



NAGPUR SMART AND SUSTAINABLE CITY DEVELOPMENT CORPORATION LIMITED

HUMAN RESOURCE POLICY WITH ORGANIZATIONAL STRUCTURE AND ESTABLISHMENT SCHEDULE

**(REVISED AS PER BOD's approval vide
resolution ---- dated 12th August, 2017)**

Nagpur Smart and Sustainable City Development Corporation Limited
Human Resource Policy

A. CORE BELIEF

NSSCDCL strongly believes that human resources which manage the other resources have infinite potential, and therefore, their development is the key to organizational effectiveness. We commit ourselves to integrate human resources with Organizational growth and development for mutual benefit.

B. HUMAN RESOURCE POLICY

In pursuance of the above philosophy and in order to optimize utilization of human resources in the Nagpur Smart and Sustainable City Development Corporation Limited (SPV), NSSCDCL is committed to the following:

1. To plan and induct appropriate manpower in terms of knowledge, skill and attitude.
2. To provide opportunity for growth to employees, in terms of remuneration, career and skill development and for attracting and retaining talent.
3. To value individual dignity and respect the time and efforts put in by employees.
4. To support innovation and well reasoned risk taking by employees, aimed at growth and development.
5. Maintain a healthy and harmonious relationship with the employees.
6. Not to use child labor and forced labor in any form.
7. To practice equity and fairness in all its dealings with employees.
8. To continuously enhance knowledge, skill of employees at all levels for the performance of their present and future tasks better, through education and training and towards building a high performance culture which is globally competitive.
9. To create an organizational climate to have motivated workforce, enhance productivity and quality of life employees and their family.

C. ORGANIZATIONAL STRUCTURE AND HIERARCHY

The organizational structure and hierarchy shall be as per the chart annexed as ANNEXURE 1.

C. DESIGNATION, NUMBER OF POSTS AND PAY SCALE

The NSSCDCL will deploy human resources as per the establishment schedule annexed as ANNEXURE 1. The designations, number of posts and the pay scales shall be as per the schedule.

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D. MODE, MANNER, AND METHOD OF RECRUITMENT:

1. All appointment shall be purely on contractual basis for period of 3 years or the period specified in the appointment letter in accordance with the Board of Directors.
2. Appointment shall be made by publishing advertisement in New Papers and the official of the website of NSSCDCL.
3. A selection committee shall be constituted by the Board of Directors.
4. The selection committee shall prepare the select list based the numbers of application received and shortlisted by the selection committee purely on merit basis.
5. If the numbers of eligible and shortlisted candidate is more than the numbers of vacancies to be filled, personal interview shall be conducted by the selection committee.
6. If eligible candidates are not available through open interviews, the Board of Directors will have the powers to relax the minimum educational qualifications and experience.
7. If the existing officers working in the Corporation express their willingness to work on deputation, the preference shall be given to such officers and they shall be posted one step/position above their existing position. In such a case his/her pay shall be protected or he/she shall be given the choice to opt for the fixed pay or shall be eligible to draw pay higher than his/her total emoluments in the existing pay scale.

E. AGE LIMIT:

1. The minimum and maximum Age limit specified shall be applicable to candidate appointed on contractual basis. However, incase of a deserving candidate upper age limit can be relaxed by Board of Directors.
2. The age limit will not be applicable for candidates on deputation.

F. MEDICAL EXAMINATION:

The selected candidate will have to undergo medical fitness examination in Municipal Hospital as per the prescribed medical category.

G. REMUNERATION, PAY AND PERKS:

1. The pay, allowances and perks of the KMPs shall be decided by the remuneration committee.
2. The annual increment of 4% of the total fixed pay shall be given to the officers and servants whose appointment is renewed based on the appraisal reports.
3. The selected candidate will be entitled to receive fixed remuneration. The remuneration shall be paid after deducting income tax, professional tax and any other tax as applicable.

