/ Current Charge Junior Engineer and above from Government/ Semi Government Department would be preferred • Education Qualification: Diploma with 8 years or Bachelor's Degree in Civil Engineering/ environmental studies with	• To Assist DGM (Environment/ Water & Sanitation) and above in project related activities. • Continuously monitor and supervise project activities, oversee technical design, execution and evaluation of progress through outputs and impacts using both quantitative and qualitative data	40,000/-

Sr . N o.	Name of the Post	Contract Period	Number of Current Vacancies					Essential Educational Qualification and Experience	Job Description	Consolidated Monthly Salary
			S C	S T	SEBC	UR	Total			
		of the position						5 years or Master's in Civil Engineering/ environmental studies with 3 years of experience from AICTE approved institute • Experience: Experience in Water Supply and Sewerage & Sanitation projects related works in • State/Central Govt./ Semi Govt./ PSU/ Private Organizations. • Demonstrated experience in planning, design and/ or construction supervision • Experience in Project management • Experience in Environment sector projects will be preferred • Proficient in using AutoCAD/ GIS tools • Additional Requirement: Good Communication Skills in English and Marathi	• 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. • Any other related tasks assigned from time to time by higher authority.	

Sr . N o.	Name of the Post	Contract Period	Number of Current Vacancies					Essential Educational Qualification and Experience	Job Description	Consolidated Monthly Salary
			S C	S T	SEBC	UR	Total			
23	Project Manager (Sanitation)	On contract for the period of 11 months extendable on the need for continuation of the position				1	1	• Govt. Employee on Deputation or Retirement: Retired/ Current Charge Junior Engineer and above from Government/ Semi Government Department would be preferred • Education Qualification: Diploma with 8 years or Bachelor's Degree in Civil Engineering/ environmental studies with 5 years or Master's in Civil Engineering/ environmental studies with 3 years of experience from AICTE approved institute • Experience: Experience in Water Supply and Sewerage & Sanitation projects related works in State/Central Govt./ Semi Govt./ PSU/ Private Organizations. • Demonstrated experience in planning, design and/ or construction supervision • Experience in Project management • Experience in Environment sector projects will be preferred • Proficient in using AutoCAD/ GIS tools • Additional Requirement: Good Communication Skills in English and Marathi	• To Assist DGM (Environment/ Water & Sanitation) and above in project related activities. • Continuously monitor and supervise project activities, oversee technical design, execution and evaluation of progress through outputs and impacts using both quantitative and qualitative data • Support and contribute to communications with staff regarding project deadlines and monitoring/evaluation activities • Maintain and contribute to development of project guidelines, processes, and tools to improve governance • To develop and maintain project schedules as per the requirement. • To review the project schedules submitted by the Contractors/ implementation agencies to achieve maximum efficiency and timely accomplishment of projects. • 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.	40,000/-

Sr . N o.	Name of the Post	Contract Period	Number of Current Vacancies					Essential Educational Qualification and Experience	Job Description	Consolidated Monthly Salary
			S C	S T	SEBC	UR	Total			
									• To review and approve the contractors/ implementation agencies payment files. • Attending Weekly/Monthly reviews of projects and complete the follow up actions as per the instructions. • Any other related tasks assigned from time to time by higher authority.	
24	Project Manager (Electrical)	On contract for the period of 11 months extendable on the need for continuation of the position				1	1	• Govt. Employee on Deputation or Retirement: Retired/ Current Charge Junior Engineer and above from Government/ Semi Government Department would be preferred • Education Qualification: Diploma with 8 years or Bachelor's Degree in Electrical Engineering with 5 years or Master's in Electrical Engineering/ environmental studies with 3 years of experience from AICTE approved institute • Experience: Experience in Water and Sanitation projects related works in State/Central Govt./ Semi Govt./ PSU/ Private Organizations. • Demonstrated experience in planning, design and/ or construction supervision • Experience in Project management • Experience in Environment sector projects will be preferred	• To Assist G.M. (Civil) in project related activities. • To develop and monitor project schedules. • To review the project schedules submitted by the Contractors/ implementation agencies to achieve maximum efficiency and timely accomplishment of projects. • Seeking daily report for all assigned Projects. • To implement, supervise projects. • To co-ordinate with all stakeholders. • To manage internal file movements, prepare internal notes. • To review and process the contractors/ implementation agencies payment files. • Attending Weekly/Monthly reviews of projects and complete the follow up actions as per the instructions. • Any other related tasks assigned from time to time by CEO.	40,000/-

