



Aurangabad Smart City Development Corporation Limited, Aurangabad.



No. ASCDCL/2021/970

Date: 09/09/2021

RECRUITMENT FOR POSITIONS IN ASCDCL & CITY BUS DIVISION OF ASCDCL

Aurangabad Smart City Development Corporation Limited (ACSDCL) invites applications for appointment (on contract basis) to the following positions in its “Aurangabad City Transport” and in ASCDCL division.

Position – 1: Assistant Manager (Operations)	
Scope of work	<p>The Assistant Manager (Operations) shall be responsible for:</p> <ul style="list-style-type: none">• Preparation and execution of operations strategy for City Bus Service either independently or in active co-ordination with MSRTC.• Assisting with framing of policies, rules, regulations, and Standard Operating procedures (and execution of the same).• Route and fleet management—including but not limited to preparation of Time Tables, i.e., schedules, stage and fare tables, duty rosters for all staff, and a comprehensive fleet deployment and management plan for Aurangabad City Bus Service.• Addressing public complaints and disposal thereof; launching of various schemes and innovative ideas; maintenance of labour and industrial relations.• Initiating measures to boost earnings and reduce costs; achievement of physical parameters• Introduction of new and innovative technologies.• Knowledge of various laws, rules and regulations related to bus transport operations and ensuring compliance.• Assisting the ASCDCL leadership in effective monitoring and constant improvement of service.• Monitoring of the service level parameters and co-ordination with MSRTC to ensure provisioning of high service levels and optimal fleet utilization.• Monitoring of critical operations parameters in co-ordination with MSRTC, cost control and quality control.• Monitoring of revenue collection through ticket sale and passes.• Co-ordination with the Regional Transport Authority for applicable regulatory clearances.• Staff supervision and management; maintaining record of key operational data.• Addressing accidents and other contingencies.• Work under overall guidance and directions of the Deputy Manager (Operations); any other work allotted specifically by the Deputy Manager (Operations)
Qualifications:	<ul style="list-style-type: none">• Graduate from any recognized university; education in transport management will be an added advantage.• At least 10 years of experience in managing bus transport operations.

	<ul style="list-style-type: none"> • Excellent MS Office skills and overall computer skills. • Experience of working with a State Road Transport Undertaking/Municipal Undertaking/Government Transport Company to be preferred.
Documents to be submitted:	Details of experience/ posts held during past 10 years, proof of age, proof of qualifications (originals may be submitted at the time of appointment).
Age Limit (as on 31 st July 2021)	Minimum of 30 years and maximum of 65 years.
Consolidated pay per month (all-inclusive on CTC basis)	Remuneration shall be commensurate with experience and other perquisites as per ASCDCL policy.
Position 2- Associate Project Manager (Admin)	
Scope of work	<p>The associate project manager shall be overall responsible for:</p> <ul style="list-style-type: none"> • Work with the overall vision of provisioning of public service, one that holds delivering critical infrastructure and service to people paramount • Preparation of technical estimates and tender documents • Co-ordination with technical agencies towards execution of Smart City projects. • Co-ordination with Aurangabad Municipal Corporation and other government departments towards execution of Smart City project • Preparation of feasibility reports and DPR's • To manage all procurement policies related to office administration and effectively execution of that. • Monitoring and Inspection of ongoing projects of ASCDCL • To manage all E-tendering and GeM related activities of bid/tender for ASCDCL • Manage PFMS system effectively in the ASCDCL office. • Assist ASCDCL officers with day to day administrative management of Smart City projects • To monitor all Central/State Government Resolutions/Circulars/Policies and effectively implement in the ASCDCL office. • Implementing processes or systems to help ensure good management of the organization.
Qualifications:	<ul style="list-style-type: none"> • Graduate from any recognized university in the field of Engineering/Urban Planning/CS and related fields. • Minimum 3 years of experience in Urban Development Sector • Excellent MS Office skills and overall computer skills. • Prior experience of working with a SPV's/Smart cities shall be an added advantage.
Documents to be submitted:	Details of experience/ posts held, proof of age, proof of qualifications (originals may be submitted at the time of appointment).
Age Limit (as on 31 st July 2021)	Not more than 30 years
Consolidated pay per month (all-inclusive on CTC basis)	Remuneration shall be commensurate with experience and other perquisites as per ASCDCL policy.
Position – 3: Accountant- 1 (SCB Division)	

