



## **Nashik Municipal Smart City Development Corporation Ltd.**

CIN: U93090MH2016SGC285193

Office: Loknete Panditrao Khaire Panchavati Divisional Office, 4<sup>th</sup> Floor,  
Makhamalabad Naka, Panchavati, Nashik – 422003.

E-mail: admin@nashiksmartcity.in, Tel: 0253-2518833

No: NMSCDCL/admin/1276/2021

Date: 14 /12 /2021

### **CAREER OPPORTUNITIES IN VARIOUS DISCIPLINES**

Nashik Municipal Smart City Development Corporation Limited, invites applications for -  
Chief Urban Planner – (Open-1), Town Planner (Expert) – (Open -1), Officer on Special Duty (Technical) – (Open-1), Architect and Street Designer – (Open -1), Assistant Legal Manager - (Open-1) & Office Assistant – (Open-1). These posts are to be filled either on contractual or through deputation from ULB/various Government Department or through retired government candidates. The candidates are requested to download the application form from the website and submit the application on or before 10/01/2022 till 5 p.m. Received applications will be scrutinized and shortlisted candidates will be called for interview. Applications received after the due date will not be considered.

Detailed information regarding educational qualification, experience, job responsibilities, salary, etc. is available on NMSCDCL website [www.nashiksmartcity.in](http://www.nashiksmartcity.in) ⇒ ABOUT NMSCDCL ⇒ CAREERS

**Chief Executive Officer**  
Nashik Municipal Smart City  
Development Corporation Ltd.



## नाशिक म्युनिसिपल स्मार्ट सिटी डेव्हलपमेंट कार्पोरेशन लि.

सी. आय. एन :- U९३०९०MH२०१६SGC२८५१९३

कार्यालय:- लोकनेते पंडीतराव खैरे पंचवटी विभागीय कार्यालय, ४ था मजला,

मखमलाबाद नाका, पंचवटी, नाशिक, पिन: ४२२००३

ईमेल:- [ceo@nashiksmartcity.in](mailto:ceo@nashiksmartcity.in), दुरध्वनी नं. ०२५३-२५१८८३३/२५१८२३३


जा.क्र. नाम्युस्मासिडेकॉलि/प्रशासन/1275/२०२१

दिनांक :- 14/12/२०२१

### भरावयाच्या पदांची जाहिरात

नाशिक म्युनिसिपल स्मार्ट सिटी डेव्हलपमेंट कार्पोरेशन लि. करिता भरावयाची पदे खालीलप्रमाणे- मुख्य नगररचनाकार - खुला- १, टाऊन प्लॅनर (एक्सपर्ट)- खुला- १, ऑफीसर ऑन स्पेशल ड्युटी (टेक्निकल)- खुला-१, आर्किटेक्ट आणि स्ट्रीट डिझायनर- खुला- १, असिस्टंट लिगल मॅनेजर - खुला- १ व ऑफिस असिस्टंट खुला १ हि पदे शासनाच्या विविध विभागातून प्रतिनियुक्तीने, शासकीय सेवानिवृत्त किंवा खाजगी क्षेत्रातील अनुभवी उमेदवारांमधून भरण्यासाठी दिनांक १०/०१/२०२२ रोजी सायं.५.०० वाजेपर्यंत पात्र उमेदवारांकडून विहीत नमुन्यात अर्ज लोकनेते पंडीतराव खैरे पंचवटी म.न.पा. विभागीय कार्यालय, ४ था मजला, मखमलाबाद नाका, पंचवटी, नाशिक, पिन:४२२००३ या पत्त्यावर मागविण्यात येत आहेत. प्राप्त अर्जांची छाननी करून पात्र उमेदवारांना मुलाखतीसाठी बोलविण्यात येईल. उशिरा येणाऱ्या अर्जाचा विचार केला जाणार नाही याची कृपया नोंद घ्यावी.