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4. The candidate other than the Key Managerial Personal (KMP) appointed under section 203, of NSSCDCL act 2013 shall not be entitled to receive any other allowance on account of DA, HRA or Medical allowance. However the candidate shall be entitled by TA, DA allowance if he / she is required to travel outside Nagpur for work / meeting related to Smart City Project as per the entitlement of the post. If incase of emergency, the officer may be permitted to travel by any mode of transport with prior approval of the CEO.

5. The fixed pay is subject to negotiation.

H. LEAVE

The officers and servants of the NSSCDCL shall be eligible for leave as per applicable laws.

I. LOCAL TRAVEL ARRANGEMENTS FOR THE RESOURCE PERSONNEL

1. The officers (excluding KMPs) shall not be entitled for vehicle or vehicle allowance.
2. One car shall be provided in the pool. It will be under the control of Head, mobility division. It shall be made available on first cum first serve basis after assessing the need and the importance of work.

J. RESIGNATION:

1. The key managerial personnel may tender his / her resignation to the Board of Directors and it shall come into force as soon as it is accepted by Board of Directors.
2. Any other officer or servant may tender his / her resignation to the CEO and it will come as soon as it is tendered or accepted by CEO.

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K. TERMINATION OF THE SERVICES:

The services of the officers appointed shall be terminated after events as follows:

1. If he / she found guilty in misconduct, embezzlement, miss-appreciation, moral turpitude or any other criminal misconduct punishable under Indian Penal Code.
2. If he / she is of unsound mind.
3. If during the contract period, his work is found unsatisfactory.

L. BAN ON RECRUITMENT WITHOUT CREATION OF THE POST AND WITHOUT APPROVAL OF THE BOARD

No person shall be recruited without creating the posts and obtaining the prior approval of the BOD.

M. CREATION OF ADDITIONAL POSTS

Besides the posts approved as per the schedule, approved by the BOD; additional staff if required in future shall be appointed only after the CEO submits the proposal to the BOD and the proposal to create such additional posts is approved by the BOD, subject to the limitations and conditions imposed by the BOD.

N. CODE OF CONDUCT:

All employees have to sign the following code of conduct at the time of joining NSSCDCL. A copy of "Code of Conduct" is enclosed.

1. Every employee must have pride of workmanship and is expected to contribute conscientiously to the corporate goals and give precedence to NSSCDCL business and activities over all other considerations.
2. Every employee shall, at all times, maintain absolute integrity and devotion to duty and conduct himself, herself in a manner conducive to the best interest of the NSSCDCL. Avoid soliciting gifts, services, money or honorarium from citizens, suppliers, contractors and other employees. Receiving gifts of material value for personal gains has to be avoided.

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3. Respect NSSCDCL standing orders, procedures and systems and adhere to them.
Maintain discipline, good attendance and punctuality while on duty and in attending meetings & appointments within NSSCDCL or with any outsiders. Courtesy demands that if an employee is unable to attend a meeting / appointment or if he / she is delayed for such meetings / appointments for any valid reason, he / she inform the convener of the meeting in advance.
4. Avoid use of NSSCDCL resources / facilities such as PCs / internet facility, office telephone, vehicles by all employees (including temporary / contract) for personal use. They shall be responsible for maintaining them properly and returning them in a good condition on cessation of employment.
5. Use of alcohol, smoking and chewing of tobacco is strictly prohibited in the premises.
6. Only those employees, who are authorized by CEO, are authorized to interact with Press / media on matters relating to NSSCDCL. Approval of CEO is required before disclosing matters relating to technology, processes, finance or any other organizational matters to professional journals and releases, to ensure that such professional activities do not interfere with NSSCDCLs interests.
7. NSSCDCL has / will have an employment policy that is in the public domain. It may place such policies and employment opportunities on its website.
8. NSSCDCL has / will make all efforts for up-skilling and continual training of employees.

