

NOIDA METRO RAIL CORPORATION LIMITED
(A joint venture of Govt. of India and Govt. of Uttar Pradesh)

Advt. No- NMRC/HR/Rectt./02/2022

Dated: 22.06.2022

**REQUIREMENT OF OFFICERS ON DEPUTATION/IMMEDIATE ABSORPTION BASIS/
DIRECT RECRUITMENT IN FINANCE & HR CADRE IN NMRC.**

Noida Metro Rail Corporation (NMRC) Ltd., a Joint venture company of Govt. of India and Govt. of Uttar Pradesh is executing the Noida- Greater Noida Metro Corridor. To meet the immediate requirement of experienced personnel for different department of NMRC, applications are invited from experienced, dynamic and motivated officers of Indian Nationality having relevant work experience on Deputation /Immediate absorption/Direct Recruitment basis.

A) AGE, MINIMUM QUALIFICATION AND WORK EXPERIENCE REQUIREMENT FOR ELIGIBILITY

Post Code	Post & Pay Scale	Qualification	Work Experience
1	<p>Joint General Manager (Finance)</p> <p>Pay Scale: (IDA 90,000-2,40,000)</p> <p>Max Age Limit- 50</p> <p>OR</p> <p>Deputy General Manager (Finance)</p> <p>Pay Scale: (IDA 70,000-2,00,000)</p> <p>Max Age Limit- 45</p> <p>No. of Posts- 1 (UR)</p>	<p>Essential Qualification: Chartered Accountant from ICAI OR Cost & Management Accountant from ICMAI</p>	<p>The candidate should have knowledge and working experience in the field of Direct & Indirect Taxation, Finalization of Financial Statements, Budgeting, Handling Statutory/Internal/CAG Audit, Financial Evaluation of Tender Proposals, Financial Vetting of Tender Contracts, Company Law & Regulatory Compliances, Corporate Governance and other finance matters etc.</p> <p>Preference shall be given to candidates having working experience of Metros/Railways/ Airports and other Infrastructure Projects</p> <p>(Refer table at (B-II) below of the Advt. for Total Experience and Present Pay Scale Criteria)</p>

2	<p>General Manager/HR</p> <p>Pay Scale: (IDA 1,20,000-2,80,000)</p> <p>Max Age Limit- 55</p> <p>No. of Posts- 1 (UR)</p>	<p><u>Essential Qualification:</u></p> <p>Bachelor's Degree in any discipline AND</p> <p>MBA (HR) OR Equivalent post graduate degree in management with specialization in HR/Labour Laws from Govt. recognized University/Institute</p> <p>Preference shall be given to candidates having Bachelors in Law (LL.B.) from Govt. Recognized University in addition to the essential qualification</p>	<p>The candidate should have knowledge and working experience in the field of HR Management & Planning, Recruitment & Reservation Roster Management, Leave Administration, Performance Management, Formulation of Employee benefit Policies & Procedures, Training of Manpower, Grievance Management, RTI, Legal cases pertaining to employment/service matters, other disciplinary and labour related matters.</p> <p>Preference shall be given to candidates having working experience of Metros/Railways/Airports and other Infrastructure Projects</p> <p>(Refer table at (B-I) below of the Advt. for Total Experience and Present Pay Scale Criteria)</p>
3	<p>Joint General Manager (HR)</p> <p>Pay Scale: (IDA 90,000-2,40,000)</p> <p>Max Age Limit- 50</p> <p>OR</p> <p>Deputy General Manager (HR)</p> <p>Pay Scale: (IDA 70,000-2,00,000)</p>	<p><u>Essential Qualification:</u></p> <p>Bachelor's Degree in any discipline AND</p> <p>MBA (HR) OR Equivalent post graduate degree in management with specialization in HR/Labour Laws from Govt. recognized University/Institute</p> <p>Preference shall be given to candidates having Bachelors in Law (LL.B.) from Govt.</p>	<p>The candidate should have knowledge and working experience in the field of HR Management & Planning, Recruitment & Reservation Roster Management, Leave Administration, Performance Management, Formulation of Employee benefit Policies & Procedures, Training of Manpower, Grievance Management, RTI, Legal cases pertaining to employment/service matters,</p>

	Max Age Limit- 45 No. of Posts- 1 (UR)	Recognized University in addition to the essential qualification	other disciplinary and labour related matters. Preference shall be given to candidates having working experience of Metros/Railways/ Airports and other Infrastructure Projects (Refer table at (B-II) below of the Advt. for Total Experience and Present Pay Scale Criteria)
--	--	--	---

