



AURANGABAD INDUSTRIAL TOWNSHIP LIMITED

(A Government Undertaking)

Regd. Office : 'Udyog Sarathi' DMIC Cell, MIDC Office,
Mahakali Caves Road, Andheri (E), Mumbai - 400 093

Tel.: 022- 26879956 | Website : www.auric.city

WALK IN INTERVIEW

Aurangabad Industrial Township Limited (AITL) is looking for (1) **Senior Manager - Infrastructure** (2) **Asstt. General Manager - Civil** (3) **Junior Manager - Electrical** (4) **Manager - Information & Communications Technology (ICT)** (5) **Junior Manager - Information & Communications Technology (ICT)** and (6) **Surveyor Officer (City)**. Posts will be filled by walk in interview. For further details please visit to **www.auric.city**.

Walk in Interview is scheduled on Thursday 14th November, 2019 at 9.30 am till 5.30 pm at " Barve Hall, MIDC Office, Mahakali Caves Road, Andheri (East), Mumbai - 400 093.

**Sd/-
Managing Director**

AURANGABAD INDUSTRIAL TOWNSHIP LIMITED

CIN: U74999MH2014SGC260132

Registered Office: DMIC Cell, Maharashtra Industrial Development Corporation
'Udyog Sarathi', Mahakali Caves Road, Andheri (East), Mumbai 400 093.

1. Job Description for Senior Manager – Infrastructure :

AITL for its Infrastructure, Engineering and Planning related functions seeks appointment of **Senior Manager – Infrastructure at Head Quarter**. 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 8 to 10 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 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:

Senior Manager - Infrastructure 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, Senior Manager - Infrastructure 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. 18 Lakhs/Year CTC

2. Job Description for Assistant General Manager - Civil :

AITL for its Infrastructure and Operation & Maintenance function at Auric Shendra Bidkin Industrial Area, seeks appointment of **Assistant General Manager - Civil at Shendra Bidkin Industrial area, Aurangabad.** The qualifications and roles and responsibilities sought for this position are described below.

Academic Qualifications :

- B. Tech / B.E. (Mechanical / Civil) from any recognized University in India.

Professional Experience:

- Post qualification experience of minimum 15-20 years in the relevant field specially in monitoring and controlling operations and maintenance activities.
- Desired to have an experience in management of deployed project manager and the various subcontractors.
- Handled responsibilities for planning & control of Opex, Capex budget and inventory.

Age Limit:

- Below 45 years.

Key attributes

- a) Ability to lead, direct, monitor and control operations and maintenance (O&M) activities for the State of the art infrastructure installed at Auric to deliver reliable and sustainable asset operations, including management of the deployed project manager and the various subcontractors.
- b) Lead deployment and execution of O&M Vision, Strategy and its initiatives along with project manager and the sub-contractors deployed at various assets
- c) Directs the team under this position by establishing and monitoring O&M goals, policies, plans, standards, performance objectives and budget.
- d) Key Interface with Industry, State / Central government authorities, CEA, CTU/STUs, Regulators REC, PFC, committee meetings and shall be responsible for timely submission of statutory fillings including for availability certificates, revenue billing and collections, petitions, etc. with collaboration with regulatory teams.
- e) Identify potential threats, risks and execute mitigation plans for the day to day operations including cyber security, ROW, force majeure events etc.

