



Nashik Municipal Smart City Development Corporation Ltd.

CIN: U93090MH2016SGC285193

Registered Office: C\o Nashik Municipal Corporation,
Rajiv Gandhi Bhavan, Purandare colony, Sharanpur, Nashik – 422002

E-mail: pmc@nashiksmartcity.in

Subject: - Recruitment at NMSCDCL.

NMSCDCL invites application from all the eligible candidates for various posts on **contract basis** for a period of 11 months on temporary basis at consolidated pay or on deputation. The details regarding qualification and experience requirement are depicted in the following table. [Moreover, the broad job description and consolidated salary is also mentioned therein]:-

Sr. No.	Name of the post	Number Of Post	Essential Educational Qualification and Experience	Desirable Educational Qualification and Experience	Job Description	Consolidated Pay for contractual employee
1	Senior/ Section Engineer (Civil)	1	<ul style="list-style-type: none">➤ B.E./B.Tech in Civil Engineering from AICTE approved institute.➤ Minimum 5 years of Experience as Sub-engineer/Jr. Engineer/Assistant Engineer in any organization.➤ Proficient in English OR <ul style="list-style-type: none">➤ A person on deputation from government/semi-government/government undertaking➤ Diploma/degree in Civil Engineering➤ At least 3 years of experience➤ Proficient in English OR <ul style="list-style-type: none">➤ A retired employee from government/semi-	<ul style="list-style-type: none">➤ 3 years of Experience as Sub-engineer/Jr. Engineer/ Assistant Engineer in any Government organization.➤ Project management skills and team skills.➤ Good knowledge and experiences of works using AutoCAD tools	<ul style="list-style-type: none">➤ To Assist Engineer-in-Chief/ Chief Urban Planner in Civil projects related activities.➤ To develop and maintain project schedules as per the requirement.➤ 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 maintain and organize the project files and received deliverables as necessary.➤ To co-ordinate with contractors/ implementation agencies staff, NMC, all stakeholders, other departments and related Project management consultant team.➤ To manage internal file movements, prepare internal notes.	40,000/-



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			government/government undertaking ➤ Diploma/degree in Civil Engineering. ➤ Proficient in English		➤ To review and approve 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 higher authority.	
2	Senior /Section Engineer (Water supply & Sanitation)	1	➤ B.E./B.Tech 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 ➤ Proficient in English. OR ➤ A person on deputation from government/semi-government/government undertaking ➤ Diploma/degree in Civil Engineering ➤ At least 3 years of experience ➤ Proficient in English	➤ 3 years of Experience as Sub-engineer/Jr. Engineer / Assistant Engineer in any Government organization. ➤ Technical expertise in local municipal and/or private sector capacity building for improvement of water infrastructure; ➤ Good knowledge and experiences of works using EPANET, GIS and AutoCAD tools ➤ Project management skills and team skills.	➤ To Assist Engineer-in-Chief/ Chief Urban Planner in water related projects activities. ➤ To develop and maintain project schedules as per the requirement. ➤ 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 maintain and organize the project files and received deliverables as necessary. ➤ To co-ordinate with contractors/ implementation agencies staff, NMC, all stakeholders, other departments and related Project management consultant team. ➤ To manage internal file movements, prepare internal notes.	40,000/-



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			<p>OR</p> <ul style="list-style-type: none"> ➤ A retired employee from government/semi-government/government undertaking ➤ Diploma/degree in Civil Engineering. ➤ Proficient in English 		<ul style="list-style-type: none"> ➤ To review and approve 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 other tasks assigned from time to time by higher authorities. 	
3	Senior/ Section Engineer (Electrical)	1	<ul style="list-style-type: none"> ➤ B.E./B.Tech in Electrical Engineering from AICTE approved institute. ➤ Minimum 5 years of Experience as Sub-engineer/Jr. Engineer/ Assistant Engineer in any organization. ➤ Proficient in English. <p>OR</p> <ul style="list-style-type: none"> ➤ A person on deputation from government/semi-government/government undertaking ➤ Diploma/degree in Electrical Engineering ➤ At least 3 years of experience ➤ Proficient in English 	<ul style="list-style-type: none"> ➤ 3 years of Experience as Sub-engineer/Jr. Engineer/ Assistant Engineer in any Government organization. ➤ Project management skills and team skills. 	<ul style="list-style-type: none"> ➤ To Assist Engineer-in-Chief/ Chief Urban Planner in electrical projects related activities. ➤ To develop and maintain project schedules as per the requirement. ➤ 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 maintain and organize the project files and received deliverables as necessary. ➤ To co-ordinate with contractors/ implementation agencies staff, NMC, all stakeholders, other departments and related Project management consultant team. 	40,000/-