पदाबाबतची शैक्षणिक अर्हता, अनुभव, सेवाशर्ती, इत्यादी बाबतची सविस्तर माहिती व नमुना अर्ज नाशिक म्युनिसिपल स्मार्ट सिटी डेव्हलपमेंट कार्पोरेशन लि. च्या [www.nashiksmartcity.in](http://www.nashiksmartcity.in) ⇒ ABOUT NMSCDCL ⇒ CAREERS या संकेतस्थळावर उपलब्ध आहे.

  
मुख्य कार्यकारी अधिकारी  
नाशिक म्युनिसिपल स्मार्ट सिटी  
डेव्हलपमेंट कार्पोरेशन लि.



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Office: Loknete Panditrao Khaire Panchavati Divisional Office, 4<sup>th</sup> Floor, Makhamalabad Naka, Panchavati, Nashik – 422003.

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### Subject :- Recruitment at NMSCDCL

NMSCDCL invites application from eligible candidates for various posts on contract basis for a period of 11 months at consolidated pay or through deputation from ULB/Government Department. Qualification and experience requirements are depicted in the following table.

Sr. No.	Name of the Post	Contract Period	Number of Current Vacancies				Essential Educational Qualification and Experience	Job Description	Consolidated Monthly Pay
			SC	ST	UR	Total			
1	Chief Urban Planner	3 years which will be reviewed Subject to year performance as per HR Policy)			1	1	<ul style="list-style-type: none"> <li>• <b>Education Qualification:</b> Masters in Urban Planning/Town and Country Planning</li> <li>• AND Bachelors in Architecture from AICTCE approved institute</li> <li>• <b>Govt. Employee on Deputation:</b> Current charge Senior Planner /Associate Planner</li> <li>• <b>Experience:</b> Minimum 10-15 years of experience in Layout Planning, Urban Planning related works in State/Central Govt./Semi Govt./PSU/Private Organizations</li> <li>• Competent user of AutoCAD, GIS, Sketch up, Adobe Suite, Microsoft Office Suite and other computer aided design software</li> <li>• Experience in preparation and execution of Town Planning/ Land Pooling Schemes/ Layout Planning would be preferred</li> <li>• Demonstrated experience in planning, design and/ or construction supervision</li> <li>• Experience in Project Management</li> <li>• Experience and technical knowledge of building regulations, bye laws and planning application</li> <li>• Excellent communication and presentation skills</li> </ul>	<ul style="list-style-type: none"> <li>• Provide overall leadership in formulating and achieving the urban planning and design objectives of improving livability in the Smart City regions</li> <li>• Be primarily accountable to the CEO and the Board of Directors, NMSCDCL for all urban planning activities, decisions and objectives</li> <li>• Review the plan &amp; design submitted by the Project management Consultants (PMCs) and accord approvals</li> <li>• Engage with the Project Management Consultant in defining the scope, project design, and implementation plan for each urban development project (slum redevelopment, riverfront development) taken up by NMSCDCL.</li> <li>• Deal with various aspects of the citywide urban development and infrastructure planning/design.</li> <li>• Conduct field investigations, identify project feasibility and any plan changes, and recommend whether proposals should be approved or denied</li> <li>• Present reports to government officials about urban development projects</li> <li>• Review Development Plans/ Regional Plans/UDCPR for planning effects, infrastructure requirements or compliance with applicable urban planning regulations</li> <li>• Prepare terms of references for selection of consultants</li> </ul>	INR 1,50,000/-

						<ul style="list-style-type: none"> <li>• Problem solving, technical realization and time management skills</li> </ul>	<ul style="list-style-type: none"> <li>• Deal with planning of retrofitting, redevelopment and pan city projects.</li> <li>• Undertake statutory consultations/owners meeting necessary for the preparation and implementation of the town planning schemes</li> <li>• Facilitate submission to government and coordinating the sanction of the plans from concerned Government departments</li> <li>• Review preparation of base maps and land records</li> <li>• Co-ordinate with contractors/ implementation agencies staff, NMC, all stakeholders, other departments and related Project management consultant team.</li> <li>• Complete all the assigned projects &amp; ensure timely completion of works before due dates.</li> <li>• Review the plans prepared by the consultants with respect to street scape and city scape using urban design principles</li> <li>• Prepare design guidelines for open space, building form, project review and site planning</li> <li>• Participate in site plan as well as design review of development proposed</li> <li>• Participate to develop conceptual designs plus construction documents review developed by professional consultants</li> <li>• Build and nurture relationship with the Nashik Municipal Corporation leadership to influence policy and goal alignment and to improve coordination for project implementation</li> <li>• Support other divisional heads in project implementation by reviewing technical design specifications and blueprints, and ensuring the specifications meet the sector specific objectives of the project</li> <li>• Asses the resource requirements, from technical design consultants to contractors and developers, for implementing urban development projects.</li> <li>• Be a member of the sector specific Procurement committees, and oversee hiring of project consultants and implementing agencies/ contractors for respective sector projects.</li> <li>• Oversee the functioning of general consultants and project consultants</li> <li>• Manage contractual relationship with domain consultants and implementing agencies involved in implementation of urban development projects</li> </ul>	
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							<ul style="list-style-type: none"><li>• Receive and respond to feedback, ideas and concerns related to respective sector's service provisioning, from various stakeholders, including general public.</li></ul>		
2	Town Planner (Expert)	11 Months (which can be extended Subject to yearly review as per HR Policy)			1	1	<ul style="list-style-type: none"><li>• <b>Education Qualification:</b> Masters in Urban Planning/ Town and Country Planning AND Bachelors in Architecture/Civil Engineering from AICTCE approved institute</li><li>• <b>Govt. Employee on Deputation or Retirement:</b> Retired/Current charge Senior Planner /Associate Planner</li><li>• <b>Experience:</b> Minimum 15-20 years of experience in Layout Planning, Urban Planning related works in State/Central Govt./Semi Govt./PSU/Private Organizations</li><li>• Knowledge of AutoCAD, Sketchup 3D, Adobe Suite, Microsoft Office Suite and other computer aided design software</li><li>• Experience in delivering projects from conceptualization to execution, and working within a team to achieve the broadest project objectives</li><li>• Experience and technical knowledge of building regulations, bye laws and planning application</li><li>• Excellent communication and presentation skills</li><li>• Problem solving, technical realization and time management skills</li></ul>	<ul style="list-style-type: none"><li>• To assist Chief Urban Planner in Town Planning related aspect of the project</li><li>• Prepare design guidelines for open space, building form, project review and site planning</li><li>• Participate in site plan as well as design review of development proposed</li><li>• Participate to develop conceptual designs and construction documents review developed by professional consultants</li><li>• Conduct field investigations, identify project feasibility and any plan changes, and recommend whether proposals should be approved or denied</li><li>• Review Development Plans/ Regional Plans/UDCPR for planning effects, infrastructure requirements or compliance with applicable urban planning regulations</li><li>• Assist Chief Urban Planner in undertaking statutory consultations/owners meeting necessary for the preparation of the town planning schemes</li><li>• Facilitate submission to government and coordinating the sanction of the plans from concerned Government departments</li><li>• Assist in preparation of site layouts as well as land subdivision plans for residential, commercial and mixed-use developments and other such land uses</li><li>• Review preparation of base maps and land records</li><li>• Review plans and designs and provide feedback on them</li><li>• Assist in the preparation of conceptual, detailed, working and municipal design drawings for site layouts (residential, commercial etc.)</li><li>• Staying up-to-day about latest trends, town planning schemes, development plans, construction techniques and technological advancements in the industry</li></ul>	INR 80,000/-
3	Officer on Special Duty (Technical)	11 Months (which can be extended Subject to yearly review as per HR Policy)			1	1	<ul style="list-style-type: none"><li>• <b>Education Qualification:</b> Bachelor's Degree/ Master's in Civil Engineering/Environmental Studies from AICTE approved institute</li><li>• <b>Govt. Employee on Deputation or Retirement:</b> Retired/ Current Charge Deputy Engineer and above form Government/ Semi Government Department would be preferred</li><li>• <b>Experience:</b> Minimum 8 Years in Planning/ Design/Implementation/Supervision of</li></ul>	<ul style="list-style-type: none"><li>• To Assist CEO in project related activities.</li><li>• Continuously monitor and supervise project activities, oversee technical design, execution and evaluation of progress through outputs and impacts using both quantitative and qualitative data</li><li>• Support and contribute to communications with staff regarding project deadlines and monitoring / evaluation activities.</li></ul>	INR 75,000/-



