



SAGAR CITY TRANSPORT SERVICES LIMITED

Registered Office: Aayukt Nagar Palik Nigam, Near Sagar Govt. Excellence School
Sagar (M.P.)-470001

CIN: U60210MP2014SGC003485 E-mail. sagarcitytransportservices@gmail.com

No. /SCTSL/2021/ 29

Sagar Date: ..04/11/2021

JOB REQUIREMENTS

Sagar City Transport Services Limited (SCTSL) an SPV incorporated under company Act. 2013 is a under taking of Govt. of Madhya Pradesh. The Company requires a Chief Operating Officer, (COO) and Clerical Staff for full time on contract basic on contract for a period of one year.

Sno	Designation	No.	Qualification	Experience	Salary and Benefit
1.	Chief Operating Officer (COO)	01	First Class Graduation Degree in any Subject.	5-10 Years of Experience and minimum 3 Years in Field of Urban Transport	45,000/- per Month
2.	Clerical Staff	01	Any Graduate and Computer Skill, versed in Hindi and English Typing.	Relevant Experience	10,000/- per Month

Job Description for:

CHIEF OPERATORING OFFICER (COO)

1) Operations, Management and Finance:

- Undertake Bus Procurement process and fulfill all the pre-requisites of GoI form time to time.
- Responsible for efficient operations of city bus services. Formulate strategy towards operation of buses in the city, Route Rationalization, Last Mile connectivity.
- Finalize routes, schedules for phase-I implementation and carry out Dry run trial run and commercial run.
- Identify Bottlenecks in Public Transport operations in the city and improvement strategy with help of Senior City Bus Consultant.
- Prepare Route Rationalization plan and notification of routes.
- Undertake surveys and asses bus services as per Service Level Benchmarking standards. Revise or add routes as per need.
- Identity locations of Bus stops and carry out bidding process for constructions.
- Operationalize TIMCC and ITS, generate MIS reports and analyze operational flaws.
- Conceptualize Branding Master Plan of their city bus system via stakeholder consultant etc.
- Negotiate and finalize terms and conditions with banks for financial assistance in procurement process.
- Manage Company finances, accounts, budgeting, internal auditing, book Maintenance, Staff salaries.

2) Maintenance, Coordination and Miscellaneous Activities:

- Responsible for Efficient Maintenance of City Bus Services and upkeep of Depot Facilities.
- Responsible for conduction of Board of Directors meeting and strengthening of SPV as per requirement.
- Prepare monthly, Quarterly and annual audit reports and submit to the state.
- Manage all the allied and miscellaneous activities related to SPV.
- Conduct periodic and surprise checkup of Buses and Operators.
- Assets and financial tying with banks.
- Collect, Maintain and Update city urban transport date bank.
- Undertake bidding position process for appointment of bus operators, TIMCC, advertising etc. in their City, designate duties and responsibilities of all the employees and maintain performance records.
- Prepare presentations, reports, brochures, and newsletters etc as per requirements.

Job Description for:

CLERICAL STAFF:

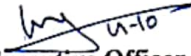
- Office Clerical Services Record.

Terms & Conditions:-

- (1) Candidate should ensure himself/herself that he/she fulfills the requisite qualification & experience.
- (2) Candidate who are already in job will be required to produce "No dues Certificate from the previous employer before joining the company.
- (3) Contract employment above will not confer any claim for regular employment in SCTSL.
- (4) Initially, Employment is to be awarded on contract basis, initial period of contract will be one year which may be extended depending on the satisfactory performance of the selected candidate.

- (5) Shortlisted candidate shall be called for the interview. The information for the same shall be communicated telephonically/e-mail/registered post. Candidate must bring his/her original certificate along with one set of self attested copies of document and two passport size of photographs for interview.
- (6) No traveling allowance will be paid to the candidate for attending the interview.

- * Interested candidates may submit their applications with Resume/CV by email sagarcitytransportservices@gmail.com. Application should be accompanied with photo copy of mark sheets, experience certificate, current contact number and Email ID. The application should reach at the above mentioned E-mail address on or before **21.10.2021** by **05.30 PM**.
- * Essential Qualifications and Terms & Conditions are available on Website: <http://www.sagarmunicipalcorporation.com> upto 18-10-2021.


Chief Executive Officer,
Sagar City Transport Services Ltd.,
Sagar (M.P.)



