

No. ASCDCL/2022/728

Date: 30/06/2022

RECRUITMENT FOR POSITIONS IN ASCDCL

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

Position – 1: Company Secretary-01	
Scope of work	<ul style="list-style-type: none"> • Prepare and file various statutory returns and reports and ensure adherence to all secretarial compliances including the compliances specified under Companies Act, 2013 and other relevant acts such as taxations; • Convene and organize the Annual General Meeting, the Board of Directors meetings, the Executive Committee Meetings, the Extra Ordinary General Meetings including preparation of the notice as well as the circulation of the agenda and preparation of draft minutes of the meeting • Ensure all meetings are convened as per norms and statutory guidelines. • Ensure accurate and timely recording of approved minutes of meetings convened and conducted, including the AGM, the EGM and the BOD • Ensure and monitor overall compliance with laws and regulations and act as Compliance Officer for Companies Act before the Board of Directors of SPV • Maintain and update all statutory records and registers • Finalize the department budget and obtain approval / sanction for the same • Advises the company on arbitration, negotiation and conciliation in commercial disputes between various parties and prepare draft wherever required • Ensure that the MIS reports are submitted in a timely manner • Ensure timely response to audit paras and parliamentary/legislative questions.
Qualifications:	<ul style="list-style-type: none"> • The incumbent should be Post graduate in any discipline from a recognized university/ institute. • Associate member of the Institute of Company Secretaries of India.
Documents to be submitted with applications:	<ul style="list-style-type: none"> • Should have experience as company secretary in similar sized organizations for at least 3 years • Details of proof of age and qualifications. • Previous experience in working in infrastructure company will be an added advantage
Age Limit (as on 31 st July 2022)	Not more than 40 years.
Consolidated pay per month (all-inclusive on CTC)	Remuneration shall be commensurate with experience and other perquisites as per ASCDCL policy.

basis)	
Position 2: Deputy Chief Executive Officer-01	
Scope of Work	<ul style="list-style-type: none"> • The Deputy CEO shall be responsible for: • Overall strategizing, planning and execution of Smart City Project. • Coordination of works for different projects undertaken under Smart City • Conceptualizing and executing specific projects under Smart City • Building state-of-the-art team comprising capable projects heads and subject matter experts to execute specific projects. • Coordination with Municipal Corporation and various departments for smooth execution of Smart City Projects. • Liaison with State/Centra government authorities and all other important stakeholders in the interest of Smart City project. • Financial management of the project in coordination with the CFO and CS • Ensuring completion of Smart City projects within stipulated time period • Any other work allotted specifically by the CEO pertaining to Smart City • Work under overall guidance and direction of the CEO and Add CEO
Qualifications:	<ul style="list-style-type: none"> • Graduate/Post-Graduate from IIT or IIM in Engineering/Development Studies/Economics/Public Policy/Finance/Business Administration • At least 5 years of experience in city administration/urban infrastructure and service delivery (post-graduation and research/fellowship in urban administration at prestigious institutions would be considered for this criteria) • Prior experience of working with Smart City SPV will be preferred
Documents to be submitted	<ul style="list-style-type: none"> • Details of projects handled in the past and personal contribution to these projects. • Proof of age • Proof of qualifications • References from previous employers/persons of repute
Age Limit	<ul style="list-style-type: none"> • Not more than 65 years
Consolidated pay per month (all-inclusive on CTC basis)	<ul style="list-style-type: none"> • Remuneration shall be commensurate with experience and other perquisites as per ASCDCL policy.
Position 3: Internal Auditor-01	
Scope of Work	<ul style="list-style-type: none"> • To ensure that the organization is complying with relevant laws and statutes. • To identify and resolve shortfalls or gaps in process • To provide support and guidance to management on various financial matters • Agreeing recommendations with relevant staff members to make improvements to operations in financial matters • To help internal audit committee for their financial report bindings and present financial report to the committee of expenditure • To coordinate with Chartered Accountant for FY audit report and

	<p>present the report to the Additional CEO and CEO, ASCDCL</p> <ul style="list-style-type: none"> • To present all payment files and voucher to CAG team regarding financial assessment/audit. • To make sure all financial/payment files will process in accordance with GFR, GR of State Govt and all applicable laws of Central Govt/State Govt. • To manage resources and audit assignments also to reduce all financial risk through effective implementation and monitoring of controls. • To compile and implement the annual internal audit plan • To ensure complete, accurate and timely audit information is reported to Management and /or audit committees • Overall supervision of planned annual audits and also on formation of annual budget (ASCDCL and SCB division) • To work under overall supervision of Additional CEO and CEO, ASCDCL.
Qualifications	<ul style="list-style-type: none"> • Any Bachelor's degree in commerce • Retired MFAS Group B officer mostly experiences in local fund audit in ZP/ULB or any Govt Departments.
Documents to be submitted with applications:	<ul style="list-style-type: none"> • Proof of qualifications • Proof of age • Details of experience/posts held during past 10 years
Age Limit	<ul style="list-style-type: none"> • Not more than 65 years
Consolidated pay per month (all-inclusive on CTC basis)	<ul style="list-style-type: none"> • Remuneration shall be commensurate with experience and other perquisites as per ASCDCL policy.
<ul style="list-style-type: none"> • Position 4: Data Analyst 	
Scope of work:	<ul style="list-style-type: none"> • Collecting and interpreting data • Transform data to information that will facilitate decision making on critical parameters • Reporting the result back to the relevant members of organization • Create new processes, optimize and standardize existing ones • Build and maintain the dashboard platforms/processes and to address to any data related needs of the organization. • Gather user requirements for new reports and enhance existing reports • Test all new reports/deliverables and periodically review them for quality control • He/She needs critical thinking and problem-solving skills for interpreting data • Handle all applications being deployed by ASCDCL for data analyzing and generating reports • Reporting all the data to various stakeholders of ASCDCL/AMC on timely basis • Finding loopholes in the data and providing solutions • Create best practice reports based on data mining, analysis and visualization. • Collaborate with other smart cities to implement policies pertaining to data management • Should be able to do data creation, data editing, data management, data sorting

	<ul style="list-style-type: none"> Any other work assigned by Add CEO or other authorities of ASCDCL.
Qualifications:	<ul style="list-style-type: none"> BE/Btech in Computer Science Engg/IT Engg, Electronics and Communication Engineering and who have completed data analyst course
Documents to be submitted	<ul style="list-style-type: none"> Proof of qualifications Proof of age Details of experience/posts held during past 02 years
Age Limit	<ul style="list-style-type: none"> Not more than 65 years
Consolidated pay per month (all-inclusive on CTC basis)	<ul style="list-style-type: none"> Remuneration shall be commensurate with experience and other perquisites as per ASCDCL policy.

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 send the applications as per the below mentioned email 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 at any stage, 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 interested candidates shall submit their applications and required documents before 15/07/2022 between 5.00 PM on admin@aurangabadsmartcity.in email. The received applications will be scrutinized and shortlisted candidates may be called for the interview.



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