							<p>Infrastructure Projects of Roads/Bridges/ Water/Sewerage/In State/Central Govt./Semi Govt./PSU/ Private Organization.</p> <ul style="list-style-type: none"> <li>• Demonstrated experience in Planning, design and / or construction supervision</li> <li>• Experience in Project management</li> <li>• Experience of works using Auto CAD / GIS tools</li> <li>• Additional Requirement: Good Communication Skills in English and Marathi</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain and contribute to development of Project guidelines, processes, and tools to improve governance</li> <li>• To develop and maintain project schedules as per the requirement.</li> <li>• To review the project schedules submitted by the Contractors/ implementation agencies to achieve maximum efficiency and timely accomplishment of projects.</li> <li>• To maintain and organize the project files and received deliverables as necessary.</li> <li>• To co-ordinate with contractors / implementation agencies staff, NMC, all stakeholders, other departments and related Project management consultant team.</li> <li>• To manage internal file movements, prepare internal notes.</li> <li>• To review and process the contractors/ implementation agencies payment files.</li> <li>• Attending Weekly/Monthly reviews of projects and complete the follow up actions as per the instructions.</li> <li>• Supervise the Survey related Activities of the Project.</li> <li>• Any other related tasks assigned from time to time by CEO.</li> </ul>	
4	Architect/ Street Designer	11 Months (which can be extended Subject to yearly review as per HR Policy)			1	1	<ul style="list-style-type: none"> <li>• <b>Education Qualification</b> : B. Arch with minimum 3 Years of experience in Street Designer large-scale Infrastructure projects, City Planning and Landscape design.</li> <li>• Experience in Project management</li> <li>• Proficient in using AutoCAD/ GIS tools</li> <li>• Additional Requirement: Good Communication Skills in English and Marathi</li> <li>• Post Graduate in urban Design is preferable.</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare design guidelines for open space, building form, project review and site planning</li> <li>• Participate in site plan as well as design review of development proposed</li> <li>• Participate to develop conceptual designs plus construction documents review developed by professional consultants</li> <li>• Prepare site layouts as well as land subdivision plans for residential, commercial and mixed-use developments and other such land uses</li> <li>• Review plans and designs and provide feedback on them</li> </ul>	INR 35,000/-
5	Assistant Legal Manager	11 Months (which can be extended Subject to yearly review as per HR Policy)			1	1	<ul style="list-style-type: none"> <li>• <b>Education Qualification:</b> Degree of Law from recognized University (3 Years LLB or 5 Years BSL-LLB).</li> <li>• <b>Experience:</b> Minimum 3 years of experience in Legal domain especially Contract Management, Labor laws, Government regulations, Land acquisition regulations would be required</li> <li>• Additional Requirement: Good Communication Skills in English and Marathi</li> </ul>	<ul style="list-style-type: none"> <li>• Assist Legal Officer in preparation of agreements that are required to be executed for implementation of Smart City Projects.</li> <li>• Review of agreement, notices and drafting of documents in compliance with applicable law, rules and regulations</li> <li>• Risk control recovery in fraud cases provide service to risk control highlight the compliance issue</li> </ul>	INR 25,000/-
6	Office Assistant	11 Months (which can be extended)			1	1	<ul style="list-style-type: none"> <li>• <b>Education Qualification:</b> Graduate in any Discipline</li> <li>• MS-CIT certification preferred</li> </ul>	<ul style="list-style-type: none"> <li>• Take dictation, drafting letters, minute of Meetings, internal notes, BoD agendas etc.</li> <li>• To maintain and organize the files and documents.</li> <li>• Drafting of internal notes/office orders/ replies to letters.</li> </ul>	INR 17,000/-

