

No. ASCDCL/SCB/Admn/2022/805

Date: 19.10.2022

## RECRUITMENT FOR POSITIONS IN SMART CITY BUS DIVISION OF ASCDCL

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

### **Position - 1: Assistant Manager (Operations) – 1 No.**

Scope of work	<p>The assistant manager (Operation) shall be responsible for:</p> <ul style="list-style-type: none"> <li>• Preparation and execution of operation strategy for city bus service either independently or active coordination with MSRTC.</li> <li>• Assisting with framing of policy, rules, regulation and standard operating procedure and education of the same.</li> <li>• Route and fleet management - including but not limited to preparation of Time Table i.e., Schedules, Stage and Fare tables, duty rosters for all staff, and a comprehensive fleet deployment and management plan for Aurangabad City Bus Service.</li> <li>• Addressing public complaints and disposal thereof; launching of various schemes and innovative ideas; maintenance of labour and industrial relation.</li> <li>• Initiating measures to boost earning and reduce costs; achievement of physical parameters.</li> <li>• Introduction of new and innovative technologies.</li> <li>• Knowledge of various laws, rules and regulation related to bus transport operation and insuring compliance.</li> <li>• He / she shall be responsible for commercial establishment / Bus Shelters, Calling tenders, recovery of dues of ASCDCL concerning with Smart City Bus Division.</li> <li>• Assisting the ASCDCL leadership in effective monitoring and constant improvement of service.</li> <li>• Knowledge of Electronic Ticket Machine, ITMS etc.</li> <li>• Monitoring of the service level parameters and coordination with MSRTC to ensure provisioning of high service levels and optimal fleet utilization.</li> <li>• Monitoring of critical operations parameters in coordination with MSRTC cost control and quality control.</li> <li>• Monitoring of revenue collection through ticket sale and passes.</li> <li>• Co-ordination with the regional transport authority for applicable regulatory clearances.</li> <li>• Staff supervision and management; maintaining record of key operational data.</li> <li>• Addressing accidents and other contingencies.</li> <li>• Work under guidance and direction of the Deputy Manager (Operation) and Chief Operation Manager.</li> <li>• Any other work allotted by Deputy Manager (Operation) and Chief Operation Manager.</li> </ul>
Qualifications:	<ul style="list-style-type: none"> <li>• Graduate from any recognised University; education in transport management will be an added advantage.</li> <li>• At least 10 year experience in managing Bus Transport Operation in STU/ Municipal Transport Undertaking /Government Transport Authority OR Private Operator operating fleet of minimum 150 buses.</li> <li>• Excellent MS office skills and oral computer skills.</li> </ul>

Documents to be submitted:	Details of experience/posts held during past 10 years, proof of age, proof of Qualifications (originals to be submitted at the time of appointment).
Age Limit (as on 1/11/2022)	Not more than 65 years
Consolidated Pay per month (all-inclusive on CTC basis)	Remuneration shall be commensurate with experience and other perquisites as per ASCDCL policy

