

SHILLONG SMART CITY LIMITED

House No. C/B- 037, Top Floor, Centre Nongrim Hills, Near JJ Cables, East Khasi Hills District,
Shillong- -793003, Meghalaya
CIN- U9300ML2019SGC013677

Email: shillongsmartcityltd@gmail.com

Phone No. 0364-2522006

No. SSCL/HR/Recruitment/19-20/0049

Dated Shillong, 5th July, 2022

Advertisement

M/s Shillong Smart City Limited (City Level Special Purpose Vehicle) invites applications from dynamic Indian nationals for filling up of the following positions on Fixed Term Contract Basis.

Sl	Name of the Post	No. of Posts	Age	Educational Qualifications (Essential/preferred)	Experience Required
1	General Manager (Buildings)	1	45-65 years	Graduate in Civil Engineering from premiere Institutes such as IITs', NITs'.. etc	Minimum 15 years of experience in building construction industry.
2	General Manager (Electrical)	1	45-65 years	Graduate in Electrical Engineering from premier institutes such as IITs' , NITs' ... etc Preference would be given to candidates having Master's degree in Urban Infrastructure Planning / Urban Infrastructure Management.	Minimum 15 years of experience in relevant field of electrical work for (Internal & External electrification) and should have experience in all type of electrical work as per working schedule of State Govt norms.
3	General Manager (Water Supply/ Waste Water)	1	45-65 years	Graduate in Civil Engineering from reputed institutes such as IIT's, NIT's ...etc.	Minimum 15 years of experience in water supply/waste water, planning and execution of water supply & waste water etc.

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4	General Manager (IT& IT Communications)	1	45-65 Years	Graduate in Computer Engineer (Science)/ Electronic Engineering from premier institutes such as IITs', NIT's etc Preference would be given to candidates having a Master's Degree in Computer Science/ Electronic Engineering/ Communications.	Minimum 15 years of experience working in IT industry with complete knowledge of integration of various ICT technologies. Experience in planning, estimation and execution of various ICT initiatives, predominantly in integration of various ICT technologies and its long- term sustenance. Working knowledge in operations control centre.
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Bio-data (with contact details) and passport size photo to be submitted in the *prescribed format* to the following address. The name of the post MUST be superscribed on the envelope.

Chief Executive Officer,
M/s Shillong Smart City Limited,
House No. C/B -037, Top Floor, Centre Nongrim Hills, Near JJ Cables,
East Khasi Hills District,
Shillong, Meghalaya
PIN 793003

Remuneration shall not be a constraint for the right candidate.

The last date for receipt of application form in the prescribed format is 25th July 2022, by 3:00 PM.

Details of the advertisement and the *prescribed format* can be downloaded from the following web site: www.meghalaya.gov.in and www.megurban.gov.in

Sd/-

Chief Executive Officer

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Copy to:

1. P.A. to The Commissioner & Secretary, Urban Affairs, Government of Meghalaya, Shillong- for information of the officer, please.
2. The Director, Urban Affairs Department, Shillong – For your information, please.
3. The Director, Printing and Stationery, Meghalaya, Shillong with a request to publish the advertisement notice in next 2 (two) immediate consecutive issues of Meghalaya Gazette . Soft copy is given in the enclosed CD.
4. The State Informatics Officer, National Informatics Centre, Meghalaya, Shillong with a request to upload in the following websites www.meghalaya.gov.in and www.megurban.gov.in Soft copy is given in the enclosed CD.

Job Description

(i) General Manager (Buildings)

- Review the plans & designs submitted by the Project Management Consultant (PMC)
- Oversee the overall building design & architecture works
- Responsible for the quality assurance and quality control of building works
- Conduct field investigations, identify project feasibility, and recommend for its acceptance / non acceptance
- Review the bill of quantities and estimates and recommend for approval of the same
- Support in preparation of tender documents
- Monitor implementation of projects and supervise adherence to quality and safety standards
- Responsible for validation of all invoices submitted by the engaged suppliers/vendor/contractors/sub-contractors.....etc.
- Present reports to government officials about urban development projects.
- Any other task as assigned by Chief Executive Officer from time to time.

(ii) General Manager (Electrical)

- Responsible for all type of electrical work as per working schedule of state Govt. norms
- Review the bill of quantities and estimates and recommend for approval of the same
- Support in preparation of tender documents
- Responsible for the quality assurance and quality control of electrical works

- To monitor implementation of projects and supervise adherence to quality and safety standards
- Responsible for validation of all invoices submitted by the engaged suppliers/vendor/contractors/sub-contractors.....etc.
- Any other task as assigned by Chief Executive Officer from time to time.

