

Job Description: Manager - Town Planning

Job Location: Electronics City, Bengaluru

Type: Full-time work in office only

Employment terms: Selected candidate will be placed on probation for the first six months. Absorption as a regular employee will be based on assessment of performance during the probation.

Reports to: General Manager - Town Planning / Chief Executive Officer (CEO), ELCITA

Key Roles:

- Plan and implement a model Township with world-class facilities, working closely with the sub-committees and other stakeholders
- Ensure compliance to applicable by-laws by all the industries and establishments within the Township
- Set benchmarks for the delivery of services and publish the data
- Approval of building plan and license as per applicable building bye-laws
- Issue of Khatha, commencement certificate, occupancy certificate, and any other documents, as the applicable building bye-laws
- Communicate with the industries and establishments for any change in the policy or process, related to applicable by-laws
- Interface with the industries for any questions and clarifications related to compliance and approvals
- Establish and maintain a three-dimensional data of all the buildings and common infrastructure within the Township, and use the same for all the planning and approvals
- Digitise and automate the processes.

Key Responsibilities:

Responsibilities will include, but not limited to the following:

- Scrutiny of applications and approving the undermentioned, subject to receipt of all relevant documents and adherence to relevant bye laws:
 - Building plan approvals and license
 - Commencement certificate and completion certificates for buildings
 - Occupancy certificates

- Maintenance of proper records
- Having an up to date understanding of relevant laws and regulations on the subject
- Ensuring compliance with all statutory requirements
- Any other task assigned by the CEO and COO

Send applications along with CV and ELCITA Biodata form to Email ID :
franklin.b@elcita.in

Last date for receipt: 06-09-2025 before 5PM