**Position -2 : Technical Supervisor – 2 Nos.**

Scope of work	<p><b>Scope of Work and overall responsibility of Technical Supervisor shall be as under:</b></p> <ul style="list-style-type: none"> <li>• Maintenance and Repair of Vehicles.</li> <li>• Providing technical assistance and guidance/knowledge of Automobile Engineering &amp; ITMS and different systems in buses to mechanics.</li> <li>• Working at the bus depot/workshop in shifts (day / night) to attend the maintenance and repair fleet.</li> <li>• Preparation of schedules and preventive maintenance chart.</li> <li>• Achievement of best results, i.e. technical parameters; maintaining a record of critical technical data. Working for Fuel/Tyre, spares etc. cost saving.</li> <li>• Working for vehicle and manpower productivity improvement.</li> <li>• Preparation and execution of fleet management/ maintenance strategy.</li> <li>• Assistance in formulation and execution of standard operating procedures.</li> <li>• Monitoring the maintenance of buses with a view to enhance the service provided to people.</li> <li>• Monitoring of critical technical parameters including service quality and effective cost control; staff supervision and management; addressing accidents and other contingencies.</li> <li>• Attending accidents, breakdown and other contingencies.</li> <li>• Knowledge of various laws applicable, rules and regulation and compliance with various legal procedures and obligations; implementation of various schemes.</li> <li>• Monitoring of key parameters/benchmarks. Maintaining record of related/essential data.</li> <li>• Work related to scrutiny and payment to third party such as washing/cleaning/sweeping bills, depot electricity bills, rent/lease fees, utility bills, ITS AMC bills, Outside Agency repair bills of Buses, assy, parts etc.</li> <li>• Work related to scrutiny and payment of Diesel.</li> <li>• Work related to scrapping of Tyres, Batteries, assemblies/sub-assy etc and certification thereof.</li> <li>• Fitness Certificate renewal work, Compliance of Statutory provisions as per CMVR or Maharashtra State Transport Department rules and regulations, PUC renewal etc. and related work.</li> <li>• Insurance Coverage of Buses, claim under Insurance Coverage and related work.</li> <li>• Work related to compliance of various laws applicable to Depot/Units, rules and regulations, compliance with various legal procedure and obligations. Implementing various schemes.</li> <li>• Work under overall guidance and directions of the Depot Manager, Deputy Manager (Operations &amp; Maintenance) and Chief Operation Manager.</li> <li>• Any other work assigned by higher authority.</li> </ul>
Qualifications:	<p>Diploma in Mechanical / Automobile Engineering from any recognized Board in India with minimum 2 years of experience in maintenance and repair of LMV, HMV, HPMV.</p> <p><b>OR</b></p>

	Graduate from any recognized University in India in Mechanical / Automobile Engineering.
Documents to be submitted:	<ul style="list-style-type: none"> <li>• Details of experience/posts held as per Qualification criteria, proof of age.</li> <li>• Proof of Qualification (original to be submitted at the time of appointment)</li> </ul>
Age Limit (as on 1/11/2022)	Maximum of not more than 45 years.
Consolidated Pay per month (all-inclusive on CTC basis)	Remuneration shall be commensurate with experience and other perquisites as per ASCDCL policy

**Position -3 : Establishment Supervisor – 1 No.**

Scope of work	<ul style="list-style-type: none"> <li>• Administration / H.R. related all work.</li> <li>• Recruitment Process.</li> <li>• Attendance of Smart City Bus employee.</li> <li>• Service record maintenance.</li> <li>• Leave record.</li> <li>• Administrative Proposal.</li> <li>• Drafting of Notes.</li> <li>• Correspondence.</li> <li>• Letter inward &amp; outward management.</li> <li>• S.C.B. Employees Biometric management.</li> <li>• Arrangement of meeting &amp; drawl of minutes.</li> <li>• Upkeepment of office Record, filling etc.</li> <li>• All related work assigned by higher authority.</li> </ul>
Qualifications:	<ul style="list-style-type: none"> <li>• Graduate in any discipline with MS-CIT with well conversant with computer knowledge and minimum 2 years' experience in related field, preferably in H.R. or Administration.</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>• MBA in any discipline and having good computer knowledge with minimum 1 year experience in related field, preferably in H.R. or Administration.</li> </ul>
Documents to be submitted:	<ul style="list-style-type: none"> <li>• Details of experience/posts held as per Qualification criteria, proof of age.</li> <li>• Proof of Qualification (original to be submitted at the time of appointment)</li> </ul>
Age Limit (as on 1/11/2022)	Maximum of not more than 45 years.
Consolidated Pay per month (all-inclusive on CTC basis)	Remuneration shall be commensurate with experience and other perquisites as per ASCDCL policy