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			<p>OR</p> <ul style="list-style-type: none"> ➤ A retired employee from government/semi-government/government undertaking ➤ Diploma/degree in Electrical Engineering. ➤ Proficient in English 		<ul style="list-style-type: none"> ➤ To manage internal file movements, prepare internal notes. ➤ To review and approve 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 other tasks assigned from time to time by higher authority. 	
4	Application manager	1	<ul style="list-style-type: none"> ➤ B.E./B.Tech or MCA in Computer Science/ Information Technology Engineering from AICTE approved institute. ➤ Minimum 3 years of Experience in System Application development and management in any organization. ➤ Proficient in English. 	<ul style="list-style-type: none"> ➤ MCSE or any other relevant certification. ➤ 2 year experience in managing IoT related applications. ➤ 2 year experience in Portal and Mobile application development and management. ➤ . ➤ Project management skills and team skills. 	<ul style="list-style-type: none"> ➤ To Assist Chief Knowledge officer in ICT related project activities. ➤ To develop and maintain project schedules as per the requirement. ➤ 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 maintain and organize the project files and received deliverables as necessary. ➤ To co-ordinate with contractors/ implementation agencies staff, NMC, all stakeholders, other departments and related Project management consultant team. 	40,000/-



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					<ul style="list-style-type: none"> ➤ Supervise all the assigned projects & ensure timely completion of works before due dates. ➤ To manage internal file movements, prepare internal notes. ➤ To review and approve 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 other tasks assigned from time to time by higher authority. 	
5	Network Engineer	1	<ul style="list-style-type: none"> ➤ B.E./B.Tech or MCA in Computer Science/ Information Technology Engineering from AICTE approved institute. ➤ Minimum 3 years of Experience in Network Management in any organization. ➤ Proficient in English. 	<ul style="list-style-type: none"> ➤ CCNA or any other recognized networking certifications. ➤ 2 year experience in managing IoT related applications. ➤ 2 year experience in managing Data center or enterprise networks. ➤ Project management skills and team skills. 	<ul style="list-style-type: none"> ➤ To Assist Chief Knowledge officer in ICT related project activities. ➤ To develop and maintain project schedules as per the requirement. ➤ 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 maintain and organize the project files and received deliverables as necessary. ➤ To maintain network of SPV office and ensuring proper network connectivity of various smart 	40,000/-



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					<p>elements installed at different locations with Command control Centre.</p> <ul style="list-style-type: none"> ➤ To co-ordinate with contractors/ implementation agencies staff, NMC, all stakeholders, other departments and related Project management consultant team. ➤ Supervise all the assigned projects & ensure timely completion of works before due dates. ➤ To manage internal file movements, prepare internal notes. ➤ To review and approve 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 other tasks assigned from time to time by higher authority. 	
6	Clerk (Tender & Contract)	1	<ul style="list-style-type: none"> ➤ Graduate in any Discipline. ➤ Minimum 5 years' experience in Bid Management process out of which at least 1 year should be of online bid management. ➤ Experience in Government procurement. ➤ MS-CIT certified. 	<ul style="list-style-type: none"> ➤ Preference shall be given to candidates having Working knowledge of Mahatender's website. 	<ul style="list-style-type: none"> ➤ To Assist Chief Financial officer in all tendering related activities. ➤ Managing all tendering related activities i.e., uploading of various documents on e-tendering website, Lol/LoA preparation, issuance of Work order, Preparation of Contract Agreement. 	13,000/-



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			<ul style="list-style-type: none"> ➤ Typing speed in Marathi 30 WPM. ➤ Typing speed in English 40 WPM. ➤ Proficient in English. 		<ul style="list-style-type: none"> ➤ Management of all the tender related File/ Portal. ➤ Documents uploading on Smartnet website. ➤ Monitor and supervise the regular updation of MIS dashboard of MoUD and share with stakeholders as per the requirement. ➤ Any other related other tasks assigned from time to time by higher authority. 	
7	Stenographer	2	<ul style="list-style-type: none"> ➤ Graduate in any Discipline. ➤ Minimum 2 years' experience as stenographer. ➤ Shorthand speed in Marathi 100 WPM. ➤ Shorthand speed in English 100 WPM. ➤ MS-CIT certified. ➤ Typing speed in Marathi 30 WPM. ➤ Typing speed in English 40 WPM. ➤ Proficient in English. 	<ul style="list-style-type: none"> ➤ Preference shall be given to candidates having Working knowledge in Government 	<ul style="list-style-type: none"> ➤ TO assist all KMPs by taking dictation, drafting of letters, Minutes of meeting, Approval and internal notes, BoD agendas. ➤ Any other related other tasks assigned from time to time by higher authority. 	17,000/-
8	Public Relation Officer	1	<ul style="list-style-type: none"> ➤ Bachelors in Mass Media/ Mass Communications or Public Relations. Proficiency (Read, write and speak) in English, Marathi and Hindi is essential. 	1 year experience in Public Relations in Government Organization.	<ul style="list-style-type: none"> ➤ To Assist Chief Executive officer in assigned activities. ➤ Liasoning with all the related stakeholders and authorities. ➤ Drafting and disseminating press releases. 	25,000/-



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			<ul style="list-style-type: none">➤ Minimum 5 year experience in Public Relations, good command over English, Marathi and Hindi.		<ul style="list-style-type: none">➤ Daily news tracking (online / offline) and submission of media updates.➤ 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.➤ Any other related other tasks assigned from time to time by higher authority.	
9	Content writer, translator	1	<ul style="list-style-type: none">➤ Graduate in any discipline.➤ Minimum 5 years' experience as content Writer and translator.➤ Social media exposure is required for at least Facebook, twitter, Instagram and google+.➤ Proficiency in computers.➤ Excellent Marathi and English interpersonal and communication skills, both verbal and written.	<ul style="list-style-type: none">➤ Preference shall be given to candidates having extensive knowledge of translating materials to Marathi.➤ Attention to detail and ability to cope with several tasks simultaneously, and be detailed oriented.➤ Initiative and analytical skills are mandatory.	<ul style="list-style-type: none">➤ To Assist all KMPs of NMSCDCL in Content creation and translation related activities and reporting to Public Relation officer.➤ The content writer and translator will read, translate, and produce related documents and materials.➤ 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.	16,000/-



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					<ul style="list-style-type: none">➤ Management of Social Media activities of NMSCDCL.➤ Any other related other tasks assigned from time to time by higher authority.	
10	Executive Assistant to CEO	1	<ul style="list-style-type: none">➤ Must be a MBA degree holder.➤ Minimum 4 years' as Executive Assistant/ Personal Assistant.➤ Proficiency in computers.➤ Proficient in English.		<ul style="list-style-type: none">➤ 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.➤ Checking mails and revert back as per instructed by the CEO.➤ Taking daily report for all Projects.➤ To co-ordinate with staff within the organization or Project Management consultant.➤ Maintaining the Contact list in both Physical format as well as electronic format.➤ Supervise all the assigned tasks & ensure timely completion of works before due dates.➤ Attend meetings as required by CEO and record minutes of meeting.	25,000/-



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					<ul style="list-style-type: none">➤ Making Power Point Presentations/ reports as per guidance of the CEO.➤ Scheduling Weekly/Monthly reviews of projects.➤ Coordinate internal and external meetings and conference calls.➤ MOM Preparation/Daily appointments.➤ Perform other duties as instructed.	
11	Administrative Officer	1	<ul style="list-style-type: none">➤ Graduate in any Discipline.➤ Minimum 3 years' experience in establishment/ Related matters in Government or organizations.➤ Working knowledge of computers is essential.➤ Proficient in English.	<ul style="list-style-type: none">➤ Preference shall be given to candidates having MBA (Operations)/ MBA (HR).	<ul style="list-style-type: none">➤ To Assist all KMPs in all the activities.➤ Liaisoning with all the related stakeholders and authorities..➤ Handling routine office maintenance and management related activities, and follow-ups.➤ Circulating periodic information / alerts internally.➤ Time and team management.➤ Assist in Organizing and managing events/ meetings.➤ Support day to day work, support in Travelling & Booking.➤ Any other related other tasks assigned from time to time by higher authorities.	25,000/-



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Terms and conditions:-

- 1 The completed application should be submitted in prescribed format by applicant ontillPM along with supporting relevant educational qualification documents/mark-sheets and experience certificates at following address:-

Nashik Municipal Smart City Development Corporation Limited,
Smart City cell, 1st floor,
Rajiv Gandhi Bhawan,
Sharanpur Road, Nashik-422002.

- 2 Qualified candidates will be called for interview.
- 3 As part of interview session for post of steno dictation test will be conducted for English and Marathi 100 WPM. All steno qualified applicants will have to be present before 11:00 o'clock in smart city office. After prescribed time no applicant will be entertained.
- 4 If applicant fulfils the prescribed qualification and experience requirement, it does not guarantee appointment of such applicant. Moreover, during selection process or after appointment, if the applicant misbehaved/ found lower qualified then prescribed or found involved in influencing Selection process then the applicant will be disqualified/terminated immediately without any notice.
- 5 Applications with missing photograph, insufficient information or lower qualification or lower experience then prescribed in the advertisement or the application is unsigned then the applicant will be disqualified and no communication will be done with such applicants.
- 6 All rights regarding no. of position and selection process will lie with CEO, NMSCDCL.
- 7 **In case of deputation the salary will be protected same as in parent department.**