B) EXPERIENCE AND PRESENT PAY REQUIREMENT FOR ELIGIBILITY

- **(B-I) FOR POST CODE 02 ABOVE**

<p>GENERAL MANAGER</p> <p>Candidates presently working in Govt. Organization /PSUs/Autonomous Bodies/Railways/ Metro Rail Company other government bodies (Immediate Absorption/Deputation)</p> <ul style="list-style-type: none"> - Minimum 17 years post qualification executive experience/ managerial experience after obtaining the minimum required qualification <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> - The candidate should be presently working in IDA pay scale of 1,20,000-2,80,000 OR CDA Pay scale of 1,44,200-2,18,200 (L-14) <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> - The candidate should be working for 3 years in IDA Pay scale 90,000-2,40,000 OR CDA pay scale 1,23,100-2,15,900 (L-13) <p>NOTE : An applicant presently working in CDA/ IDA pay scales in Govt./ PSU/ Metro/ Govt Company who has earlier worked in Private sector , his services as Executive in reputed private sector organization will also be considered for computing 17 years executive service</p> <p><u>For Candidates Presently working in Private Sector</u></p> <ul style="list-style-type: none"> - Minimum 20 years post qualification executive experience/ managerial experience after obtaining the minimum required qualification with Annual CTC of INR 30 Lacs for last one year.

- **(B-II) FOR POST CODE 01 AND 03 AS ABOVE - Joint General Manager or Deputy General Manager (Only One Candidate to be selected at either level against each post)**

JOINT GENERAL MANAGER	DEPUTY GENERAL MANAGER
<p>Candidates presently working in Govt. Organization/PSUs/Autonomous Bodies/Railways/ Metro Rail Company other government bodies (Immediate Absorption/Deputation)</p> <ul style="list-style-type: none"> - Minimum 12 years post qualification executive experience/managerial experience after obtaining the minimum required qualification <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> - The candidate should be presently working in IDA pay scale of 90,000-240,000 OR CDA Pay scale of 1,23,100-2,15,900 (L-13) <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> - The candidate should be working for 3 years in IDA Pay scale 70,000-2,00,000 OR CDA pay scale 78,800-2,09,200 (L-12) <p>NOTE : An applicant presently working in CDA/ IDA pay scales in Govt./ PSU/ Metro/Govt Company who has earlier worked in Private sector , his services as Executive in reputed private sector organization will also be considered for computing 12 years executive service</p> <p>For Candidates Presently working in Private Sector</p> <ul style="list-style-type: none"> - Minimum 14 years post qualification executive experience/managerial experience after obtaining the minimum required qualification with Annual CTC of INR 22 Lacs for last one year. 	<p>Candidates presently working in Govt. Organization/PSUs/Autonomous Bodies/Railways/ Metro Rail Company /other government bodies (Immediate Absorption/Deputation)</p> <ul style="list-style-type: none"> - Minimum 7 years post qualification executive experience/managerial experience after obtaining the minimum required qualification. <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> - The candidate should be presently working in IDA pay scale of 70,000-200,000 OR CDA Pay scale of 78,800-2,09,200 (L-12) <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> - The candidate should be working for 2 years in IDA Pay scale 60,000-1,80,000 OR CDA pay scale 67,700-2,08,700 (L-11) <p>NOTE : An applicant presently working in CDA/ IDA pay scales in Govt./ PSU/ Metro/Govt Company who has earlier worked in Private sector , his services as Executive in reputed private sector organization will also be considered for computing 07 years executive service</p> <p>For Candidates Presently working in Private Sector</p> <ul style="list-style-type: none"> - Minimum 10 years post qualification executive experience/managerial experience after obtaining the minimum required qualification with Annual CTC of INR 18 Lacs for last one year.

The eligibility conditions as at A and B above should be fulfilled together as on the cutoff date i.e. 31.05.2022

SELECTION PROCESS:

- (a) Suitable candidates will be shortlisted, based on their eligibility/ experience in the relevant field and may be called for Personal interview. The selection process would judge different facets of Knowledge , skill, experience, aptitude and Physical ability .
- (b) Appropriate method such as written test, may be resorted to if the candidates number is large.
- (c) The selection process may be conducted by NMRC through Online or Offline by taking into account number of candidates.
- (d) Outstation candidates if called for interview physically will have to make self-arrangements for travel and stay. No facility regarding travel and stay would be extended by NMRC unless or otherwise decided for the same.
- (e) Mere conformity to the job requirement of submission of application, will not entitle a candidate to be called for interview. Instead, depending upon the quantum of response of applications, the management may if found necessary, may prescribe appropriate method such as written test, raise/relax the eligibility criteria to restrict/allow the number of candidates to be called for interview.
- (f) The management reserves the right to call or not to call any/all of the candidates who have responded against this advertisement or to cancel/postpone the entire process due to any administrative reasons.
- (g) No correspondence will be entertained with the candidates not shortlisted for interview for any enquiry made.
- (h) The candidates are required to check their emails and official website of NMRC from time to time for any information/updates on the recruitment process.
- (i) The applicant should not only be suitable in related field, but also should be physically and medically fit enough. In case of selection, candidates will have to undergo a medical examination as per the Corporation policy.
- (j) The candidates will be offered position in NMRC on immediate absorption basis with respect to his eligibility vis-à-vis his last position in parent organization and length of service or as per the suitability decided by the selection committee.
- k) Candidates applying on Immediate Absorption/Deputation would be required to give NOC before the Interview. However, in case of candidates applying on Direct. Rectt. Basis, they would be required to give proper relieving order from the organisation, last pay certificate etc. and NOC would not be insisted upon.
- l) Immediate Absorption/Direct Rectt. Candidates would be required to undergo medical examination as per the corporation policy in the event of selection
- m) The candidates taken on deputation will be for initial period of 03 years.