Principle Responsibilities

Asstt. General Manager – Civil shall be responsible for day-to-day operations and maintenance activities at Auric Shendra Bidkin Industrial Area. Primarily, Asstt. General Manager – Civil shall have the following duties:

- a) Constantly endeavor to apply best in class global benchmarked industry practices including enabling digital technologies, innovation in managing field activities and productivity initiatives.
- b) Responsible to Establish operating and financial objectives and manages resources with optimal usage. - Identify O&M Risk and develop long range risk resilience and mitigation plan.
- c) Responsible to develop strategic alliances with sub-contractors, consulting's / test services etc required to deliver goal and objectives.
- d) Develop and contribute in commercial risk and reward strategy for optimizing O&M revenues, expenses and risk mitigation plans.
- e) Inspire, motivate, mentor the teams and workforce to achieve functional goals and objectives.
- f) Partner with Operational Excellence and D&E (Design & Engineering) teams to develop robust O&M processes, methodologies and tools to achieve optimal performance and thereafter establish and implement O&M processes.
- g) Guide and supervise teams for performing in-depth fault/trip analysis including root cause analysis. Introduce various innovative & cost-effective solutions to avoid repetitive failures & any other problems that adversely affect plant operations.

- h) Enhance reliability to increase equipment availability through latest and emerging digital analysis techniques and driving process standardization
- i) Responsible for ensuring adherence to company SOP, processes, methodologies and tools. Responsible for quality reporting and MIS for operational performance of each asset as per defined frequency. Scrutinizing and review operation and maintenance reports submitted by contractors ensuring adherence to quality parameters in the report.
- j) Responsible to monitor quality and HSE practices at sites as per company processes and guidelines. - Ensure and manage sub-contracting agencies including project manager, O&M sub-contractor, consulting and testing agencies etc and its associated compliances.
- k) Responsible for planning & control of Opex, Capex budget & inventory.
- l) Lead, co-ordinate and execute operational audits of O&M activities and ensure closure of findings with suitable corrective and preventive measures.
- m) Support the process of obtaining access rights to the land (ROW), ensure land access granted in due time for maintenance of assets with support from regulatory teams.
- n) Support negotiations with local authorities and third parties related to land access processes. (PNC- s)
- o) Monitor, track and ensure timely renewals of applicable project licenses and permits.
- p) Effectively interface with and, as appropriate, provide contracting related counsel/guidance to all functions of the business.
- q) Timely reviews of all sub-contracts in accordance to enhance the sub-contract optimal performance for performing its scope, cost, and the liabilities.
- r) Management of Claims, Change/Variation Orders in cooperation with Asset Management teams mainly for O&M sub-contractors with the help of contract management teams.
- s) Availability to travel frequently within country, mostly between Aurangabad and Mumbai

Salary – Rs. 24.00 Lakhs/Year CTC

3. Job Description for Junior Manager-Electrical:

AITL for its Electrical Facilities operations at AURIC and maintenance activities, coordination facility programs seek appointment of **Junior Manager Electrical** at AURIC (project site) based in Aurangabad, Maharashtra. The qualifications and roles and responsibilities sought for this position are described below

Academic Qualifications:

- Diploma in Electrical Engineering from any recognized University.

Professional Experience:

- Minimum 8 years of experience in managing electrical system, design and related work

- Highly knowledgeable in installation, repair and maintenance of Transformers, HT and LT distribution panels, UPS and SMPS systems
- Knowledge in installation, repair and maintenance of 110KV/33KV/22KV/11KV substations
- Knowledge of Autocad 2010 or higher version
- Knowledge in installation, repair and maintenance of high capacity DG sets
- Skilled in diagnosing malfunctions with systems and coming up with the right solutions and equipment for the rectification of the malfunctions
- Able to work efficiently with various parts of Electrical equipment including UPS systems and Battery banks so as to meet all needs.
- Highly experienced in carrying out routine and preventative maintenance activities

Age Limit:

- Below 40 years.

