

**Aurangabad Industrial Township Limited**

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](http://www.auric.city)

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**Walk in Interview**

Aurangabad Industrial Township Limited (AITL) is looking for **1. Contract Manager (Infrastructure and Planning) 2. Manager - Information & Communications Technology (ICT). 3. Manger-Legal, 4. Manger-Environment, 5. Accountant, 6. Executive Assistant.** Posts will be filled by walk in interview. For further details visit to [www.auric.city](http://www.auric.city). Walk in Interview is scheduled Thursday, 27<sup>th</sup> September, 2018 at 11.00 AM till 1.00 PM at above mentioned office address. Details are given below:

Sd/-  
Managing Director

**Aurangabad Industrial Township Limited**

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**1. Job Description for Contract Manager (Infrastructure and Planning)**

AITL for its Infrastructure, Engineering and Planning related functions seeks appointment of **Contract Manager (Infrastructure and Planning)**. The qualifications and roles and responsibilities sought for this position are described below.

**Academic Qualifications:**

- Graduate in Engineering/ Urban Planning/ Regional Planning/ Transport Planning from a recognized University with good academic record and Master's in Business Administration will be preferred.

**Professional Experience:**

- Post qualification experience of minimum 5 years in the relevant field specially in dealing with project management, analysis, modeling, strategy, structuring, project marketing, PPP Procurement, Concession Agreement, Risk Management, Government Interface and its related areas.
- Familiarity with smart city concepts desired.
- And also experience in working on Infrastructure projects with local bodies and other government institutions will be preferable.

**Age Limit:**

- Below 35 years.

**Key attributes:**

- a. Must possess understanding of Planning and Implementation of Multifunctional nature of Industrial and Infrastructure projects.
- b. Skills in organizing resources and establishing priorities.
- c. Knowledge of commercial, financial and legal regulations applicable to operations in India.
- d. Knowledge of the sector and factor directly / indirectly influencing it.
- e. Ability to contribute to knowledge management systems and procedures.
- f. Decision making ability.
- g. Analytical ability.
- h. Ability to foster collaborative work environment in a multi-cultural and multi-ethnic environment.
- i. Strong interpersonal skills and the ability to work effectively with wide range of constituencies in a diverse community.
- j. Ability to communicate effectively, both orally and in writing.
- k. Knowledge of project structuring and procurement of large infrastructure projects under PPP/EPC mode of delivery will be an added advantage
- l. Excellent research and analytical skills, interpersonal skills and ability to work in a fast-paced environment and should have management and coordination skills necessary for coordination with consultants and contractors of diverse disciplines.
- m. Ability to communicate complex infrastructure related issues effectively and to manage multiple priorities, projects with flexibility, work well under pressure and keep to deadlines.
- n. Availability to travel frequently within country, mostly between Mumbai and Aurangabad.

**Principle Responsibilities:**

Contract Manager (Infrastructure and Planning) shall be responsible for day-to-day operations and management of the Infrastructure discipline for AITL. The responsibilities include managing both internal (AITL specific) and external needs for the organization. Primarily, Contract Manager (Infrastructure and Planning) shall have the following duties:

- Shall be responsible for managing and monitoring the day-to-day Infrastructure activities of AITL. This shall include but not limited to:
  - a. Reviewing and Technical Appraisal of feasibility studies/ engineering studies/ DPR's and provide necessary inputs related to all aspects of infrastructure planning, engineering design, implementation strategy and costing.
  - b. Facilitate timely completion of Project through planning and monitoring.
  - c. Preparing and monitoring prestart estimates, cost to complete and MIS reports.
  - d. Timely selection and development of cost effective quality vendors.
  - e. Study, Analyze & execute works as per drawings, Specifications & Standards and ensure Quality, efficiency & cost controlling.

- f. Regular liaisoning and project coordination on behalf of DMICDC with various stakeholders including consultants, Central and State Government departments, funding agencies, contractors to ensure smooth implementation of projects.
- g. Provide technical support in preparation of investment proposal for seeking fund from DMIC Trust Fund/JICA/JBIC/ADB/WB or any other funding agencies.
- h. Preparation of concept papers, detailed technical notes/memos, presentations to be made to concerned stakeholder including DIPP, DMIC Trust, Central and State Government departments.
- i. Preparation of the technical aspects of contractual documents, framing the engineering and technical terms of references and conducting bid process for the selection of consultants and/or contractors.
- j. Periodic Review & Monitoring of Projects executed by the SPVs' of DMICDC.
- k. Identifies potential activities and situations that might require contracts and agreements and coordinates with all parties as needed.
- l. Creates and corrects request for proposals and related supplemental documentation needed to comply with legal requirements and to establish clarity and completeness.
- m. Conducts detailed review of all contract packages and related submissions to ensure that requests and proposals are in the best interest of the Company.
- n. Prepares and reviews contract drafts and agreements to ensure accuracy, completeness and compliance with government laws.
- o. Monitor contractors and vendors responsible for multiple implementations including progress and performance including contract management;
- p. Project and program management to ensure tasks are completed with high standards within established timeframes and budgets;
- q. Review and be cognizant of all regulatory and statutory requirements;
- r. Record keeping of documentations and approvals.

**Salary - Rs. 6.00 Lakhs/Year CTC**

**2. Job Description for Assistant General Manager - Information & Communications Technology:**

AITL for its Information & Communication Technology (ICT) functions seeks appointment of **Assistant General Manager - Information & Communications Technology (ICT)**. The qualifications and roles and responsibilities sought for this position are described below.

**Academic Qualifications:**

- Bachelor's degree in Electronics and Communication/Information Technology/Computer Science from any recognized University.

### **Professional Experience:**

- Post qualification experience of minimum 7 years in the relevant field specially in ICT infrastructure planning, installation & project management.
- Familiarity with smart city/ICT concepts desired.
- And also experience in working on IT projects with local bodies and other government institutions will be preferable.

### **Age Limit:**

- Below 40 years.

### **Key attributes**

- a) Excellent research and analytical skills.
- b) Excellent interpersonal skills and ability to work in a fast-paced environment.
- c) Excellent management and coordination skills necessary for coordination with consultants and contractors of diverse disciplines.
- d) Good English with strong communication skills and shall be proficient in MS Office, MS project and other communications.
- e) Ability to communicate complex ICT issues effectively and to manage multiple priorities, projects with flexibility, work well under pressure and keep to deadlines.
- f) Ability to maintain high standards while contributing pragmatic ideas.
- g) Availability to travel frequently within country, mostly between Mumbai and Aurangabad.

### **Principle Responsibilities**

Manager - ICT shall be responsible for day-to-day operations and management of the ICT discipline for AITL. The responsibilities include managing both internal (AITL specific) and external needs for the organization. Primarily, Manager - ICT shall have the following duties:

- Shall be responsible for managing and monitoring the day-to-day ICT activities of AITL. This shall include but not limited to:
  - a. Identifies potential activities and situations that might require contracts and agreements and coordinates with all parties as needed.
  - b. Creates and corrects request for proposals and related supplemental documentation needed to comply with legal requirements and to establish clarity and completeness.
  - c. Conducts detailed review of all contract packages and related submissions to ensure that requests and proposals are in the best interest of the Company.
  - d. Prepares and reviews contract drafts and agreements to ensure accuracy, completeness and compliance with government laws.
  - e. Coordinates review of contract drafts with Legal Department when needed.
  - f. Incorporates revisions made by various parties of the contracts and agreements.
  - g. Ensures that invoices are submitted in the correct amounts and according to contract provisions.

- h. Maintains close scrutiny of contract compliance to ensure that goods or services are furnished in accordance with the terms and conditions of the contract.
- i. Reviews the terms and conditions of each expiring contract/agreement; determines if contracts can be legally renewed or if new contract must be initiated to continue the contracted service.
- j. Ensures that reviews of expiring contracts are conducted prior to expiration and recommendations for renewal/non-renewable are made in a timely fashion.
- k. Prepares correspondence, memos, summaries and issue papers in accordance with established formats and specified timelines.
- l. Develops and cultivates effective working relationships with a wide variety of contacts to facilitate accomplishing the Company's goals and objectives.
- m. Ensures that inquiries, requests for assistance and complaints are responded to promptly
- n. Reviewing AITL's ICT needs along with the daily operations;
- o. Undertake research and analysis of various technologies;
- p. Propose new strategic initiatives for management reviews and approvals;
- q. Review performance of existing systems/initiatives in-place;
- r. Monitor contractors and vendors responsible for multiple implementations including progress and performance including contract management;
- s. Create and manage budgets for ICT operations;
- t. Reviewing bid submissions and conduct vendor evaluations;
- u. Project and program management to ensure tasks are completed with high standards within established timeframes and budgets;
- v. Review and be cognizant of all regulatory and statutory requirements;
- w. Drafting and approval of ICT policies and frameworks;
- x. Represent AITL with external customers and stakeholders;
- y. Record keeping of documentations and approvals.

