

UTI Infrastructure Technology and Services Limited (UTIITSL)**Recruitment of MD & CEO on Contractual basis**

Applications are invited from Indian citizens for the post of Managing Director & CEO, UTIITSL for its Registered Office, Belapur, Navi Mumbai to be filled on contractual basis for a term of 3 years, extendable by a further period of 2 years or upto the date of superannuation or until further orders whichever is earlier on the terms and conditions given in this publication.

1. COMPANY PROFILE

UTI Infrastructure Technology and Services Limited (UTIITSL) is pioneer in multiple businesses and has proven market leadership in issuance of PAN Cards, Medical Bill Processing for various Government Clients, IT & IT enabled Services, Mutual Fund Distribution, Facility Management, Valuation of Property, e-governance and Technology. It performs the R & T Services to SUUTI schemes. With the customer network across India and an annual turnover of Rs 350 crores (approx), is on the look for high performing, dynamic and achievement oriented professional.

UTIITSL's 100% share holding is with SUUTI (Specified Undertaking of the Unit Trust Of India) and SUUTI is an Authority created under the provisions of the said Repeal Act of 2002. SUUTI comes under the DIPAM, Ministry of Finance, Government of India. UTIITSL is a Government Company under section 2(45) the Companies Act, 2013. Though the procedure of employment will be through UTIITSL, however the selected candidate will be a nominee of SUUTI.

2. JOB DESCRIPTION :

- The Corporate plan of the company has many ambitious expansion schemes for massive capacity augmentation in the years to come.
- To add to its strength and fuel its growth, the company is looking for energetic & result oriented talent for recruitment to the post of MD & CEO on contractual basis.
- The candidate should have proven experience in driving business and increasing revenue by identifying and developing new business opportunities and building and expanding the presence of the Company.

- To focus on developing, implementing and driving strategies to achieve Company's business goals.
- Accountable to the Board of Directors and to the sole shareholder – SUUTI.

3. KEY RESPONSIBILITY AREAS

- To strategize and provide overall direction to the business operations of UTI ITSL.
- Responsible for the efficient functioning of the Company for achieving its corporate objective and performance parameters.
- Approach and interact effectively with Government at all levels.
- Understand and empathize with the ethos, culture and procedures of government and its operational and decision processes.
- Leading, growing and mentoring an enthusiastic team of high energy professionals and making them successful leaders.
- Ensure business growth through directing and managing business development activities to ensure these are delivered in accordance with the Organizational strategy.
- Responsible of ensuring highest degree of client satisfaction.
- Building business relationships with current and potential clients.
- To generate sustainable revenues while ensuing optimum balance between client needs and organizational objectives.
- Responsible for profit by maximizing revenue generation.
- To ensure full compliance with the existing policies of the government and the organization.
- Promote an environment that supports diversity and reflects the Company brand.
- Deliver high standards of service quality and maintain high levels of operational integrity.
- Ensure Compliance, operational risk controls in accordance with Company or regulatory standards and policies of the Company.

4. KEY COMPETENCIES

- Focus on Change & Innovation
- Develops oneself
- Maintains Industry Awareness
- Respects Rules
- Models Integrity
- Builds and Leverages Internal Relationships

- Provides Direction
- Manages Resources
- Coaches for Performance
- Empowers others
- Inspires others
- Builds Talent Pool
- Analyses information and Takes Decisions
- Drives Results
- Demonstrates Achievement Orientation
- Focuses on Customers
- Builds and Maintains Customer Relationships
- Takes Prudent Risks
- Demonstrates 'Big Picture' Thinking

5. ELIGIBILITY AND EXPERIENCE

Applications are invited from the candidates fulfilling the following criteria:

Educational Qualification:

- Graduation in Engineering/ MBA/CA/ ICWA/Post graduation in Science /Commerce or equivalent.
- All qualifications are to be acquired from an institute recognized by competent Indian Authorities e.g.UGC, AICTE, Central / State Government / Universities.
- Qualifications are to be acquired on regular, full time studies and not through distance studies or open universities.

Essential Experience:

- Minimum 20 years of post qualification experience out of which at least 5 years in senior management level as a Head of the department of a reasonably sized organization with turnover of more than 250 crores.
- Only such experience acquired after acquiring prescribed qualification will only be considered.

Desirable

- Experience of dealing with Board of Directors; &
- Preference will be given to candidates having experience in IT/ITES industry and well versed in coordination/dealing with PSUs / Government officials/ departments for at least one year.

6. AGE

As on 18.01.2022 : Maximum 57 years.

AGE OF SUPERANNUATION: 60 years.

7. DURATION OF APPOINTMENT

The appointment will be initially for a period of 3 years, extendable by a further period of 2 years or upto the date of superannuation or until further orders whichever is earlier. Depending upon the age, overall performance and profile of the appointed incumbent, and if otherwise eligible, he/she may be considered for reappointment by the appropriate authority at its sole discretion.

