

# OFFICE OF THE SHILLONG SMART CITY LTD , MEGHALAYA, SHILLONG

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

No. SSCL/HR/Recruitment/19-20/0015

Dated Shillong, 15<sup>th</sup> January 2020

## Advertisement

M/s Shillong Smart City Limited (City Level Special Purpose Vehicle) invites applications from young and dynamic Indian nationals for filling up of following positions on Fixed Term Contract Basis for the period of 3 years extendable to 5 years.

Sr. No.	Name of Post	No. of Posts	Age	Essential/ Required Qualification	Experience Required
1	General Manager (Finance) (Full Time)	1	40- 45 Years	Chartered Accountant or Post Graduate Diploma in Management (Finance) from Premier Institute like IIMs.	15 years of working experience in the Corporate Sector Finance & accounts with good knowledge of requirements under Companies Act.  Experience in finance & accounts, audits, etc. in Govt./Semi-Govt./ PSU is desirable.
2	General Manager (IT & IT Infrastructure) (Full Time)	1	45-50 Years	Graduate in Computer Engineering (Science) / Electronics Engineering from premier institutes such as IIT's, NIT's...etc.  Preference would be given to candidates having a Master's degree in Computer Engineering (Science) / Electronics Engineering	15 years of working experience 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 of operations control centre.

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3	Senior Procurement Manager (Intermittent Inputs)	1	40-45 years	Graduate in Civil Engineering from reputed Institute such as IIT's, NIT's,...etc. Post-graduation in Contract Management / Law would be desirable. Preference would be given to candidates having work experience in Smart City Projects.	15 years of working experience with any reputed consultants / contractors / developers / public sector undertakings/..etc Experience in procurement procedure, Bid document preparation, ...etc is essential.
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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 super scribed on the envelope.

Chief Executive Officer,  
M/s Shillong Smart City Limited,  
House No. C/B -037, Top Floor, Centre Nongrim Hills, Near to 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 .....by 3:00 PM.

Details of the advertisement and the *prescribed format* can be down loaded from the following web site: [www.meghalaya.gov.in](http://www.meghalaya.gov.in)

Sd/-

Chief Executive Officer

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Copy to:

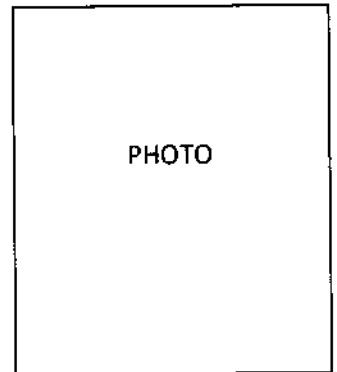
1. P.S. to The Principal Secretary, Government of Meghalaya, Urban Affairs Department, Shillong, for information of the officer.
2. The P.S. to The Commissioner & Secretary, Government of Meghalaya, Urban Affairs Department, Shillong, for information of the officer
3. The Director, Urban Affairs Department, Shillong.
4. The Director, Information & Public Relations, Meghalaya, Shillong with a request to cause publication of Advertisement in 1 (one) issue of local news paper like the Shillong Times and 1 (one) issue in The Times of India, Delhi Edition.
5. 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.
6. The State Informatics Officer, National Informatics Centre, Meghalaya, Shillong with a request to upload in the Website.

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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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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:

## **Terms and Conditions of Employment**

1. **Term of Engagement:** The appointment of professional will be purely on contract basis for a period of (3) three years, which may be extended after the review of performance, and desired output. However, the contract may be terminated by giving three months' notice by either side.
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.



### **General Manager (IT and IT Infrastructure)**

- Responsible to review and recommend for approval to the Director (Technical and Operations) the project plans, designs and estimate of costs submitted by the Project Management Consultants (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 maximise productivity of the operations/ sustenance Team, including engaging with Vendors/ Solution providers regularly:
- 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 Audits 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 Director (Technical and Operations)

## **General Manager (Finance)**

- Direct and oversee all aspects of the Finance & Accounting functions of the organization;
- Establish and monitor financial and accounting policies, procedures and controls;
- Support effective decision making by providing timely updates to the Board members on strategic aspects like financial metrics, short term and long term financial planning, taxation impact etc.;
- Prepare financial long term and short-term strategy;
- Develop a systemic framework for proactively identifying, assessing various business and financial risks impacting the organization along with mitigation strategy for the same;
- Establish and maintain relationships with key decision makers in banks, investor bodies, regulatory bodies and other financial institutions;
- Oversee the preparation of yearly accounts (profit and loss statement and balance sheet) in line with statutory requirements and internal corporate guidelines;
- Drive the review and analysis of various financial statements (Balance sheet and income statement) on a periodic basis and provide insights on key ratios;
- Build internal controls to ensure efficient working capital management and cash conversion cycle;
- Oversee the development of Standard Operating Procedures on taxation related matters and design of systems and processes to ensure efficiency in tax planning
- Undertake periodic tax planning exercises and, carry out timely and comprehensive analysis of any changes in the tax framework to ensure tax optimization for the organization;
- Guide business teams in framing contractual terms and conditions so as to minimize financial risks arising out of a contractual obligation;
- Ensure healthy liquidity and financial sustainability of the organization;
- Oversee the preparation and execution of product costing and cost control measures;
- Drive Corporate Governance norms and ensure transparency in all processes;
- Supervise adherence to statutory compliances and oversee timely and accurate preparation/ documentation/ maintenance of all books of accounts, reports, revenue contracts, invoices etc.;
- Manage processes for financial forecasting, budgets and consolidation and reporting to the Company Board;
- Manage cash flow position throughout the company;
- Manage Group Relationship with Banks/Financing Institutions and Financial intermediaries, Auditors and other Service providers;
- Financial concurrence of new projects and expansion plans, Project Capex, Turnkey contracts;

- Coordination with project team, Project financial projections, progress reports & periodic evolution;
- Preparing the Company for fund raising through various options such as Debt, Equity and Project Finance;
- Developing and implementation of business MIS
- Any other responsibility as assigned by the CEO.

## **Senior Procurement Manager**

- Should have knowledge of contract acts, model contracts, concession agreements and procurement rules and guidelines
- Should have knowledge of various acts of labour, environment, finance and taxation, urban planning etc.
- Should have good verbal, written communication, negotiation skills.
- Should be proficient with EPC, PPP types of contract
- Responsible for preparation of procurement policy, setting up the systems, rules and procedure for the same.
- Responsible for preparation of various contracts and bid documents including purchase of goods, works contracts and service contracts
- Responsible for the entire bid process management including but not limited to pre-bid queries, evaluation of bids
- Responsible for management of the contract post procurement until the contract is closed.
- Establish dispute resolution framework for the company
- Assist in compliance of various acts, rules and regulations