**Salary - Rs. 10.00 Lakhs/Year CTC**

### **3. Job Description for Manager-Legal:**

AITL for its Environmental, Land and other statutory work like to apply for licences for explosives, boilers, MPCB Consent and Hazardous Waste including operation and maintenance work seeks appointment of **Manager-Legal**. The qualifications and roles and responsibilities sought for this position are described below.

#### **Academic Qualifications:**

- Bachelor's of Law from any recognized University.

#### **Professional Experience:**

- Post qualification experience of minimum 15-20 years relevant field specially in Legal Field (Environmental Laws and Land)

**Age Limit:**

- Below 45 years.

**Key attributes**

- Shall be responsible for managing and monitoring the day-to-day Legal activities of AITL. This shall include but not limited to
  - a) Excellent interpersonal skills and ability to work in a fast-paced environment.
  - b) Excellent management and coordination skills necessary for coordination with consultants and contractors of diverse disciplines.
  - c) Good English with strong communication skills and shall be proficient in MS Office, MS project and other communications.
  - d) Excellent drafting and effective negotiation skills and practical lawyering sense, including the ability to balance risk considerations and commercial needs.
  - e) Efficient, ability to prioritize workload and multi-task and detail-oriented and able to function well independently, and as part of a team.
  - f) Ability to interact and communicate effectively with all levels of staff, including senior management and external stakeholders
  - g) Ability to maintain high standards while contributing pragmatic ideas.
  - h) Availability to travel frequently within country, mostly between Mumbai and Aurangabad.

**Principle Responsibilities**

Manager Legal shall be responsible for day-to-day operations and management of the Legal Discipline for AITL. The responsibilities include managing both internal (AITL specific) and external needs for the organization. Primarily, Manager – Legal shall have the following duties:

- Shall be responsible for managing and monitoring the day-to-day Legal activities of AITL. This shall include but not limited to:
  - a. Provide analysis and counsel on a range of legal issues, including business structures and models, property related issues, employment issues, insurance and reinsurance.
  - b. Drafting and review of contracts and related documents for the procurement or provision of goods and services, confidentiality of proprietary information, employment, leases of space and equipment, and software licenses.
  - c. Negotiate terms of contracts with internal and external stakeholders
  - d. Analyse a broad range of complex laws and regulations affecting the operations of the Company including those arising from corporate structures and business models

- e. Represent the Company and/or senior executives and managers in legal proceedings and/or supervise such representation
- f. Engage outside counsel on complex legal issues, and supervise and coordinate all work sent to external law firms
- g. Develop a network of outside counsel to advise and represent the Company in Pollution Control Board or any other Forums.
  
- h. Anticipate and identify legal issues of concern to the senior management team and develop legal strategies and solutions, often in situations of high risk with limited time for assessing alternatives
- i. Identify and assess emerging changes in legislative & regulatory landscape impacting business and take corrective action including the creation of new processes and systems.
- j. Provide legal assistance to Environmental and other relating matters.

Salary – Rs. 9.50 Lakhs/Year CTC

#### **4. Job Description for Manager-Environment:**

AITL for its Environmental Department and other statutory authorities which require engineers conduct to hazardous-waste management studies in which they evaluate the significance of the hazard and advise on treating and containing it therefore AITL seeks appointment of **Manager-Environment**. The qualifications and roles and responsibilities sought for this position are described below.

##### **Academic Qualifications:**

- Bachelor Degree in Chemical Engineering from a University or Institute recognized by State/Central Government with first class in the Environmental Engineering or with environment as elective or Chemical Engineering with environment as elective.