Sr . N o.	Name of the Post	Contract Period	Number of Current Vacancies					Essential Educational Qualification and Experience	Job Description	Consolidated Monthly Salary
			S C	S T	SEBC	UR	Total			
								• Proficient in using AutoCAD/ GIS tools • Educational Requirement: Good Communication Skills in English and Marathi		
25	Architect/ Street Designer	On contract for the period of 11 months extendable on the need for continuation of the position				1	1	• 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.	• 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/-
26	Executive Assistant to CEO	On contract for the period of 11 months extendable on the need for continuation of the position				1	1	• 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.	• 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.	INR 30,000

Sr . N o.	Name of the Post	Contract Period	Number of Current Vacancies					Essential Educational Qualification and Experience	Job Description	Consolidated Monthly Salary
			S C	S T	SEBC	UR	Total			
								• 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	• 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	
27	IEC Expert	On contract for the period of 11 months extendable on the need for continuation of the position				1	1	• Education Qualification: Degree in Mass Media/ Mass Communications / Journalism with 3 years of relevant experience. • Social media exposure is required for at least Facebook, twitter, Instagram and Google+. • Experience in Content writing, Media Report documentation is essential • Proficiency in IT • Additional Requirement: Proficiency (Read, write and speak) in English, Marathi and Hindi is essential	• 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. • 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	INR 30,000

Sr . N o.	Name of the Post	Contract Period	Number of Current Vacancies					Essential Educational Qualification and Experience	Job Description	Consolidated Monthly Salary
			S C	S T	SEBC	UR	Total			
									• 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. •	
28	Surveyor	On contract for the period of 11 months extendable on the need for continuation of the position				1	1	• 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	• Design and conduct survey • Assist in Survey activities across projects • Review the Survey reports submitted	INR 20,000
29	Assistant Legal Manager	On contract for the period of 11 months extendable on the need for continuation				1	1	• 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 zContract Management, Labor laws, Government regulations, Land acquisition regulations would be required	• 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

Sr . N o.	Name of the Post	Contract Period	Number of Current Vacancies					Essential Educational Qualification and Experience	Job Description	Consolidated Monthly Salary
			S C	S T	SEBC	UR	Total			
		of the position						• Additional Requirement: Good Communication Skills in English and Marathi		
30	Accounts Executive	On contract for the period of 11 months extendable on the need for continuation of the position	1			1	2	• 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	• Assist Chief Financial Officer in all department activities • Maintain financial statements (Balance sheet and income statement) and update on periodic basis •	INR 18,000/-
31	Office Assistant	On contract for the period of 11 months extendable on the need for continuation of the position	1	1		2	4	• 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	• 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/-

Sr . N o.	Name of the Post	Contract Period	Number of Current Vacancies					Essential Educational Qualification and Experience	Job Description	Consolidated Monthly Salary
			S C	S T	SEBC	UR	Total			
								• 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		
32	Peon	On contract for the period of 11 months extendable on the need for continuation of the position	1	1			2	• 12th Pass	• As applicable	10,021/-
33	Sweeper	On contract for the period of 11 months extendable on the need for continuation	1			1	2	• 8th Pass	• As applicable	10,021/-

Sr . N o.	Name of the Post	Contract Period	Number of Current Vacancies					Essential Educational Qualification and Experience	Job Description	Consolidated Monthly Salary
			S C	S T	SEBC	UR	Total			
		of the position								
34	Application and Project Manager	On contract for the period of 11 months extendable on the need for continuation of the position				1	1	• BTech/ BE in CS/ IT with 7 years of IT Experience	• To Assist G.M. (IT) in project related activities. • Project Management/ Monitoring • Strong Technical Knowledge in either of Java Technologies or Microsoft Technologies, • Project experience in Web technologies, mobile technologies, enterprise web software architecture, design, development, mobile applications, GIS applications etc. • Team handling and customer handling • Managing project teams of 5 or more members • Experience of Project Management Methodologies (Waterfall/ Agile/ Risk Management etc.), QMS and SDLC process • Experience of Testing Methodologies • Good communication skills • Any other related tasks assigned from time to time by CEO.	INR 70,000/-
35	Database Admin cum Software Developer	On contract for the period of 11 months extendable on the need				1	1	• BTech/ BE in CS/ IT with 4 to 8 years of IT Experience	• Experience in administering production databases on on-going basis to ensure smooth functioning • Should have worked on a least 2 databases namely Oracle 9i, 10g, DB2, MS-SQL, Postgres, etc. with 4+ years of experience. • Sound Knowledge in PL/SQL Programming	INR 50,000/-

