

Aurangabad Industrial Township Limited (A Govt. Undertaking)

CIN : U74999MH2014SGC260132

Regd. Office – 'Udyog Sarathi' DMIC Cell, MIDC Office, Mahakali Caves Road, Andheri (E), Mumbai – 400 093 Tel. No. 022- 26879956, Website : www.auric.city

Advertisement No. AITL/2022/Chief Financial Officer, Town Planner, Accountant /5, dtd 09.07.2022

Walk-in-Interview

Aurangabad Industrial Township Limited (AITL) has scheduled walk in interview for the post of

- 1. Chief Financial Officer,**
- 2. Town Planner and**
- 3. Accountant**

On 19.07.2022 between 10.30 a.m. to 3.00 p.m. A detailed advertisement regarding qualification, application process and venue for interview is displayed on the website : www.auric.city of the AITL. Candidates have to follow the necessary steps as described in detailed advertisement posted in News and Events section of AITL website.

Note : (Registration for Walk-in-interview will be held between 10.30 a.m. to 12.00 noon)

Sd/-
Managing Director, AITL

औरंगाबाद इंडस्ट्रियल टाउनशिप लिमिटेड, (गव्हर्नमेंट अंडरटेकिंग)

CIN : U74999MH2014SGC260132

ऑफिस : "उद्योग सारथी", डि.एम.आई.सी. सेल, एम.आई.डि.सी. ऑफिस, महाकाली केव्हज रोड,
अंधेरी ईस्ट, मुंबई - ४०० ०९३, दुरध्वनी क्र. ०२२ - २६८७९९५६, संकेतस्थळ : www.auric.city

जाहिरात क्र. ए.आय.टि.एल / २०२२ / मुख्य वित्त अधिकारी, नगर नियोजक, लेखापाल / ५ दि. ०९.७.२०२२

Walk-in-Interview

औरंगाबाद इंडस्ट्रियल टाउनशिप लिमिटेड मधील

१. मुख्य वित्त अधिकारी,
२. नगर नियोजक,
३. लेखापाल

या पदांकरिता दि. १९.०७.२०२२ रोजी (सकाळ १०.३० वाजल्यापासून दुपारी ३.०० वाजेपर्यंत)
Walk-in-Interview घेण्यात येणार आहेत. सदर पदासाठी लागणारी शैक्षणिक अर्हता, अर्ज
करण्याच्या पद्धती आणि मुलाखतीचे स्थळ बाबतची सविस्तर जाहिरात ए.आय.टि.एलच्या
www.auric.city या संकेतस्थळावर प्रसिद्ध करण्यात आलेली आहे. उमेदवारांनी ए.आय.टि.एलच्या
संकेतस्थळावर न्युज व इव्हेंट्स या विभागामध्ये प्रसिद्ध केलेल्या सविस्तर जाहिरातीमध्ये नमूद
केलेल्या योग्य त्या कार्यपद्धतीचा अवलंब करावा.

(टीप : सकाळी १०.३० ते १२.०० या कालावधीत walk-in-interview साठी उमेदवारांचे
नोंदणीकरण करून घेण्यात येईल.)

सही /-

व्यवस्थापकीय संचालक, ए.आय.टि.एल

AURANGABAD INDUSTRIAL TOWNSHIP LIMITED

(A Government Undertaking)

Advertisement No. AITL/2022/ CFO, Town Planner & Accountant / 5 / dtd 08th July, 2022

Walk-in-Interview is scheduled for appointment of following posts in Aurangabad Industrial Township Limited (i.e. AITL). Remuneration for all posts will be negotiable.

