

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

ADVT. No. NMRC/HR/Rectt./04/2023

Dated: 12.07.2023

**VACANCY NOTICE NO 04/2023**

**VACANCY FOR THE POST OF DIRECTOR (PROJECT)**

**Company Profile:**

Noida Metro Rail Corporation Limited (NMRC) is a Joint Venture Company of Government of India (GOI) and Government of Uttar Pradesh (GoUP), established for the purpose of planning, building and establishing of Mass transit and other transport and People Mover Systems of all types of systems and disciplines. The Company intends to appoint the following official:-

- 1) **Name of the Post** : **DIRECTOR (PROJECT)**
- 2) **Date of Vacancy** : Existing
- 3) **Scale of the post** : Rs.1,80,000 – 3,40,000 (IDA) and other allowance as per NMRC Rules or in equivalent CDA pay scale in case of deputation, from the date of assumption of office as Director, NMRC.

**4) Duration of Appointment:** The period of appointment will be 5 years from the date of joining or till the date of superannuation, whichever is earlier, subject to review of performance at the end of every year. The appointment may, however, be terminated even during this period by either side by giving 3 months' notice or on payment of three month's salary in lieu thereof.

**5) Job Description and Responsibilities:** Director (Project) shall be a member of Board of Directors and will report to the Managing Director. He/ She will be responsible for the overall Project matters of the Company and will advise Managing Director in all the Civil matters. He/ She will also be responsible for Project management, quality assurance and safety pertaining to implementation of the project He/She shall also be responsible for planning future augmentations based on traffic need and also on account of extensions as mandated by the Government.

**6) Eligibility**

(i) Age: As on Closing Date

Candidate	Age Limit	
	Minimum	Maximum
Deputation	45	57
Absorption		
Age of Superannuation is 62 years.		

**(ii) QUALIFICATION AND EXPERIENCE:**

- a) The candidate should have a Bachelor's Degree in Civil Engineering from a recognized institution of repute along with good academic record. He/ She should have sound technical knowledge and proven track record of minimum twenty (20) years of service in Executive Cadre.
- b) Experience in planning, construction and execution of Railway/ Metro Rail projects.
- c) Extensive experience in preparing tenders/contract management and project management of important engineering structures such as bridges/tunnels from domestic and international vendors.
- d) Experience and knowledge of coordination and interface with Railway/ Metro Rail related disciplines such as track, signalling, electrification and rolling stock, etc.
- e) Experience in handling design/consultancy works related to Rail/ Metro Rail Transport Projects.

**(iii) PRESENT EMPLOYMENT STATUS:**

The applicant must fulfil any of the following criteria:

**a) For Officers of Central/ State Government/ Autonomous Bodies of GOI**

Serving officer of the Group-‘A’ service of Indian Railways/ Central Government/ State Govt. holding a post of the level of SAG in the pay-scale of Rs.1,44,200-2,18,200 (CDA) (L14) or above. **Minimum length of service required in the eligible scale should be two years as on closing date.**

**b) For Executives of CPSE/ PSU/ JVs of Central and State Govts./ State PSUs**

Serving Executive of CPSE/ PSU/ JVs of Central and State Govts./State PSUs, holding a post of the E8 level in the pay-scale of Rs.1,20,000-2,80,000 (IDA) or above. **Minimum length of service required in the eligible scale should be two years as on closing date.**

**7) DESIRABLE:**

- a) MBA or Masters' in Civil Engineering
- b) Experience in Elevated construction such as viaduct, stations etc.
- c) Experience of all phases of rail based urban transportation projects on international bidding contract basis, i.e. Planning, preparing Bid Documents, Bidding, Land Acquisition,

Rehabilitation and Resettlement (R&R), Execution, Commissioning, Post Commissioning, Arbitration etc.

- d) Experience and knowledge of complying with project related requirements of international funding institutions.

### **8) CONDITION OF IMMEDIATE ABSORPTION/ DEPUTATION:**

On selection, the serving officer/ Executives of GoI/ CPSEs/ Joint Ventures (JVs) of Central & State Governments/ Other Autonomous Bodies of Government of India/ State PSUs can join the Corporation on Immediate absorption/ deputation basis for the term of the post.

### **9) TERMS & CONDITIONS OF APPOINTMENT-**

The terms and conditions of appointment shall be as per **Annexure-I**.

### **10) SUBMISSION OF APPLICATIONS**

- a) The applications in the enclosed format (**Annexure-II**) giving the details about qualifications, experience and career achievements (in a separate sheet) and Undertaking/Declaration as per (**Annexure III**) along with Certification by the Employer (**Annexure IV**), should reach at the under mentioned **address on or before 5PM on Friday, 25<sup>th</sup> August, 2023. (Closing Date)**
- b) The candidates presently employed in Govt./Public Sector Undertakings (PSUs)/Government Companies/Metro corporation should forward their applications through proper channel along with their Self attested ACR/APARs for the last five years along with D&AR and Vigilance Clearance so as to reach the under mentioned address by the stipulated date i.e. latest at the below address **on or before 5PM on Friday, 25<sup>th</sup> August, 2023. (Closing Date)**

**General Manager/Finance & HR  
Noida Metro Rail Corporation Ltd  
Block III, 3 rd Floor, Ganga Shopping Complex, Sector-29, Noida-201301 (U.P.)**

- c) The D&AR and Vigilance Clearance of the candidate certified by the Present employer, should also be enclosed.

### **11) UNDERTAKING BY THE APPLICANT/CANDIDATE AND CERTIFICATION BY THE EMPLOYER**

- a) An applicant has to submit an undertaking as a part of the application that he/she will join the post, if selected. If an applicant does not give such undertaking, the application would be rejected. (**Annexure-III**)
- b) A certification by the forwarding authority as per (**Annexure IV**) shall also be enclosed along with Application Form.

## **12) SELECTION PROCESS:**

a) A Committee will scrutinize all the applications received for the post of **Director (Project)** and only the shortlisted candidates will be called for interview by the Selection Committee for preparing a panel of the candidates for the post. The decision of the Selection Committee will be final and no correspondence on the decision of the Committee will be entertained in this regard.

b) The candidates shortlisted for the interview will be advised through NMRC's official **e-mail: [hr\\_recruitment@nmrcnoida.com](mailto:hr_recruitment@nmrcnoida.com)** and will be eligible for reimbursement of to and fro economy air fare or AC-2 tier Railway fare.

The last date of receipt of applications (Closing Date) is **25<sup>th</sup> August, 2023**. The envelope containing the application should be super-scribed as **“APPLICATION FOR THE POST OF DIRECTOR (PROJECT) IN NMRC”** and addressed to

**General Manager/Finance & HR  
Noida Metro Rail Corporation Ltd  
Block III, 3 rd Floor, Ganga Shopping Complex, Sector-29, Noida-201301 (U.P.)**

Applications which are incomplete/illegible/unsigned/not supported with required documents, not received in the format and received after the due date will be summarily REJECTED. NMRC reserves the right to shortlist candidates for the interview. The decision of the NMRC selection Board shall be final.

### **Annexures**

- Annexure I – Terms and Conditions
- Annexure II – Application Form
- Annexure-III – Declaration and Undertaking
- Annexure-IV – Certification of the Forwarding Authority

**ANNEXURE-I**

**APPOINTMENT OF DIRECTOR (PROJECT) IN NMRC**  
**TERMS AND CONDITIONS**

1.	PERIOD	The period of appointment will be for 05(five) years from the date of joining or till date of superannuation, whichever is earlier, subject to a review of performance at the end of every year. The appointment may, however, be terminated even during this period by either side by giving three months' notice or on payment of three month's salary in lieu thereof.
2	PAY	The Officer will be placed in the pay-scale of Rs.1,80,000-3,40,000(IDA) or in equivalent CDA scale in case of deputation, from the date of assumption of office as Director, NMRC.
3	DA	These allowances will be in accordance with the rate approved by Government, from time to time, to IDA/CDA scale officers in pay scale specified above.
4	RESIDENTIAL ACCOMMODATION & RECOVERY OF RENT	(a) Corporation would provide suitable accommodation in its residential colony; or (b) Leased Accommodation. In case the Corporation is not able to provide residential accommodation, it will endeavor to arrange suitable alternative residential accommodation, in lieu thereof, or the officer may lease out residential premises on his own or rent, as per his entitlement, including on self-lease.
5	CONVEYANCE	Directors will be entitled for a Car at Corporation's expense for official use and will be entitled to use the car for personal needs upto a limit of 2000 Kms per month subject to recovery of charges as per Corporations rules in force at the time.
6	SERVICE BENEFITS/ PERQUISITES	Benefits like Medical facilities, Traveling Allowance, Leave, Provident Fund, Gratuity etc., and any other benefits not covered herein, will be governed by the respective Service Rules/policy or the Corporation.
7	CONDUCT, DISCIPLINE & APPEAL RULES	(a) The Conduct, Discipline & Appeal Rules of the Corporation in force will be applicable. The disciplinary authority shall be the Board of Directors. (b) The Board of Directors reserves the right not to accept resignation if the circumstances so warrant, i.e., the disciplinary proceedings are pending or a decision has been taken by the Competent Authority to issue a charge sheet for any acts of omission against the interest of the Corporation.

