Aurangabad Smart City Development Corporation Limited, Aurangabad

Smart City

RECRUITMENT FOR POSITIONS IN CITY BUS DIVISION OF ASCDCL

Aurangabad Smart City Development Corporation Limited (ACSDCL) invites applications for appointment (on contract basis) to the following positions in its "Aurangabad City Transport" or "औरंगाबाद शहर परिवहन" division:

Position – 1: Line Checking Inspector	
Scope of work	• Travelling across different routes to check tickets issued by conductors. • Overall monitoring of revenue collection through ticket sale and passes. • Addressing accidents and other contingencies. • Monitoring of the service level parameters, co-ordination with MSRTC staff and providing feed operations to the senior management. • Public grievance redressal under the supervision of the senior management. • Ensuring compliance with various laws, rules and regulations applicable. • Report deficiencies/gaps in the service being delivered. • Provide information and support to commuters as and when needed. • Any other work allotted specifically by the senior officers. The candidate shall work under overall guidance of Chief Operations Manager.
Qualifications:	Graduate in any field from any recognized university.
Documents to be submitted:	Details of experience/posts held during past 5 years, proof of age, proof of qualifications (originals to be submitted at the time of appointment).
Age Limit (as on 30 Sept 2021)	Not more than 50 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: Assistant Traffic Controller	
Scope of work	• Arrangement of passengers in queue. • Checking of bus route board. • Bus entry in log sheet. • Checking of conductor & driver dress code. • Entry of bus arrival and departure time on control chart. • Making daily summary of control chart at the end of day. • Provide detail information of buses, routes and bus timing. • Complaint redressal system.

	• Answering phone calls politely. • Provide bus information from loud speaker to passenger time to time. • Arrangement of extra bus if more passengers are available. • Provide information and support to commuters as and when needed. • Entry of accidents and other contingencies in log sheet. • Maintain and issue ETIM machines. • Any other work allotted specifically by the senior officers. The candidate shall work under overall guidance of Chief Operations Manager.
Qualifications:	12th (HSC) Pass and minimum 2 years of experience / Graduate in any field from any recognized university
Documents to be submitted:	Details of experience, proof of age, proof of qualifications (originals may be submitted at the time of appointment).
Age Limit (as on 30 Sept 2021)	Minimum of 20 years and maximum of 30 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: Traffic Clerk

Scope of work	• Transcribe, record and file documents. • Maintain filing, database systems, and inventories. • Operate office equipment such as photocopiers and printers. • Communicate with Depot Manager, MSRTC staff employees and respond to any queries or complaints. • Coordinate activities and disseminate information to office staff. • Receive and send official letters. • Arrangement of stationary in office. • Maintain and issue ETIM machines. • Any other work allotted specifically by the senior officers. The candidate shall work under overall guidance of Chief Operations Manager.
Qualifications:	Graduate in any field from any recognized university.
Documents to be submitted:	Details of experience/ posts held during past 2 years, proof of age, proof of qualifications (originals may be submitted at the time of appointment).
Age Limit (as on 30 Sept 2021)	Minimum of 24 years and maximum of 30 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: Security Guard	
Scope of work	• Inspect and patrol premises regularly. • Monitor entrance and exit. • Authorize entrance of people and vehicles. • Report any suspicious behaviours and happenings. • Monitor surveillance cameras. • Respond to alarms and react in a timely manner. • Provide assistance to people in need. • Submit reports of daily surveillance activity. • Submit reports of every suspicious action to Depot Manager. • Any other work allotted specifically by the senior officers. The candidate shall work under overall guidance of Chief Operations Manager.
Qualifications:	• 10th Pass • Experience: An Ex-servicemen with at least 10 years of experience in armed service.
Documents to be submitted:	• Details of experience/ posts held during past 10 years, proof of age, proof of qualifications (originals may be submitted at the time of appointment).
Age Limit (as on 30 Sept 2021)	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.

Chief Operations Manager
Smart Bus Division
Aurangabad Smart City Development