Sr . N o.	Name of the Post	Contract Period	Number of Current Vacancies					Essential Educational Qualification and Experience	Job Description	Consolidated Monthly Salary
			S C	S T	SEBC	UR	Total			
		for continuation of the position							• Ability to analysis database system and improvements recommend • Supervise backup procedures • Supervise database installation, upgradation, clustering performance tuning activities, change management activities. • Hands-on experience in any of Microsoft or Java technologies • Experience in any one programming language - Java, C# .NET or any Scripting Languages such as PHP, JSP, ASP.NET and related stack • Experience on software projects or embedded projects • Coding Standards • Test methods • Understanding of QMS and SDLC • Experience in either of web application development, mobile application development, general software development	
36	IT Security Engineer	On contract for the period of 11 months extendable on the need for continuation				1	1	• BTech/ BE in CS/ IT with 10 years of IT Experience and Certification in IT Security	• Strong experience in the practice and methods of Information Security, Enterprise architectures and security architectures • Strong knowledge of security concepts related to DNS, routing, authentication, VPN, proxy services and DDOS mitigation technologies • Experience of ISO 27001/27002, ITIL and COBIT, SOX frameworks • Should possess sound knowledge of various	INR 1,00,000/-

Sr . N o.	Name of the Post	Contract Period	Number of Current Vacancies					Essential Educational Qualification and Experience	Job Description	Consolidated Monthly Salary
			S C	S T	SEBC	UR	Total			
		of the position							operating systems, programming languages such as c, C++, Java, PHP etc. • Sound knowledge of networking such as Firewall and intrusion detection/prevention protocols, network security architectures, computer networking, secure coding practices, ethical hacking, and threat modelling • Knowledge of System Administration for Windows, UNIX/Linux/RHEL etc. • Overall system administration, management, system configuration and scalability, system performance, load-balancing, troubleshooting, debugging, and monitoring of servers. • Should also be familiar with system hardware, SAN System (Storage Management Software, Performance tuning, Volume configuration), backup system along with the capability of SAN/NAS System • Monitoring, Fabric Monitoring, Report generation • Should have worked on solutions such as VMWare, AWS, Azure etc. • Ability to resolve the real time request raised by users as per SLA	
37	System Engineer	On contract for the period of 11 months extendable on the need for continuation				1	1	• BTech/ BE in CS/ IT/ EE with 2 to 4 years of IT Experience	• Knowledge of System Administration for Windows, UNIX/Linux/RHEL etc. • Overall system administration, management, system configuration and scalability, system performance, load-balancing, troubleshooting, debugging, a project Applin monitoring • of servers.	INR 46,000/-

Sr . N o.	Name of the Post	Contract Period	Number of Current Vacancies					Essential Educational Qualification and Experience	Job Description	Consolidated Monthly Salary
			S C	S T	SEBC	UR	Total			
		of the position							• Should also be familiar with system hardware, SAN System (Storage Management Software, Performance tuning, Volume configuration), backup system along with the capability of SAN/NAS System • Monitoring, Fabric Monitoring, Report generation • Should have worked on solutions such as VMWare, AWS, Azure etc. • Ability to resolve the real time request raised • by users as per SLA	
38	Network Engineer	On contract for the period of 11 months extendable on the need for continuation of the position				1	1	• BTech/ BE in CS/ IT/ EE and having Certification in Networking with 2 to 4 years of IT Experience	• Knowledge of standard internet protocols such as SSH, FTP, SFTP, HTTP, POP, SMTP, IMAP, SNMP etc, Knowledge of diagnostic tools such as trace route, ping, and other cots product for internet monitoring • Knowledge of installation, configuration and troubleshooting of various packages on Linux OS and Microsoft OS, Monitor and maintain computer systems, troubleshooting wide area networks, servers and routers, local area networks, and switches, Install or upgrade software and hardware. SIEM Monitoring • Eye-on-the-glass monitoring, managing Incident triaging, assignment and basic troubleshooting and assigning incidents to L2 by working in 24*7 environment, • Responding to technical inquiries, logging service and repair, good communication skills	INR 46,000/-