PAY / REMUNERATION

Total remuneration (CTC) will be 52,79,904/- p.a. plus performance based variable pay (at sole discretion of the Board) at a maximum upto 40% of annual remuneration excluding statutory deductions. In addition, MD & CEO will also be entitled to the following facilities as per the company rules.

- i) Office Car with driver (At actual).
- ii) Mobile Telephone (At actual).
- iii) Travel and Halting allowance as per Company Policy.
- iv) Group Mediclaim and Group Term Life Insurance as per UTIITSL policy.
- v) Leave as per UTIITSL Policy.
- vi) Statutory deductions will be applicable like PF, PT, TDS etc as per Government Rules.

8. HOW TO APPLY

1. Eligible candidates shall be required to apply online through our website www.utiitsl.com on or before 04.02.2022 and **duly signed copy of system generated application shall be sent to DHRD along with copies of certificates / documents for proof of date of birth, educational qualification, work experience, Community Certificate and other related documents duly attested, addressed to the Vice President – HR at the address: UTI Infrastructure Technology and Services Limited, Plot No.3, Sector 11, CBD Belapur, Navi Mumbai, 400614 in a cover superscribed as “Application for the post of MD & CEO (on Contractual basis)”.** **The duly signed copy of system generated application and documents shall be sent through registered post / speedpost shall turn up on or before 11.02.2022.**

Company website is open for online applications upto 04.02.2022 11:59 p.m. and last date for forwarding hard copy of system generated application form duly signed along with copies of certificates is 11.02.2022 upto 5:00 p.m. Please note that only system generated hard copy of the application alongwith the supporting documents as mentioned above received within stipulated time shall be considered for further process. In other words, if any hard copy of the application received after stipulated time and date shall not be considered for further process and shall be liable for rejection.

2. Applications received directly shall not be entertained unless it is applied through this advertisement (Website Publication).
3. Candidates from Government/Semi Government/Public Sector Organizations shall be required to submit their applications through proper channel or submit a No Objection Certificate (NOC) at the time of Interview.
4. Details about the significant contributions made by the applicant during his/her present/ past assignments and his / her suitability for the post.
5. Documents in support of claims made in the application.
6. Contact details of 2 references.

Application along with the above documents should be sent to the following address:

The Vice President HR
UTI Infrastructure Technology And Services Limited
Plot No 3, Sector 11
CBD Belapur, Navi Mumbai
400614

The envelope containing the application should mention “Application for the post of Managing Director & CEO- UTIITSL on contractual basis.”

9. **Others**

1. Mere fulfilment of eligibility criteria shall not vest any right in a candidate for being considered for selection.
2. Employees of UTIITSL, if otherwise eligible, shall be treated ‘at par’ with other candidates and recruitment norms shall be equally applicable to candidate.
3. The selected candidate shall be required to join the Company within period of maximum 30 days.

4. Candidates from government / public sector may send advance copies of their application. Processing of these will of course be subject to receipt of their “proper channel” applications forwarded by their respective employer within the prescribed time limit.
5. All credentials will be verified and copies of certificates will be verified with originals.
6. In case offline Interviews, the candidates called for interview shall be reimbursed Air fare on production of original or self attested photocopy of the tickets. However, no reimbursement shall be made to the local candidates. Any request for change of address other than mentioned application form will not be entertained for the purpose of reimbursement.
7. Candidature of the candidate is liable to be rejected at any stage of the recruitment process or after recruitment or joining, if any information provided by the candidate is found to be false or is not found in conformity with eligibility criteria mentioned in the advertisement.
8. SUUTI and UTIITSL reserve the right, without prior notice, to alter, modify or change the eligibility criteria and / or any of the other terms and conditions spelt out in the advertisement, including selection method and procedure. .
9. Any information or communication with regard to the advertisement / addendum/ corrigendum etc. related to the position or changes in the minimum requirements, terms & conditions, extension of last date of application, cancellation of the advertisement etc. shall be published on Company’s website only. So the candidates must check the Company’s website for updated details from time to time.
10. Appointment of selected candidates is subject to his/her being declared medically fit and verification of character and antecedents.
11. Decision of SUUTI/UTIITSL in all matters regarding eligibility of the Candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of interview, selection and any other matter relating to recruitment including cancellation of the process at any stage will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the SUUTI/UTIITSL in this regard.
12. UTIITSL reserves the right to conduct the Interviews through Virtual Mode
13. Any resultant dispute arising out of this Advertisement shall be subject to the sole jurisdiction of the Courts situated in Mumbai.

14. The candidates shall appear for interview at their risks and UTIITSL will not be responsible for any injury / losses etc of any nature.

10. Last date for receiving online application

04.02.2022 upto 11:59 p.m.

11. Last date for receiving hardcopy of duly signed System generated application along with supporting documents

11.02.2022 upto 5:00 p.m.

CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION

UTI Infrastructure Technology And Services Limited
Corporate Office
CBD Belapur
Navi Mumbai

Vice President – HR