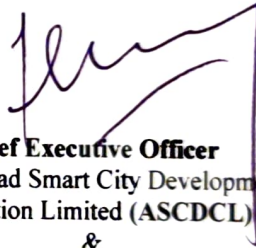
Scope of work	<p>The Accountant shall be responsible for:</p> <ul style="list-style-type: none"> • Managing Accounts, Finance & Commercial functions of the Company, including taxation matters, under the supervision of Assistant Manager (Accounts & Admin). • Managing Vouchers, cash inflows/outflows of City Bus Division. • Assist in the preparation of financial reports such as financial statements and budget performance • Identify areas for improvement and implement improvements to processes • Carrying out various taxation process. (Ex. IT returns, GST returns)etc • Any other assistance to CFO & Assistant Manager for relevant matters as required from time to time. • Work under overall guidance and directions of the Chief Operations Manager (City Bus) & CFO (ASCDCL)
Qualifications:	<ul style="list-style-type: none"> • Bachelor's degree in Accounting, Finance, or a related field, or an equivalent combination of education, training and experience • Minimum 2-5 years of Accounting and Financial experience. • Excellent MS Office skills. • Excellent skills in Tally Package will be preferred.
Documents to be submitted:	Details of experience/ posts held during past 2-5 years, proof of age, proof of qualifications (originals may be submitted at the time of appointment).
Age Limit (as on 31 st July 2021)	Minimum of 30 years and maximum of 60 years.
Consolidated pay per month (all-inclusive on CTC basis)	Remuneration shall be commensurate with experience and other prerequisites as per ASCDCL policy.
Position - 4: Administrative Assistant	
Scope of work	<ul style="list-style-type: none"> • To prepare essential documentation, including memos, reports and other forms of communication of Add CEO's office • Maintain and organize meeting schedules of Additional CEO. • To answer and responds to organizational emails and phone call and forward communications to other appropriate offices. • To regularly check and maintain record of necessary office documents. • To help with office management and organization processes. • To schedule meetings and plan various department activities and calendars. • To develop and maintain filing system of Add CEO's office. • Any other work specifically allotted by Additional CEO.
Qualifications:	<ul style="list-style-type: none"> • Graduate in any field. • Excellent communication skills. • Excellent MS Office skills, particularly MS Excel
Documents to be submitted:	<ul style="list-style-type: none"> • Details of experience/ posts held during past, proof of age, Proof of qualifications (originals may be submitted at the time of appointment).
Age Limit (as on 31 st July 2021)	Not more than 50 years.

Consolidated pay per month (all-inclusive on CTC basis)	Remuneration shall be commensurate with experience and other prerequisites as per ASCDCL policy.
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General conditions for all the above posts:

- i. Number of post(s): four
- ii. The place of posting shall be Aurangabad, Maharashtra.
- iii. Interested eligible candidates may attend the interview as per the schedule mentioned below along with the documents required. No TA/DA would be provided for attending the interview. The candidates not fulfilling the eligibility criteria would not be considered for the selection process. The decision of the Company is final and binding.
- iv. The Company reserves its rights to accept or reject any application, without assigning any reasons thereof.
- v. The posts advertised are full time posts. The selected persons will have to stay in Aurangabad city and be available for work as per requirement. The job being offered is of high prestige and integrity and offers unparalleled opportunity in bringing change and development at a citywide level. The job is also extremely challenging and therefore dynamic, innovative, hardworking, sincere people with integrity and considering themselves capable of doing justice to this role may only apply.
- vi. The **walk-in interview** shall be held at the below-mentioned address on **16 /09/2021** between 11:00 AM and 2:00 PM.

Venue: Dr. Babasaheb Ambedkar Research Centre,
Near Aamkhas Maidaan, Aurangabad-431001



Chief Executive Officer
Aurangabad Smart City Development
Corporation Limited (ASCDCL)

&

Administrator/Commissioner
Aurangabad Municipal Corporation