

SHILLONG SMART CITY LTD

House No. C/B- 037, Top Floor, Centre Nongrim Hills, Near JJ Cables, Shillong-793003

East Khasi Hills District, Meghalaya

CIN- U93000ML2019SGC013677, GSTIN - 17ABBCS4684H1Z2

Email id: shillongsmartcityltd@gmail.com

Ph No. 0364-2522006

No. SSCL/HR/Recruitment/19-20/71

Dated Shillong, 25th February, 2025

Advertisement

M/s Shillong Smart City Limited (City Level Special Purpose Vehicle) invites applications from experience and dynamic Indian nationals for filling up of the following position on Fixed Term Contract Basis for the period of 2 years.

Sr. No.	Name of Post	No. of Post	Age	Essential/ Required Qualification	Experience Required
1	Chief Technical Officer (IT and Communication)	1	50 – 55 Years	Master's / Bachelor's in Computer Science / Electronics / IT or equivalent from a recognised and reputed university/ institute. Additional Certificate from Microsoft or Cisco regarding Computer Networking would be added advantage.	20 years of experience.

Bio-data (with contact details) and passport size photo to be submitted in the *prescribed format* to the following address. The name of the post MUST be super scribed on the envelope.

Chief Executive Officer,
M/s Shillong Smart City Limited,
House No. C/B -037, Top Floor, Centre Nongrim Hills, Near JJ Cables,
East Khasi Hills District,
Shillong, Meghalaya
PIN 793003

Remuneration shall not be a constraint for the right candidate.

The last date for receipt of application form in the prescribed format is 17th March, 2025 by 3:00 PM.

Details of the advertisement and the *prescribed format* can be downloaded from the following web site: www.meghalaya.gov.in / www.megurban.gov.in.

Sd/-

Chief Executive Officer

DECLARATION

I,, solemnly affirm and declare as under:

- (i) I have not been charged/convicted from any court.
- (ii) I have not been dismissed, removed or compulsorily retired by way of punishment from any public undertaking or department of Government.
- (iii) I have not been declared as insolvent by any Court.
- (iv) No departmental enquiry, vigilance case or criminal case is pending against me;
- (v) I am not on bail in any case from any court.

Signature of Candidate

Name :

Address:

Job Description -- Chief Technical Officer (IT and Communication)

- Managing day-to day Integrated Control and Command Centre (ICCC) operations including but not limited to co-ordination, engagement with various stake holders, vendors, solution providers, technology partners, etc.
- Ensure smooth and successful taking over the ICCC project from the Implementing Agency / Master System Integrators with appropriate audits such as technical audits, compliance to conditions of contract audit, Cyber Security Audit and Vulnerability Assessment and Penetration Test (VAPT) Audits.
- Ensure successful execution of ICT initiatives and provide technical leadership in managing ICCC operations of the smart city including long term sustainability.
- Organize and lead technical team in designing developing, and managing ICCC use cases solutions considering technology advancements including integrating various applications.
- To develop standard operating procedures, work manuals, ...etc. for the ICCC operations for smooth and efficient operations of the ICCC.
- Continuously monitor Service levels of the ICT infrastructure and implementing improvement / risk management / best practices plans and managing service contracts;
- Responsible for data collection and aggregation of data and for drawing meaningful insights of it by applying various data analytics tools and techniques.
- To develop and design data governance programs, including standards, classification, data and systems inventory, data management, data sharing protocols, privacy, and security risk framework for data release.
- To proactively use data driven insights to promote effective urban governance.
- Ensure management of data collection, data mining, cross-channel data integration, predictive analytics, and reporting, dashboards, and data visualizations.
- Manage virtual and physical servers and provide server infrastructure support, identify, diagnose, and resolve issues.
- Ensure smooth and secure data exchange and communication between computers, routers, modems, and servers
- Monitor server daily operation and respond to operational usability concerns.
- Anticipate, mitigate, identify, troubleshoot, and correct hardware and software issues on servers.