Key attributes:

- a. Excellent technical knowledge in the field of Electrical Engineering & project management.
- b. Monitoring of the construction and implementation of all the electrical substations and power distribution lines
- c. Excellent interpersonal skills and ability to work in a fast-paced environment.
- d. Excellent management and coordination skills necessary for coordination with consultants and contractors of diverse disciplines.
- e. Good English with strong communication skills and shall be proficient in MS Office and other communications.
- f. Ability to organize, lead and direct diverse activities in a changing environment ability to communicate complex infrastructure related issues effectively and to manage multiple priorities, projects with flexibility, work well under pressure and keep to deadlines.
- g. Ability to communicate complex issues effectively and to manage multiple priorities, projects with flexibility, work well under pressure and keep to deadlines.
- h. Availability to travel frequently within country, mostly between Aurangabad and Mumbai

Principle Responsibilities:

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

- Shall be responsible for managing and monitoring all the day-to-day Electrical activates installation as well as construction at project site. This shall include but not limited to:
 - a. Monitoring of the construction and implementation of all the electrical substation and power distribution network of the project
 - b. Site survey Construction and inspection of distribution network (HT,LT) & distribution transformers
 - c. Assistance in collating, preparing and interpreting reports submitted by various consultants and/or contractors.
 - d. Assisting in selection of consultant / or contractors and monitor their work as ensure delivery of the project
 - e. Ensuring that the execution works are carried out in accordance with Technical Specifications as per the Contract Documents
 - f. Attending various internal and external meetings regarding engineering topics or issues and respond to questions and inquiries from various individuals, groups organizations or companies regarding power supply
 - g. Ensure uninterrupted power supply, timely redressal of consumers complaints and consumers handling
 - h. Undertake such other duties and tasks as may lie within the scope of this post to ensure the effective delivery & development of the services
 - i. To coordinate with MSETCL, MSEDCL and any other government authorities for providing statutory compliance and any requirement by AITL
 - j. Preparing detailed design, preparation of load schedules, equipment sizing, single line diagrams, cable sizing, control and protection, harmonic studies, design of HT & LT system, DG sets, lighting, earthing and lightning systems, Lift traffic analysis, low voltage system (FIRE, PA, ACCESS, CCTV, BMS, AV SECURITY etc.) design, IT & UPS design.
 - k. Preparing tender documents, preparation of cost estimates,
 - l. Knowledge of relevant IS/BS/IEC/IEEE/NEC/NFPA standards
 - m. Knowledge of ETAP/SKM Power tools / Amtech Software.
 - n. Study of contract documents, specialization, tender working and BOQ preparation and Cost estimation.
 - o. Familiarize with all the contractual obligations/specifications.
 - 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; Record keeping of documentations and approvals.

Salary – Rs 12.00 Lakhs/Year CTC

4. Job Description for Manager – Information & Communications Technology :

AITL for its Information & Communication Technology (ICT) functions seeks appointment of **Manager – Information & Communications Technology (ICT) at Head Quarter, Mumbai Office**. 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 in India.

Professional Experience:

- Post qualification experience of minimum 8 years in the relevant field specially in ICT infrastructure planning, installation & project management.
- Familiarity with smart city/ICT concepts desired.
- Also experience in working on IT projects with local bodies and other government institutions will be preferable.
- Desired to have an experience in ERP, E-Governance and
- Excellent knowledge of Office network.

Age Limit:

- Below 35 years.

Key attributes

- a) Excellent research, analytical skills, 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) Ability to communicate complex ICT issues effectively and to manage multiple priorities, projects with flexibility, work well under pressure and keep to deadlines.
- e) Ability to maintain high standards while contributing pragmatic ideas.
- f) 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 company 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 etc.
 - d. Provide all 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 etc.
 - 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. 15.00 Lakhs/Year CTC

5. Job Description for Junior Manager – Information & Communications Technology :

AITL for its Information & Communication Technology (ICT) functions seeks appointment of **Junior Manager – Information & Communications Technology (ICT) at Shendra-Bidkin Industrial Area, Aurangabad**. 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 in India.

Professional Experience:

- Post qualification experience of minimum 6 to 7 years in the relevant field especially in ICT infrastructure planning, installation, operations & maintenance & project management such as deployment of end to end OFC Infrastructure including trench, ducts and fibre optic cable to provide backbone/distribution/access networks.
- Familiarity with smart city/ICT concepts desired. Experience in deployment &/or Operation and Maintenance of Integrated Command & Control Centre/Network Operations Centre.
- Experience in working on ICT projects with local bodies and other government institutions will be preferable.

