



# **SURAT SITILINK LIMITED**

Office 223, 2nd Floor, Ambedkar Shopping Centre, Opp. Ajanta Cinema,  
Ring Road, Surat -395 002(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. 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.

<b>Sr. No.</b>	<b>Name of position</b>	<b>No of post</b>	<b>Walk-In-Interview Date</b>
1	Assistant Manager (Operations)	02	22/08/2017
2	Assistant Manager(Security & Vigilance)	01	
3	Supervisor(Security & Vigilance)	02	
4	Route Assistant	30	On-Line Application

Candidates can view detailed advertisement for said post on official website of Surat Municipal Corporation [www.suratmunicipal.org](http://www.suratmunicipal.org). Candidate who wants to apply for the post of "Route Assistant" submit detail application on the link given on [www.suratmunicipal.org](http://www.suratmunicipal.org) website and On-Line application Portal open from 22-08-2017 11:00 A.M. up to 15-09-2017 06:00 P.M. The date for interview for the post of "Route Assistant" will be intimated later.

### **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 between 10:00 A.M. to 11:30 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: / /2017**

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

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

			<p>conducting accident investigation that involves operations vehicles and personnel</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	Route Assistant	30	<p><b>Qualification &amp; Experience:</b></p> <ul style="list-style-type: none"> <li>Minimum Diploma in Civil/ Electrical/ Electronics &amp; communication/ Mechanical/ Automobile Engineering with Minimum 1 Years of post-qualification experience</li> <li>Preference will be given to candidate with experience in Public Transportation Services and higher qualification</li> <li>Extra weightage will be given to candidate with degree qualification in engineering.</li> </ul> <p><b>Age : Maximum 28 Years</b></p> <p><b>Roles and responsibilities :</b></p> <ul style="list-style-type: none"> <li>To arrange for regular preventive maintenance and breakdown repairs, etc and submit a certificate of inspection annually.</li> <li>Operate the buses maintaining highest standards of service quality.</li> <li>Ensure highest standards of cleanliness both inside and outside the bus at the time of reporting for the first shift of operations of the bus service of the day.</li> <li>Submit to the agency a weekly report on items which are on critical path and that require management action.</li> <li>To perform maintenance of equipment/buses strictly following manufacturer's instruction and to submit a certificate of road worthiness of the buses periodically every quarter.</li> <li>To engage suitably skilled personnel to drive the buses.</li> <li>Train staff and re-train them periodically for updating their skills in the related fields at his cost.</li> <li>To train drivers and organize refresher training programs ensuring that the drivers know and strictly observe the applicable rules /regulations /practices/instructions for operations.</li> <li>Comply with the operating instructions issued by the board, and/or its authorized representatives and/or its control centres /offices and to enforce them.</li> <li>To maintain adequate conditions of cleanliness and security on the buses</li> <li>Reports are generated only when Sitilink/S-Connect asks them to give on any particular</li> <li>Monitor all shelters and bus stops and equipment ensuring that locations of shelters and signs are safe. Get repairs and/or replacements when needed</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.15,000/- to Rs.20,000/- fixed per month considering the educational qualification/working experience &amp;</li> </ul>

			performance of the candidate during the personal interview.
3	<b>Assistant Manager (Security &amp; Vigilance)</b>	01	<p><b>Qualification &amp; Experience:</b></p> <ul style="list-style-type: none"> <li>• Minimum of 5 years experience in any Central/State Government / Autonomous organization in the vigilance department. Preference will be given to experience in public transportation activity.</li> <li>• Ex. Service Man/Officers are preferred.</li> </ul> <p><b>Age : Maximum 45 Years</b></p> <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></p> <ul style="list-style-type: none"> <li>• Rs. 30,000/- to 60,000/- fixed per month considering the educational qualification/working experience &amp; performance of the candidate during the personal interview.</li> </ul>
4	<b>Supervisor (Security &amp; Vigilance)</b>	02	<p><b>Qualification &amp; Experience:</b></p> <ul style="list-style-type: none"> <li>• Must be a graduate or an Ex. Service Man/Officers are preferred</li> <li>• Experience in handling security administration in a large organization</li> <li>• Knowledge of computer application is essential.</li> <li>• Minimum of 3 years of experience in the field</li> </ul> <p><b>Age : Maximum 35 Years</b></p> <p><b>Roles and responsibilities :</b></p> <ul style="list-style-type: none"> <li>• Support Manager -Security and Vigilance in all the tasks</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 45,000/- fixed per month considering the educational qualification/working experience &amp; performance of the candidate during the personal interview.</li></ul>
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