		Subject to yearly review as per HR Policy)					<ul style="list-style-type: none"> <li>• <b>Additional Requirement:</b> Good Communication Skills in English and Marathi</li> <li>• <b>Experience:</b> Minimum 5 years of in Government/ Semi Government/Private institutions as Office Assistant/ Stenographer with exposure DO letters, Noting, English to Marathi translation is preferable</li> <li>• Experience in handling Computer Application like Word, Power point, Excel is mandatory</li> <li>• Typing speed in Marathi 30 WPM</li> <li>• Typing speed in English 40 WPM.</li> <li>• Preference shall be given to candidates having experience as stenographer with Shorthand speed in Marathi 100 WPM and English 100 WPM</li> <li>• Proficiency in relevant tools and software</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance/ Leave Management.</li> <li>• Attend meetings and record minutes of meeting as and when required.</li> <li>• Managing all tendering related activities.</li> <li>• Any other related other tasks assigned from time to time by higher authority.</li> </ul>	
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**Terms and Conditions: -**

1. Completed application should be submitted in prescribed format on/before 10/01/2022 during working hours along with copies of relevant educational qualification documents/mark-sheets and experience certificates at the following address :-  
**Nashik Municipal Smart City Development Corporation Ltd.**  
**Office:-** Loknete Panditrao Khaire Panchavati Divisional Office,  
4<sup>th</sup> Floor, Makhamalabad Naka, Panchavati, Nashik – 422003.
2. Only shortlisted candidates will be called for interview.
3. No TA, DA shall be paid to attend the interview.
4. If an applicant fulfils the prescribed qualification and experience requirement, it does not guarantee appointment of such applicant, Moreover, during selection process or after appointment, if any wrong statement/ misbehavior is identified, or found involved in influencing the selection process, then the applicant will be disqualified/terminated immediately without any notice.
5. Incomplete applications in any form will be rejected
6. All rights regarding no. of positions and selection process will lie with CEO, NMSCDCL.

## Application form

To,  
**Chief Executive Officer**  
**Nashik Municipal Smart City Development Corporation Ltd.**  
**Loknete Panditrao Khaire Panchavati Divisional Office,**  
**4<sup>th</sup> Floor, Makhamalabad Naka, Panchavati,**  
**Nashik – 422003.**

**PHOTO**

1.	Name of post applied				
2.	Name				
		(Surname)	(Name)	(Father)	
3	Postal Address				
4.	E-mail I.D.				
5.	Contact No./ Mob. No.				
6.	Date of Birth (DD/MM/YYYY)		Nationality		
7.	Category	<input type="checkbox"/> S.C. <input type="checkbox"/> S.T. <input type="checkbox"/> S.E.B.C. <input type="checkbox"/> Open <input type="checkbox"/> Other.....			
8.	Education qualification	Degrees	Name of University / Institution	Percentage	Year of passing
9.	Other Qualification	Shorthand (WPM)		Typing (WPM)	MS-CIT
		English- Marathi-		English- Marathi-	YES / NO
10.	Languages Known		Speaking	Reading	Writing



11.	<b>Employment Record (Add all employment records in similar format)</b>				
	<b>Employer</b>	<b>From</b>	<b>To</b>	<b>Designation</b>	<b>Job Profile</b>
	1				
	2				
	3				
	4				
	5				
12.	<b>Years of Experience :</b>			<b>In Private Sector:</b> <b>In Govt.:</b>	
13.	<b>Experience of writing, editing, proof reading &amp; in publication. (Applicable to PRO post only.)</b>				
14.	<b>Whether convicted for imprisonment for any criminal / Civil court of law (if yes, give details.</b>				
15.	<b>Whether proceeding pending / likely to be held in any of departmental enquiry, in case of Govt./ Semi. Govt. services. If yes, give details.</b>				
16.	<b>Certification:</b>				
	<p>I, the undersigned, certify that to the best of my knowledge and belief, this application form correctly describes me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.</p> <p>Date:</p> <p>Applicant's Sign :-</p>				