



Pimpri Chinchwad Smart City Ltd
Auto Cluster & Research Institute, MIDC Chinchwad, Pune 19
Recruitments of Chief Finance Officer, City Data Officer,

Legal Advisor, Accountant

The company Invites applications for recruitment to the following posts as under

Sr.No	Name of Post	Total post	Tenure	Remuneration (Per month)
1	Chief Finance Officer	01	11 months	100000 INR (per month)
2	City Data Officer	01	11 months	100000 INR (per month)
3	Legal Advisor	01	part time/ 11 months	As per list attached
4	Accountant	01	11 months	50000 INR (per month)

**note- 1. Remuneration for sr.no.1 & 4 for government employee/retired employee will be as per government norms

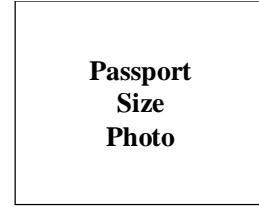
2. Remuneration for legal advisor list published on our below websites

For the further details qualification, Criteria etc, please visit Pimpri Chinchwad Smart City Ltd Company's Website www.smartpcmc.org , www.smartcitypimprichinchwad.in. Eligible applicant can apply by submitting their applications to the given address and to our email smartcity@pcmcindia.gov.in including CV and certified documents of qualification, experience, age proof etc are also to be attached. Applications must be received within fifteen days from the publication of this advertisement. Incomplete and date bar applications will not be considered. Only short-listed candidates will be invited for interview/selection process.

Sd/-
(Shravan Hardikar, IAS)
Chief Executive Officer
Pimpri Chinchwad Smart City Ltd
Chinchwad 411019

No. PCSCL/2/WS/284/2020,
Dt 10/12/2020

Application Form



To,
Chief Executive Officer
Pimpri Chinchwad Smart City Ltd.
Chinchwad, Pune-411019

Sub – Regarding appointment of _____ Post.

**Ref – Dated-12/12/2020 advertisement in _____ this
Newspaper as well as on the website smartcity@pcmcindia.gov.in**

Respected Sir,

As per the contextual advertisement, I am holding the necessary academic qualification for the Post of Company Secretary and submitting the details as follows.

1. Full Name : -----
2. Full Address (zip code) : -----

3. Mobile No. -----
4. Date of Birth : ----- (DD/MM/YY)
5. Gender : Male / Female
6. Caste : ----- (copy of the accompanying certificate must be attached)
7. Details of the Educational Qualification held by the Applicant. (Need to connect with the truth)

Sr.No.	Educational Qualification	Passing Year	Marks	Percentage

8. Languages Known: -----

9. Details of the Experience: -----

(Need to connect with the truth)

The above mentioned statement is true and correct and is attached to the authenticity of the required certificate. I hereby certify that, on the basis of this information, if the information above is found to be false or inaccurate, I will be eligible for termination of appointment. Also, if Pimpri Chinchwad Smart City takes legal action against me, I will not have any complaint.

Place :

Date : / /2020

Signature of Applicant

Pimpri Chinchwad Smart City Ltd

Job Description

Chief Finance Officer

#	Parameter	Designation
1	Name of Position	Chief Finance Officer
2	Reports to	Chief Executive Officer
3	Location	Pune
4	Tenure	Full time contractual (11 months)
5	Target Profile	<ul style="list-style-type: none">• Strong understanding of working with central/state/local governments in India.• Thorough knowledge of Indian Companies Act, 2013 and its rules and regulations• Thorough knowledge of GAAP and Indian accounting standards• Awareness of all statutory compliance as applicable• Primary responsibility for managing the company's finances, including financial planning, management of financial risks, record-keeping, and financial reporting• Budget management, cost benefit analysis and forecasting needs of the company• Ability to analyses and produce financial and business reports with great insights.

