

**OFFICE OF THE SHILLONG SMART CITY LIMITED,  
MEGHALAYA SHILLONG**

No. SSCL/HR/Recruitment/19-20/0004

Dated Shillong, 11<sup>th</sup> Sept 2019

**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)	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)	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	General Manager (Urban Infrastructure)	1	45-50 years	<p>Graduate in Civil Engineering from premier institutes such as IIT's, NIT's, ...etc.</p> <p>Preference would be given to candidates having Master's degree in Urban Infrastructure / Urban Management</p>	<p>15 years of working experience with any reputed consultants / contractors / developers / public sector undertakings/...etc</p> <p>Experience in planning, design, estimation, contracts preparation and execution of urban infrastructure projects.</p> <p>Working knowledge of various laws, rules, by-laws and regulations including but not limited to building by-laws and environmental laws, Green tribunal and other such laws enacted from time to time</p>
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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

OFFICE OF THE SHILLONG SMART CITY LIMITED,  
MEGHALAYA SHILLONG

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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.~~

### 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 – Urban Infrastructure

- Head the planning and design function in the SPV and provide direction and future action in this area of function.
- Review all area plans or any such plans submitted by PMCs and recommend for approval to the CEO/Competent Authority.
- Review all designs/ DPRs submitted by PMCs and recommend for approval to the CEO/Competent Authority.
- Ensure adherence to various laws, rules, by-laws and regulations including but not limited to building by-laws and environmental laws, Green tribunal and other such laws enacted from time to time
- Co-ordinate with various government departments for compliance and capacity building
- Consults with and advises developers, contractors, members of the general public, various organizations and agencies, elected officials and attorneys on planning related issues and legal matters relating to planning functions
- Oversees the collection, organization and maintenance of social, economic, governmental, regulatory and census data for use in technical studies and reports; directs and participates in studies and collection of data in the field as needed
- Liaise with external legal experts / counsels, where required to provide guidance and advice;
- Any other responsibility as assigned by the Director (Technical and Operations).
- Responsible for project execution, implementation and monitoring of ICT projects in a Smart city environment and Command and control infrastructure deployment/ city wide ICT infrastructure roll out within time, budget and quality.
- Responsible to review and recommend for approval to the Director (Technical and Operations) the project implementation plans, schedules, estimate of costs submitted by the Project Management Consultants (PMCs) within the set deadlines:

- Responsibility to ensure projects are completed in time and within budget;
- Responsible to liase with all the stake holders such as Municipal Corporation, Urban Development Authorities, Police Department, power supply department,..etc. and keep them informed of all the activities being under taken so that services being provided by these stake holder departments are not affected.
- Responsible for project and contract management and dispute resolution, if any.
- Responsible for validation of all invoices submitted by the engaged contractors/sub-contractors....etc.
- Any other task as assigned by Director (Technical and Operations)

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.



OFFICE OF THE SHILLONG SMART CITY LIMITED, MEGHALAYA, SHILLONG

PHOTO

- (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 statements made by me in this form are correct to the best of my knowledge and belief.

Name and signature of the Candidate