Sr. No	Name of Post	Place of Post	No. of Posts & Category	Qualification / Experience
1.	Chief Financial Officer	Mumbai - HQ	1 (One) – Open	1. B.Com and C.A. from The Institute of Chartered Accountants of India (ICAI), New Delhi. 2. Post qualification minimum 10 years experience in accounting / auditing / costing from the date of membership. 3. Experience in Government sector / Semi Government / PSU will be preferred. 4. Experience of finance, accounts, budgeting & finance control, team management & administration with or within the Government sector or autonomous bodies.
2.	Town Planner	Mumbai - HQ	1 (One) – Open	1. B.Arch and or M. Arch or M. Plan 2. Post qualification minimum 10 years experience of work carried out in the field of Urban & Regional Planning.
3	Accountant	Mumbai – HQ	1 (one) – Open	1. B.Com from recognised university. 2. Post qualification minimum 5 years experience in accounting / auditing / costing.

				<p>3. Working experience on SAP is preferable.</p> <p>4. Knowledge of GST returns and GST filings.</p> <p>5. Tally ERP or Tally Prime.</p>
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Important Instructions for candidates :

- a. Walk-in-interview is scheduled on 19.07.2022 at "Conference Hall, DMIC Cell, 1st Floor, MIDC Office, Mahakali Caves Road, Andheri (East), Mumbai – 400 093 between 10.30 to 3.00 p.m. The candidate based outside Mumbai can request for conducting online interview to present his / her candidature for the desired post as per the eligibility. However, physical appearance is preferred.
- b. Candidate has to fill up the application form uploaded on the website of the AURIC www.auric.city and submit it at the time of registration for walk-in-interview. However, candidates from outside Mumbai can send their fully filled application form including attachments via email as per the instructions given below requesting for online interview on or before 16.07.2022 at 5:00 p.m.
- c. Registration of Applicants for walk-in-interview will be held on 19.07.2022 between 10.30 am to 12 noon), thereafter, candidates will not be allowed to register their name for walk-in-interview.
- d. For detailed advertisement applicant have to visit News and Events section of the website. The incomplete application and application on plain paper will not be considered for interview.
- e. Applicants are requested to attach following self-attested documents along with application: a) Application in prescribed format, b) latest resume by attaching copies of Aadhar, Pan Card, age proof, c) School Leaving Certificate or S.S.C Certificate. d) Certificates of Educational Qualification as mentioned in the application. e) Certificate of Experience as mentioned in the application f) Small family declaration in the given format, g) Copy of Certificate of Membership of the Institute of Chartered Accountant of India for C.A. position.
- f. Applicant has to affix recent passport size photograph on application and sign across the photo.
- g. All required qualification must be full time courses from the Government recognised university.
- h. After scrutiny of applications only short listed candidates who are eligible, will be called for interview.
- i. The Selection Committee will conduct the screening test and / or interview of short listed eligible candidates.
- j. Candidate must produce original documents during interview.
- k. If the candidates once appeared for the interview, fail to produce the original documents for verification or are found to have made false, incorrect, excessive, misleading claims in their application, on the basis of which they were called for the interview, they shall be liable to be debarred from appearing for interview or applying for any vacancy published by the AITL.
- l. Preference will be given to those with higher qualification and experience.

- m. Additional educational qualification and experience will be considered till the last date of submission of application.
- n. The selection committee reserves all the right to modify or change all the above mentioned criteria without any prior information.
- o. Management reserves the right to call or not to call any / all of the candidates who have responded against this advertisement or to cancel/postpone the entire process itself at any stage due to various administrative reasons.
- p. Name of selected candidate will be displayed on the website of the AITL.
- q. The Applicant should be physically and mentally fit for the job and competent to work.
- r. AITL has full rights to terminate his / her appointment without giving any prior notice, if he / she is not performing as per the professional standards.
- s. The decision of Managing Director regarding hiring of candidate amongst the selected candidates will be final.
- t. Selected candidates during the period of his/her employment will be required to serve at any location/office of AITL as directed by the management.
- u. No T.A. / D.A. will be paid to candidate attending interview.
- v. Undue pressure on the selection Committee will be treated as malpractice and will be treated as disqualification for the post.
- w. Pay and allowances as shown in the advertisement are subject to changes as per HR Policy which will be adopted by AITL from time to time. Candidate will not have any claim on changed Policy whatsoever.
- x. Selected Candidate should indemnify himself as required by the management.
- y. Candidate should have knowledge of Hindi, English and Marathi Language.
- z. Candidate having criminal background will not be held eligible for the post.
- aa. Provisions of General Conduct will be applicable to the candidate as per the provisions of HR Policy made applicable.
- bb. Details of Roles and responsibilities of the 1. Chief Financial Officer, 2. Town Planner post and 3. Accountant are given below at the end of the advertisement.
- cc. The selected candidate will be on probation for the period of six (6) months. Thereafter, if performance of selected candidate found satisfactory then his probation will be confirmed for the post. Selected Candidate with unsatisfactory performance will be terminated from the services immediately without giving any prior notice.
- dd. Candidates are advised to visit News and Events section of website www.auric.city for regular updates & keep their e-mail ID active for future correspondence.
- ee. The management reserves the right to relax any of the conditions relating to experience.
- ff. **Online interview for candidates outside Mumbai on request:**
 - a. The Candidate must submit a dully filled application form with the self-attested annexures on or before 16.07.2022 at 5:00 p.m. at cs@auric.city.
 - b. In addition to the above instructions from **a to ee**, a request for attending the interview online is required to be given by the candidate. The link for

the online interview and time as decided by the Management will be shared on 18.07.2022. The interview will be held on 19.07.2022.

- c. The candidate must ensure the internet connectivity at his / her end. No second chance will be given in case he / she fails to present himself / herself before the interview panel.
- d. The Management is not bound to conduct the interview online. First preference is given to the candidates appearing physically.

Aurangabad Industrial Township Limited , Maharashtra Mumbai

APPLICATION FORM

*(All fields in the forms are mandatory to be filled.
An incomplete form submitted will be treated as
rejected.)*

Attach
photograph and
sign across the
photo

Exact Name of Position applied for:				
Name:				
Father's / Husband's Name:				
Date of Birth (DD/MM/YYYY):		Blood Group:		Gender:
Marital Status	Existing AITL (Yes/No)	Nationality:		Religion: _____ Category: _____
Applying for which category				

Address / Contact Details: (Name of the District and Pin code is compulsory)

Address (Present):		Address (Permanent): (Write Same if same as Present Address)		
State:		State:		
Pin:		Pin:		
Contact No:		Contact No:		
E-mail Id for Correspondence:		Alternate E-mail Id for Correspondence (If any):		

Languages Known: (Write "Y" / "N")	English	Hindi	Marathi	Others (Please Specify below)

Academic / Professional Education Summary: (Starting from most recent)

Educational Qualification (Degree / Diploma)	From (DD/MM/YY)	To (DD/MM/YY)	Full time /Part time	University /Institute	Specialization / Subjects	Final Year Percentage /C.G.P.A out of Total Marks

Work / Experience Summary: (Starting from current / most recent)

Sr. No.	From (DD/MM/Y)	To (DD/(M M/YY)	Organization	Type of organization (Govt. /Semi Govt. Private/Ngo)	Designation	Responsibilities (Min. 30 and Max. 50 Words)

Total Experience (In Years & Months):					Relevant Experience to the post applied (In Years & Months):	
					Notice Period/Joining Time (Days):	

Declaration:

I hereby declare that all statements made in the application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found untrue/false/incorrect or I do not satisfy the eligibility criteria my candidature will be cancelled, without assigning any reason thereof. I have read the content of the advertisement and agree to abide by the rules, regulations and procedures for appointment to the post applied for.

Place:

Signature

Date :

(Name of the Applicant)

Disclaimer:

The applicants are required to submit the duly filled application on or before the due date and time, failing which the application of the said applicant shall be treated as non-responsive. AITL shall not be responsible for late receipt or non-receipt of application/s for any technical reason or whatsoever. The applications received after due date and time shall not be considered.

DECLARATION FOR SMALL FAMILY

Shri/Smt./Kum _____

son/daughter/wife of Shri

aged _____ years, resident of _____

District _____ City _____

do hereby declare as follows:

1) That I have filled my application for

the post of _____

2) I have (Number) living children as on today. _____

Out of which No. of children born after 28 March - 2005 is

Date of Birth of children who born after 28 March – 2005

3) I am aware that, if any total No. of living children are more than two due to the children born after 28 March - 2006, I am liable to be disqualified for the same post.

Place

Date

(Signature)

I) Key Responsibilities and Competencies for the post of Chief Financial Officer in the AITL.

- a) Ability to complete Supplementary Audit by CAG.
- b) Ability to complete Transaction Audit by CAG and Statutory Auditor.
- c) To prepare and finalise Financial Accounts.
- d) To conduct and complete Assessment under Income Tax Act.
- e) To implement ERP – SDAP system.
- f) To handle Procurement related work – RFQ cum RFP for infrastructure project.
- g) Experience in preparing and finalisation of accounts and smooth completion of all audits.
- h) Responsible for preparation of Annual Budget.
- i) Preparation of Quarterly Cash Flow, Working Capital and expense statement.
- j) Ensuring closing and Finalisation of accounts and smooth completion of all audits.
- k) Co-ordination with external financial parties like Banks and statutory auditors, internal auditors and tax consultants.
- l) Responsible for handling taxation matters and related filings and Monitor banking activities of the organisation and maintaining adequate cash flow.
- m) To oversee all agreements concerning financial obligations, other actions requiring a commitment of financial resources.
- n) Co-ordination with tax related Government Departments.
- o) Ensuring the proper, safe and profitable investments of funds of the company.
- p) Responsible to handle all financial related matters.

II) Key Responsibilities and Competencies for the post of Town Planner in the AITL.

- a) Coordinate with master planners/ consultants and engagement on preparation of master plan and subsequent changes as per the development phases of AURIC
- b) Update and maintain the Web GIS Data of Master Plan
- c) Coordinate and review development plan(s) for various phases of the township
- d) Oversee the city plan, design and implementation of AURIC
- e) Issue clarifications/ NoCs for Development Permissions
- f) Advise on land-use and DCR changes proposals received from the Government
- g) Advise on new regulations and schemes
- h) Ensuring of compliance and regulations in terms of designs, plans, clearances, standards and regulations relating to approvals and certifications by organizing necessary surveys and investigations
- i) Approve Building Plans, Layout Plans after ensuring compliance with the

Development Control Regulations

- j) Issue Occupancy Certificates, Building Completion Certificates as per applicable DCR
- k) Represent AURIC on committees for regional planning and development
- l) Review and appraisal of reports / proposals submitted by various stakeholders including consultants, Central and State Government departments, funding agencies, contractors within the context of Urban Planning / Regional Planning of the nodes
- m) Undertake activities as required by the Town Planner as per the applicable provisions under the Maharashtra Regional and Town Planning Act
- n) Functional knowledge of Auto CAD and proficiency in operating GIS/web GIS tools.

III) Key Responsibilities and Competencies for the Post of Accountant in the AITL.

- a) Knowledge of Tally ERP and Tally Prime.
- b) Knowledge of filing of GST returns and preparing IT, TDS, Professional tax and other returns.
- c) Voucher punching.
- d) Processing payment requests after verifying supporting documents as per the policy, contracts with vendors, and understanding of budget / audit implications.
- e) Ensure accurate booking of expenditure according to availability of the budget in accounting software or in SAP.
- f) Issue receipts of Funds received and accounting in books.
- g) Processing salary, salary slips and issuing form 16.
- h) Update funds receipts tracker.
- i) Ensure timely closing of books of accounts.
- j) Preparation of Bank Reconciliation Statement.
- k) Prepare schedule for Audit and provide support to Auditor.
- l) Liaisons with banks to ensure timely processing of payments.
- m) Raising debit note, invoice to customer, contractor, debtors, consultants etc.
- n) Excellent command on MS Office with advance Excel Skills.
- o) Prepare periodic MIS reports.
- p) Issuing TDS / GST certificates.
