

**MAHARASHTRA INDUSTRIAL TOWNSHIP LIMITED**

*(formerly known as Aurangabad Industrial Township Limited)*

**(A Government Undertaking)**

**Advertisement No. MITL/2022/ for multiple posts / dtd. 02<sup>nd</sup> January, 2023.**

Walk-in-Interview for Contractual appointment is scheduled of following posts in Maharashtra Industrial Township Limited (i.e. MITL). Remuneration for all posts will be negotiable.

<b>Sr. No</b>	<b>Name of Post</b>	<b>Place of Post</b>	<b>No. of Posts &amp; Category</b>	<b>Qualification / Experience</b>
1.	OSD (HR) In cadre of Assistant (HR)	Mumbai - HQ	1 (One) – Contractual employment for a period of 11 months.	A. 1. Education : PGDM OR MBA in HR or equivalent. 2. Experience of minimum 5 years.  <b>OR</b> B. 1. Education : Graduation or above. 2: Experience : Experience of minimum 10 years at a rank of desk officer or above from Government of Maharashtra is required. Retired from Govt of MH, PSU, or Govt Bodies of GOM. 3 : Salary : Negotiable.
2.	Assistant - SAP	Mumbai - HQ	1 (One) – Contractual employment for a period of 11 months	1.Education: B.C.S /PGIN E&C / I.T./P.G.in C.S. or. equivalent  2.Experience of 3 years  3. Salary up to Rs.34000/- per month (Negotiable).  Work profile: A) Addition/Modification of water/Electrical Meter connection or modification Of users. B) Mail / Contact other Charges C) Meter replacement D) Bill generation

				E) Bill payment follow up from customers. F) Bill connection report analysis. G) Payment posting H) All service charge collection analysis other SAP work.
3.	Accounts officer (Account & Compliances)	Mumbai-HQ	1 (One) – Contractual employment for a period of 11 months.	1.Education: B.com and Inter CA. 2.Experinence: Experience of minimum 5 years in Accounts department 3. Salary: Negotiable.
4.	Project Manager (SBIA)	Aurangabad – Site office.	1 (One) – Contractual employment for a period of 11 months.	A. 1.Education: MBA in Marketing. 2. Experience : Experience of minimum 5 years in Marketing. <b>OR</b> B. 1. Education : Graduation. 2. Experience: Retried Class I officer from Govt of Maharashtra having experiece of minimum 10 years in Class I cadre. 3. Salary: Negotiable.

### **Important Instructions for candidates :**

- a. The above referred appointments are purely contractual appointments. The Walk-in-interview for Contractual appointment is scheduled on **10.01.2023** at “Conference Hall, DMIC Cell, 1<sup>st</sup> Floor, MIDC Office, Mahakali Caves Road, Andheri (East), Mumbai – 400 093 between 10.30 to 3.00 p.m. Physical appearance of the candidate is required.
- b. Candidate has to fill up the application form uploaded on the website of the AURIC [www.auric.city](http://www.auric.city) and submit it at the time of registration for walk-in-interview.
- c. Registration of Applicants for walk-in-interview for Contractual appointment
  - a. The person intending to apply for the post has to send their filled application forms on or before **09.01.2023 before 12:00 Noon** at **career@auric.city**.
  - b. The candidates who have applied for the post shall **walk in for the interview on 10.01.2023 on between 10.30 am to 12 noon**, thereafter, candidates walking in will not be allowed to register their name for walk-in-interview.

- d.** For detailed advertisement applicant have to visit News and Events section of the website. The incomplete application and application on plain paper will not be considered for interview.
- e.** Applicants are requested to attach following self-attested documents along with application: a) Application in prescribed format, b) latest resume by attaching copies of Aadhar, Pan Card, age proof, c) School Leaving Certificate or S.S.C Certificate. d) Certificates of Educational Qualification as mentioned in the application. e) Certificate of Experience as mentioned in the application f) Small family declaration in the given format.
- f.** Applicant has to affix recent passport size photograph on application and sign across the photo.
- g.** All required qualification must be full time courses from the Government recognised university.
- h.** After scrutiny of applications only short listed candidates who are eligible, will be called for interview.
- i.** The Selection Committee will conduct the screening test and / or interview of short listed eligible candidates.
- j.** Candidate must produce original documents during interview.
- k.** If the candidates once appeared for the interview, fail to produce the original documents for verification or are found to have made false, incorrect, excessive, misleading claims in their application, on the basis of which they were called for the interview, they shall be liable to be debarred from appearing for interview or applying for any vacancy published by the MITL.
- l.** Preference will be given to those with higher qualification and experience.
- m.** Additional educational qualification and experience will be considered till the last date of submission of application.
- n.** The selection committee reserves all the right to modify or change all the above mentioned criteria without any prior information.
- o.** 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 at any stage due to various administrative reasons.
- p.** Name of selected candidate will be displayed on the website of the MITL.
- q.** The Applicant should be physically and mentally fit for the job and competent to work.
- r.** MITL has full rights to terminate his / her appointment without giving any prior notice, if he / she is not performing as per the professional standards.
- s.** The decision of Managing Director regarding hiring of candidate amongst the selected candidates will be final.
- t.** Selected candidates during the period of his/her employment will be required to serve at any location/office of MITL as directed by the management.
- u.** No T.A. / D.A. will be paid to candidate attending interview.
- v.** Undue pressure on the selection Committee will be treated as malpractice and will be treated as disqualification for the post.
- w.** Pay and allowances as shown in the advertisement are subject to changes as per HR Policy which will be adopted by MITL from time to time. Candidate will not have any claim on changed Policy whatsoever.

