

Applications are invited for the appointment of the following positions on a contractual basis in **Jammu Smart City Limited (JSCL)** to be stationed in Jammu City. The engagement of services will be purely on a contractual basis. Details including Qualification & Experience, Remuneration, mode of engagement and other terms and conditions are given below:

SN	Name of Post	No. of Post	Source/ Mode of Recruitment	Job Purpose	Consolidated Salary	Key Responsibilities	Academic Qualification	Work Experience and Skills & Competencies
1	Manager Administration	1	Contractual	<ul style="list-style-type: none"> The Manager Administration will be responsible for overseeing and managing all administrative functions within Jammu Smart City Ltd. (JSCL). The role requires efficient handling of office operations, procurement, facility management, personnel administration, logistics, and compliance with organizational policies to ensure smooth day-to-day operations. 	<ul style="list-style-type: none"> The consolidated monthly remuneration (inclusive of all allowances, perquisites and taxes) shall be in between ₹60,000 to ₹75,000 / Month * 	<ul style="list-style-type: none"> General Administration: Oversee office management, ensure efficient utilization of resources, and manage office supplies and logistics. Facility Management: Maintain office infrastructure, security, housekeeping, and related contracts. Procurement & Vendor Management: Ensure procurement of office assets and services, contract negotiations, and vendor management. Personnel & HR Administration: Maintain HR related activities, payroll, employee engagement, and disciplinary actions. Logistics & Transportation: Manage fleet operations, travel arrangements, and logistics for employees and official events. Records & Documentation: Ensure proper documentation of administrative procedures, office records, and compliance with legal requirements. Compliance & Governance: Ensure adherence to statutory obligations, workplace safety regulations, and organizational policies. Event Management: Organize corporate events, meetings, and workshops efficiently. Public Relations & Communication: Act as the primary point of contact for external agencies, vendors, and stakeholders. IT & Systems Management: Coordinate IT support, maintain office automation, and oversee system security. 	<ul style="list-style-type: none"> Bachelor's degree in business administration, Public Administration, Management, or a related field and A master's degree (MBA/PGDM in HR, Operations, or Public Administration) will be preferred. 	<ul style="list-style-type: none"> Minimum 7 years of experience in administrative roles, office management, or public sector administration. Experience in Smart Cities / Urban Governance / Public Sector Organizations / Government Projects is highly desirable. Prior experience in procurement, HR administration, vendor management, and compliance is an added advantage. Strong knowledge of government procedures, e-procurement, and public finance management systems will be beneficial. Strong leadership and organizational skills. Excellent communication, negotiation, and interpersonal abilities. Proficiency in MS Office, and administrative software. Knowledge of statutory and legal compliance requirements. Ability to handle multiple projects simultaneously and work under tight deadlines.

*Salary Commensurate with profile; based on a candidate's specific Qualifications, Training, Experience, Skills, etc.

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2	Manager – Engineering Procurement & MIS	1	Contractual	The Manager - Engineering, Procurement & MIS will be responsible for overseeing the engineering aspects of Smart City projects, managing procurement processes, and maintaining an efficient Management Information System (MIS). The role requires technical expertise in infrastructure development, procurement planning, contract management, and digital monitoring systems to ensure the successful execution of projects under Jammu Smart City Ltd.	<ul style="list-style-type: none"> The consolidated monthly remuneration (inclusive of all allowances, perquisites and taxes) shall be in between ₹60,000 to ₹75,000 / Month * 	<p>Procurement & Contract Management:</p> <ul style="list-style-type: none"> Plan and execute procurement strategies for Smart City infrastructure and technology projects. Ensure adherence to engineering best practices, quality standards, and project timelines. Provide technical support in reviewing project proposals, DPRs (Detailed Project Reports), and feasibility studies. Manage GeM Procurement, Online tendering, bid evaluation, and contract execution as per government procurement guidelines. Ensure transparent and efficient procurement practices, vendor management, and cost optimization. Ensure compliance with public procurement rules, Smart City Mission guidelines, and financial regulations. Maintain transparency, accountability, and documentation of procurement and project management activities. Conduct regular audits and reviews to ensure process adherence and risk mitigation. <p>Management Information System (MIS):</p> <ul style="list-style-type: none"> Develop and manage an MIS framework for project tracking, procurement status, and financial reporting. Ensure real-time data collection, processing, and visualization for efficient decision-making. Implement digital tools and dashboards for effective monitoring of Smart City projects. Prepare reports and presentations for stakeholders, government authorities, and project teams. 	<ul style="list-style-type: none"> Bachelor's degree in Civil / Electrical / Mechanical Engineering, Procurement, or Supply Chain Management and Master's degree (MBA / PGDM in Infrastructure Management, Procurement, or MIS) will be preferred. 	<ul style="list-style-type: none"> Minimum 7 years of experience in engineering project procurement, contract administration, and MIS. Experience in working with the Procurement, and MIS & IT project of Smart Cities / Urban Governance / Public Sector Organizations / Government Projects is desired. Must have experience of handling MIS of flagship program of urban sector. Proficiency in e-tendering, government procurement policies, and digital project monitoring tools. Strong experience in contract negotiations, vendor management, and regulatory compliance. Expertise in engineering design, execution, and procurement management. Strong knowledge of public procurement laws, tendering, and contract negotiations. Proficiency in MIS tools, data analytics, and reporting. Excellent communication, negotiation, and stakeholder management skills. Ability to manage multiple projects under tight deadlines. Collaborate with various departments to understand their data management needs and provide guidance and support in establishing efficient data collection, storage, and retrieval processes. Conduct regular data audits to identify and resolve data quality issues, ensuring the accuracy and reliability of data used for reporting and analysis. Prepare and present reports and analyses derived from MIS data to support strategic decision-making processes.