Dr. Ramnath Sonawane

Chief Executive Officer

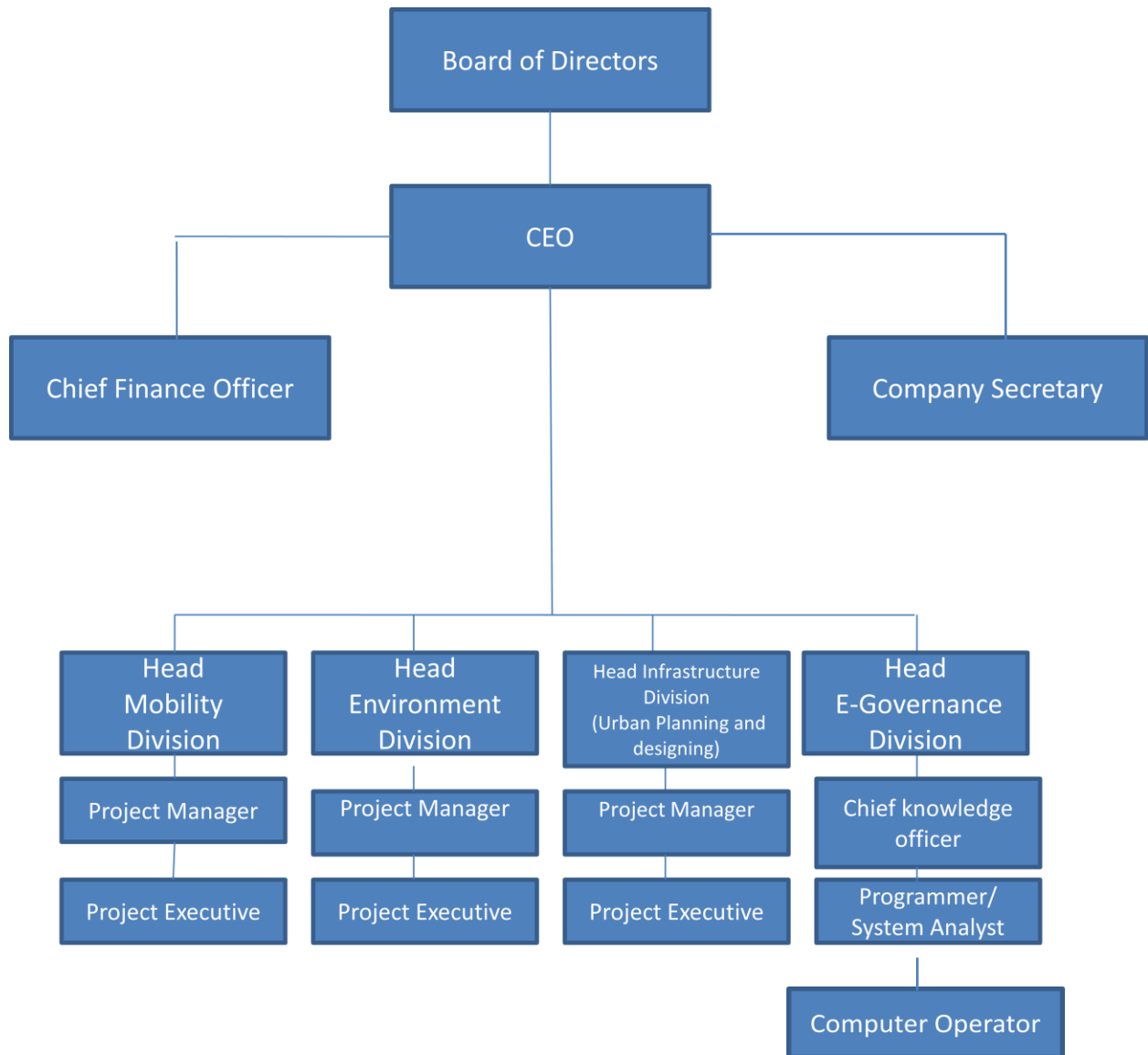
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ANNEXURE 1

ORGANIZATIONAL STRUCTURE AND THE HIERARCHY

The organizational structure and the hierarchy shall be as per the chart given below.