Sr . N o.	Name of the Post	Contract Period	Number of Current Vacancies					Essential Educational Qualification and Experience	Job Description	Consolidated Monthly Salary
			S C	S T	SEBC	UR	Total			
39	Help Desk Lead	On contract for the period of 11 months extendable on the need for continuation of the position				1	1	BCom/ BA/ BSc/ BBA/ BCA with 4 to 6 years of experience	- Leading teams to provide technical assistance and support related to computer systems, hardware, or software. - Technical helpdesk and call centre experience. - Disciplined, problem solving approach towards customers and ability to guide team members - Responds to queries either phone or email or in person, run diagnostic programs, isolate problem, and determine and implement solution. Write training manuals, train users, maintain reports, must have used incident tracking systems etc. Route problems to next level support. Good communication skills, documentation skills, ability to handle end users and unforeseen situations. Customer focus, technical expertise, and team leader.	INR 25,000/-
40	Help Desk Database Operator	On contract for the period of 11 months extendable on the need for continuation of the position				1	1	BCom/ BA/ BSc/ BBA/ BCA with 1 year of experience	- Provide technical assistance and support related to computer systems, hardware, or software. Responds to queries either phone or email or in person, run diagnostic programs, isolate problem, and determine and implement solution. Write training manuals, train users, maintain reports etc. Route problems to next level support. - Good communication skills, documentation skills, ability to handle end users and situations	INR 15,000/-
41	Document & Compliance	On contract for the				1	1	BSC/ MBA (Operations Management) with 3 to 4 years of Experience.	- To Assist G.M. (IT) in project related activities. - Conduct regular risk assessments to identify vulnerabilities to noncompliance and implement	INR 42,000/-

Sr . N o.	Name of the Post	Contract Period	Number of Current Vacancies					Essential Educational Qualification and Experience	Job Description	Consolidated Monthly Salary
			S C	S T	SEBC	UR	Total			
	Support Executive	period of 11 months extendable on the need for continuation of the position							corrective actions to mitigate risks. • Train and educate employees on compliance guidelines and legal changes to ensure they understand their responsibilities. • Maintain accurate and comprehensive records of all compliance activities, policies, and regulatory changes. • Act as a point of contact with internal departments (legal, finance, HR) and external regulatory bodies, facilitating information flow and addressing compliance matters. • Assist in the development and enforcement of company policies and procedures to align with industry and government regulations. • Ability to interpret complex regulations and analyze data to identify potential compliance gaps. • Meticulous approach to managing and reviewing documents and compliance information. • Excellent verbal and written communication (English spoken & written & Marathi spoken & written) to effectively relay information to various stakeholders. • Familiarity with compliance management software and tools for documentation and tracking. • Strong understanding of relevant laws,	

Sr . N o.	Name of the Post	Contract Period	Number of Current Vacancies					Essential Educational Qualification and Experience	Job Description	Consolidated Monthly Salary
			S C	S T	SEBC	UR	Total			
									- regulations, and compliance frameworks for the specific industry. - Any other related tasks assigned from time to time by CEO.	
42	Sr. Software Developer	On contract for the period of 11 months extendable on the need for continuation of the position				1	1	BTech / BE in CS/ IT or MCA; With 4 years of IT experience	- To Assist G.M. (IT) in project related activities. - Hands-on experience in any of Microsoft or Java technologies - Experience in any one programming language Java, C#, .NET, Python, Scripting Languages such as PHP, JSP, ASP.NET and related stack - Project experience in Web technologies, mobile technologies, enterprise web software development OR Project experience in embedded hardware and software solutions, architecture, design, development - Coding Standards - Test methods - Understanding of QMS and SDLC - Familiar in using AI tools for UI, Mobile & Web development - Experience in either of web application development, mobile application development, general software development - Any other related tasks assigned from time to	INR 50,000/-

Sr . N o.	Name of the Post	Contract Period	Number of Current Vacancies					Essential Educational Qualification and Experience	Job Description	Consolidated Monthly Salary
			S C	S T	SEBC	UR	Total			
									time by CEO.	
43	Field Engineer	On contract for the period of 11 months extendable on the need for continuation of the position				1	1	• BSC(IT)/ BCA/ Diploma in CS/ IT with 2 to 4 years of IT Experience	• To Assist G.M. (IT) in project related activities. • Inspects, monitors and supports the Installation and setup CCTV systems, including cameras, recording devices, and other security hardware. • Inspects, monitors and support regular maintenance, troubleshoot system faults, and perform repairs to ensure optimal security coverage. • Evaluate installation sites to determine camera placement and the best configuration for security needs. • Inspects, monitors and support installation, routes, and test structured cabling systems for CCTV and network connectivity. • Inspects, monitors and support configuration and testing of video management systems, IP cameras, and related network equipment. • Provide technical support regarding CCTV system operation and any issues they may encounter. • Complete and maintain detailed documentation, including test results, maintenance logs, and system schematics. • Collaborate with other systems and potentially subcontractors on integrated	INR 35,000/-

