

**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. Manager (Infrastructure and Planning) 2. Manager - Information & Communications Technology (ICT). 3. Senior Manger-Legal, 4. Accountant, 6. Manager Marketing.** 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 Friday, 30<sup>th</sup> November, 2018 at 11.00 AM till 1.00 PM at above mentioned office address.

Sd/-

Managing Director

## Aurangabad Industrial Township Limited

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

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

#### **Academic Qualifications:**

- Graduate in Engineering and Master's in Infrastructure Management.

#### **Professional Experience:**

- Post qualification experience of minimum 7 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 40 years.

#### **Key attributes:**

- a. Must possess understanding of Planning and Implementation of Multifunctional nature of Industrial, Commercial 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:**

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, 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. Discipline mastery in Civil Engineering inclusive of all associated functions from a civil engineering discipline perspective such as roads, water, waste, dams, structures, industrial infrastructure.
  - b. 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.
  - c. Assist with the optimisation of on-site services infrastructure performance and availability.
  - d. Strive for cost effectiveness through the identification of cost optimization opportunities and appropriate budget setting and management
  - e. Strive for technical excellence through the development and custodianship of standards and specifications including the roll out of best practices at the operations
  - f. Continuously evaluate Engineering risks and identify mitigating measures to control the risks
  - g. Mentoring, assisting and guiding other engineers to enable them to execute their duties aligned to discipline specific objectives and standard operating procedures
  - h. Facilitate timely completion of Project through planning and monitoring.
  - i. Preparing and monitoring prestart estimates, cost to complete and MIS reports.
  - j. Timely selection and development of cost effective quality vendors.
  - k. Study, Analyze & execute works as per drawings, Specifications & Standards and ensure Quality, efficiency & cost controlling.
  - l. 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.

- m. Provide technical support in preparation of investment proposal for seeking fund from DMIC Trust Fund/JICA/JBIC/ADB/WB or any other funding agencies.
- n. Preparation of concept papers, detailed technical notes/memos, presentations to be made to concerned stakeholder including DIPP, DMIC Trust, Central and State Government departments.
- o. 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.
- p. Periodic Review & Monitoring of Projects executed by the SPVs' of DMICDC.
- q. Identifies potential activities and situations that might require contracts and agreements and coordinates with all parties as needed.
- r. Creates and corrects request for proposals and related supplemental documentation needed to comply with legal requirements and to establish clarity and completeness.
- s. Conducts detailed review of all contract packages and related submissions to ensure that requests and proposals are in the best interest of the Company.
- t. Prepares and reviews contract drafts and agreements to ensure accuracy, completeness and compliance with government laws.
- u. Develop appropriate technical strategy to de-risk business, exploit opportunities and support over all business.
- v. Monitor contractors and vendors responsible for multiple implementations including progress and performance including contract management;
- w. Project and program management to ensure tasks are completed with high standards within established timeframes and budgets;
- x. Review and be cognizant of all regulatory and statutory requirements and records keeping of documentations and approvals.

**Salary - Rs. 9.50 Lakhs/Year CTC**

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

AITL for its Information & Communication Technology (ICT) functions seeks appointment of **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.
- Certification in CCNA will be preferable

### **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.
- Experience in Systems Development Life Cycle (SDLC) will be advantageous
- And also experience in working on IT projects with local bodies and other government institutions will be preferable.
- Experience in SAP will be preferable.

### **Age Limit:**

- Below 45 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. Prepare strategic and operational plans for the Information Communications Technology (ICT) department to ensure that all necessary ICT tools, processes and systems are in place to meet the requirements of the business and contribute to the achievement of short- and long-term goals of the Company.
  - c. Technically supervise and manage all ICT program activities including lead design, development and implementation of technical guidance.
  - d. Provide technical assistance to partner organizations/contractors on ICT concepts and principles.

- e. Led the overall project design, the development of a training strategy for ICT training, coordinate with Contractors and other project partners on implementing ICT-related project activities, and oversee content development and management.
- f. Provide day-to-day management of the project's ICT activities.
- g. Collaborate with other technical specialists and stakeholders beyond the project to ensure coordination of materials and communication message strategies and avoid gaps and overlaps.
- h. Ensure that ICT materials are pre-tested, proved effective and used efficiently and by the correct target group.
- i. Help develop, maintain, and follow the indicators set in the workplan for ICT.
- j. Document project results and impacts in various forms, including media stories, lessons learned, case studies, client satisfaction, etc.
- k. Reviewing AITL's ICT needs along with the daily operations;
- l. Undertake research and analysis of various technologies;
- m. Propose new strategic initiatives for management reviews and approvals;
- n. Review performance of existing systems/initiatives in-place; and Monitor contractors and vendors responsible for multiple implementations including progress and performance including contract management;
- o. Reviewing bid submissions and conduct vendor evaluations; if any
- p. Project and program management to ensure tasks are completed with high standards within established timeframes and budgets; Review and be cognizant of all regulatory and statutory requirements;
- q. Drafting and approval of ICT policies and frameworks; if any
- r. Represent AITL with external customers and stakeholders;

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

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

AITL for its Environmental, Land and other statutory work like drafting, vetting of different agreements, deeds, land acquisition, to liaison with various Govt. Officials in various legal issues/Land issues seeks appointment of **Sr. 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 20 years relevant field specially in Legal Field
- Preference shall be given to candidate who have work experience in Government Sector

#### **Age Limit:**

- Below 50 years.

### Key attributes

- 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

**Sr. 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, **Sr. 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. Drafting contracts & agreements and process the registration of all documents & contracts.
  - b. Process Term Contracts, Service Agreements, Deeds and Contracts, as per the requirement and finalise necessary paperwork and documentation, if any.
  - c. Reduce turnaround time for preparation and vetting of Legal Documents and Maintain Management Information System (MIS) for the Legal Dept.
  - d. Compliance of Central & State Legislations and Local Bye Laws applicable to the Company and Liaison with government agencies and departments for operational matters.
  - e. Organize, monitor and attend all Court Matters and Arbitration Proceedings to which Company is a part, if any.
  - f. Implement quality procedures and systems, identify areas of improvements, and suggest improvement in existing processes.
  - g. Review and identify gap in compliances if any and take appropriate steps to ensure compliances.
  - h. Maintain records and summary of all ongoing legal proceedings and give updates to the Management or Board in respect of all such matters on regular basis.
  - i. Advice Management on various legal matters and issues concerning the staff, environmental, land, labour, tax, property, contracts and all other aspects

concerning the business of the Company and/or in matter related to its Directors and Officers.

- j. Assist in negotiations, structuring transactions, Due Diligence, Title investigations and local legislations and protection of Intellectual Property, if any.
- k. Update the Management about any change in legal provisions which are related to the business of the Company
- l. Ensure compliance of Stamp Duty Regulations and Registration formalities with respect to agreements, lease deeds and other agreement and deeds.
- m. Keep up to date filing and records of all legal matters and correspondence
- n. Keep abreast of MIDC, FDI, Commercial or Corporate Law, Companies Act, Tax laws, SEZ Laws, FVCI, SEBI regulations, Regional Development Rules, Stamp Regulations.
- o. Provide analysis and counsel on a range of legal issues, including business structures and models, property related issues, employment issues, insurance and reinsurance.
- p. Negotiate terms of contracts with internal and external stakeholders
- q. Analyse a broad range of complex laws and regulations affecting the operations of the Company including those arising from corporate structures and business models
- r. Represent the Company and/or senior executives and managers in legal proceedings and/or supervise such representation
- s. Engage outside counsel on complex legal issues, and supervise and coordinate all work sent to external law firms
- t. Develop a network of outside counsel to advise and represent the Company in Pollution Control Board or any other Forums.
- u. 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
- v. Identify and assess emerging changes in legislative & regulatory landscape impacting business and take corrective action including the creation of new processes and systems.
- w. Provide legal assistance to Environmental and other relating matters.
- x. Advise on legal matter/laws applicable to the company.

Salary - Rs. 12.00 Lakhs/Year CTC

#### **4 . Job Description for Accountant**

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



### **Academic Qualifications:**

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

### **Professional Experience:**

- Post qualification experience of minimum 5 years in the relevant field specially in Accounting and Book Keeping.
- Work Experience on SAP is preferable.

### **Age Limit:**

- Below 40 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 - 4.80 Lakhs/Year CTC**

## **5 Job Description for Manager Marketing**

AITL is looking for driven and self-motivated individuals who are eager to pursue a career in marketing, sales and business administration. AITL for its branding, sales and marketing purposes seeks appointment of **Manager Marketing**. The qualifications and roles and responsibilities sought for this position are described below.

### **Academic Qualifications:**

- Master of Business Administration in Marketing from any recognized University.
- Bachelor's degree in any stream from any recognized University

### **Work Experience:**

- Post qualification experience of minimum 5 years in the field of Marketing

### **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, pro-active, logical reasoning ability, problem solving, analytical and detail focused.
- c. Ability to work independently and multi-task and handle communication across various levels and Keen to learn and improve and strives to meet objectives set by others.
- d. An energetic and outgoing team player with high levels of integrity, confidence and resilience

- e. A creative thinker and an individual keen on developing their existing skills as well as learning new ones
- f. A highly motivated self-starter and completer/finisher who is able to work under pressure but who will not compromise on quality
- g. An individual with a strong business acumen, who feels comfortable in making decisions, and in handling contractual and commercial negotiations with prospects/investors
- h. An individual sharing the Company's values of hard work, integrity, honesty, expertise and great service.
- i. A lifelong learner, who will embrace the opportunity to acquire new skills and ideas, potentially through self-study.
- j. Understands the context of own role; considers impact of own work on others

**Key Responsibilities:**

Manager Marketing shall be Energetic and intuitive marketing strategist with exceptional leadership and communication skills. Proven ability to identify opportunities and deliver effective strategies to generate results. Experienced in strategic marketing planning, branding, and product development. Adept in online and traditional marketing, and highly skilled in visual communications.

The responsibilities include managing both internal (AITL specific) and external needs for the organization. Primarily, Manager Marketing shall have the following duties:

- Shall be responsible for Articulate product and service offerings, key benefits and messages for use by sales and marketing and all other activities of AITL. This shall include but not limited to:
  - Responsible for all aspects of vision and projects of AITL, including meeting deadlines, time management, contingency planning, approval channels and procedures, budgeting, campaign analysis, and tracking / monitoring procedures.
  - Establish and articulate project scope, strategy and objectives to investors, AITL team, key leadership and management.
  - Marketing strategy including positioning, thought leadership, brand awareness, lead generation, Market engagement strategy
  - Investment segmentation, Messaging, Marcoms - multi channel communications including PR, direct marketing, social media, case studies
  - Creating and executing appropriate campaigns, Exhibitions, events, media, launches, Website, collaterals, content, style guidelines
  - To work with specialist agencies for content generation, PR etc.
  - Manage creative online and offline marketing, graphic design, video production and web development, if any.
  - Identify, create business case for and, if approved, manage the company's attendance at suitable business development / lead generation events in India or outside India

- To identify, develop and build relationships with prospective investors/clients, ensuring that all sales/business opportunities for AITL are acted upon.
- To work alongside the MD in the management of direct marketing, including regular email shots to the prospect database, to keep the content of the Company's website up to date and relevant
- To identify and manage a social media strategy for the Company
- To work with the JMD/MD to identify PR opportunities and to action those deemed valuable for the Company's brand and reputational development
- To further develop relationships with existing investor/contractors/vendors and identify and develop opportunities with them.
- Creating presentations on targets, impact measurement, goals for the entire marketing team for regular reviews with senior management.
- Maintains confidentiality and uses a high degree of discretion
- Manages contacts using outlook to conduct up to date database entry
- Updates and maintains phones lists.

**Salary – 8.50 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 01.11.2018
- 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.
- h. To travel frequently within country, mostly between Mumbai and Aurangabad

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.