

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 initially for a period of one year with a provision for extension up to the project period with extension of one year each time. Details including remuneration, type of engagement and other terms and conditions are given below:

SN	Name of Post	No. of Post	Source/ Mode of Recruitment	Salary	Qualification & Experience	Experience
1	General Manager (Civil)	1	Contractual	<ul style="list-style-type: none"> The consolidated monthly remuneration (inclusive of all allowances, perquisites and taxes) shall be in between ₹1.5- ₹1.65 Lacs/ Month * 	<ul style="list-style-type: none"> The candidate should be a graduate in Engineering or Architecture or Planning from a reputed University or Institution. The candidate should have previously worked in a similar role for a minimum of 12 years. Should have worked in infrastructure sector for minimum of 5 years in a responsible capacity. 	<ul style="list-style-type: none"> Review plans and proposals prepared by SPV and any other consultants. Develop initial design ideas for new or improved transport infrastructure, e.g., junction improvements or pedestrian priority schemes. Assess infrastructure requirements (access, car parking, bus stops, cycle parking, etc.) of new developments to support planning applications or to inform local authority development plans. Liaise and negotiate with different parties, e.g., planning and highways authorities, residents' groups, councilors and politicians, developers and transport providers. Act as an expert witness at public inquiries and planning appeals Prepare proposals for funding of projects with options such as Debt, Equity and Project Finance. Review the estimates and bill of quantities and accord approval of the same. Support in preparation of tender documents Monitor implementation of projects and supervise adherence of quality and safety standards. Present reports to government officials about urban development projects. Prepare detailed project management and construction schedules for construction, restoration and refurbishment projects. Supervise the Construction Managers to monitor construction progress, including worker productivity and compliance with building and safety codes. Work with senior management and other stakeholders to ensure all projects are completed before schedule, of excellent quality and within the budget. To help create, implementation of systems and processes to guarantee cost and timeline efficiencies & reporting practices etc. To create periodic reports for various projects and prepare weekly projects snapshots and action plan. To Coordinate and manage Architects, Designers, Consultants, Purchase & Admin personnel, Technical Teams, Contractors, Vendors, Supervisors etc. Ensure a strong reporting system as per requirements of senior management and track the same. To lead regular project review meetings with senior management and stakeholders.

SN	Name of Post	No. of Post	Source/ Mode of Recruitment	Salary	Qualification & Experience	Experience
						<ul style="list-style-type: none"> • Create, own and operate all systems to ensure operations run smoothly • Work on continuously improving systems, technology, communication practices, vendors/contractor search and empanelment practices etc. to ensure decreasing costs, highest quality and timely delivery for construction, purchase, inventory, logistics operations maintenance. • Analyze, manage and mitigate risks
2	Manager (MIS) / Assistant Manager (MIS)	1	Contractual	<ul style="list-style-type: none"> • For Manager (MIS), the consolidated monthly remuneration (inclusive of all allowances, perquisites and taxes) shall be ₹0.75 Lacs/Month. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • For Assistant Manager (MIS), the consolidated monthly remuneration (inclusive of all allowances, perquisites and taxes) shall be ₹0.55 Lacs/Month. 	<ul style="list-style-type: none"> • Post Graduation in Engineering (Computer Science / Computer Application) with minimum 08 years' relevant experience post qualification. • Experience in working with the IT project of GoI / State Government / ULB or similar institution is desired. Must have experience of handling MIS of one flagship program of urban sector <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Graduation in Engineering (Computer Science / Computer Application) with minimum 05 years' relevant experience post qualification • Experience in working with the IT project of GoI / State Government / ULB or similar institution is desired. Must have experience of handling MIS of one flagship program of urban sector 	<ul style="list-style-type: none"> • Ensure timely preparation of MIS and Status Updates for circulation to the Top Management and other authorities as may be required • Developing and maintaining a MIS plan, including budget needs, operational requirements and schedules • Identifying and introducing process improvements to increase MIS efficiency • Having extensive knowledge of an organisation's business and MIS requirements • Analysing MIS data to spot and mitigate patterns or trends that can cause unplanned downtimes or outages • 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. • Assist the SPV for successful monitoring of the initiatives and provide technical support in managing project operations of the smart city including long-term sustenance.

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

Other Terms and Conditions:

- All the assignments are purely on contract basis on full-time for an initial period of 1 year 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.
- 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 **17-08-2024 at 5:00 PM.**
- 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 dgm.admin@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

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)

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

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 mis-statement describes herein may lead to my disqualification or dismissal if engaged.

(Signature of the candidate)

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