



NOIDA METRO RAIL CORPORATION LIMITED

(A joint venture of Govt. of India and Govt. of Uttar Pradesh)

APPLICATION FOR THE POST OF ASSISTANT MANAGER (FINANCE)

(THROUGH PROPER CHANNEL)

Advertisement no. NMRC/HR/02/2021

A. PERSONAL DETAILS: -

1	Applicant's Name		Affix your latest passport size photograph
2	Father's Name		
3	Date of Birth (DD/MM/YY)		
	Age as on 30.06.2021Years.....Months.....Days	
4	Gender(Male/Female)		
5	Category (UR, OBC, SC, ST)		
6	Name of Present Organisation/Department		
7	Name of Parent Organisation/Department (in case candidate is presently working on Deputation)		
8	Present Designation		
8	Present Pay-Scale and Basic Pay		
9	Holding present pay-scale w.e.f		
10	Period of holding the present grade Years.....Months.....Days	
11	Total Executive Experience as on 30.06.2021 Years.....Months.....Days	
12	Correspondence Address		
13	Contact No. (with STD code)	Landline Phone:	

		Mobile: 1-----2----- --- E-mail ID -----
14	Aadhaar no.	

B. EDUCATIONAL DETAILS

S.N	Qualification	Name of Board/Institute/University	Year of passing	Division/Grade/Percentage

C. EXPERIENCE DETAILS; -

S.N	Period		Designation	Pay Scale	Organisation	Responsibilities in brief ***
	From	To				

(*** Attach separate sheet, if required)

- Total work experience in the relevant field..... Years-----
----months

D. OTHER DETAILS; -

1	Whether any punishment awarded in last 10 years.		
	If yes, please furnish details	Yes/No	
2	Whether any disciplinary action/inquiry is contemplated against the applicant.	Yes/No	
	If yes, please furnish details		
3	Furnish Annual Performance Appraisal Report (APAR) grading (outstanding/Very Good/Good/Average/Below average), if applicable.	Financial Year	APAR RATINGS (To be filled Mandatorily)
		2020-21	
		2019-20	
		2018-19	
		2017-18	
4	Time required for joining, if selected		

E. DETAILS OF DEPUTATION

1	Details of previous deputations/foreign assignment, if any	
2	Whether debarred from Deputation? If yes then please furnish the details	
3	Whether cooling off period completed? If yes, date of return from previous deputation with details, wherever applicable.	

F. SUPPORTING DOUCMENTS ENCLOSED; -

Sl NO	Supporting Document	Attached (Yes/No)	Remarks (if any)
1	Age proof (matriculation Certificate/Mark-sheet)		
2	Qualification Certificates & Mark-sheets		
3	Experience Certificate(s)		
4	Latest Salary slip (3 months)		
5	Document fulfilling of Relevant exp. criteria		

G. CONFIRMATION: I do hereby confirm that I am fulfilling the following criteria: -

Sl No	Criteria	Fulfilling (Yes/No)	Remarks (if any)
1	Age as on 30.06.2021		
2	Essential Qualification Bachelors in Commerce from Govt. Recognized University/Institute		

	Desirable Qualification: CA/ICWA/MBA (Finance)/Masters in Commerce (M. Com)		
3	Presently working with Govt. Company/PSUs/Govt./Railways/Autonomous Bodies/Statutory Authority/Board or any other Govt. Department		
4	Essential Experience as per clause 6(2)(b)(1) of the Advt.		Total Executive Service From: To:
5	Period of Service in the Present Pay Scale		From: To:
6	Exposure in relevant areas as per clause 6(2)(b)(2) of the Advt. Exposure in Accounts Finalization, TDS and GST, Bank Reconciliation, Tendering Evaluation, Annual Budget, Processing of Salaries and Claims, Handling Audit Queries, Filing of Statutory Returns etc.		

I hereby declare that the particulars furnished above by me are true. I understand that my candidature will be cancelled, if any information is found incorrect or false at any point of time.

(Signature of the candidate)

Name.....

Date:

Place:

