

Application form

To,

**Chief Executive Officer
Nashik Municipal Smart City Development Corporation Ltd
C/O Nashik Municipal Corporation
Smart City Cell, 1st Floor, Rajiv Gandhi Bhavan,
Purandare Colony, Sharanpur Road,
Nashik- 422002.**

PHOTO

1.	Name of post applied				
2.	Name				
		(Surname)	(Name)	(Father)	
3	Postal Address				
4.	E-mail I.D.				
5.	Contact No./ Mob.No.				
6.	Date of Birth (DD/MM/YYYY)	Nationality			
7.	Education qualification	Degrees	Name of University / Institution	Percentage	Year of passing
8.	Other Qualification	Typing (WPM)	Shorthand (WPM)	MS-CIT	
		English- Marathi-	English- Marathi-	YES / NO	
9.	Languages Known		Speaking	Reading	Writing

10.	Employment Record (Add all employment records in similar format)			
	Employer with contact details of reporting person / HR*	From	To	Position held
	1			
	2			
	3			
	4			
5				
11.	Years of Experience			
12.	Experience of writing, editing, proof reading & in publication. (Applicable to Content writer / IEC Expert post only.)			
13.	Whether convicted for imprisonment for any criminal / Civil court of law (if yes, give details.			
14.	Whether proceeding pending / likely to be held in any of departmental enquiry, in case of Govt./ Semi. Govt. services. If yes, give details.			
15.	<p>Certification:</p> <p>I, the undersigned, certify that to the best of my knowledge and belief, this application form correctly describes me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.</p> <p>Date:</p> <p>Applicant's Sign :-</p>			



Nashik Municipal Smart City Development Corporation Ltd.

CIN: U93090MH2016SGC285193

Registered Office: C\o Nashik Municipal Corporation,

Rajiv Gandhi Bhavan, Purandare colony, Sharanpur, Nashik – 422002

Subject: - Recruitment at NMSCDCL.

NMSCDCL invites application from eligible candidates for various posts on **contract basis** for a period of 11 months at consolidated pay. Qualification and experience requirements are depicted in the following table.

Sr. No.	Name of the Post	Number of Posts	Essential Educational Qualification and Experience	Job Description	Consolidated Monthly Pay (Rs.)
1	Executive Assistant to CEO	1	<ul style="list-style-type: none">➤ Must have MBA/Master's degree in field's related to urban management and governance/ town planning / Infrastructure development.➤ Minimum 5 years' in similar position reporting to CEO or Managing Director.➤ Proficiency in IT.➤ Proficient in English/Marathi.➤ Preference shall be given to candidates having experience in Smart cities.	<ul style="list-style-type: none">➤ Analyze implement smart city projects with innovative inputs and best practices in the field.➤ To develop, maintain and review administration systems to achieve maximum efficiency.➤ To maintain and organize the CEO's diary, filing system and all other relevant areas as necessary.➤ To facilitate meetings, schedule debriefing meetings so follow up action can be implemented.➤ To collect and compile daily reports for all Projects.➤ To co-ordinate with staff within the organization, Project Management consultant as well as external agencies.➤ Scheduling Weekly/Monthly reviews of projects.➤ Coordinate internal and external meetings and conference calls.➤ Any other as per the directions of CEO	50,000/-
2	Section Engineer (Civil)	1	<ul style="list-style-type: none">➤ B.E. in Civil Engineering from AICTE approved institute.➤ Minimum 5 years of Experience in roads and infrastructure related works➤ Project management skills.➤ Good knowledge and experience of using AutoCAD/IT➤ Proficient in English/Marathi	<ul style="list-style-type: none">➤ To Assist Engineer-in-Chief/ Chief Urban Planner in Civil projects.➤ 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.	40,000/-