##### **Professional Experience:**

- Post qualification experience of minimum 10-15 years relevant field.

##### **Age Limit:**

- Below 45 years.

##### **Key attributes**

- Shall be responsible for managing and monitoring the day-to-day Environment and other activities of AITL. This shall include but not limited to
  - i) Excellent interpersonal skills and ability to work in a fast-paced environment.

- j) Excellent management and coordination skills necessary for coordination with consultants and contractors of diverse disciplines.
- k) Good English with strong communication skills and shall be proficient in MS Office, MS project and other communications.
- l) Excellent drafting and effective negotiation skills and practical lawyering sense, including the ability to balance risk considerations and commercial needs.
- m) Efficient, ability to prioritize workload and multi-task and detail-oriented and able to function well independently, and as part of a team.
- n) Ability to interact and communicate effectively with all levels of staff, including senior management and external stakeholders
- o) Ability to maintain high standards while contributing pragmatic ideas.
- p) Availability to travel frequently within country, mostly between Mumbai and Aurangabad.

### **Principle Responsibilities**

Manager Environment shall be responsible for day-to-day operations and management of the Environment for AITL. The responsibilities include managing both internal (AITL specific) and external needs for the organization. Primarily, Manager – Legal shall have the following duties:

- Shall be responsible for managing and monitoring the day-to-day Environmental activities of AITL. This shall include but not limited to:
  - Prepare, review, and update environmental investigation and recommendation reports.
  - Collaborate with environmental scientists, planners, hazardous waste technicians, engineers, and other specialists, and experts in law and business to address environmental problems.
  - Obtain, update, and maintain plans, permits, and standard operating procedures.
  - Provide technical-level support for environmental remediation and litigation projects, including remediation system design and determination of regulatory applicability.
  - Monitor progress of environmental improvement programs.
  - Inspect industrial and municipal facilities and programs in order to evaluate operational effectiveness and ensure compliance with environmental regulations.
  - Provide administrative support for projects by collecting data, providing project documentation, training staff, and performing other general administrative duties.
  - Develop proposed project objectives and targets, and report to management on progress in attaining them.
  - Advise industries and government agencies about environmental policies and standards.
  - Assess the existing or potential environmental impact of land use projects on air, water, and land.
  - Develop site-specific health and safety protocols, such as spill contingency plans and methods for loading and transporting waste.



- Coordinate and manage environmental protection programs and projects, assigning and evaluating work. Design systems, processes, and equipment for control, management, and remediation of water, air.

Salary - Rs. 9.50 Lakhs/Year CTC

### **5 . Job Description for Accountant**

AITL for its Finance, Accounting and Booking Keeping functions seeks appointment of **Accountant**. The qualifications and roles and responsibilities sought for this position are described below.

#### **Academic Qualifications:**

- Master's degree in Commerce from any recognized University.

#### **Professional Experience:**

- Post qualification experience of minimum 3 years in the relevant field specially in Accounting and Book Keeping.
- Experience in working on SAP will be preferable.

#### **Age Limit:**

- Below 35 years

#### **Key attributes**

- a) Excellent interpersonal skills and ability to work in a fast-paced environment.
- b) Good English with strong communication skills and shall be proficient in MS Office.
- c) Pro-active, logical reasoning ability, problem solving, analytical and detail focused.
- d) Ability to work independently and multi-task and handle communication across various levels.
- e) Proactive and team player.
- f) Keen to learn and improve and strives to meet objectives set by others.
- g) Requests, follows up and appropriately supports the team.
- h) Understands the context of own role; considers impact of own work on others

#### **Principle Responsibilities**

Accountant shall be responsible for day-to-day operations and management of the Accounts discipline for AITL. The responsibilities include managing both internal (AITL specific) and external needs for the organization. Primarily, Accountant shall have the following duties:

- Shall be responsible for managing and monitoring the day-to-day accounting and book keeping activities of AITL. This shall include but not limited to:
  - Processing payment requests after verifying supporting documents as per AITL policy, contract with vendors and understanding budget/audit implications.
  - Ensure accurate booking of expenditure according to availability of budget in accounting software, SAP
  - Issue receipts for funds receive and account it in books of accounts.
  - Liaisons with banks to ensure timely payment processing.
  - Preparation of Bank Reconciliation Statement.
  - Prepare schedule for audit and provide support to auditor.
  - Raise debit note / invoice to Customers, Contractors, Debtors, Consultants etc.
  - Update funds receipt tracker.
  - Ensure timely closing of books of accounts.
  - Excellent Command on MS Office with advanced Excel skills.
  - Ensure compliance with standard accounting and audit requirements.
  - Support in preparation of annual budget.
  - Prepare periodic MIS reports
  - Submit monthly funds requirement statement for approval and ensure timely availability of funds
  - Record keeping of documentations and approvals.
  - Ensure deduction of TDS on payments and deposit to bank as per the provisions of Income Tax Act.
  - Submit information for TDS return preparation, Issue TDS certificate,
  - Good knowledge of Income Tax Act, GST, Profession Tax, and allied laws.

**Salary – 3.60 Lakhs/Year CTC**

## **6 Job Description for Executive Assistant**

AITL for providing assistance in general office management, administrative work, document management i.e. control, security, accessibility, and timeliness of organizational documents, meetings/events coordination, logistical support requires **Executive Assistant**. The qualifications and roles and responsibilities sought for this position are described below.

### **Academic Qualifications:**

- Master's degree in any stream from any recognized University.

### **Work Experience:**

- Post qualification experience of minimum 3 years in the field of general office management, administrative work, document management i.e. control, security, accessibility, and timeliness of organizational documents, meetings/events coordination, logistical support.

**Age Limit:**

- Below 35 years

**Key attributes:**

- a. Excellent interpersonal skills and ability to work in a fast-paced environment.
- b. Good English with strong communication skills and shall be proficient in MS Office.
- c. Pro-active, logical reasoning ability, problem solving, analytical and detail focused.
- d. Ability to work independently and multi-task and handle communication across various levels.
- e. Proactive and team player.
- f. Keen to learn and improve and strives to meet objectives set by others.
- g. Requests, follows up and appropriately supports the team.
- h. Understands the context of own role; considers impact of own work on others

**Key Responsibilities:**

Executive Assistant shall be responsible for day-to-day general office management, administrative work, document management, meetings/events coordination, logistical support for AITL. The responsibilities include managing both internal (AITL specific) and external needs for the organization. Primarily, Executive Assistant shall have the following duties:

- Shall be responsible for managing and monitoring, general office management, administrative work, document management, meetings/events coordination, logistical supports and all activities of AITL. This shall include but not limited to:
  - Controlling the numbering, filing, scanning, sorting and retrieval of electronically stored or hard copy documentation produced by officers and staff of AITL in a timely, accurate and efficient manner.
  - Implement and administer enterprise-wide document management systems and related procedures that allow organizations to capture, store, retrieve, share, and destroy electronic records and physical documents.
  - Record keeping of documentations and approvals.
  - Administers correspondences, manages incoming calls, and prioritizes phone message, emails and mail. Handles all calls and visitors with grace, sophistication and professionalism. Provides sophisticated calendar management. Prioritizes inquiries and reports.
  - Take notes and distributes meeting minutes
  - Use Outlook, Word, Excel and Power point to produce materials for internal and external meetings and conferences.
  - Prepares for meetings including ordering lunch, booking conference rooms, setting up projector or video conferencing units
  - Maintains confidentiality and uses a high degree of discretion

- Accurately tracks expenses for senior management by managing credit cards and receipts process and submit receipts accurately and on schedule.
- Provides complex travel arrangements be available during the travel times to quickly address any last-minute changes or cancellation
- Manages contacts using outlook to conduct up to date database entry
- Updates and maintains phones lists.

**Salary - 4.80 Lakhs/Year CTC**

**Important Instructions for all posts:**

- a. Appointment will be probation of one year. Continuation is subject to your performance in one year.
- b. Age Limit calculated as on 01.08.2018
- c. He/ She should be physically fit and competent to work.
- d. In case of travel, TA/DA will be paid as applicable.
- e. AITL has full power to terminate his/her appointment without giving any notice.
- f. Other allowances as per AITL's policy.
- g. No TA/DA will be paid for attending interview.

Interested candidates are requested to attend the Walk in Interview along with updated resume and self-attested required documents. Management's decision on appointment shall be binding and final.