- x.** The Candidate cannot claim any benefits of whatsoever nature in relation with the permanency of job/ benefits given to the permanent employees of the Company.
- y.** Selected Candidate should indemnify himself as required by the management.
- z.** Candidate should have knowledge of Hindi, English and Marathi Language.
- aa.** Candidate having criminal background will not be held eligible for the post.
- bb.** Provisions of General Conduct will be applicable to the candidate as per the provisions of HR Policy made applicable.
- cc.** Details of Roles and responsibilities of the aforementioned posts are given below at the end of the advertisement.
- dd.** Candidates are advised to visit News and Events section of website [www.auric.city](http://www.auric.city) for regular updates & keep their e-mail ID active for future correspondence.
- ee.** The management reserves the right to relax any of the conditions relating to experience.
- ff.** The Management is not bound to conduct the interview online. Physically Presence of the candidate is required at the time of interview.

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**Maharashtra Industrial Township Limited, Maharashtra Mumbai**

*(formerly known as Aurangabad Industrial Township Limited)*

**APPLICATION FORM (for contractual appointment)**

***(All fields in the forms are mandatory to be filled. An incomplete form submitted will be treated as rejected.)***

Attach  
photograph and  
sign across the  
photo

<b>Exact Name of Position applied for:</b>				
<b>Name:</b>				
<b>Father's / Husband's Name:</b>				
<b>Date of Birth (DD/MM/YYYY):</b>		<b>Blood Group:</b>	<b>Gender:</b>	
<b>Marital Status</b>	<b>Existing MITL (Yes/No)</b>	<b>Nationality:</b>	<b>Religion:</b> _____	<b>Applying for which category</b>
			<b>Category:</b> _____	

**Address / Contact Details: (Name of the District and Pin code is compulsory)**

<b>Address (Present):</b>	<b>Address (Permanent): (Write Same if same as Present Address)</b>
<b>State:</b>	<b>State:</b>
<b>Pin:</b>	<b>Pin:</b>
<b>Contact No:</b>	<b>Contact No:</b>
<b>E-mail Id for Correspondence:</b>	<b>Alternate E-mail Id for Correspondence (If any):</b>

<b>Languages Known:</b> (Write "Y" / "N")	<b>English</b>	<b>Hindi</b>	<b>Marathi</b>	<b>Others (Please Specify below)</b>

**Academic / Professional Education Summary: (Starting from most recent)**

<b>Educational Qualification (Degree / Diploma)</b>	<b>From (DD/MM/YY)</b>	<b>To (DD/MM/YY)</b>	<b>Full time /Part time</b>	<b>University/ Institute</b>	<b>Specialization / Subjects</b>	<b>Final Year Percentage /C.G.P.A out of Total Marks</b>

**Work / Experience Summary: (Starting from current / most recent)**

<b>Sr. No.</b>	<b>From (DD/MM/YY)</b>	<b>To (DD/MM/YY)</b>	<b>Organization</b>	<b>Type of organization  (Govt. /Semi Govt. Private/NGO)</b>	<b>Designation</b>	<b>Responsibilities (Min. 30 and Max. 50 Words)</b>

<b>Total Experience (In Years &amp; Months):</b>					<b>Relevant Experience to the post applied (In Years &amp; Months):</b>	
					<b>Notice Period/Joining Time (Days):</b>	

**Declaration:**

*I hereby declare that all statements made in the application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found untrue/false/incorrect or I do not satisfy the eligibility criteria my candidature will be cancelled, without assigning any reason thereof. I have read the content of the advertisement and agree to abide by the rules, regulations and procedures for appointment to the post applied for.*

Place:

Signature

Date :

(Name of the Applicant)