6	Responsibilities	<ul style="list-style-type: none"> • Direct and oversee all aspects of the Finance & Accounting functions of the organization • Establish and monitor financial and accounting policies, procedures and controls • Support effective decision making by providing timely updates to the board members on strategic aspects • Prepare financial long term and short term strategy • Oversee the preparation of yearly accounts (profit and loss statement and balance sheet) in line with statutory requirements and internal corporate guidelines • Drive the review and analysis of various financial statements (Balance sheet and income statement) on periodic basis and provide insights on key ratios • Build internal controls to ensure efficient working capital management and cash conversion cycle • Oversee the development of Standard Operating Procedures on taxation related matters and design of systems and processes to ensure efficiency in tax planning • Undertake periodic tax planning exercises and, carry out timely and comprehensive analysis of any changes in the tax framework to ensure tax optimization for the organization • Guide business teams in framing contractual terms and conditions so as to minimize financial risks arising out of a contractual obligation • Ensure healthy liquidity and financial sustainability of the organization • Oversee the preparation and execution of product costing and cost control measures • Drive Corporate Governance norms and ensure transparency in all processes • Supervise adherence to statutory compliances and oversee timely and accurate preparation/ documentation/maintenance of all books of accounts reports, revenue contracts, invoices etc. • Liaise with external legal experts/counsels, where required to provide guidance and advice
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#	Parameter	Designation
		<ul style="list-style-type: none"> • Manage processes for financial forecasting, budgets and consolidation and reporting to the Company Board • Manage cash flow position throughout the company • Manage Group Relationship with Banks/Financing Institutions and Financial intermediaries, Auditors and other Service providers. • Financial concurrence of new projects and expansion plan, Project Capex, Turnkey Contracts • Coordination with project team, project financial projections, progress reports & periodic evolution • Preparing the Company for fund raising through various options such as Debt, Equity and Project Finance. • Developing and implementation for business MIS • Pre audit of tender cases of smart city • Pre audit of bills of contractors of smart city • CEO have the authority to add/delete roles & responsibility of CFO
7	Eligibility Age	<ul style="list-style-type: none"> • The incumbent should be an adult not more than 65 year age
8	Qualification & Experience	<p><u>Essential Qualification & Experience</u></p> <ul style="list-style-type: none"> • Qualification & Criteria for MFAS/ULB/Government / Semi Government Candidate • Candidate should not be below the rank of Deputy Director in Maharashtra Finance and Accounts Service • The age of the candidate should not be more than 65 years. • Candidate needs 10 years of service experience for the post of Deputy Director or equivalent • Candidates already in government should apply through proper Channel. • NOC required from competent authority. • Fluency in local languages Marathi, Hindi, English along with computer Knowledge.

		<p>OR</p> <p>B. Qualification & Criteria for Private/Public sector/ Government Company candidate</p> <ul style="list-style-type: none"> • The candidate should be a graduate from recognized & reputed university in India with CA professional qualification. • Candidates with MBA(finance) degree from a recognized university/institute will have an additional advantage for the position • The candidate to have at least 10 years of experience in the finance function two (2) years of experience at CFO or on level below CFO level • Fluency in local languages Marathi, Hindi, English along with computer Knowledge • Desirable Qualification & Experience • Should have worked in infrastructure sector for minimum of 5 years in a responsible capacity. • Should have experience in partnering with and executive team, and have a high level of written/verbal communication skills.
9	Salary	<ul style="list-style-type: none"> • For non-government employee: Rs 1,00,000 (INR) per month • For Government employee/ retired employee: remuneration shall not exceed Rs 1 Lakh and shall be as per government rules.

Sd/-
(Shravan Hardikar, IAS)
Chief Executive Officer
Pimpri Chinchwad Smart City Ltd
Chinchwad 411019

Pimpri Chinchwad Smart City Ltd

Job Description

Parameter	Description
Name of Position	City Data Officer (CDO)
Reports to	Chief Executive Officer
Tenure	11 months
Preferred Profile	<ul style="list-style-type: none">• Should have excellent people management skills and must have team lead experience of 10+ size team for at least 2 years in similar domain• Should have excellent communication skills to interact with senior clients• Should bring in a consultative mindset and problem-solving approach and drive analytical throughput for the team• Demonstrated ability to synthesize, prioritize and drive results with a high sense of urgency• Strong sense of accountability and decisiveness in a strong work ethic culture
Professional Skills	Analytical, logical and interpretive ability, Professional communication – (ex. drafting proposals, functional specifications documents, partner communication, queries/grievance addressing, presentation skills), Problem solving and critical thinking – (enhancing the analytical, logical and interpretive abilities), Project Management, Process Quality Assurance, Risk Management, Leadership Skills, Working with and across teams, partners; Building alliances and Negotiation Skills
Technical Skills	Data Analysis and Exploration, Data Cleaning and Preparation, Data Visualization, Data Modelling, Microsoft Excel, Predictive Analysis, Data quality Assessment, Data Profiling, Historical data: Archiving and Retention, Understanding of Municipal Governance { Role of different stakeholders in urban governance in India, Fundamentals of urban management (Finance, Services, Planning, Governance, Technology) Understanding regulatory practices in urban India

Parameter	Description
Detailed Roles & Responsibilities	<p data-bbox="537 174 1227 205">Strategy: Works with CEO and CTO for the following:</p> <ul data-bbox="505 239 1422 2018" style="list-style-type: none"> <li data-bbox="505 239 1422 428">• Setup data teams and data services portfolio. Develop and design data governance program designed to establish data as an asset to be managed, including standards, classification, data and systems inventory and data management <li data-bbox="505 453 1422 537">• Develop policies, business processes and resources for integrated data sharing across multiple regulatory frameworks. <li data-bbox="505 562 1422 751">• Set up open data program, develop KPIs, set up data publication process, set up data infrastructure, automation and profiling as a service, and chalk out privacy and security risk framework for data release. <li data-bbox="505 777 1422 808">• Foster culture of data use via multiple data related networks <li data-bbox="505 833 1422 917">• To chalk out City open data policy in alignment with its Smart Cities Plan and IT Strategy of its City Municipal Corporation. <li data-bbox="505 942 1422 1131">• Manage complex engagements and interface with senior management from state departments to deliver data science projects that provide improvements in city efficiency, improve the quality of life, and provide data-driven city services. <li data-bbox="505 1157 1422 1283">• Responsibilities include management of data collection, data mining, cross-channel data integration, predictive analytics, and reporting, dashboards, and data visualization. <li data-bbox="505 1308 1422 1434">• Lead strategic projects to develop future strategies to help address constantly evolving and growing number of opportunities to use data science within the city to improve services. <li data-bbox="505 1459 1422 1606">• Collaborate and develop relationships with external parties, such as academic researchers, pro bono consultants, and academia/local university students to help develop new projects. <li data-bbox="505 1631 1422 1663">• Implement City Open Data Plan and Vision. <li data-bbox="505 1688 1422 1877">• To work as SPOC (Single Point of Contact) to work as a bridge between City Urban Development department, Other State department, City Municipal Corporation, Smart City SPV , Academia, Industry and Citizens to leverage the data. <li data-bbox="505 1902 1422 2028">• To advise Smart City SPV and Municipal Corporation to identify datasets/data marts emerging from Smart City projects/operation center.

Parameter	Description
	<ul style="list-style-type: none"> • To gather and aggregate data demand from stakeholders namely Academia, Industry and Citizens to leverage the data • To promote co-creation and open innovation ecosystem at City level by leveraging data from Smart City projects. • Responsible for collection and aggregation of data and for drawing meaningful insights of it by applying various data analytics tools and techniques. To proactively use data driven insights to promote effective urban governance. • To review and provide feedback on data dashboard to endure it reflect the accurate status on their datasets. To regularly update the features and data sets on the City Open Data Portal.
Eligible Age	Should not be more than 65 years of age
Qualification	<ul style="list-style-type: none"> • A bachelor's or master's degree in data science, computer science, information science, mathematics, economics, or related field, or equivalent work experience. • Academic qualification, Certification or professional training and experience in BI/GIS areas are also desirable
Experience	<ul style="list-style-type: none"> • At least 10 years of experience, of which five years of management experience leading data science, data engineering, technical, or operational teams • Proven data literacy — the ability to describe business use cases /outcomes, data sources and management concepts, and analytical approaches/options. The ability to translate among the languages used by executive, business, IT and quant stakeholders. • Information strategy experience; experience in strategic technology planning and execution, and policy development and maintenance. • Demonstrated leadership; proven track record of leading complex, multidisciplinary talent teams in new endeavors and delivering solutions
Salary	1,00,000 INR (per month)

Sd/-
(Shravan Hardikar, IAS)
Chief Executive Officer
Pimpri Chinchwad Smart City Ltd
Chinchwad 411019

Pimpri Chinchwad Smart City Ltd
Job Description

Parameter	Description
Name of Position	Legal Advisor
Tenure	Part time/ Contractual (11 months)
Reports to	CEO/Joint CEO/ Company Secretary
Preferred Profile	<ul style="list-style-type: none"> • Minimum 6 years of experience of which at least 2 years should be retainer for companies • The Applicant should have worked in at least 2 assignments related to drafting/amendments for rules/laws/contracts • Should have knowledge of contract acts, model contracts, concession agreements and procurement rules and guidelines. • The Applicant shall be conversant with key municipal, state and central rules and laws specifically with regards to infrastructure projects • The Applicant should be conversant with Corporate Law.
Responsibilities	<ul style="list-style-type: none"> • Drafting, reviewing, editing and negotiating various commercial contracts including but not limited to Master Service Agreements, addendums, renewals, POA's, Non-disclosure agreements, Information Technology agreement. Drafting activity relies on ability to appropriately use templates, review key provisions and negotiate with counterparts to realize Companies business objective in the contract arrangement. • Preparing various contracts and bid documents including purchase of goods, works contracts and service contracts. • Prepare reply to queries and reply to pre proposal conference questions and subsequently evaluate bids. • Working experience in contract management process including maintaining standard contract templates, follow up for renewals and assists operations team of preparation of contract related issues.

	<ul style="list-style-type: none"> • Handling litigations pending before various courts and briefing external counsels. Prepare and draft Legal Notices, Written Statements, Affidavits, petitions and other court related documents • Handling Trademark matters including registrations, renewals and oppositions. • Undertaking legal advisory functions in relation to general corporate compliance. Providing legal advice to all level of executive staff. • Act as an internal legal advisor to business and to provide legal advice to Management in close coordination with External Counsels/attorneys. • Managing legal support to various company subsidiaries. • Ability to function independently, with moderate supervision, ability to work under pressure & multi task. • Handling legal opinion. • Maintaining track report of legal matters • Experience in handling property cases, Land registration, Ownership of land, Tittle deeds. • Working on stamp duty valuation, registration fees payable on various agreements and facilitating registration procedure; • Vetting and drafting legal notices as well as reply to legal notices.
Eligible Age	Should not be more than 65 years of age
Qualification	<ul style="list-style-type: none"> • Bachelor's degree in law or equivalent • Master's degree or diploma in contracts will be an additional advantage
Remuneration	As per list attached

Sd/-
(Shravan Hardikar, IAS)
Chief Executive Officer
Pimpri Chinchwad Smart City Ltd
Chinchwad 411019

Vakil Fee Chart For the Period 1st January 2019 – 31st December 2021

District and Lower Courts / Tribunals / Authorities
Vakil Fee Chart for All Advocate Other than Leading Senior Advocates

Sr. No	Particular	Vakil Fee 2014-2018	Vakil Fee 2019-2021	Remark
1	Mis Civil Appeal	6000	6000	
2	Civil Appeal	6000	6000	
3	Municipal Appeal	6000	6000	
4	Civil Suit Reg	8000	10000	
5	Spl. Civil Suit	8000	10000	
6	Election Petition	8000	8000	
7	Sundry Criminal Cases & Octroi Cases	3000	3000	
8	Bail Applications before Session Court	15000	15000	
9	Criminal Cases (P.F.A.)	5000	5000	
10	Criminal Cases (Others)	5000	5000	
11	Criminal appeal / Revision	6000	6000	
12	Mis. Application's	2000	2000	
13	Execution Proceeding / Darkhasta	4000	4000	
14	Land Reference (Irrespective of the amount of claim)	15000	15000	
15	M. A. C. T. (Irrespective of the amount of claim)	8000	10000	
16	Criminal Cases against PCMC or its Officer	15000	15000	
17	Criminal Revision / Appeal filed on behalf of PCMC & its Officer	8000	10000	
18	Opinion Senior Advocate	As per bill	5000	
19	Opinion other Advocate	5000	2000	
20	Caveat	1500	1500	
21	RTS appeals and matters before Divisional Commissioner and Addl. Collector	10000	10000	
22	Beyond Pimpri, Pune - matters	As per bill	As per bill	
23	Other States	15000	15000	
24	Title TDR (excluding actual receipt payment)	8000	8000	
25	Translation charges	As per bill	As per bill	
26	Notice	3000	3000	
27	Notice replay	3000	3000	
28	Agreement	3000	3000	
29	Registration	3000	3000	
30	Consumer Forum	10000	10000	
31	DILR / TILR matters	10000	10000	

Terms & conditions:-

1. In all civil and criminal matters are filed on behalf of P.C.M.C filing written statement 40% of Vakil fees is payable of concern matter and after Submission of Certified copy of Judgment and decree Order to Legal Department within 15 days 60% Vakil fee has to be payable to concern Advocate.
2. In case of specialized matter Advocate who is not on P.C.M.C. Panel, Advocates fees shall be paid as per bills which shall be recommended by Legal Adviser and sanction by Hon'ble Commissioner.

3. If paper book shall required :-



iii. Paper book charges to be paid as per actual receipt and office/other charges will be Rs.3000/- or actual expenses whichever is less.

Arbitration Matters

1. For Junior Advocate Rs.1500/- per seating Maximum Fees will be Rs.50,000/- for the entire Arbitration irrespective of No. of seating.
2. For Senior Advocate Rs.3,000/- per seating Maximum Fees will be Rs.1,00,000/- for the entire arbitration irrespective of No. of seating.

Chief Executive Officer
Pimpri Chinchwad Smart City Ltd.
Chinchwad 411019.

Vakil Fee Chart For the Period 1st January 2019 – 31st December 2021
High Court and Tribunals at Mumbai and Mantralaya
Vakil Fee Chart for All Advocate Other than Leading Senior Advocates
High Court and Tribunals at Mumbai

Sr. No.	Particular	Vakil Fee 2014-2018	Vakil Fee 2019-2021	Remark
1	Writ petition (Up to Admission stage)	10000	12500	50%
2	Final Hearing	10000	12500	50%
3	First / Second Appeal till final decision	10000	12000	
4	P.I.L.	18000	20000	
5	High Court other than Mumbai excluding Aurangabad, Nagpur, Goa	As per bill	As per bill	
6	Caveat	2000	2000	
7	Civil Appeal in any case	----	8000	
8	Human rights Commission, Mumbai (paid in 2 stages)	15000	15000	
9	Slum Tribunal, Bandra	18000	15000	
10	PFA appeal before Tribunal Mumbai	15000	15000	
11	Matter before other Tribunals, Authorities at Mumbai /Mantralaya	20000	20000	
12	Official Liquidator	20000	20000	
13	N G T (From appeal)	20000	20000	

Terms & conditions:-

1. If Suit and Appeal is filed on behalf of P.C.M.C filing written statement 50% of Vakil fees is payable of concern matter and after Submission of Certified copy of Judgment and decree Order to Legal Department within 15 days 50% Vakil fee has to be payable to concern Advocate.
2. In Special matters and Senior Advocates considering the gravity of subject matters of the case , Legal Adviser shall be recommended to increase/decrees Vakil fees which shall be sanctioned by Hon'ble Commissioner.
3. If matter is settled / disposed at admission stage only 50% Vakil fee shall be paid to concern Advocate.
4. In case of specialized Advocates who is not on Panel Advocates fees shall be paid as per bills but it is not extended to 100000/- as regards and they shall try to conduct effective hearing as per this Vakil fees which is recommended by Legal Adviser and sanction by Hon'ble Commissioner.

Arbitration Matters

1. For Junior Advocate Rs.2000/- per seating Maximum Fees will be Rs.50,000/- for the entire Arbitration irrespective of No. of seating.
2. For Senior Advocate Rs.5000/- per seating Maximum Fees will be Rs.1,00,000/- for the entire arbitration irrespective of No. of seating.

Vakil Fee Chart For the Period 1st January 2019 – 31st December 2021

Vakil Fee Chart for All Advocate Other than Leading Senior Advocates

Supreme Courts

Sr. No.	Particular	Vakil Fee 2014-2018	Vakil Fee 2019-2021	Remark
1	Caveat	5000	5000	

Terms & conditions:-

1. For Junior Advocate and Senior Council engaged in Supreme Court Fees shall be paid as per their Actual Bills. Which is recommend by Legal Advisor and sanctioned by Hon'ble Commissioner
2. If W.P. or First / Second appeal is file on behalf of Corporation then court fee charges and the office charges including clerking & typing to be paid as per bill + Actual Stamp Duty & and Office/ Other charges will be Rs. 5000/- or actual expenses whichever is less.
3. In case of Sensitive & Specialized matter legal advisor shall be discretionary power to decide advocate fees which is sanctioned by Hon'ble Commissioner

Arbitration Matters

1. For Junior Advocate Rs.3000/- per seating Maximum Fees will be Rs.75,000/- for the entire Arbitration irrespective of No. of seating.
2. For Senior Advocate Rs.6,000/- per seating Maximum Fees will be Rs.1,00,000/- for the entire arbitration irrespective of No. of seating.


Chief Executive Officer
Pimpri Chinchwad Smart City Ltd.
Chinchwad 411019.

Pimpri Chinchwad Smart City Ltd

Job Description

	Parameter	Description
1	Name of Post	Accountant
2	Reports to	CFO/Joint CEO/CS
3.	Tenure	Full time Contractual (11 months)
	Job description	<ul style="list-style-type: none">• The candidate should be a Commerce graduate from recognized & reputed university in India.• Retired government/semi government/ULB employee will be preferred for the post.• The age of the candidate should not be more than 65 years.• Candidate should possess experience of 5-7 years in finance and must have worked in a government/semi government department as an accountant• Candidates already in government should apply through proper Channel. NOC required from competent authority.• Fluency in local languages Marathi, Hindi, English along with computer Knowledge is required
4	Remuneration	<ul style="list-style-type: none">• Remuneration shall not exceed Rs. 50000/- and shall be as per government rules.

Sd/-
(Shravan Hardikar,IAS)
Chief Executive Officer
Pimpri Chinchwad Smart City Ltd
Chinchwad 411019