(n) The candidates selected on Direct Recruitment basis will have to resign from the post in the previous organization and will join to the selected post. Their past service will not be counted for gratuity /seniority or for any other purposes.

SURETY BOND & PROBATION PERIOD

In case the candidate opts for Immediate Absorption/Direct recruitment, the candidate shall execute a Surety Bond to serve the Corporation for a Minimum Period as Given Below:

Mode of Recruitment	Bond Amount*	Min. period to serve the Corporation
Direct Recruitment	300,000	3 (Three) Years
Absorption from Govt. Org./instrumentalities/PSUs/CPSEs etc.	150,000	1 (One) Year

***Plus training cost & GST shall be charged as applicable**

Probation Period

After Joining, the employee has to undergo a probation period as per Corporation Policy. A three months' notice period will be required to be served before seeking resignation from the Corporation.

COMPENSATION PACKAGE & POSTING:

The Company offers attractive pay, perks and allowances attached to the post/ grade as per IDA pattern scale of pay and company policy. The selected candidates can be posted/ transferred to any of the Project Office of NMRC during the course of their service.

GENERAL INSTRUCTIONS:

1. The candidate would be considered as eligible for the post if the eligibility conditions as stated at table (A) and table (B-I & B-II) together of the Advt. as applicable to the candidate are fulfilled by the candidate. However if applications received are large in number, the organization at its discretion may decide shortlisting criteria based on most appropriate experience.
2. Complete filled-up application as per Annex- A(enclosed format) should reach this office along with all certificates/testimonials/ required documents latest by 22.07.2022
3. Envelope containing the duly filled-up application should be super-scribed as-
APPLICATION FOR THE POST OF-
_____ (Post Code ___) and should be addressed to:

General /Finance/HR,
Noida Metro Rail Corporation Limited
Block III, 3rd Floor, Ganga Shopping Complex
Sector 29, Noida- 201301, Distt. Gautam Budh Nagar, UP.

The soft copy of the application form may also be sent on the email id of NMRC i.e. nmrchrectt@gmail.com, however sending hard copy of the application form and supporting documents is mandatory.

4. **The application should be supported with the following documents, duly self-attested:**

- Copies of Educational Certificates (Matriculation and Onwards)
- Experience Certificate(s) for all employment including present employment
- Copies of APARs for last 4 years (For Govt. sector/PSU candidates)
- Promotion/Increment Letters/ Appointment Letter for Private Sector Candidates
- Office order showing present pay-scale and promotion to present grade.
- Pay Slip of Last 3 months
- NOC' from concerned Department/ Employer in case of candidates applying on deputation. **In case of non-availability, undertaking to submit the same before the personal interview.**
- **In case of candidates who are applying on Direct Rectt . proper relieving order from the employer would be required before joining NMRC and Last pay certificate would also be required and NOC is not insisted upon.**
- D&AR/Vigilance clearance certificate for candidates working in Govt. organizations/PSUs (before the selection process/ interview)

Incomplete or applications received after due date shall not be accepted and will be summarily rejected. NMRC will not be responsible for non-receipt/ late receipt of the application/ any communication due to postal delay or any other reason.

5. Shortlisted candidates will be informed on their email address and they will have to appear for interview on the scheduled date and time with all original documents/ testimonials.
6. Canvassing in any form shall disqualify the candidate.

OTHER INSTRUCTIONS

1. **All eligibility criteria pertaining to age, qualification, experience and other conditions (as at table (A) and table (B-I & B-II) of the Advt. as applicable to the candidate are fulfilled together as on 31.05.2022**
2. **The duly filled application form along with all supporting documents shall reach at the address mentioned in the Advt. latest by 22.07.2022.**
3. The Minimum Qualification required for the post shall be from Govt. Recognized University/Institute
4. For the Candidates presently working in Central Govt./State Govt./PSUs/Railways etc., past working experience of Private Sector shall be counted in computing minimum post qualification required for the post.
5. The eligibility criteria(s) may be relaxed in case of exceptional cases as per the sole discretion of the Management

6. Preference in case of selection may be given to candidates who are working with or who have worked on Metro Projects, Railways Projects, Airports and other Infrastructure Projects.
7. In case of any dispute relating to interpretation or any other issue, the decision of the NMRC Management shall be final.