**Position -4 : Clerks – 9 Nos.**

Scope of work	<ul style="list-style-type: none"> <li>• Letter inward &amp; outward</li> <li>• Correspondence.</li> <li>• Attendance of Smart City Bus employee</li> <li>• Leave record.</li> <li>• Filing.</li> <li>• Assist to Establishment supervisor &amp; higher authority.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Maintenance of office record.</li> <li>• All other work assigned by higher authority.</li> <li>• All Traffic, Maintenance &amp; repair related work. Viz , Fuel, Stores etc in Smart City Bus Depot.</li> </ul>
Qualifications:	<ul style="list-style-type: none"> <li>• Graduate in any discipline with MS-CIT and well conversant with computer knowledge.</li> </ul>
Documents to be submitted:	<ul style="list-style-type: none"> <li>• Details of experience/posts held as per Qualification criteria, proof of age.</li> <li>• Proof of Qualification (original to be submitted at the time of appointment)</li> </ul>
Age Limit (as on 1/11/2022)	Maximum 45 years
Consolidated pay per month (all-inclusive on CTC basis)	Remuneration shall be commensurate with experience and other perquisites as per ASCDCL policy

**Position -5 : Mechanics– 18 Nos.**

Scope of work	<ul style="list-style-type: none"> <li>• Repairs &amp; maintenance of Buses</li> <li>• Providing relief to breakdown / accident vehicles.</li> <li>• Removal &amp; fitting of tyres, assembly, sub-assy, spares, washing &amp; cleaning, fuelling, record keeping of Buses.</li> <li>• Detection of fault &amp; its rectification in Buses.</li> <li>• All work related to depot assigned by higher authority.</li> </ul>
Qualifications:	<p>ITI pass from any recognized institute in India in relevant discipline such as mechanic/ Electrical/ Instrumentation etc.</p> <p style="text-align: center;">OR</p> <p>Working experience of minimum 2 years' in maintenance &amp; repair of LMV, HMV, HPMV as a mechanic.</p> <p>Candidates having HPMV/HMV valid driving license will be given preference.</p>
Documents to be submitted.	<ul style="list-style-type: none"> <li>• Details of experience/posts held as per Qualification criteria, proof of age.</li> <li>• Proof of Qualification (original to be submitted at the time of appointment).</li> </ul>
Age Limit (as on 1/11/2022)	Maximum 45 years
Consolidated pay per month (all-inclusive on CTC basis)	Remuneration shall be commensurate with experience and other perquisites as per ASCDCL policy

**General conditions for all the above posts:**

- i. Number of positions: Five. (Number of post as shown against each).
- ii. The place of posting shall be Aurangabad, Maharashtra.
- iii. Interested eligible candidates may attend the **Walk-in-interview** as per the schedule mentioned below along with the documents required. No TA/DA would be provided for attending the interview. The candidates not fulfilling the eligibility criteria would not be considered for the selection process.
- iv. The decision of the Company will be final and binding.
- v. The Company reserves its rights to accept or reject any application, without assigning any reasons thereof.
- vi. 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.

- vii. The **walk-in interview** shall be held at the below-mentioned address as per schedule given below between 11:00 AM and 2:00 PM.

**Venue:** Aurangabad Smart City Development Corporation Limited  
Sahityaratna Annabhau Sathe Bhavan,  
Near Dr.  
Babasaheb Ambedkar Research Centre,  
Near Aarnkhas Maidan, Aurangabad- 431  
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**Schedule of walk-in interview**

Position No.	Position	Date of <b>walk-in interview</b>
1.	Assistant Manager (Operations)	1 <sup>st</sup> November 2022.
2.	Technical Supervisor	1 <sup>st</sup> November 2022.
3.	Establishment Supervisor	1 <sup>st</sup> November 2022.
4.	Clerks	1 <sup>st</sup> November 2022.
5.	Mechanics	4 <sup>th</sup> November 2022.
	Mechanics (Trade Test )	***

\*\*\* For selection of Mechanics walk-in-Interview will be conducted on 4<sup>th</sup> November 2022.

The trade test of only successful screened candidates in walk-in-Interview dated 4<sup>th</sup> November 2022, will be taken for which date, time & venue of Trade test will be informed separately to successful screened candidates. The selection will be on the basis of result of Trade Test.

Sd/-  
Chief Executive Officer  
Aurangabad Smart City Development  
Corporation Limited, Aurangabad.