*Salary Commensurate with profile; based on a candidate's specific Qualifications, Training, Experience, Skills, etc.

Other Terms and Conditions:

- All the recruitment are purely on contract basis on full-time for an initial period of 1 year or till the project period with provision of extension depending upon project requirement and individual performance.
- The Candidate shall be posted in Jammu City and Working Hours will be 10:00 am to 06:00 pm (Monday to Saturday).
- The candidate's service can be terminated by JSCL with 01 Month notice or with remittance of one Month pay in lieu thereof. Further, if a candidate wishes to leave the services of Jammu Smart City Limited, he/she shall have to give one month's notice or remittance of one month's salary in lieu thereof.
- The candidate shall have to give an undertaking that he/she shall abide by the HR Policy of JSCL and other Policies and procedures of the company.
- Candidate shall have to submit a declaration that he/she has not been charged/ convicted by the Hon'ble Court nor dismissed/removed/compulsory retired by way of punishment from the Service of any Public/Private Sector Undertaking or from Government Department and that he/she has not been declared insolvent by any court.
- Candidates applying for contractual posts shall have to submit an affidavit that he/she shall not make any claim for further extension/absorption in JSCL or J&K Government.
- Screening criteria: In case of more applications, apart from above mentioned criteria; screening will be done based on relevant skill set, experience and professional qualifications.
- The selection will be made through a personal interview along with a presentation in a physical manner. The candidate must be physically fit, motivated, dynamic and result oriented and willing to join immediately after selection. No TA & DA will be paid for appearing in the interview. The date of the interview shall be conveyed to the shortlisted candidates by telephone or email. At the time of interview, candidates shall bring Original Certificates of qualifications and experience along with the Passport size photographs, Affidavits, NOC and self-attested photocopies of the certificates; failing to do so may lead to rejection of candidature.
- The experience claimed by the candidate shall be verified by JSCL for authenticity and correctness. In case, it is found that the experience certificate is not verified by the issuing authority and/or is not as per the requisite skill set, the JSCL shall be at the liberty to reject/disqualify/disengage the candidate at any point of time when the discrepancy is brought to the notice of the JSCL. The CEO, JSCL reserves the right to fill up the assignment or even to cancel the whole process of engagement without assigning any reasons thereof.
- Canvassing in any form and bringing any influence, political or otherwise will be treated as a disqualification for the assignment applied for and project reserves the right not to consider such applicants for the selection process.
- Incomplete applications and applications received after the last date (including post delays) will be rejected. No interim correspondence will be entertained.
- The last date for receipt of application is **29-03-2025 at 5:00 PM**. Interested candidates should submit their resume along with a cover letter highlighting relevant experience to [official email/contact details] before the deadline.
- Application in an envelope superscribed with the post applied for; along with all the self-attested certificates, documents, CV and the Biodata in the below mentioned format should be sent to the Office of Chief Executive Officer, Jammu Smart City Limited , Bahu Plaza, North Block, 4th Floor, Jammu, J&K – 180012 ; by hand or through post or by sending email at ceo@jammusmartcity.in and copy to gm.fa@jammusmartcity.in; by or before the last date of receipt of application.

*** The person deployed may also be required to work beyond office days (Monday to Saturday) / hours for which the person would not be paid extra remuneration. The person may be called on holidays to attend duty by allowing one off day for the same subsequently. The deployed staff should strictly adhere to the calendar of JSCL.*

Use extra sheet to complete the application

BIODATA

Duly self-attested recent colored passport size photograph to be pasted

01. Post Applied for in JSCL_____
02. Full Name with Title (e.g- Mr./Mrs./Ms./Dr.)

03. Parentage: _____
04. Date of Birth(DD/MM/YYYY):_____
05. Gender _____
06. Permanent Address _____
07. Corresponding Address _____
08. Mobile No._____
09. E-mail ID _____
10. Nationality_____
11. Domicile Certificate No. _____
12. Education: (Starting with the position list in reverse order for every qualification)

S.No.	Qualification	Specialization	College/University	Year of Passing

13. Experience: (Starting with the position list in reverse order every employment held since graduation)

S.No.	Employer (Name, Address and Contact Details)	Period (from to) in DD/MM/YYYY Format	Experience in Years/months	Assignment and role	Designation

14. Skills acquired:

S.No.	Skill acquired	Institute/College/University	Level of Expertise

Declaration:

I _____ Parentage _____ R/o _____

solemnly affirms and declares as under:

- a. That I have not been charged/convicted from any court.
- b. That I have not been dismissed/removed/compulsorily retired by way of punishment from any public undertaking or department of Government.
- c. That I have not been declared as insolvent by any court.
- d. That no department inquiry, vigilance case or criminal case is pending against me
- e. That I am not on bail in any case from the court.
- f. That I, undersigned certify that to the best of my knowledge and belief, this application correctly describes me, my qualifications, and my experience. I understand that any willful misstatement describes herein may lead to my disqualification or dismissal if engaged.

(Signature of the candidate)

Name: .
Parentage: .
Address: .
Contact No.: .
Email: .