(iii) General Manager (Water Supply /Waste Water)

- Planning and execution of water supply & waste water schemes.
- Review the bill of quantities and estimates and recommend for approval of the same
- Support in preparation of tender documents
- Responsible for the quality assurance and quality control of water supply and waste water works
- Monitor implementation of projects and supervise adherence to quality and safety standards
- Responsible for validation of all invoices submitted by the engaged suppliers/vendor/contractors/sub-contractors.....etc.
- Any other task as assigned by Chief Executive Officer from time to time.

(iv) General Manger (IT and IT Infrastructure)

- Responsible to review and recommend for approval to the Director (Technical and Operation) the project plans, designs and estimate of costs submitted by the Project Management Consultant (PMCs) within the set deadlines.
- Responsible for successful execution of ICT initiatives and provide technical leadership in managing ICT operations of the smart city including long term sustenance:

- Responsible for planning, operations and integration of various technologies and Applications in ICT domain from different sources/OEM with varying standards
- Managing day to day ICT operations so as to maximize productivity of the operations/ sustenance Team, including engaging with Vendors/Solution providers regularly;
- Responsible for the quality control and technical specification according to bye laws.
- Continuously monitor Service levels of the ICT infrastructure and implementing improvement / risk management / best practices plans and managing service contracts;
- Organizing the ICT and Network/Cyber Security Audits regularly and implementing recommendations.
- Managing the MIS and other performance Reports as per requirements.
- Provide support in reviewing the operation and maintenance programs developed by PMCs and drive partners on deliverables.
- Design and arrange trainings on ICT & CCC
- Co-ordinate with various government departments for compliance and capacity building;
- Organizing the ICT and Network / Cyber Security Audit regularly and implementing recommendations.
- Responsible for validation of all invoices submitted by the engaged suppliers/vendor/contractors/sub-contractors.....etc.
- Any other task as assigned by Chief Executive Officer from time to time.

Terms and Conditions of Employment

1. Term of Engagement: The appointment will be purely on a contract basis for a period not beyond 30th June, 2023. However, the contract may be terminated by giving three months' notice by either party.
2. The place of posting would be at the office of M/s Shillong Smart City Ltd, Shillong.
3. Candidate is required to submit a copy of detailed Curriculum Vitae clearly mentioning the post qualification experience(s). However, successful candidate has to sign an agreement with the Employer to abide by all terms & conditions as laid down in the advertisement.
4. The contract shall not confer any rights or claim of extension / absorption in the organization / company.
5. Applicants who are in employment with Government, Semi-Government, Autonomous Bodies, Public Sector Undertakings and other Government sponsored institutions should route their application through proper channel. However, they may send advance copy of application, if they so desire.
6. The selection of the candidate will be completely on the basis of Essential Qualification, Additional qualification, Experience and Interview. The decision of the Employer is final and binding. The Employer reserves its rights to accept or reject any applications, without assigning reasons thereof.
7. Original Qualification Certificates and Proof of previous employments have to be produced during the time of interview.
8. Incomplete applications shall not be considered and no interim correspondence shall be entertained. Canvassing in any form shall be considered a disqualification for employment with the Employer.
9. Candidates shall have to submit a declaration stating that he/she has not been charged/convicted from any Hon'ble Court not dismissed/ removed/compulsory retired by way of punishment from the service of any Public Undertaking/Private Sector or from Govt. Department or he/she has not been declared insolvent by any court.

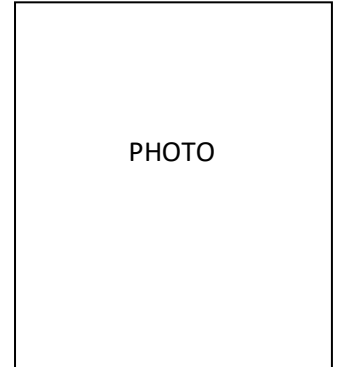
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- (1) Post applied for :
- (2) Name in Block Letters :
- (3) Fathers Name :
- (4) Date of Birth :
- (5) Address for Communication:
- (6) Category (SC/OBS/General) :



Brief Synopsis of Educational and Work History

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(7) Academic/Technical/Professional Qualification

Sl. No.	Name of Exam	Year of Passing	University / Board	Division / Class / Grade	Subjects	% of marks
1						
2						
3						
4						
5						
6						

(8) Employment Record

Sl. No.	Name of Employer / Organization	Period		Designation	Pay Scale / Pay	Nature of Duties	Reasons for Leaving
		From	To				
1							
2							
3							
4							
5							

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Phone No. 0364-2522006

I solemnly declare that the statement made by me in this form are correct to the best of my knowledge and belief.

Name and signature of the Candidate

DECLARATION

I,, solemnly affirm and declare as under:

- (i) I have not been charged/convicted from any court.
- (ii) I have not been dismissed, removed or compulsorily retired by way of punishment from any public undertaking or department of Government.
- (iii) I have not been declared as insolvent by any Court.
- (iv) No departmental enquiry, vigilance case or criminal case is pending against me;
- (v) I am not on bail in any case from any court.

Signature of Candidate

Name :

Address: