



Aurangabad Smart City Development Corporation Limited, Aurangabad.



No. ASCDCL/2022/ 867

Date: 2/08/2022

RECRUITMENT FOR POSITIONS IN ASCDCL

Aurangabad Smart City Development Corporation Limited (ACSDCL) invites applications for appointment (on contract basis) to the following positions in ASCDCL division.

Position – 1: Chief Finance Officer	
Scope of work	<ul style="list-style-type: none">• CFO shall be overall responsible for:• Providing leadership and effective support in achieving sustained growth of the Company.• Accounts, Finance & Commercial functions of the Company, including taxation matters.• Evolving, formulating and implementing policies relating to entire gamut of financial and commercial operations.• Financial structuring of the projects.• Drafting of all commercial documents.• Preparation and submission of periodical financial reports.• Liaison with various Government Departments & Agencies for financial matters.• Ensuring compliance of all applicable laws and rules with regard to financial matters.• Working in close coordination with and providing due assistance (in financial matters) to the Additional Chief Executive Officer in the interest of maintaining standards of service delivery while maintaining highest norms of financial proprietary.• Providing advice on all financial matters pertaining to the company or on any matters referred by the Chief Executive Officer and the Additional Chief Executive Officer.• Working under the overall guidance and direction of the Chief Executive Officer.
Qualifications:	<ul style="list-style-type: none">• Post Graduate in Commerce or CA or Cost Accountant or MBA (Finance) from institute of repute Or• MFAS - Group "A" services, retired MFAS officer Group "A" having worked at least at the level of Deputy Director/CAFO, ZP Or• IA&AS Group "A" retired with Urban Local Bodies at any level or IAAS group "A" officer.
Documents to be submitted:	<ul style="list-style-type: none">• Details of experience and posts held during the last 05 years Proof of age.• Proof of qualifications.• References from previous employers/persons of repute.
Age Limit (as on 30 st Oct 2021)	<ul style="list-style-type: none">• Not more than 65 years
Consolidated pay per month (all inclusive on CTC basis)	<ul style="list-style-type: none">• Remuneration shall be commensurate with experience and other perquisites as per ASCDCL policy

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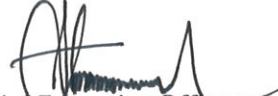
Position – 2: Personal Assistant	
Scope of work	<ul style="list-style-type: none"> • Acting as a first point of contact for callers, dealing with emails and phone calls by responding, passing on messages or highlighting them for CEO's attention • Managing diaries and organizing meetings and appointments, often controlling access to the manager/executive • Booking and arranging travel, transport and accommodation • Reminding the Manager/Executive of important tasks and deadlines • Typing, compiling and preparing reports, presentations and correspondence of ASCDCL • Managing databases and filing systems of CEO office • Implementing and maintaining procedures/administrative systems • To manage travel arrangements and itineraries of the Chief Executive officer • To make assist in creating and distributing meeting minutes for the monthly CEO's meetings and other executive meetings. • Reporting to senior management and performing secretarial and administrative duties • Copying, scanning, and faxing documents, as well as taking notes. • Working under the overall guidance and direction of the Chief Executive Officer.
Qualifications:	<ul style="list-style-type: none"> • Any graduate degree • Extensive experience in creating documents and spreadsheets, using office software such as MS Word, Excel, and PowerPoint • Experience of working as Personal Assistant to District Collector/Municipal Commissioner/ CEO would be advantageous. • Advanced typing, note-taking, recordkeeping, and organizational skills required
Documents to be submitted:	<ul style="list-style-type: none"> • Details of experience and posts held during the tenure • Proof of age. • Proof of qualifications and shorthand typing certificates. • References from previous employers/persons of repute.
Age Limit (as on 30 st Oct 2021)	<ul style="list-style-type: none"> • Not more than 65 years
Consolidated pay per month (all inclusive on CTC basis)	<ul style="list-style-type: none"> • Remuneration shall be commensurate with experience and other perquisites as per ASCDCL policy

General conditions for all the above posts:

- i. Number of post(s): Two
- ii. The place of posting shall be Aurangabad, Maharashtra.
- iii. The applications should be emailed to admin@aurangabadsmartcity.in before 6.00 PM on 24/08/2022
- iv. The application received will be scrutinized for eligibility as per qualification criteria mentioned above. Only those candidates who possess the requisite educational and experience qualifications will be considered eligible for interview. If number of eligible candidates is high the company and only such shortlisted candidates will be called for interview. For the candidates shortlisted, no TA/DA would be provided for attending the interview.
- v. The candidate not fulfilling the eligibility criteria would not be considered for the interview process. The

decision of the Company will be final and binding in this regard.

- vi. The Company reserves its rights to accept or reject any application, without assigning any reasons thereof.
- vii. ASCDCL reserve the rights to relax qualification criteria for the positions in case of outstanding applications.
- viii. The posts advertised are full time posts. The selected persons will have to stay in Aurangabad city and be available for work as per requirement. The job being offered is of high prestige and integrity and offers unparalleled opportunity in bringing change and development at a citywide level. The job is also extremely challenging and therefore dynamic, innovative, hardworking, sincere people with integrity and considering themselves capable of doing justice to this role may only apply.



Chief Executive Officer

Aurangabad Smart City Development
Corporation Limited (ASCDCL)

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Administrator/Commissioner
Aurangabad Municipal Corporation