



SURAT SITILINK LIMITED

Office No. 95, 2nd Floor, SMC Main Office, Muglisara, Chowk Bazar,
Surat -395 003(Gujarat)



WALK-IN-INTERVIEW

Purely On Contractual Basis Recruitment Notice

Surat Sitilink Ltd., a Special Purpose Company incorporated under Companies Act 1956, (fully owned subsidiary company of Surat Municipal Corporation), engaged in mass public transportation mainly BRTS and City bus. At present Surat Sitilink Ltd. is operating 116 BRTS buses and 275 City buses in Surat City. Surat Sitilink Ltd. requires the following personnel on adhoc basis "ON CONTRACT" for post mentioned below. Interested Candidates are hereby invited for an "WALK-IN-INTERVIEW" for the following positions purely (on contractual basis) for 11 months.

Sr. No.	Name of position	No of post	Walk-In-Interview Date
1	Assistant Manager (Operations)	02	05-03-2018
2	Supervisor(Security & Vigilance)	02	

Candidates can view detailed advertisement for said post on official website of Surat Municipal Corporation www.suratmunicipal.org.

Terms and Conditions of Appointment:

1. Appointment will be made on adhoc basis for a fixed term of 11 months and may be subsequently renewed on requirement/performance basis.
2. All right reserved by authority to make changes in above mentioned posts and its terms and conditions.
3. Candidates must report before 10:00 A.M. for registration. Candidates arriving after the time will not be accepted.
4. Candidates must bring all original certificates and one set of self attested photocopy for verification.

**Address : Surat Municipal Corporation,
Room No. 88, Second Floor,
Old Conference Hall,
Muglisara, Near Chowk Bazar,
Surat – 395 003.**

**No. PRO/ /2017-18
DATE: /02/2018**

**S/d.
MANAGING DIRECTOR
SURAT SITILINK LIMITED
SURAT MUNICIPAL CORPORATION**

Roles and Responsibility along with qualifications criteria			
Sr. No.	Position	No. of Post	Qualification Required / Roles and Responsibility / Pay scale
1	Assistant Manager (Operations)	02	<p>Qualification & Experience</p> <ul style="list-style-type: none"> • Masters in planning with specialization in transportation • Minimum 2 years of post-qualification experience in Public Transportation Services <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Civil Engineer / Mechanical Engineer • Minimum 2 years of post-qualification experience in public transportation services <p>Age : Maximum 30 Years</p> <p>Roles and responsibilities :</p> <ul style="list-style-type: none"> • Receive daily briefing on the service provider for operations of BRTS and City Bus System • Ensure efficient and effective operations through close monitoring, responsible supervision, and sound timely decision making. • Bus availability. • Schedule adherence of individual trip of bus. • Maintenance Issues: (Bus Breakdowns while in service, No. of buses in the depot for repairs) • Operational Issues on Field: Bus bunching, rowdy crowd, etc. • Scheduled KM by trip versus Actual KM by trip and Summary for the day. • On Time Performance: • Arrival and departure per stop by individual trip. • Daily peak, base and evening performance. • Cumulative daily performance. • Weekdays and weekend performance. • Door opening and closing. • Receive daily briefing on the service provider (Chartered Pvt. Ltd.) contract issues related to operations of BRTS system. • Conduct spot checks of BRTS operations without information to any staff. • Responsibilities include oversight of system operators, operations supervisors, operations dispatchers • Asst. Manager Operations will assist in conducting accident investigation that involves operations vehicles and personnel. • Scheduled KM by trip versus Actual KM by trip and Summary for day • Operate and maintain the buses supplied as per the routing plan and schedule of trips. • Provide trained and skilled staff for operation,

			<p>maintenance, and supervision of the Buses.</p> <ul style="list-style-type: none"> • Ensure quality of buses, purchased by them and obtain all certificates, insurance, registration, test reports, documents indicated in the specifications, and any other approvals required by law and submit them to Sitalink/S-Connect. • The Assistant Manager - Operations will assist in conducting accident investigation that involves operations vehicles and personnel <p>Type of Appointment:</p> <ul style="list-style-type: none"> • Contractual Appointment (11 months) <p>Emoluments:</p> <ul style="list-style-type: none"> • Rs.30,000/- to Rs.60,000/- fixed per month considering the educational qualification/working experience & performance of the candidate during the personal interview.
2	Supervisor (Security & Vigilance)	02	<p>Qualification & Experience:</p> <ul style="list-style-type: none"> • Must be a graduate or an Ex. Service Man/Officers are preferred • Experience in handling security administration in a large organization • Knowledge of computer application is essential. • Minimum of 3 years of experience in the field <p>Age : Maximum 35 Years</p> <p>Roles and responsibilities :</p> <ul style="list-style-type: none"> • Support Manager -Security and Vigilance in all the tasks <p>Type of Appointment:</p> <ul style="list-style-type: none"> • Contractual Appointment (11 months) <p>Emoluments:</p> <ul style="list-style-type: none"> • Rs. 20,000/- to 45,000/- fixed per month considering the educational qualification/working experience & performance of the candidate during the personal interview.