**Disclaimer:**

**The applicants are required to submit the duly filled application on or before the due date and time, failing which the application of the said applicant shall be treated as non-responsive. MITL shall not be responsible for late receipt or non-receipt of application/s for any technical reason or whatsoever. The applications received after due date and time shall not be considered.**

## DECLARATION FOR SMALL FAMILY

Shri/Smt./Kum \_\_\_\_\_

son/daughter/wife of Shri

\_\_\_\_\_

aged \_\_\_\_\_ years, resident of \_\_\_\_\_

\_\_\_\_\_

District \_\_\_\_\_ City \_\_\_\_\_

do hereby declare as follows:

1) That I have filled my application for

the post of \_\_\_\_\_

2) I have (Number) living children as on today. \_\_\_\_\_

Out of which No. of children born after 28 March - 2005 is

\_\_\_\_\_

**Date of Birth of children who born after 28 March – 2005**

\_\_\_\_\_

3) I am aware that, if any total No. of living children are more than two due to the children born after 28 March - 2006, I am liable to be disqualified for the same post.

Place

Date

(Signature)



I) **Key Responsibilities and Competencies for the post of OSD HR in the MITL on contract basis:**

1. **Preparation of Rules in relation with HR policy.**
  2. **Recruitment Plan:** Preparing recruitment plan for the Human resources required in a year and performing necessary activities towards their recruitment
  3. **Training:**
    - a. Timely collection of training needs from departments.
    - b. Arranging training session of implemented systems, other improvement areas as directed by the Management.
  4. **Leave/Attendance/Salary:**
    - a. Validation of leaves & attendance record of the employee.
  5. **Remuneration/ Appraisal/ Reimbursement:** Preparation and disbursement of benefits as per HR policy and rules.
  6. **Communications:**
    - a. Communication with internal MITL employees pertaining to any direction received from Management.
    - b. Communication with external agencies for recruitment related, stationary requirements etc
  7. **Work Distribution:**
    - a. Setting performance management system for employees with inputs given by departments.
    - b. Monthly work assessment compliance schedule of KRA, Disciplinary action.
- Any other activity in the larger interest of MITL assigned by the Management.

II) **Key Responsibilities and Competencies for the post of Assistant – SAP in the MITL on contract basis:**

1. Hands on experience on Billing Master Data which includes Rates Operands
2. Variants, Rate Categories, Rate Types, Rate Determination, Billing schema Price Keys and Discounts.
3. Should process knowledge of special Billing processes like Manual Billing and Bill Corrections.
4. Should have worked on Mass processing for Billing and Invoicing, Collection Invoicing, Bill prints.
5. Should have worked on Mass scheduler and variants for Mass scheduler.
6. Knowledge of Integration of ISU and SD Billing.
7. Worked on Real time Pricing.
8. Report extraction for annual reconciliation.
9. Complete understanding of payment plans (Budget Billing and Average Monthly Billing) and its integration with FI/CA.

10. Hands- On experience in Billing out sorting, EMMA monitoring, EMMA clarification cases and HR module on attendance, leave and salary sanction from SAP module.
11. Worked on water meter installation/ re-installation/ any other work related to ISU modules groups.
12. Basic understanding of Print Workbench.
13. Know how to prepare Functional specification documents, Business Design Documents.
14. New Water/ Electrical Meter Add in SAP system.
15. Bill payment Follows From customer.
16. Monthly service bill record maintain and collection from customer.
17. Bill posting and clearing from SAP.
18. Any other work assigned by management related to SAP and other.

**III) Key Responsibilities and Competencies for the post of Project Manager SBIA in the MITL on contract basis:**

1. Operations & Management of Auric Hall.
2. Supervising and Monitoring cleaning and maintenances of Auric Hall & SBIA.
3. O&M Submission for SBIA.
4. Any other work assigned by Management.

**IV) Key Responsibilities and Competencies for the post Accounts Officer (Account & Compliances) in the MITL on contract basis**

1. Deciding proper account head and making sales/Income purchase/Expenditure, bank, Journal Entries in tally, Salary payments.
2. Accounts finalization preparation of various Groupings/ Schedules, P&L Accounts, Balance sheet, Cash flow, Notes to Accounts as per provisions of Companies Act, Preparation of Periodic MIS Reports.
3. Co-ordination with Tax Consultants, Statutory Auditors, Tax Auditors, Internal Auditor, CAG.
4. Ensuring Timely Compliances under GST, I.T, P.F and PT Act Including Compilation of details, preparation, finalization and submission of GST, TDS returns, Issuance of TDS certificates.
5. Excellent Computer (Excel, Word, Power Point &Tally) and oral and written Communication skills.
6. Desired - Experience in Govt Company & dealing with CAG Auditors.

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