



File No.208/GSCDL/20-21
Gangtok Smart City Development Limited,
Level5 Kisaan Bazaar, Lal Market Road,
Sikkim – 737102
E Mail – gangtoksmartcity@gmail.com
CIN – U9309090WB2017SGC223807

Issued on: 18th June 2021

This document includes (a) General Information for Applicants, (b) Format of Application for City Data Officer and (c) Sample Employee Contract Agreement.

GENERAL INFORMATION FOR THE APPLICANTS

1. On receipt of applications as per the advertisement, the candidate shall be issued the **Format of Application for City Data Officer** which needs to be filled up along with the list of self attested documents are to be scanned and submitted within 25th June 2021, 1300 hours. The documents should be forwarded to deepankarlama77@gmail.com.
2. Documents forwarded to mail ids other than the one mentioned above will be summarily rejected.
3. Documents received beyond 1300 hours of 25th June 2021 will not be considered.
4. Applicants are requested to submit only those documents which have been asked.
5. The filled up application and self attested documents received till 1300 hrs of 25th June 2021 shall be scrutinised to check the eligibility criteria.
6. After scrutiny of documents, the list of candidates eligible for a Walk in Interview shall be published in the Notice Board of GSCDL Office on 5^h July 2021 and shall also be intimated to the short listed applicants. The date and time of Walk in Interview will also be indicated therein.
7. Applicant should read the Advertisement Document carefully including the Format of Application and Contract Document. Submission of application shall deem to mean that the applicant has agreed to all the terms and conditions contained therein.
8. Candidates should not furnish any particulars or information that are false, tampered/fabricated or should not suppress any material information.
9. Selection would be based on the examination of the documents submitted and interview.
10. Applications should be submitted in the prescribed format given.
11. The application should contain one recent passport size photograph pasted on the form.
12. Applications received in a format other than prescribed will not be entertained.
13. Applications which are incomplete, or received after the prescribed date will not be considered.
14. The decision of the Company in all matters would be final and binding, and no correspondence in this regard would be entertained.

FORMAT OF APPLICATION FOR CITY DATA OFFICER

Affix Recent Passport
Size photograph

Sl No	Parameter	Description	Document to be submitted (self attested)
1	Name of Applicant		Aadhar Card
2	Date of Birth		Birth Certificate
3	Fathers Name		Must reflect in Aadhar Card / Birth Certificate. Additional document not required.
4	Qualification	<i>(Indicate Name of Board / University and Year of Passing)</i>	
A	Class X		Certificate
B	Class XII		Do
C	Degree		Do
D	Masters if any		Do
E	Doctorate/M Phil if any		Do
5	Preferred Profile	<ul style="list-style-type: none"> • Should have excellent people management skills and must have team lead experience of 10+ size team for at least 2 years in similar domain • Should have excellent communication skills to interact with senior clients • Should bring in a consultative mindset and problem-solving approach and drive analytical throughput for the team • Demonstrated ability to synthesize, prioritize and drive results with a high sense of urgency • Strong sense of accountability and decisiveness in a strong work ethic culture 	Certificate issued by the employer demonstrating the preferred profile
6	Professional Skills	Analytical, logical and interpretive ability, Professional communication – (ex. drafting proposals, functional specifications documents, partner communication, queries/grievance addressing, presentation skills), Problem solving and critical thinking – (enhancing the analytical, logical and interpretive abilities), Project	Certificate issued by the employer demonstrating the professional skills.

		Management, Process Quality Assurance, Risk Management, Leadership Skills, Working with and across teams, partners; Building alliances and Negotiation Skills			
7	Technical Skills	Data Analysis and Exploration, Data Cleaning and Preparation, Data Visualization, Data Modelling, Microsoft Excel, Predictive Analysis, Data quality Assessment, Data Profiling, Historical data: Archiving and Retention, Understanding of Municipal Governance {Role of different stakeholders in urban governance in India, Fundamentals of urban management (Finance, Services, Planning, Governance, Technology) Understanding regulatory practices in urban India			Certificate issued by the employer demonstrating the technical skills.
8	Experience	<ul style="list-style-type: none"> At least 10 years of experience, of which five years of management experience leading data science, data engineering, technical, or operational teams Proven data literacy — the ability to describe business use cases/outcomes, data sources and management concepts, and analytical approaches/options. The ability to translate among the languages used by executive, business, IT and quant stakeholders. Information strategy experience; experience in strategic technology planning and execution, and policy development and maintenance. <p>Demonstrated leadership; proven track record of leading complex, multidisciplinary talent teams in new endeavors and delivering solutions</p>			Certificate issued by the employer demonstrating the experience.
9	Mobile Number with Whatsapp				
10	Alternate Mobile No if any				
11	Email ID				
12	Languages Known	Speak	Read	Write	
		Strike off whichever is not applicable			
A	English	Yes /No	Yes /No	Yes /No	No document required
B	Hindi	Yes /No	Yes /No	Yes /No	

C	Nepali	Yes /No	Yes /No	Yes /No	
D	Any other				

Declaration by Applicant:

I,, hereby declare that, (a) the information furnished herein above and (b) the self attested documents being submitted, are true to the best of my knowledge and belief. In case it is detected at any stage that I have furnished any incorrect information or has suppressed any material fact(s), my candidature will automatically stand cancelled. If any of these shortcomings is / are detected even after the appointment, my services are liable to be terminated.