**NOIDA METRO RAIL CORPORATION LIMITED**  
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**Advertisement no. NMRC/HR/Rectt./04/2023**  
Application for the post of **DIRECTOR PROJECT** in NMRC

**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 (CLOSING DATE)	.....Years..... Months.....Days	
4	Gender (Male/Female)		
5	Category (UR, OBC, SC, ST, PWD)		
6	Correspondence Address		
7	Permanent Address		
8	Contact No. (with STD code)	Mobile: 1 _____ Mobile : 2 _____ E-mail ID : _____ <b>(Mention in CAPITAL LETTERS ONLY)</b>	
9	Aadhar no.		
10	Mode of Application (Kindly tick the Mode column)	DEPUTATION <input type="checkbox"/> IMMEDIATE ABSORPTION <input type="checkbox"/>	

**B. PRESENT EMPLOYMENT DETAILS**

1	Present Organisation and place of posting	
2	Parent Organisation (In case presently working on Deputation)	
3	Present Designation	
4	Length of service in present organisation	
5	Present Pay-Scale (Mention the complete Level/Pay Scale)	IDA PAY SCALE: _____  CDA LEVEL (GP)/PAY SCALE  _____
6	Present Basic Pay	
7	Date from which holding present IDA/CDA Level/Pay-scale  (Please mention DD/MM/YY)	
8	Total Period of holding the present pay scale	..... Years.....Months.....Days
9	Total post qualification Executive Work Experience (As on CLOSING DATE)	..... Years.....Months.....Days

**C. EDUCATIONAL DETAILS (Matriculation onwards in Chronological Order)**

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

**D. DETAILED EXPERIENCE (Starting from Latest Employment)**

S. No	Period		Designation	Pay Scale (CDA/IDA)	Organization	Type of Org. i.e. CG/SG/Railway/PSU etc.
	From	To				

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

**(KINDLY ENCLOSE CURRICULUM VITAE (CV) FOR DETAILED WORK EXPERIENCE)**

**E. 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  <b>(Enclose copy of APARs along with PMS Chart of Organisation)</b>	<b>YEAR</b>	<b>MENTION RATING (OS/VG/GOOD/AVERAGE/BELOW AVERAGE)</b>
		2022-23	
		2021-22	
		2020-21	
		2019-20	
		2018-19	
4	<b>Time required for joining</b>		

**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) and relieving certificates		
4	Office Order for the required pay scale and present pay scale		
5	Latest Salary slip /promotion/increment order		
6	Document fulfilling of Relevant exp. criteria		
7	No Objection Certificate from Present Employer for Deputation/Immediate Absorption in NMRC		
8	D&AR and Vigilance Clearance		
9	Copy of all previous 5 years APARs/ACRs as required have been enclosed		

**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 Closing Date		
2	Essential Qualification		
3	Presently working with Govt. Org./PSU/Metro Rail/Railways/ Autonomous Govt /Corporation /Authority/Board/Infrastructure Govt. company etc.		
4	<u>Working in the required grade/Pay-scale (IDA/CDA)</u>		
5	Experience is adequate (in total number of years)		
6	Experience is in the required field (as asked)		

**DECLARATION**

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

**(Signature of the candidate)**

**Date:**

**Place:**

**UNDERTAKING**

**(As per clause 11 of the Advt. No. NMRC/HR/Rectt/04/2023)**

I, \_\_\_\_\_ (Name of Candidate), son/ daughter of \_\_\_\_\_ (Name of Father) do hereby apply for the post of Director (Project) in Noida Metro Rail Corporation Limited (NMRC) and undertake to join NMRC in case of selection against the said post.

In case of Selection, I am willing to join on \_\_\_\_\_ (Please specify whether Deputation or Immediate Absorption)

**Date:**

**(Signature)**

**Place:**

**Name:** \_\_\_\_\_

**DECLARATION**

**(To be enclosed along with Application Form)**

I, \_\_\_\_\_ (Name of Candidate), son/ daughter of \_\_\_\_\_ (Name of Father) hereby certify that I have not been disqualified to act as Director under the provisions of Section 164 or any other provisions of the Companies Act, 2013 or rules made thereunder.

I also declare that I am not facing any charge, nor have ever been convicted for any act of moral turpitude or economic offence.

**Date:**

**(Signature)**

**Place:**

**Name:** \_\_\_\_\_

**CERTIFICATION OF THE FORWARDING AUTHORITY**

(To be filled by the PSU/Ministry/Govt. Department/Company concerned)

**(To be enclosed along with Application Form)**

It is certified that the particulars furnished in the application form by Shri/Mrs. \_\_\_\_\_ to apply for the post of Director (Project) in NMRC have been scrutinized and found to be correct as per the Official Records.

**Signature, Name and Designation  
of the forwarding authority along with Official Seal and Contact**