- Provision user accounts, permissions, access rights, and network shared storage allocations. .
- Ensure data backup, systems disaster recovery, and end user support.
- Install, update, and configure end-user networking accessories.
- Analyse, troubleshoot and evaluate computer network problems.
- Create internet domains and optimize intranet performance.
- Design, implement, and maintain databases with respect to access methods, access time, device allocation, validation checks, organization, protection and security, documentation, and statistical methods.
- Set up database clusters, backup, or recovery processes.
- Design databases to support business applications, ensuring system scalability, security, performance, and reliability.
- Safeguard IT assets by identifying and solving potential and actual security problems.
- Determine security violations, cyber-attacks, and inefficiencies by conducting periodic audits on ICCC systems, networks, and devices.
- Ensuring ICCC complies with security policies laid down by the Government.
- Inspect and Install ICCC field equipment and new technologies, directing crews or workers on site, conducting research, and reporting on project status.
- Organizing Technical Audits, Network /Cyber Security Audits regularly and implementing the recommendations of the Audit Reports.
- Co-ordinate with various government departments for compliance and capacity building;
- Managing the MIS and other performance Reports as per requirements. To provide all reports, data as requested by Ministry of Housing and Urban Affairs, Government of Meghalaya, any other stake holders such as State and Central police, state and central government investigating agencies,...etc.
- Design and arrange trainings on ICT & ICCC to all the stake holders.
- Any other responsibility as assigned by the CEO.

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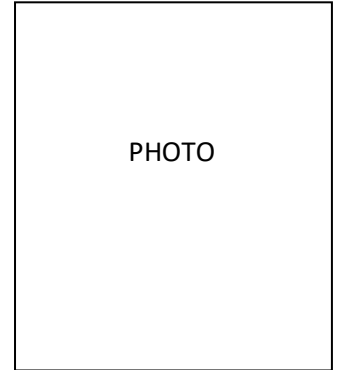
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- (1) Post applied for :
- (2) Name in Block Letters :
- (3) Fathers Name :
- (4) Date of Birth :
- (5) Address for Communication:
- (6) Category (SC/OBS/General) :



Brief Synopsis of Educational and Work History

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(7) Academic/Technical/Professional Qualification

Sl. No.	Name of Exam	Year of Passing	University / Board	Division / Class / Grade	Subjects	% of marks
1						
2						
3						
4						
5						
6						

(8) Employment Record

Sl. No.	Name of Employer / Organization	Period		Designation	Pay Scale / Pay	Nature of Duties	Reasons for Leaving
		From	To				
1							
2							
3							
4							
5							

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I solemnly declare that the statement made by me in this form are correct to the best of my knowledge and belief.

Name and signature of the Candidate

Terms and Conditions of Employment

1. Term of Engagement: The appointment of professional will be purely on contract basis for a period of (2) two years, which may be extended after the review of performance, and desired output. However, the contract may be terminated by giving three months' notice by either side.
2. The place of posting would be at the office of M/s Shillong Smart City Ltd, Shillong.
3. Candidate is required to submit a copy of detailed Curriculum Vitae clearly mentioning the post qualification experience(s). However, successful candidate has to sign an agreement with the Employer to abide by all terms & conditions as laid down in the advertisement.
4. The contract shall not confer any rights or claim of extension / absorption in the organization / company.
5. 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. However, they may send advance copy of application, if they so desire.
6. The selection of the candidate will be completely on the basis of Essential Qualification, Additional qualification, Experience and Interview. The decision of the Employer is final and binding. The Employer reserves its rights to accept or reject any applications, without assigning reasons thereof.
7. Original Qualification Certificates and Proof of previous employments have to be produced during the time of interview.
8. Incomplete applications shall not be considered and no interim correspondence shall be entertained. Canvassing in any form shall be considered a disqualification for employment with the Employer.
9. Candidates shall have to submit a declaration stating that he/she has not been charged/convicted from any Hon'ble Court not dismissed/ removed/ compulsory retired by way of punishment from the service of any Public Undertaking/ Private Sector or from Govt. Department or he/she has not been declared insolvent by any court.