Signature of Applicant

Name

Date

Place

Sample of Contract Agreement.

(Stamp Paper)

EMPLOYEE CONTRACT AGREEMENT

THIS AGREEMENT made as of the _____ day of _____, 2021, between Gangtok Smart City Development Limited, a Company registered under Indian Company's Act, 2013, bearing Company Identification Number - U9309090WB2017SGC223807 and having its Office at Level 5, Kisan Bazaar, Lal Market Road, Gangtok Sikkim 737101 (the "Employer"); and Mr/Miss/Mrs. _____, S/o, D/o, W/o Mr _____, resident of _____ (the "Employee").

WHEREAS the Employer desires to obtain the benefit of the services of the Employee, and the Employee desires to render such services on the terms and conditions set forth.

IN CONSIDERATION of the promises and other good and valuable consideration (the sufficiency and receipt of which are hereby acknowledged) the parties agree as follows:

1. Employment

The Employee agrees that he/she will at all times faithfully, industriously, and to the best of his skill, ability, experience and talents, perform all of the duties required of his position. In carrying out his duties and responsibilities, the Employee shall comply with all official procedures, rules and regulations, both written and oral, as are announced by the Employer from time to time. It is also understood and agreed to by the Employee that his assignment, duties and responsibilities and reporting arrangements may be changed by the Employer in its sole discretion without causing termination of this agreement.

2. Position Title

As a City Data Officer (CDO), the Employee is required to perform the following duties and undertake the following responsibilities in a professional manner.

- Setup data teams and data services portfolio. Develop and design data governance program designed to establish data as an asset to be managed, including standards, classification, data and systems inventory and data management.
- Develop policies, business processes and resources for integrated data sharing across multiple regulatory frameworks.
- Set up open data program, develop KPIs, set up data publication process, set up data infrastructure, automation and profiling as a service, and chalk out privacy and security risk framework for data release.
- Foster culture of data use via multiple data related networks.
- To chalk out City open data policy in alignment with its Smart Cities Plan and IT Strategy of its City Municipal Corporation.

- Manage complex engagements and interface with senior management from state departments to deliver data science projects that provide improvements in city efficiency, improve the quality of life, and provide data-driven city services.
- Responsibilities also include management of data collection, data mining, cross-channel data integration, predictive analytics, and reporting, dashboards, and data visualization.
- Lead strategic projects to develop future strategies to help address constantly evolving and growing number of opportunities to use data science within the city to improve services.
- Collaborate and develop relationships with external parties, such as academic researchers, pro bono consultants, and academia/local university students to help develop new projects.
- Implement City Open Data Plan and Vision.
- To work as SPOC (Single Point of Contact) to work as a bridge between City Urban Development department, Other State department, Gangtok Municipal Corporation, Smart City SPV, Academia, Industry and Citizens to leverage the data.
- To advise Smart City SPV and Gangtok Municipal Corporation to identify datasets/data marts emerging from Smart City projects/operation centre.
- To gather and aggregate data demand from stakeholders namely Academia, Industry and Citizens to leverage the data.
- To promote co-creation and open innovation ecosystem at City level by leveraging data from Smart City projects.
- Responsible for collection and aggregation of data and for drawing meaningful insights of it by applying various data analytics tools and techniques. To proactively use data driven insights to promote effective urban governance.
- To review and provide feedback on data dashboard to endure it reflect the accurate status on their datasets. To regularly update the features and data sets on the City Open Data Portal.

3. Salary

- (a) As full payment for all services rendered by the employee, He/She shall be paid 50,000 (INR) per month. Such payments shall be subject to such normal statutory deductions by the Employer.
- (b) All reasonable expenses arising out of employment shall be reimbursed assuming same have been authorized/approved prior to being incurred and with the provision of appropriate receipts.

4. Leave

The Employee shall be entitled to avail a casual leave of 5 days per year subject to a condition that no continuous leave exceeding 3 days shall be entertained. However in the case of commissioning mother, maternity leave shall be granted on a full pay not exceeding 12 weeks. Similarly Paternity Leave shall be granted on a full pay not exceeding 10 working days.

5. Tenure

It is understood and agreed that the first 6 (six) months of employment shall constitute a probationary period during which period the Employer may, in its absolute discretion, terminate the Employee's employment, for any reason without notice or cause. However after the expiry of the probation period Employer shall execute a full time Contract of 1 (one) year which may be renewed based on his/her overall performance.

6. Performance Reviews

The Employee will be required to provide written performance report at least once a year and said report will be reviewed by the Employer.

7. Termination

- (a) The Employee may at any time terminate this agreement and his employment by giving not less than two weeks written notice to the Employer.
- (b) The Employer may terminate this Agreement and the Employee’s employment at any time, without notice or payment in lieu of notice.

8. Laws

This agreement shall be governed by the laws of the Union of India and any dispute arising between the parties shall be resolved within the court of Gangtok jurisdiction.

IN WITNESS WHEREOF the Employer has caused this agreement to be executed by its duly authorized officer and the Employee has set his hand as of the date first above written.

Binding Signature of Employer signed by

Chief Executive Officer
Gangtok Smart City Development Limited.

Binding Signature of Employee signed by

Mr/Miss/Mrs.....

In the presence of (Witnesses)

1. _____

2. _____