

# SHILLONG SMART CITY LTD

House No. C/B- 037, Top Floor, Centre Nongrim Hills, Near JJ Cables, Shillong-793003

East Khasi Hills District, Meghalaya

CIN- U93000ML2019SGC013677

Email: shillongsmartcityltd@gmail.com

No. SSCL/HR/Recruitment/19-20/0044

Dated Shillong, 15<sup>th</sup> September, 2021

## Advertisement

M/s Shillong Smart City Limited (City Level Special Purpose Vehicle) invites applications from dynamic Indian nationals for filling up of the following positions on Fixed Term Contract Basis.

Sl	Name of the Post	No. of Posts	Age	Educational Qualifications (Essential/preferred)	Experience Required
1	General Manager (Buildings)	1	40-60 years	Graduate in Civil Engineering from premiere Institutes such as IITs', NITs'..etc	Minimum 15 years of experience in building construction industry.
2	General Manager (Urban Infrastructure)	1	40-60 years	Graduate in Civil Engineering from premier institutes such as IITs' , NITs' ... etc  Preference would be given to candidates having Master's degree in Urban Infrastructure Planning / Urban Infrastructure Management.	Minimum 15 years of experience with reputed consultants, developers/public sector undertakings/etc.  Experience in planning, design, estimation, contract preparation and execution of urban infrastructure projects such as urban water supply / sewerage distribution network, water and waste water treatment plants.  Knowledge of various bye-laws, rules and regulations including but not limited to building by-laws, green tribunal,..etc.

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3	Quantity Surveyor/ Billing Engineer	1	40-60 years	Graduate in Civil Engineering from reputed institutes such as IIT's, NIT's ...etc.	Minimum 15 years of experience in analysis of rates, quantity estimates/ preparation of BOQ / checking of bills,..etc.  Preparation of contract agreements in compliance with Procurement Manual.
4	Contract Specialist	1	40-60 years	Graduate in Civil Engineering from reputed institutes such as IIT's, NIT's ...etc.  Preferably LLB from arecognizedUniversi ty	Minimum 15 years of experience workingwith reputed consultants/ contractors/ developers/ public sector undertakings/ etc.. in the capacity of Contract Specialist / Legal Specialist.  Should have the capability to interpretclauses of the contracts, handing claims, disputes andarbitration.

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5	Assistant Engineers				
	1) Electrical	5	Not more than 30 years of age	Graduate in Civil / Electrical / urban planning / urban design from reputed institutes such as IIT's, NIT's ...etc.	Minimum of 3 years experience in the relevant field.
	2) Building				
	3) Highway				
	4) Urban Infrastructure				
	5) Urban Design				

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 superscribed 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 18<sup>th</sup> October 2021 by 3:00 PM.

Details of the advertisement and the *prescribed format* can be downloaded from the following web site: [www.meghalaya.gov.in](http://www.meghalaya.gov.in) and [www.megurban.gov.in](http://www.megurban.gov.in)

**Sd/-**

**Chief Executive Officer**

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Copy to:

1. P.A. to The Commissioner & Secretary, Urban Affairs, Government of Meghalaya, Shillong- for information of the officer, please.
2. The Director, Urban Affairs Department, Shillong – For your information, please.
3. The Director, Information & Public Relations, Meghalaya, Shillong with a request to cause publication of Advertisement in 1 (one) issue of local newspaper like the Shillong Times and 1 (one) issue in The Times of India, Delhi Edition.
4. 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.
5. The State Informatics Officer, National Informatics Centre, Meghalaya, Shillong with a request to upload in the following websites [www.meghalaya.gov.in](http://www.meghalaya.gov.in) and [www.megurban.gov.in](http://www.megurban.gov.in) Soft copy is given in the enclosed CD.

## **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:

## **Job Description**

### **(i) General Manager (Buildings)**

- Review the plans & designs submitted by the Project Management Consultant(PMC)
- Oversee the overall building design & architecture works
- Conduct field investigations, identify project feasibility, and recommend for its acceptance / non acceptance
- Review the bill of quantities and estimates and recommend for approval of the same
- Support in preparation of tender documents
- Monitor implementation of projects and supervise adherence to quality and safety standards

### **(ii) General Manager – Urban Infrastructure**

- Head the planning and design function in the SPV and provide direction in this area of function.
- Review all area development plans or any such plans submitted by PMC and recommend for approval to the CEO/Competent Authority.
- Review all designs/ DPRs submitted by PMC 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
- Consultand interact with developers, contractors, members of the general public, NGO's and government agencies, elected officials and attorneys on planning related issues and legal matters relating to planning functions

- Oversees the collection, organization and maintenance of socio-economic, data for use in technical studies and reports; direct and participate in studies and collection of data in the field as needed
- Liaise with external legal experts / counsels, where required to seek guidance and advice;
- Any other responsibility as assigned by the Director (Technical and Operations).
- Responsible for project planning, review of design, procurement, execution, implementation and monitoring of all water and waste water treatment, water supply and sewerage network projects in a Smart city environment within time, budget and quality.
- Responsible to review and recommend for approval to the Director (Technical and Operations) the project implementation plans, schedules, estimates of costs submitted (PMC) within the set deadlines:
- Responsibility to ensure projects are completed in time and within budget;
- Responsibility to liaise 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 validation of all invoices submitted by the engaged contractors/sub-contractors....etc.
- Any other task as assigned by Director (Technical and Operations)

### **(iii) Quantity Surveyor/ Billing Engineer**

- Review architectural plans and prepare spatial needs
- Analyse the rates of the various works
- Preparation of BOQ, cost estimates etc
- Preparation of Contract Agreement in compliance with the Bid document.
- Set budgets for payments, inventory needs, and materials
- Analyze costs of maintenance and additional building needs
- Track changes in plans or constructions; update budgets
- Liaison between client and site managers/engineers

- Keep track of construction materials and inventory
- Identify potential financial or construction risks
- Checking of Bills
- Prepare payments for contractors and subcontractors
- Document progress, materials, and reports on project
- Assess maintenance costs and facilities management of developed assets

**(iv) Contract Specialist**

- Should be proficient in purchase of goods, works and service contracts
- Should have knowledge of procurement norms, procurement rules, guidelines, model procurement contracts and proficient with EPC, PPP types of contracts
- Should have knowledge of various acts of labour, environment, finance and taxation, etc.
- Should have good verbal, written, communication and negotiation skills.
- Should have been involved in drafting of atleast one procurement policy preferably for a government company, setting up the systems, rules and procedure for the same.
- Should have been involved in preparation of at least one bid document (EPC contract) of value not less than Rs 50.00 Cr.
- Responsible for the entire bid process management including but not limited reply to pre-bid queries, evaluation of bids and signing of the contract.
- Responsible for contract management post procurement until the contract is closed.
- Establish dispute resolution framework for the company
- Assist in compliance to various acts, rules and regulations



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- (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) :

PHOTO

## 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 statement made by me in this form are correct to the best of my knowledge and belief.

Name and signature of the Candidate

## **Terms and Conditions of Employment**

1. Term of Engagement: The appointment will be purely on a contract basis for a period not beyond 30<sup>th</sup> June, 2023. However, the contract may be terminated by giving three months' notice by either party.
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.