

DETAILED DESCRIPTION OF 04 KEY MANAGERIAL POSITIONS

1. General Manager – Engineering & Technology

No. of Position - (1)

Roles & Responsibilities:

- Insure the creation and implementation of a strategy designed to implement infrastructure project under Smart city mission in the city.
- General Manager Engineering is a direction and controlling officer. He is responsible to Technical Advisor & CEO for the efficient administration and general professional control of project works in the charge of DGM's, J.E's under him.
- General Manager Engineering is responsible for dealing with project activities, right from conceptualization to execution, involving finalization of technical specifications, scheduling, manpower planning, procurement, vendor development, progress monitoring, site management, etc.
- Responsible for evaluation of Bill of Quantities & Cost Estimates
- Responsible for evaluation of Inception Report, PFR (Preliminary Feasibility Report), PPR (Preliminary Project Report), DPR (Detailed Project Reports), BID documents & Tender Evaluation Report.
- Evaluation of Conceptual Report for Proposal of new projects.
- Plan, design, supervision and control the execution of development/ improvement of Infrastructure works related to smart city mission including Smart parks, smart roads, water supply, sewerage network and drainage, SWM and Rainwater Harvesting works etc.
- Manage project execution plans after thorough discussion, selection of sites, project evaluation in terms of outlays and budget attached.
- Coordinate with PMC in implementing smart city projects.
- Review the design in turnkey projects and assists PMC in approving them.
- Assist in all technical issues in design and construction phase.
- Assisting PMC in the construction activity appropriately, implementation of work as per design.
- Assisting PMC in overall project execution & key deliverables.
- Coordination with MCF regarding construction activities.
- Insure the development of tactical programs to pursue targeted goals and objectives.
- Engage in key or targeted customer activities.
- Report key results to senior Team members.
- Engage with senior team members in broader organizational strategy planning.

2. Deputy General Manager-Engineering (ABD)

No. of Position - (1)

Roles & Responsibilities:

- DGM Engineering is responsible for assisting General Manager (Engineer) dealing with project activities, right from conceptualization to execution, involving finalization of technical specifications, scheduling, manpower planning, procurement, vendor development, progress monitoring, site management, etc.
- Plan, design, supervision, management & maintenance of Infrastructure works related to smart city mission including urban service delivery (water supply/ drainage/transportation / sewerage / SWM / urban roads and Rainwater Harvesting works etc.)
- DGM Engineering is responsible for administration of contracts, quality of work, their timely completion and finalisation of bills within a reasonable period after completion of work.
- DGM Engineering . is responsible for taking care of E.M. Deposits, Security deposits, Performance Securities, secured advances, Mobilisation advances, bank guarantee, contract price, execution of contracts, work orders as case may be, with their validation, verification and safe custody/ possession for the projects under him.

- DGM Engineering shall exercise a close watch over the flow of expenditure on the works and its corresponding physical progress. Whenever, it becomes apparent that the estimated cost of work is likely to be exceeded, for whatever cause, he shall report the fact forthwith to the GM- Engineering, describing the nature and cause of the probable excess and asking for orders.
- DGM Engineering shall see the instructions with regard to the use and upkeep of measurement books are strictly followed.
- DGM Engineering is responsible shall organise and supervise the execution of works and to see that they are carried out in accordance with specifications and stipulations of the contract. He shall inspect the works regularly and make appropriate notes in the site order book. He will also along with PMC, issue inspection notes after the inspection and monitor the compliance by subordinates/ contractors on next inspection.
- DGM Engineering shall check each work in his division along with PMC. The instructions regarding such checks can be issued by TA/CEO or the Board. DGM shall check at least 5 % of principal items of every major work. Checks shall be exercised at different crucial stages as the work progresses. The fact of his having exercised the check and the portion checked shall be duly recorded in the measurement book.
- DGM Engineering shall see that proper arrangements are made throughout his division for proper custody and protection of public property.
- Coordination with MCF regarding construction activities.
- Assisting PMC in the construction activity appropriately, implementation of work as per design.
- Monitor the actions on site of the Contractor(s) against the project specification and drawings and immediately notify the GM Engineering /Technical advisor of any non-conformity.
- Direct the Site Inspectors (if appropriate), engineer/ engineers under him in their daily duties.
- Extend the maximum possible effort to avoid contractor(s) claims for cost and/ or delay.
- Attend Site Technical Coordination Meetings to discuss Contractor(s) submissions, Shop Drawings and construction related matters.
- Inspect the work done by the contractor(s) to ascertain that work is proceeding in accordance with the Contract Documents and accepted practice.
- Prepare Drafts of any necessary correspondence required for proper administration of the contract.

3. Deputy General Manager-Engineering (PAN CITY SOLUTION)

No. of Position - (1)

Roles & responsibilities:

- DGM (Engineer) dealing with project activities, right from conceptualization to execution, involving finalization of technical specifications, scheduling, manpower planning, procurement, vendor development, progress monitoring, site management, etc.
- Plan, design, supervision, management & maintenance of Infrastructure works related to smart city mission including urban service delivery (water supply/ drainage/transportation / sewerage / SWM / urban roads and Rainwater Harvesting works etc.)
- DGM Engineering is responsible for administration of contracts, quality of work, their timely completion and finalisation of bills within a reasonable period after completion of work.
- DGM Engineering is responsible for taking care of E.M. Deposits, Security deposits, Performance Securities, secured advances, Mobilisation advances, bank guarantee, contract price, execution of contracts, work orders as case may be, with their validation, verification and safe custody/ possession for the projects under him.
- DGM Engineering shall exercise a close watch over the flow of expenditure on the works and its corresponding physical progress. Whenever, it becomes apparent that the estimated cost of work is likely to be exceeded, for whatever cause, he shall report the fact forthwith to the GM- Engineering, describing the nature and cause of the probable excess and asking for orders.
- DGM Engineering shall see the instructions with regard to the use and upkeep of measurement books are strictly followed.