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ANNEXURE 2

ESTABLISHMENT SCHEDULE

Office of Chief Executive Officer

SR.NO (1)	DESIGNATION (2)	NO. OF POSTS (3)	REQUIRED MINIMUM QUALIFICATION, EXPERIENCE AND AGE LIMIT (4)	FIXED PAY (PER MONTH) (5)	REMARKS (6)
1	Officer on Special Duty (Technical)	2	Engineering graduate with minimum 2 year experience out of which at least 1 year experience with state government or Diploma in Civil/Electrical/Electronics Engineering with minimum 15 years experience of ULB.	75,000	on contractual basis/on deputation
2	Officer on Special Duty (Non-technical)	2	Any graduate with minimum 2 year experience out of which at least 1 year experience with state government or HSSC with minimum 15 years experience of ULB.	75,000	on contractual basis/on deputation
3	Superintendant (Establishment)	1	Any graduate with Diploma in Local Self Government.	40,000	on contractual basis/on deputation
3	Peon	2	SSC passed	20,000	on contractual basis/on deputation
4	Driver	2	SSC passed with LMV license	20,000	on contractual basis/on deputation
	Total	9			

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Office of Chief Financial Officer

SR.NO (1)	DESIGNATION (2)	NO. OF POSTS (3)	REQUIRED MINIMUM QUALIFICATION, EXPERIENCE AND AGE LIMIT (4)	FIXED PAY (PER MONTH) (5)	REMARKS (6)
1	Accounts Officer	2	Post Graduate in commerce or MBA finance with 6 years of experience Age: Not less than 25 Yrs and not above 45 years	75,000	on contractual basis/on deputation
2	Peon	1	SSC passed	20,000	on contractual basis/on deputation
3	Total	3			

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Office of Company Secretary

SR.NO (1)	DESIGNATION (2)	NO. OF POSTS (3)	REQUIRED MINIMUM QUALIFICATION, EXPERIENCE AND AGE LIMIT (4)	FIXED PAY (PER MONTH) (5)	REMARKS (6)
1	Legal Assistant	1	Graduate in Law with 3 years of experience Age: Not less than 25 years	40,000	on contractual basis/on deputation
2	Peon	1	SSC passed	20,000	on contractual basis/on deputation
3	Total	2			

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MOBILITY DIVISION

SR.NO (1)	DESIGNATION (2)	NO. OF POSTS (3)	REQUIRED MINIMUM QUALIFICATION, EXPERIENCE AND AGE LIMIT (4)	FIXED PAY (Per Month)	REMARKS (6)
1	General Manager Mobility Division	1	Post Graduate in Urban mobility/ Transportation system engineering and 10 years experience or Graduate in Civil Engineering with 15 years of experience. Preference will be given to the candidate having PHD in urban mobility. Age: Not less than 45 years and not more than 65 years	1,20,000	on contractual basis/on deputation
2	Project Manager	2	Post Graduate in Urban Mobility/ Transportation system engineering with 5 years of experience or Graduate in Civil Engineering with 10 years of experience. Age: Not less than 30 and not above 45 years	90,000	on contractual basis/on deputation
3	Project Executive	4	Post Graduate in Urban Mobility/ Transportation system engineering with minimum 2 years of experience or Graduate in Civil Engineering with 7 years of experience. Age: Not less than 25 and not above 35 years	75,000	on contractual basis/on deputation
4	Total	7			

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ENVIRONMENT DIVISION

SR.NO (1)	DESIGNATION (2)	NO. OF POSTS (3)	REQUIRED MINIMUM QUALIFICATION, EXPERIENCE AND AGE LIMIT (4)	PAY SCALE (5)	REMARKS (6)
1	General Manager Environment Division	1	Post Graduate in Environmental Science / Engineering with 10 years experience or Graduate in Civil Engineering with 15 years of experience. Preference will be given to candidate having Ph.D in environmental engineering. Age: Not less than 45 years and not more than 65 years	1,20,000	on contractual basis/on deputation
2	Project Manager	2	Post Graduate in Environmental science, with 10 years of experience or Graduate in Civil Engineering with 15 years of experience. Age: Not less than 30 and not above 45 years	90,000	on contractual basis/on deputation
3	Project Executive	4	Post Graduate in Environmental science with minimum 2 years of experience. Age: Not less than 25 and not above 35 years	75,000	on contractual basis/on deputation
4	Total	7			

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INFRASTRUCTURE DIVISION

(Urban infrastructure planning and design)

SR.NO (1)	DESIGNATION (2)	NO. OF POSTS (3)	REQUIRED MINIMUM QUALIFICATION, EXPERIENCE AND AGE LIMIT (4)	PAY SCALE (5)	REMARKS (6)
1	General Manager Infrastructure Division	1	Post Graduate in M.Tech/M.Arch with 10 years experience or Graduate in Civil Engineering with 15 years of experience. Preference will be given to candidate having Ph.D. in Urban Infrastructure planning or designing or management or execution. Age: Not less than 45 years and not more than 65 years	1,20,000	on contractual basis/on deputation
2	Project Manager	2	Post Graduate in M.Tech/M.Arch, with 10 years of experience or Graduate in civil Engineering, with 15 years of experience Age: Not less than 30 and not above 50 years	90,000	on contractual basis/on deputation
3	Project Executive	4	Post Graduate in Infrastructure Management with minimum 2 years of experience Age: Not less than 25 and not above 35 years	75,000	on contractual basis/on deputation
4	Total	7			

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E-GOVERNANCE DIVISION

SR.NO (1)	DESIGNATION (2)	NO. OF POSTS (3)	REQUIRED MINIMUM QUALIFICATION, EXPERIENCE AND AGE LIMIT (4)	PAY SCALE (5)	REMARKS (6)
1	General Manager E- Governance Division	1	Post Graduate in Information Technology with 10 years experience. Preference will be given to Ph.D in e-governance. Age: Not less than 45 years and not more than 65 years	1,20,000	on contractual basis/on deputation
2	Chief Knowledge Officer	1	Post Graduate in Information Technology, with 10 years of experience or Graduate in IT engineering/Computer Science, with 15 years of experience Age: Not less than 30 and not above 45 years	90,000	on contractual basis/on deputation
4	Programmer	2	Post Graduate in Information Technology or equivalent with minimum 2 years of experience Age: Not less than 25 and not above 35 years	60,000	on contractual basis/on deputation
5	System Analyst	1	Post Graduate in Information Technology or equivalent with minimum 2 years of experience Age: Not less than 25 and not above 35 years	60,000	on contractual basis/on deputation
6	Computer Operator	12	Graduate in Information Technology/computer science or equivalent with minimum 2 years of experience Age: Not less than 25 and not above 35 years	40,000	on contractual basis/on deputation
7	Total	17			

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ANNEXURE 3

ANNUAL EXPENDITURE STATEMENT

SR.NO	NAME OF POST	NUMBER OF POSTS	MONTHLY FIXED PAY	MONTHLY EXPENDITURE	ANNUAL EXPENDITURE
1	GENERAL MANAGER	4	120,000.00	480,000.00	5,760,000.00
2	PROJECT MANAGER	8	90,000.00	720,000.00	8,640,000.00
3	CHIEF KNOWLEDGE OFFICER	1	90,000.00	90,000.00	1,080,000.00
3	PROJECT EXECUTIVE	12	75,000.00	900,000.00	10,800,000.00
4	ACCOUNT OFFICER	2	75,000.00	150,000.00	1,800,000.00
5	OFFICER ON SPECIAL DUTY (Technical)	2	75,000.00	150,000.00	1,800,000.00
6	OFFICER ON SPECIAL DUTY (Non-Technical)	2	75,000.00	150,000.00	1,800,000.00
7	PROGRAMMER	2	60,000.00	120,000.00	1,440,000.00
8	SYSTEM ANALYST	1	60,000.00	60,000.00	720,000.00
8	LEGAL ASSISTANT	1	40,000.00	40,000.00	480,000.00
9	SUPERINTENDENT (Establishment)	1	40,000.00	40,000.00	480,000.00
9	COMPUTER OPERATOR	12	40,000.00	480,000.00	5,760,000.00
10	PEON	4	20,000.00	80,000.00	960,000.00
11	DRIVER	2	20,000.00	40,000.00	480,000.00
12	Total	54	8,80,000.00	35,00,000.00	4,20,00000.00