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				<ul style="list-style-type: none"> ➤ 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. 	
3	Section Engineer (Water supply & Sanitation)	1	<ul style="list-style-type: none"> ➤ B.E. in Civil Engineering from AICTE approved institute. ➤ Minimum 5 years of Experience in the design and supervision of water supply and sanitation engineering related projects. ➤ Experience in the preparation of Proposals, reports covering design of Water and Sanitation networks ➤ Technical expertise in local municipal and/or private sector capacity building for improvement of water infrastructure is preferable. ➤ IT knowledge with implementation of SCADA will be given preference. ➤ Good knowledge and experience of using EPANET, GIS and AutoCAD. ➤ Project management skills. ➤ Proficient in English/ Marathi. 	<ul style="list-style-type: none"> ➤ To Assist Engineer-in-Chief/ Chief Urban Planner in Civil projects. ➤ 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/-
4	Section Engineer (Electrical)	1	<ul style="list-style-type: none"> ➤ B.E. in Electrical Engineering from AICTE approved institute. ➤ Minimum 5 years of Experience in relevant field in any organization. 	<ul style="list-style-type: none"> ➤ To Assist Engineer-in-Chief/ Chief Urban Planner in Civil projects. ➤ To develop and monitor project schedules. 	40,000/-



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			<ul style="list-style-type: none">➤ Project management skills.➤ Proficient in English/ Marathi.➤ Proficiency in IT.	<ul style="list-style-type: none">➤ 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.	
5	Administrative Officer	1	<ul style="list-style-type: none">➤ Must have MBA (Operations)/ MBA (HR).➤ Minimum 5 years' experience in establishment/ Related matters in Government or organizations.➤ Proficiency in IT.➤ Proficient in English/ Marathi.	<ul style="list-style-type: none">➤ Liaisoning 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.➤ Any other related other tasks assigned from time to time by CEO.	30,000/-
6	Content Writer / IEC Expert	1	<ul style="list-style-type: none">➤ Degree in Mass Media/ Mass Communications / Journalism. Proficiency (Read, write and speak) in English, Marathi and Hindi is essential.	<ul style="list-style-type: none">➤ Liaisoning with all the related stakeholders and authorities.➤ Drafting and disseminating press releases.➤ Daily news tracking (online / offline) and submission of media updates.	20,000/-

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Sr. No.	Name of the Post	Number of Posts	Essential Educational Qualification and Experience	Job Description	Consolidated Monthly Pay (Rs.)
			<ul style="list-style-type: none"> ➤ Minimum 5 years' relevant experience. ➤ Social media exposure is required for at least Facebook, twitter, Instagram and Google+. ➤ Proficiency in IT. 	<ul style="list-style-type: none"> ➤ 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. ➤ Content creation and translation related activities. ➤ Designs and develops related content and materials. ➤ Prepare drafts and finished, proofed translations ➤ Produce translations and support the translation of communication from Marathi English or Hindi as required. ➤ Management of Social Media activities of NMSCDCL. ➤ Any other related other tasks assigned from time to time by CEO. 	
7	Office Assistant	4	<ul style="list-style-type: none"> ➤ Graduate in any Discipline. ➤ MS-CIT certification preferred. ➤ Typing speed in Marathi 30 WPM. ➤ Typing speed in English 40 WPM. ➤ Proficient in English. ➤ Preference shall be given to candidates having experience as stenographer with Shorthand speed in Marathi 100 WPM and English 100 WPM. 	<ul style="list-style-type: none"> ➤ Take dictation, drafting letters, minute of Meetings, internal notes, BoD agendas etc. ➤ To maintain and organize the files and documents. ➤ Drafting of internal notes/office orders/ replies to letters. ➤ Attendance/ Leave Management. ➤ Attend meetings and record minutes of meeting as and when required. ➤ Managing all tendering related activities. ➤ Any other related other tasks assigned from time to time by higher authority. 	17,000/-



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Terms and conditions:-

- 1 Completed application should be submitted in prescribed format on/before 10/04/2018 during working hours along with copies of relevant educational qualification documents/mark-sheets and experience certificates at the following address: -

Nashik Municipal Smart City Development Corporation Limited,
C/O. Nashik Municipal Corporation
Smart City Cell, 1st Floor, Rajiv Gandhi Bhavan,
Purandare Colony, Sharanpur Road,
Nashik- 422002.

- 2 Only shortlisted candidates will be called for interview.
- 3 If an applicant fulfills 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.
- 4 Incomplete applications in any form will be rejected.
- 5 All rights regarding no. of positions and selection process will lie with CEO, NMSCDCL.