- DGM Engineering is responsible shall organise and supervise the execution of works and to see that they are carried out in accordance with specifications and stipulations of the contract. He shall inspect the works regularly and make appropriate notes in the site order book. He will also along with PMC, issue inspection notes after the inspection and monitor the compliance by subordinates/contractors on next inspection.
- DGM Engineering shall check each work in his division along with PMC. The instructions regarding such checks can be issued by TA/CEO or the Board. DGM shall check at least 5 % of principal items of every major work. Checks shall be exercised at different crucial stages as the work progresses. The fact of his having exercised the check and the portion checked shall be duly recorded in the measurement book.
- DGM Engineering shall see that proper arrangements are made throughout his division for proper custody and protection of public property.
- Coordination with MCF regarding construction activities.
- Assisting PMC in the construction activity appropriately, implementation of work as per design.
- Monitor the actions on site of the Contractor(s) against the project specification and drawings and immediately notify the GM Engineering /Technical advisor of any non-conformity.
- Direct the Site Inspectors (if appropriate), Engineers under him in their daily duties.
- Extend the maximum possible effort to avoid contractor(s) claims for cost and/ or delay.
- Attend Site Technical Coordination Meetings to discuss Contractor(s) submissions, Shop Drawings and construction related matters.
- Inspect the work done by the contractor(s) to ascertain that work is proceeding in accordance with the Contract Documents and accepted practice.
- Prepare Drafts of any necessary correspondence required for proper administration of the contract.

4. Deputy General Manager (Finance & Accounting)

No. of Position - (1)

Roles & responsibilities:

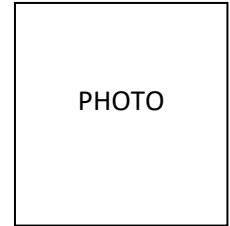
- Assist CFO in managing internal finance including expenditure and balance
- Assist CFO in preparation of annual budget (revenue and capital).
- Ensure accuracy of all the accounting records.
- Ensuring that proper internal systems and controls are in place.
- Preparation of financial statements.
- Cash and bank management.
- DGM F & A will be responsible for seeing that deposit accounts are accurately maintained, that deposit funds are not spent towards any purpose other than that for which intended, and that utilisation certificates are duly submitted on time.
- DGM F & A shall carry out internal audit to check booking of expenditure under proper heads/sub heads, detect accounting mistakes, financial irregularities and deviations from the laid down procedures/stipulations/norms and also ensure implementation of prescribed accounting policies.
- Payroll management with the support of third party service providers.
- Be part of the Purchase Committee and oversee all purchasing and payroll activity for staff, consultants, vendors, and contractors.
- Ensure statutory and regulatory compliances related to financial management functions.
- Develop Chart of accounts, reporting formats etc.,
- Oversee Accounts Payable and Accounts Receivable and ensure a disaster recovery plan is in place.
- Responsible for all financial transactions, including billing, finance, accounting and reporting & Budgeting.
- Provide timely and accurate analysis of budgets, financial reports, and financial forecasting
- Responsible for preparing financial projections for FSCL.
- Supporting in-house and PMC for operation & execution of project related finance.

ANNEXURE-1

Application for the post of : (On deputation basis)

To,

**The C.E.O,
Faridabad Smart City Limited
Faridabad**



Post applied for			
Name of the Candidate			
E-mail ID			
Mobile No.			
Address			
Date of Birth			
Present Post			
Date from which the post is held			
Present place of posting			
Service & Batch			
Parent Cadre			
Date of Joining Service			
Pay Band of the present post/ Pay Matrix			
Basic Pay Drawn			
Grade Pay			
Education Qualification			
Qualification	Board	School	Percentage (%)
High School			
Intermediate			
Graduation			
Post Graduation			

Professional Degree/ Diploma				
Experience				
Duration	Office	Post Held	Role	Pay Band along with G.P
e.g- Jan 2009- April 2010				
e.g- Jan - May 2010				
References (2 references Mandatory)				
S.no	Name	Organisation	Designation	Mobile No. & Email ID
1				
2				

Certified that the information furnished above by me is correct in all respect to the best of my knowledge and belief.

Date:

Place:

Signature of the Candidate

ANNEXURE-2

Office of

F.NO.....

Date:.....

1. The applicant, if selected, will be relieved immediately.
2. Certified that the particulars furnished by the officer have been checked from available records and found correct.
3. Certified that the applicant is eligible for the post applied as per conditions mentioned in circular/ advertisement.
4. The candidate is clear from vigilance angle and his integrity is certified as 'Beyond Doubt'.
5. It is certified that no penalty has been imposed on the applicant during last 10 years (Alternatively, penalty statement during last 10 years may be accorded).
6. Photocopies of up-to-date ACR's/ APARs for the last 05 years duly attested on each page by an officer not below rank of Under Secretary or equivalent are enclosed.
7. Certified that the service particulars given by the application have been verified from his/her records and found to be correct.

Signature

.....

Name, Designation & Tele. Of the
forwarding officer.(Officer stamp)

Date:

Place: