



# **SURAT SITILINK LIMITED**

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



## **WALK-IN-INTERVIEW**

Surat Sitilink Ltd. fully owned subsidiary company of Surat Municipal Corporation engaged in mass public transportation mainly BRTS and City bus. Surat Sitilink Ltd. requires the following personnel purely on 11 months contractual basis. Interested candidates are hereby invited for a "WALK-IN-INTERVIEW" for the following positions.

<b>Sr. No.</b>	<b>Name of position</b>	<b>No of post</b>	<b>Walk-In-Interview Date</b>
1	Assistant Manager (Operations)	01	05-03-2019
2	Assistant Manager (Control Center)	03	
3	Assistant Manager (Security & Vigilance)	01	
4	Depot Manager	03	
5	Accountant	01	

Candidates can view detailed advertisement for said post on official website of Surat Municipal Corporation [www.suratmunicipal.org](http://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.**

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**MANAGING DIRECTOR  
SURAT SITILINK LIMITED**

**No. PRO/ /2019-20  
DATE: 21/02/2019**

## New Post Roles and Responsibility along with qualifications criteria

Sr. No.	Position	Qualification Required / Roles and Responsibility / Pay scale
1	Assistant Manager (Operations)	<p><b>Qualification &amp; Experience</b></p> <ul style="list-style-type: none"> <li>• Bachelor Degree in engineering in Civil / Planning / Architecture and Post Graduation in Urban/Town/ Regional Planning / Transportation Planning with minimum one year one year post qualification experience.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• Bachelor degree in Mechanical / Automobile engineer with Minimum 4 years of post-qualification experience.</li> </ul> <p>➤ Priority may be given to candidate with minimum 1 year of field experience in public transport / depot management / workshop management / plant operation management / operations, maintenance and allied activities directly related to Municipal Corporation/ local body functions.</p> <p><b>Age : Maximum 35 Years</b></p> <ul style="list-style-type: none"> <li>• Age relaxation may be given to candidate with public transport management experience.</li> </ul> <p><b>Roles and responsibilities :</b></p> <ul style="list-style-type: none"> <li>• Provide daily briefing on the service provider for operations of BRTS and City Bus System</li> <li>• Ensure efficient and effective operations through close monitoring, responsible supervision, and sound timely decision making.</li> <li>• Schedule adherence of individual trip of bus.</li> <li>• Operational Issues management on Field: Bus bunching, accident management etc.</li> <li>• Analysis of Arrival and departure per stop by individual trip, on time performance, daily peak, base and evening performance, cumulative daily performance, weekdays and weekend performance.</li> <li>• Ensuring proper disposal of service provider/ contractor's issues related to operations.</li> <li>• Conducting regular checks of operations.</li> <li>• Responsibilities include oversight of system operators, operations supervisors, operations dispatchers</li> <li>• Conducting accident investigation that involves operations vehicles and personnel.</li> <li>• Conducting driver and ticket operator verification.</li> <li>• Operate and maintain the buses supplied as per the route plan and schedule of trips.</li> <li>• Providing training to staff for operation, maintenance, and supervision of the bus operation.</li> <li>• Management and monitoring of Surat Sitalink Ltd. asset installed on bus station and buses.</li> <li>• Route planning and designing as per requirement of Surat Sitalink Ltd. and close monitoring of route performance.</li> <li>• Management and monitoring of Surat Sitalink Ltd. asset installed on bus station and buses.</li> </ul> <p>▪ Carry out flying squad activities. Any other function that may be assigned by the authority from time to time.</p> <p><b>Type of Appointment:</b></p> <ul style="list-style-type: none"> <li>▪ Contractual Appointment (11 months)</li> </ul> <p><b>Emoluments:</b></p> <ul style="list-style-type: none"> <li>▪ Rs.30,000/- to Rs.60,000/- fixed per month considering the educational qualification / working experience &amp; performance of the candidate during the personal interview.</li> </ul>

2	Assistant Manager (Control Center)	<p><b>Qualification &amp; Experience</b></p> <ul style="list-style-type: none"> <li>• <b>Bachelor Degree in engineering in Information and Technology / Computer / Electronics and Communication with minimum 4 years of post-qualification experience.</b> <b>OR</b></li> <li>• <b>Bachelor Degree in engineering in Civil / Planning / Architecture and Post graduate degree in Urban / Town / Regional Planning / Transportation Planning with minimum one year post qualification experience.</b></li> </ul> <p>➤ Priority may be given to candidate with 1 year experience in the field of public transport management / activities directly related to Municipal Corporation/ local body functions.</p> <p><b>Age :</b></p> <ul style="list-style-type: none"> <li>• Maximum 35 years</li> <li>• Age relaxation may be given to candidate with public transport management experience.</li> </ul> <p><b>Roles and responsibilities :</b></p> <ul style="list-style-type: none"> <li>• Receive daily briefing on the service provider for operations of BRTS and City Bus through ITMS and AFCS System.</li> <li>• Ensure efficient and effective operations through close monitoring, responsible supervision, and sound timely decision making.</li> <li>• Schedule adherence of individual trip of bus.</li> <li>• Look after the control room activities i.e. complaint management, monitoring of AFCS and ITMS project etc. during the operational hours.</li> <li>• Dispute resolution for smart card and Mobile tickets</li> <li>• Reconciliation of operational parameters.</li> <li>• Management of operational issues from control room i.e. Bus bunching, miss trip, miss stop, route violation, incident management etc.</li> <li>• Scheduled KM by trip versus Actual KM by trip and Summary for the day.</li> <li>• Cumulative daily performance analysis, Weekdays and weekend performance analysis.</li> </ul> <ul style="list-style-type: none"> <li>▪ Any other function that may be assigned by the authority from time to time.</li> </ul> <p><b>Type of Appointment:</b></p> <ul style="list-style-type: none"> <li>▪ Contractual Appointment (11 months)</li> </ul> <p><b>Emoluments:</b></p> <ul style="list-style-type: none"> <li>▪ Rs.30,000/- to Rs.60,000/- fixed per month considering the educational qualification/ working experience &amp; performance of the candidate during the personal interview.</li> </ul>
3	Assistant Manager (Security & Vigilance)	<p><b>Qualification &amp; Experience:</b></p> <ul style="list-style-type: none"> <li>• <b>Retired / Voluntary retired commissioned or non commissioned officer from any wings of Indian army with 2 years of experience in any Central/State Government / Autonomous organization in the security or vigilance department</b> <b>OR</b></li> <li>• <b>Graduate with Minimum of 10 years experience in any Central/State Government / Autonomous organization in the security or vigilance department</b></li> </ul> <p>➤ First Priority may be given to candidates of Ex. Service Man/Officers.</p> <p>➤ Preference may be given to candidate with minimum 1 year of experience in public transportation activity.</p>

		<p><b>Age : Maximum 45 Years</b></p> <ul style="list-style-type: none"> <li>• Age relaxation may be given to candidate of Ex service man/Officers.</li> </ul> <p><b>Roles and responsibilities :</b></p> <ul style="list-style-type: none"> <li>• The responsibilities of this position include developing a comprehensive safety program strategy for the Surat Sitilink Ltd. with oversight of all safety and security practices and activities with emphasis on identification, reduction and prevention of risks to ensure the safe delivery of all public transportation services, construction projects, and all workforce safety.</li> <li>• Additional responsibilities include collaborating with other sections in Transit to advise and coordinate safety initiatives and compliance obligations. Incumbents promote and ensure a safe environment for employees and customers to comply with federal, state and local regulations and reduce loss and risk to publicly owned resources.</li> <li>• Charged with the overall security &amp;vigilance aspects of Surat Sitilink Ltd., and of protecting assets and preventing revenue leakages</li> <li>• Organize, conduct surprise checks in buses as well as sensitive areas</li> <li>• Coordination with police department for accident, traffic management and other activities</li> <li>• Management of security staff and their duties</li> </ul> <p><b>Type of Appointment:</b></p> <ul style="list-style-type: none"> <li>• Contractual Appointment (11 months)</li> </ul> <p><b>Emoluments:</b> Rs. 30,000/- to 60,000/- fixed per month considering the educational qualification/working experience &amp; performance of the candidate during the personal interview.</p>
4	<b>Depot Manager</b>	<p><b>Qualification &amp; Experience</b></p> <ul style="list-style-type: none"> <li>• <b>Bachelor degree in Mechanical / Automobile Engineer with minimum 4 years of post-qualification experience.</b></li> </ul> <p>➤ Priority may be given to candidate with minimum 1 year of field experience in public transport / depot management / workshop management / plant operation management / operations, maintenance and allied activities directly related to Municipal Corporation/ local body functions.</p> <p><b>Age :</b></p> <ul style="list-style-type: none"> <li>• Maximum 35 years</li> <li>• Age relaxation may be given to candidate with public transport management experience.</li> </ul> <p><b>Roles and responsibilities :</b></p> <ul style="list-style-type: none"> <li>• Provide daily briefing on the service provider for operations of BRTS and City Bus System.</li> <li>• Ensuring Bus availability for daily operations as per requirement.</li> <li>• Maintenance Issues management.</li> <li>• Monitoring daily briefing on the service provider/ contractor's issues related to operations.</li> <li>• Conducting accident investigation.</li> <li>• Conducting driver and ticket operator verification.</li> <li>• Providing training to staff for operation, maintenance and supervision of the bus operation.</li> <li>• Ensuring availability of all certificates, insurance, registration, test reports, documents indicated in the specifications, and any other approvals required by law.</li> <li>• Management and monitoring of Surat Sitilink Ltd. asset installed in buses and depot.</li> </ul>

		<ul style="list-style-type: none"> <li>▪ Any other function that may be assigned by the authority from time to time.</li> </ul> <p><b>Type of Appointment:</b></p> <ul style="list-style-type: none"> <li>▪ Contractual Appointment (11 months)</li> </ul> <p><b>Emoluments:</b></p> <ul style="list-style-type: none"> <li>▪ Rs.30,000/- to Rs.60,000/- fixed per month considering the educational qualification/ working experience &amp; performance of the candidate during the personal interview.</li> </ul>
5	Accountant	<p><b>Qualification &amp; Experience</b></p> <p><b>M.Com with 10 years of experience in Finance, Accounting, Taxation, Cost Accounting etc in a reputed corporate or chartered accountant firm.</b></p> <p style="text-align: center;"><b>or</b></p> <p><b>Chartered Accountant with 3 years of experience in Finance, Accounting, Taxation, Cost Accounting etc in a reputed corporate or chartered accountant firm.</b></p> <p>➤ Candidate with additional qualification in finance and accounting field may be given preference.</p> <p><b>Age : Maximum 35 years</b></p> <p><b>Roles &amp; responsibilities</b></p> <ul style="list-style-type: none"> <li>▪ Drawing projections for Surat Sitalink Ltd.</li> <li>▪ Responsible for fund flow management.</li> <li>▪ Setting up system of accounting and financial management.</li> <li>▪ Draw a financial policy and underlying systems and procedure for execution of the policy.</li> <li>▪ Facilitating the understanding of performance of organizational functions or units.</li> <li>▪ All types of accounting, finance and taxation work.</li> <li>▪ Finalization of company accounts.</li> <li>▪ Co-ordination with internal and external auditors for accounting and auditing related work.</li> <li>▪ Co-ordination with government department and agencies for grant related work.</li> <li>▪ Assets and liability management.</li> <li>▪ Managing risk in relation to setting and achieving the organization's objectives.</li> <li>▪ Implementing and monitoring effective internal control systems.</li> <li>▪ Ensuring relevant and useful internal and external business reporting</li> <li>▪ Any other function that may be assigned by the authority from time to time.</li> </ul> <p><b>Type of Appointment</b></p> <ul style="list-style-type: none"> <li>▪ Contractual Appointment (11 months)</li> </ul> <p><b>Emoluments:</b></p> <ul style="list-style-type: none"> <li>▪ Rs. 20,000/- to Rs. 40,000/- fixed per month considering the educational qualification/ working experience &amp; performance of the candidate during the personal interview.</li> </ul>