Sr . N o.	Name of the Post	Contract Period	Number of Current Vacancies					Essential Educational Qualification and Experience	Job Description	Consolidated Monthly Salary
			S C	S T	SEBC	UR	Total			
									security projects. • Strong knowledge of CCTV and ACS (Access Control Systems) technology, including IP cameras and NVR/DVR systems. • Basic understanding of networking, routers, and network cabling for IP based systems. • Proficiency in diagnosing and resolving technical issues with electronic and surveillance systems. • Experience/ Familiar with crimping, splicing and physical installation of equipment. • Excellent problem solving, analytical, communication, and time management skills, with a client-oriented mindset. • Any other related tasks assigned from time to time by CEO.	
44	Junior AI Software Developer	On contract for the period of 11 months extendable on the need for continuation of the position				1	1	• BSC (IT)/ BCA/ BE in CS/ IT/ Diploma in CS/ IT with 1 to 2 years of IT Experience	• To Assist G.M. (IT) in project related activities. • Assist in developing and maintaining AI driven software applications. • Work with senior developers, data scientists, and other teams to implement new features and build intelligent systems. • Write clean, maintainable code, and troubleshoot bugs and issues in AI models and applications. • Responsible for clean, preprocess, and	INR 23,000/-

Sr . N o.	Name of the Post	Contract Period	Number of Current Vacancies					Essential Educational Qualification and Experience	Job Description	Consolidated Monthly Salary
			S C	S T	SEBC	UR	Total			
									analyze datasets for training and evaluating machine learning models. - Participate in testing and deploying AI models and solutions. - Assist in creating and maintaining technical documentation for AI applications and systems. - Knowledge of emerging AI trends, tools, and methodologies, and contribute to research and development. - Any other related tasks assigned from time to time by CEO.	
45	Junior AI Analyst & Developer	On contract for the period of 11 months extendable on the need for continuation of the position				1	1	BSC(IT)/ BCA/ BE in CS/ IT/ Diploma in CS/IT with 1 to 2 years of IT Experience	- To Assist G.M. (IT) in project related activities. - collect, clean, and transform large and complex datasets from various sources to prepare them for modeling. - Responsible for analyzing data to identify trends, patterns, and insights that can inform the AI model's design. - Perform statistical techniques to validate model assumptions and evaluate performance. - Assist in creating and maintaining technical documentation for AI applications and systems. - Troubleshoot and debug AI applications	INR 23,000/-

Sr . N o.	Name of the Post	Contract Period	Number of Current Vacancies					Essential Educational Qualification and Experience	Job Description	Consolidated Monthly Salary
			S C	S T	SEBC	UR	Total			
									and algorithms to ensure they function as intended • Write clean, efficient, and well documented code, typically in Python, to support AI applications • Any other related tasks assigned from time to time by CEO.	
46	Data Center & Virtualization Engineer	On contract for the period of 11 months extendable on the need for continuation of the position				1	1	• BTech/ BE in CS/ IT with 3 to 5 years of IT Experience	• To Assist G.M. (IT) in project related activities. • Managing and maintaining the physical and virtual infrastructure of the Data Centers (DC). This includes servers, storage systems, networking equipment, power, and cooling systems. • Responsible for implementing, managing, and maintaining virtualization platforms, including hypervisors like VMware, Hyper-V, and opensource solutions. • Monitoring system performance and capacity, identifying "hotspots," and generating reports to ensure optimal operation. This includes tracking the usage of virtual machines (VMs) and overall storage capacity. • Assist in implementing security measures, and ensure all systems comply with government regulations and data protection laws.	INR 58,000/-

Sr . N o.	Name of the Post	Contract Period	Number of Current Vacancies					Essential Educational Qualification and Experience	Job Description	Consolidated Monthly Salary
			S C	S T	SEBC	UR	Total			
									- Responsible for regular maintenance, troubleshoot technical issues related to hardware and software, and provide technical support to other IT teams. - Plan and execute data center migrations, infrastructure upgrades, and expansions to accommodate growing needs. - Responsible for maintaining detailed documentation, including network diagrams, equipment inventories, and standard operating procedures (SOPs). - Any other related tasks assigned from time to time by CEO.	
							Total: 56			