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APPLICATION FORM

To,

**Chief Executive Officer,
SCTSL,
SAGAR**

Photo

NOTE: All the fields are mandatory and all documents should be attached carefully along with CV.

FORMAT - A

Post Applied For						
Name of candidate						
Gender						
Father's Name						
Date of Birth						
Address						
Marital Status						
Aadhar card no./ Voter ID no./Pan.No						
Mobile no.						
E-mail						
Languages Known						
QUALIFICATION (To be enclosed self attested)						
	STREAM	PASSING YEAR	NAME OF INSTITUTE/UNIVERSITY	% MARKS		
GRADUATION						
POST GRADUATION						
Experience of Same Work						

Add. Qualification					
Other Achievements if any (Training/Workshop/award)					
EMPLOYMENT DETAILS/EXPERIENCE (Starting from the current position to employment)					
Sno.	ORGANISATION	DESIGNATION	FROM - TO (MONTH YEAR)	TOTAL (MONTH/ YEARS)	NATURE OF WORK / Other Experience
1					
2					
3					
4					
5					
REFERENCES					
Sno.	NAME	ORGANISATION	DESIGNATION	EMAIL	MOBILE NO.
1					
2					

APPLICANTS SIGNATURE

The E-mail for application must be supported with the following scanned documents:

- Copy of Degree (UG and PG) self attested – scanned
- Experience Certificate : From the Employer (and self Attested) – Scanned
- Last Date for sending E-mall (Application) is 21/10/2021, by 5:30 pm.
- SCTSL for serves all rights to accept or reject any or all applications.

DECLARATTON

I..... Hereby declare that all the information given by me are true & correct up to my knowledge & belief. In case of any incorrect information is hall be held responsible and my application can be rejected if found to be ineligible at any point of time.

DATE:-

PLACE:-

APPLICANTS SIGNATURE

INSTRUCTIONS TO THE APPLICANTS

1. Application should be e-mailed to : sagarcitytransportservices@gmail.com
2. E-mail Subject: "Application for the post of under SCTSL."
3. Detailed CV (with candidate's signature/self attested) and passport size photograph (on the right corner of CV) should be scanned and attached with the e-mail. CV should clearly mention qualification and experience of the candidate. CV must be supported with the following detail of (FORMAT- A).
4. AGE LIMIT:
The age of candidates as on 30/10/2020 should be:
 - 4.1 Minimum age limit: 25 years
 - 4.2 Maximum age limit: 50 years
 - 4.3 In Case of Retired Govt. Official not more than 63.
5. SELECTION CRITERIA:
 - 5.1 A committee of 4to 5 experts will be formed by MD & CEO of SCTSL for evaluation of Applications received
 - 5.2 Candidates shall be evaluated on a total score of 100.
 - 5.3 SPV reserves the right to set the qualifying benchmark for short listing.
 - 5.4 Shortlisted candidates shall be interviewed by an expert panel on a date duly informed to applicants.
 - 5.5 Interview score and application assessment score (in a ratio of 50:50) shall be the Basis of final merit list.
6. GENERALINSTRUCTION:
 - 6.1 The candidate should be an Indian National.
 - 6.2 Candidate working in the Government/semi-government, satisfying the eligibility criteria of education and age shall have to produce N.O.C. front their present employer at the time of interview, failing which they shall not be permitted to appear and their candidates is liable to be cancelled.
 - 6.3 Any dispute arising out of the selection process shall be dealt with in the jurisdictions of Sagar court.
 - 6.4 The candidate must possess sound health.
 - 6.5 All candidates while filling the on line form should fill their e-mail address and mobile no. correctly. Candidates should check their mail and SMS regularly for future correspondence like result etc. of candidates and they are also advised to visit websites regularly.
 - 6.6 Results of successful candidates would be uploaded/conveyed on website and through e-mail. However offer Letter for successful candidate would be sent through speed post/registered AD . The company would not be responsible for receiving the same in time due to postal delay/mistake.
 - 6.7 The candidate must produce original document /certificates at the time of interview in support of their qualification and experience for verification.
 - 6.8 The company reserves the right to fill or not to fill any of the position and also exceed or decrease the position.
 - 6.9 The appointment letter to the candidates will be on the basic of final merit list.
 - 6.10 SCTSL reserves all rights to accept or reject any or all applications.
 - 6.11 The company reserves the right for final selection/rejection.