

# Chennai Smart City Limited

Amma Maaligai, Ripon Building Complex,  
Greater Chennai Corporation, Chennai 600003

No. C.S.C.L.C.No.005/2016

Date:25.10.2016

Applications are invited for the following posts

## 1. Position: CHIEF EXECUTIVE OFFICER (CEO)

The CEO should lead the process of institutional building and will be responsible for the overall development, financial as well as project management, formulate various policies & procedures and day-to-day operations of the Company.

He should be innovative, dynamic and possess an in-depth knowledge in planning, designing, structuring, evaluating, implementing and managing urban infrastructure projects. He should anticipate the future and design & implement a set of strategies that effectively enhance Chennai city's stature as Smart City, both nationally and internationally.

The CEO will be the spokesperson for the Company's distinctive Vision and lead the team of experts & co-ordinate with various agencies for implementation of urban infrastructure projects and provision of quality urban services to citizens.

Name of the Post	Chief Executive Officer
Age as on 01.11.2016	Age of candidates should not exceed 50 years as on 01.11.2016
Essential Qualification	Graduation in Engineering / Science and Post-Graduation in Engineering / Science / Business Administration from reputed institutions, with at least 60% marks or equivalent grade point average.
Experience	Not less than 15 years of post-qualification experience in managerial capacity in an equivalent or similar position in a reputed organization, of which not less than 5 years in urban sector. International engagement will be considered as an added advantage. In addition to technical competence, equal importance will be given to strategic thinkers, with a developmental mind set, an effective personality and an ability to build external and internal relationships.
Consolidated pay per month (all inclusive on CTC basis) for deserving candidate	Rs.2.5 lakhs + Company Car
Tenure of employment	Initially for a period of three years and will be considered for extension based on performance.

## 2. CHIEF FINANCE OFFICER (CFO)

CFO is responsible for Accounts, Finance & Commercial functions of the Company, including taxation matters. He is responsible for evolving, formulating and implementing policies relating to entire gamut of financial and commercial operations, financial structuring of the projects, due diligence / drafting of all commercial documents, preparation & submission of periodical MIS and liaison with various Government Departments / Agencies. He is expected to play a leadership role and provide effective support in achieving sustained growth of the Company.

Name of the Post	Chief Finance Officer
Age as on 01.11.2016	Age of candidates should not exceed 40 years as on 01.11.2016
Essential Qualification	Graduation in any discipline with at least 60% marks or equivalent grade point average and Member of Institute of Chartered Accountants of India or Institute of Cost Accountants of India or two-years full time Master of Business Administration / Post Graduate Diploma in Management with specialization in Finance from IIMs / IITs or in a reputed institution. Preference will be given to those candidates who is also a Member of Institute of Company Secretaries of India.
Experience	Not less than 7 years of post-qualification experience in managerial capacity in an equivalent or similar position in a reputed organization
Consolidated pay per month (all inclusive on CTC basis) for deserving candidate	Rs.1.25 lakhs
Tenure of employment	Initially for a period of three years and will be considered for extension based on performance.

### 3. COMPANY SECRETARY (CS)

Company Secretary is responsible for company secretarial, legal, corporate governance and administrative functions of the Company. He is responsible for conducting board and shareholders' meetings, statutory compliances, filing forms with various statutory authorities, court cases, due diligence / drafting of all contract documents, preparation and submission of periodical MIS, liaison with various Government Departments / Agencies, formulating and implementing HR policies of the Company. He should be thorough in the new Company law, commercial and economic legislations, SEBI guidelines, FEMA provisions etc. He is expected to play a leadership role and provide effective support in achieving sustained growth of the Company.

Name of the Post	Company Secretary
Age as on 01.11.2016	Age of candidates should not exceed 35 years as on 01.11.2016
Essential Qualification	Graduation in any discipline with at least 60% marks or equivalent grade point average and Member of Institute of Company Secretaries of India. Preference will be given to those candidates who is also a Member of Chartered Accountants of India or Institute of Cost Accountants of India.
Experience	Not less than 5 years of post-qualification experience in managerial capacity in an equivalent or similar position in a reputed organization
Consolidated pay per month (all inclusive on CTC basis) for deserving candidate	Rs.1.0 lakh
Tenure of employment	Initially for a period of three years and will be considered for extension based on performance.

#### **4. General conditions for all the above posts**

- i. Number of post(s) : one each
- ii. The place of posting at Chennai, Tamil Nadu.
- iii. The prescribed qualification / experience indicated are bare minimum and mere possession of same will not entitle the applicants to be called for interview. Where number of applications received is large, it may not be convenient or possible for the Company to interview all applicants. The Company will scrutinize, restrict the number of applicants and shortlist the number of candidates to be called for selection process to a reasonable limit, on the basis of qualifications and experience higher than that of the minimum as prescribed above. The decision of the Company is final and binding. The Company reserves its rights to accept or reject any application, without assigning reasons therefor.
- iv. Applicants who are in employment with Government, Semi-Government, Autonomous Bodies, Public Sector Undertakings and other Government sponsored institutions should route their application through proper channel.
- v. Application on plain paper attaching therewith bio-data giving details in tabulated form together with self-attested copies of certificates regarding age, date of birth, qualifications, division and percentage of marks obtained, year of passing, experience including position held, name of the employers with complete address, nature of duties, period of service, scale of pay & salary drawn, salary expected and achievements should be sent **by registered post or Speed Post or courier**. No application will be received directly by hand delivery or other means of delivery. Original Qualification Certificate and Proof of previous employment have to be produced during the time of interview.
- vi. Incomplete applications shall not be considered and no interim correspondence shall be entertained. Canvassing in any form shall be considered a disqualification for employment in the Company.
- vii. **The applications should reach the Chairman, Chennai Smart City Limited, Amma Maaligai, Ripon Building Complex, Greater Chennai Corporation, Chennai 600003 latest by 5:00 P.M. at the above mentioned address on 14<sup>th</sup> November 2016.**

Chairman