Age Limit:

- Below 35 years.

Key attributes

- a) Excellent research, analytical skills, 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) Ability to communicate complex ICT issues effectively and to manage multiple priorities, projects with flexibility, work well under pressure and keep to deadlines.
- e) Ability to maintain high standards while contributing pragmatic ideas.
- f) Availability to travel frequently within country, mostly between Mumbai and Aurangabad.

Principle Responsibilities

Junior Manager – ICT (Aurangabad) 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, Junior Manager – ICT (Aurangabad) shall have the following duties:

- a. Shall be responsible for managing and monitoring the day-to-day ICT activities of AITL. This shall include but not limited to:
- b. Identifies potential activities and situations that might require contracts and agreements and coordinates with all parties as needed.
- c. Prepare 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 company and contribute to the achievement of short- and long-term goals of the Company.
- d. Technically supervise and manage all ICT program activities including lead design, development and implementation of technical guidance etc.
- e. Provide all technical assistance to partner organizations/contractors on ICT concepts and principles.
- f. 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 etc.
- g. Provide day-to-day management of the project's ICT activities.
- h. Collaborate with other technical specialists and stakeholders beyond the project to ensure coordination of materials and communication message strategies and avoid gaps and overlaps.
- i. Ensure that ICT materials are pre-tested, proved effective and used efficiently and by the correct target group.
- j. Help develop, maintain, and follow the indicators set in the workplan for ICT.
- k. Document project results and impacts in various forms, including media stories, lessons learned, case studies, client satisfaction, etc.
- l. Reviewing AITL's ICT needs along with the daily operations;
- m. Undertake research and analysis of various technologies;
- n. Propose new strategic initiatives for management reviews and approvals;
- o. Review performance of existing systems/initiatives in-place; and monitor contractors and vendors responsible for multiple implementations including progress and performance including contract management;
- p. Reviewing bid submissions and conduct vendor evaluations; if any
- q. 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;

- r. Drafting and approval of ICT policies and frameworks; if any
- s. Represent AITL with external customers and stakeholders;
- t. Maintains quality service by establishing and enforcing organization standards.
- u. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.
- v. Manage Service Level Agreements of various systems;
- w. Manage ICT networks of AITL at Aurangabad.

Salary – Rs. 7.50 Lakhs/Year CTC

6. Job Description for Surveyor Officer (City)

AITL for its Land Survey, Platting of Land, Topographic Surveys, Engineering Survey, Infrastructure, Engineering and Planning related functions seeks appointment of **Surveyor Officer (City)**. The qualifications and roles and responsibilities sought for this position are described below.

Academic Qualifications:

- Geomatics from any Government/Government recognized University in Industrial Training Institute (ITI).
- Experience with Autodesk Civil 3d (AutoCAD) and ESRI ArcMap software
- Experience working within a local government organization is an asset

Professional Experience:

- A Bachelor's Degree/Diploma in geomatics or land surveying and minimum 3 years of experience is required and or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
- Experience with Autodesk Civil 3d (AutoCAD) and ESRI ArcMap software shall be preferred.

Age Limit:

- Below 40 years.

Key attributes:

- a. Extensive knowledge of the principles and techniques of Land Surveying
- b. Considerable knowledge of the Land Title Act, Land Act and other statutes and regulations governing the surveying and subdivision of land in Aurangabad as well as knowledge of the principles and procedures in dealing with land and streets in the City of Aurangabad

- c. Demonstrated ability in the areas of leadership including conflict resolution, performance management, and strategic and project planning
- d. Demonstrated ability to lead through organizational change, Judgement and negotiation skill Interpersonal and communication skills, including the ability to communicate effectively orally and in writing
- e. Ability to be impartial and objective
- f. Ability to analyse and make recommendations and decisions
- g. Ability to lead or facilitate meetings, groups and teams, including managing controversial subjects
- h. Ability to build consensus while representing the City's interests with regional, provincial and federal partners
- i. Ability to organize, lead and direct diverse activities in a changing environment
- j. Ability to communicate complex infrastructure related issues effectively and to manage multiple priorities, projects with flexibility, work well under pressure and keep to deadlines.
- k. Availability to travel frequently within country, mostly between Mumbai and Aurangabad.

Principle Responsibilities:

The Surveyor Officer (City) is responsible for managing the cadastral survey fabric (legal survey boundaries) within the City and all matters related thereto. This position oversees legal surveys of land in the City and in particular surveys of City-owned real property including all streets, lanes and other Engineering controlled lands, all City-owned capital assets, Parks, PAP and social housing sites.

The Surveyor Officer (City) is also responsible for the day-to-day operations of the Land Survey Branch, Manages Development and rezoning reviews for the branch, coordinates all matters related to land tenure particularly as related to City streets and provides professional survey services and consulting advice to internal departments and boards and external agencies.

Reports to the Director, Engineering Projects & Development Services and leads a team of unionized and exempt staff comprised of Engineering Assistants, Survey Assistants and Technicians, and Assistant City Surveyors. This position provides professional advice to all departments, maintains relationships with external stakeholders such as senior government ministries, departments and branches, crown corporations, major utility companies, corporations and developers.

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

- a) Shall be responsible for managing and monitoring the day-to-day Surveyor, Land and Infrastructure activities of AITL. This shall include but not limited to:
- b) Designs, creates and maintains accurate geographic information relating to base mapping for the City's GIS. Provides GIS input to the City for fixed assets accounting.
- c) Conducts timely and thorough research and review including interpretation and development of legal descriptions for transfer of property rights, determination of compliance for subdivision, partition, checking subdivision plats, and property line adjustment plats, dissemination of data and investigation of special requests.
- d) Records and transfers engineering construction information into the CAD system and GIS.
- e) Provides professional internal and external customer service and acts as a liaison between surveying and engineering industries.
- f) Conducts special projects and functions related to public works such as water and sewer utilities and aerial photography projects.
- g) Provides survey support for City departments by producing topographic maps, right-of-way retracements, and survey monument recover maps as needed to meet project requirements.
- h) Reviews all conditional use development permit applications and rezoning applications for form of tenure, road and lane widenings, road and lane closures, use of public property and encroachment matters, and formulates and administers related Conditions
- i) Oversees the management of the City's Geographical Information System (GIS) Manages the operating budget for the Land Survey.
- j) Provides consulting services for Legal Services on all forms of documentation related to civic business including encroachments, rights-of-way, air space subdivisions, volumetric parcels and easements, options to purchase, covenants, sale and purchase agreements, formal resolutions and by-laws
- k) Provides consulting services to the Approving Officer on subdivision applications including determination of all road and lane acquisition needs, and to external agencies such as the Office of Collector.
- l) Provides advice and services to the general public regarding encroachments, property line problems, future road and lane acquisitions and options to purchase. This includes resolution of problems related to boundary disputes and negotiating settlements between the parties

Salary – Rs.5.00 Lakhs/Year CTC

Important Instructions for all posts:

- a. Applicants appointed on regular basis will be on probation for a period of 6 (Six) months
- b. Experience and other eligibility criteria shall be reckoned as on 01/10/2019
- c. Applicant 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. Management reserves the right to call or not to call any / all of the candidates who have responded against this advertisement or to cancel/postpone the entire process itself due to various administrative reasons.
- g. Other Allowance(s) as per AITL's policy.
- h. The decision of Management/Selection Committee regarding selection will be final.
- i. The reservation laws and rules will be applicable as per laws of Government of Maharashtra
- j. Selected candidates during the period of his/her employment will be required to serve at any location/office of AITL.

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