

### Recruitment Notification no.3 /2017

To meet the immediate requirement of NMRC, applications are invited from experienced, motivated and target oriented officers and staff on deputation from DMRC, Railway, Govt. Metros, and PSU's for various posts in different disciplines, as under:-

S. No	Post	No. of Post	Pay Scale (IDA)	Educational Qualification	Working Experience as on 30-09-2017
1	Deputy General Manager- HR	1	Rs. 29100-54500 (IDA)	MBA (HR) or equivalent from Government recognized University / Institution with minimum of 60% marks.	To be well versed in establishment rules, RTI rules, Labour laws, Minimum wages act and other statutory rules and regulations pertaining to recruitment.
2	Deputy General Manager- Finance	1	Rs. 29100-54500 (IDA)	MBA (HR) or equivalent from Government recognized University / Institution with minimum of 60% marks.	To be well versed in finance and accounts matters having experience in preparation of balance sheet of organization, handling of statutory auditors and CAG. Tender evaluation, vetting of contracts/offers/estimates etc. Taxation (direct / indirect) corporate accounting, financial management.
3	Deputy General Manager- Electrical	1	Rs. 29100-54500 (IDA)	B.E / B.Tech or equivalent in Electricals Engineering from Government recognized University / Institution with minimum of 60% marks.	To be well versed in installation, testing, commissioning, operations, and maintenance of electrical system in metro rail / railway, should be well conversant with MRGR, requirement of RDSO and CMRS.

4	Deputy General Manager-Civil	1	Rs. 29100-54500 (IDA)	B.E / B.Tech or equivalent in Civil Engineering from Government recognized University / Institution with minimum of 60% marks.	To be well versed in building structure, track, bridge / viaduct and operations and maintenance of metro rail / railway, should be well conversant with MRGR, requirement of RDSO and CMRS.
5	Deputy General Manager-Rolling Stock	1	Rs. 29100-54500 (IDA)	B.E / B.Tech or equivalent in Electrical or Mechanical from Government recognized University / Institution with minimum of 60% marks.	To be well versed in installation, testing, commissioning and operations & maintenance of rolling stock should be well conversant with MRGR, requirement of RDSO and CMRS.
6	Manager Civil	1	Rs. 24900-50500 (IDA)	B.E / B.Tech in Civil Engineering with minimum 60% marks / equivalent CGPA from Govt. recognized university Institution.	To be well versed in building structure, track, bridge / viaduct and operations of rail base system, should be well conversant with MRGR, requirement of RDSO and CMRS.
7	Manager Operation-(OCC) / Assistant Manager (OCC)	1	Rs. 24900-50500 (IDA) / 20600-46500 (IDA)	Graduation with minimum 60% marks / equivalent CGPA from Govt. recognized university Institution.	To be well conversant with MRGR, operation management, train management and rules pertaining to safe train operation, preparation of timetable, weekly block.
8	Assistant Manager-HR	2	Rs. 20600-46500 (IDA)	MBA (HR) or equivalent from Government recognized University / Institution with minimum of 60% marks.	To be well versed in establishment rules, RTI rules, Labour laws, Minimum wages act and other statutory rules and regulations pertaining to recruitment.
9	Assistant Manager-	1	Rs. 20600-	B.E / B.Tech in	To be well versed in installation, testing,

	Rolling Stock		46500 (IDA)	Electrical / Mechanical Engineering with minimum 60% marks / equivalent CGPA from Govt. recognized university / Institution or diploma (Electrical / Mechanical holder with min 12 yrs of experience.	commissioning and operations & maintenance of rolling stock should be well conversant with MRGR, requirement of RDSO and CMRS.
10	Assistant Manager-Operations (Property Business)	1	Rs. 20600-46500 (IDA)	Graduation with minimum 60% marks / equivalent CGPA from Govt. recognized university Institution.	To be well conversant in property business activities of station/ metro station like co-branding of station, advertisement at stations & trains, and having experience of Operations of metro rail / railway.
11	Assistant Manager-Operations (Stations)	1	Rs. 20600-46500 (IDA)	Graduation with minimum 60% marks / equivalent CGPA from Govt. recognized university Institution.	Should be well conversant in operation of stations, preparation of various operating procedure, experience of OCC, business rules.
12	Assistant Manager-Operations (Train Operation)	1	Rs. 20600-46500 (IDA)	Graduation with minimum 60% marks / equivalent CGPA from Govt. recognized university Institution.	Should be well conversant in preparation of trip chart, roaster, and train operation and well conversant with MRGR.
13	Assistant Manager Operations (Revenue)	1	Rs. 20600-46500 (IDA)	Graduation with minimum 60% marks / equivalent CGPA from Govt. recognized university Institution.	Should be well conversant with revenue management, preparation of business rule, reconciliation of fare box revenue with bank and AFC wing.
14	Assistant Manager-Telecom,	3	Rs. 20600-46500	B.E / B.Tech in Electronics / Electronics	To be well versed in installation, testing, commissioning,

	AFC & Signaling		(IDA)	Engineering with minimum 60% marks / equivalent CGPA from Govt. recognized university Institution or diploma (Electronics)holder with min 12 yrs of experience.	operations, and maintenance of signaling equipments like point machine, automatic train protection, AFC & Telecom.
15	Assistant Manager-Civil	1	Rs. 20600-46500 (IDA)	B.E / B.Tech in Civil Engineering with minimum 60% marks / equivalent CGPA from Govt. recognized university Institution or diploma (Civil) holder with min 12 yrs of experience.	To be well versed in building structure, track, bridge / viaduct and operations of rail base system, should be well conversant with MRGR, requirement of RDSO and CMRS.
16	Assistant Manager-Electrical	2	Rs. 20600-46500 (IDA)	B.E / B.Tech or equivalent in Electrical from Government recognized University / Institution with minimum of 60% marks Institution or diploma holder with min 12 yrs of experience.	To be well versed in installation, testing, commissioning and operations of rail base system in electrical, should be well conversant with MRGR, requirement of RDSO and CMRS, should be well conversant with O&M of RSS, ASS, SCADA,E&M.
17	Assistant Manager-Finance	2	Rs. 20600-46500 (IDA)	CA / ICWA or equivalent from Government recognized University / Institution with minimum of 60% marks.	To be well versed in financial matters having experience in preparation of balance sheet of organization, handling of statutory auditors and CAG, Tender evaluation, vetting of contracts / others/ estimates.

**Experience Criteria for DGM: -**

Executive of Government Organization / PSUs in IDA pay scale of Rs. 29100-54500 with a total of 09 years service at Gazetted / Executive level in any Govt. Organization or PSU.

OR

Executive of Government Organization / PSUs in CDA pay scale of Rs. 15600-39100 (Grade pay Rs. 7600) with a total of 09 years service at Gazetted / Executive level in any Govt. Organization or PSU.

OR

Executive of Government Organization / PSUs in IDA pay scale of Rs. 24900-50500 with minimum 4 years service in same grade with a total of 09 years service at Gazetted / Executive level in any Govt. Organization or PSU.

OR

Executive of Government Organization / PSUs in CDA pay scale of Rs. 15600-39100 (Grade pay Rs. 6600) with minimum 4 years service in same grade with a total of 09 years service at Gazetted / Executive level in any Govt. Organization or PSU.

**Experience Criteria for Manager: -**

Executive of Government Organization / PSUs in IDA pay scale of Rs. 24900-50500 or CDA pay scale of Rs. 15600-39100 with (Grade pay Rs. 6600) service at Gazetted / Executive level in any Govt. Organization or PSU.

OR

Executive of Government Organization / PSUs in IDA pay scale of Rs. 20600-46500 or 15600-39100 (Grade Pay Rs. 5400) with minimum 3 years service at Gazetted / Executive level in any Govt. Organization or PSU.

**Experience Criteria for Assistant Manager: -**

Executive of Government Organization / PSUs in IDA pay scale of Rs. 20600-46500 with minimum 2 years service at Gazetted / Executive level in any Govt. Organization or PSU.

OR

CDA pay scale of Rs. 15600-39100 with (Grade pay Rs. 5400) with minimum 2 years service at Gazetted / Executive level in any Govt. Organization or PSU.

OR

Non-executive / Non Gazetted staff working in minimum two years in IDA Pay Scale (18500-35600) or equivalent CDA pay scale (9300-34800) with Grade Pay of Rs.4800 with minimum relevant experience of 12 years service in any Govt. Organization or PSU.

The services rendered in substantive / regular/ permanent capacity in respective grades only would be considered. The services rendered as Ad-Hoc or on-contract or as incentive for posting on specific project or stop-gap arrangement, officiating capacity in the respective grade will not be considered. The terms & conditions and pay scales of deputationist will be governed as per the provisions of NMRC HR Policy. All the pay scales given are as per the 2<sup>nd</sup> PRC and 6<sup>th</sup> CPC. Aspirants working in revised pay scale are advised to establish equivalency of corresponding pay-scales before applying for the positions.

All the above-mentioned post of operation department and other maintenance departments are intradepartmental transferable.

**Selection Process:-**

- (a) Suitable candidate will be short listed, based on their eligibility / experience in the relevant field and may be called for the interview.
- (b) The application should be supported with the following documents: -
  - 1. Educational Certificates.
  - 2. Work experience certificate issued by last employer and letter of appointment with latest salary slip issued by current employer.
  - 3. Copies of the APARs.
- (c) Shortlisted candidates list will be displayed on the website of NMRC only.
- (d) Canvassing in any form shall disqualify the candidates.
- (e) Last date of submission of complete application through proper channel is 07-12-2017.
- (f) Candidates are requested to check the website for regular updates / notifications. Queries may be sent to mail id: [nmrcnoida@gmail.com](mailto:nmrcnoida@gmail.com).
- (g) Applicant should mention the name of the post on the envelope.
- (h) Application may be sent at the below mentioned address: -

**To,  
Executive Director  
Noida Metro Rail Corporation Ltd.  
3<sup>rd</sup> Block, 3<sup>rd</sup> Floor  
Ganga Shopping Complex  
Sector-29  
Noida 201301**

(Yogesh Kumar)  
DGM (HR & Ops)

**NOIDA METRO RAIL CORPORATION LIMITED**

**APPLICATION FOR THE POST OF-**

**A. PERSONAL DETAILS :-**

1.	Applicant's Name		Affix your latest passport size photograph, duly self-attested across
2.	Father's/ Husband's Name		
3.	Date of Birth (Age)		
4.	Gender		
5.	Category (UR/SC/ST/OBC/PWD)		
6.	Organization/ Department		
7.	Present Designation		
8.	Present Pay-Scale and Basic pay		
9.	Holding present pay-scale w.e.f.		
	Period of holding the present grade		
	Correspondence Address		

**B. Educational Details**

S.No	Qualification	Name Board / Institute/ University	Year of Passing	Division / Grade/ Percentage

**C. EXPERIENCE DETAILS:**

S. No	Period		Designation	Organization	Responsibilities in brief
	From	To			

**(Attach separate sheet, if required)**

**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 If Yes, please furnish detail	Yes/ No
3	Furnish Annual Performance Appraisal Report (APAR) grading (Outstanding/ Very Good/ Good/ Average/ Below average)	2013-14
		2014-15
		2015-16
		2016-17
4	Time required for joining, if selected	

**E. Supporting Documents (Enclose)**

S. No	Supporting Document	Attached (Yes / No)	Remarks (If any)
1	Age proof (Matriculation Certificate/ Mark sheet)		
2	Qualification Certificate & mark-sheet		
3	Experience Certificate		
4	Latest salary slip		
5	Copies of APARs of last 4 years		

**C. Confirmation:** I do hereby confirm that I am fulfilling the following criteria :-

S. No	Criteria	Fulfilling (Yes/No)	Remarks (If any)
1	Qualification		
2	Presently working with Govt. org./ CPSEs/Metro Company		
3	Working in the required Grade/ Pay-scale		
4	Experience is adequate (in total number of years)		
5	Experience is in the required field (as asked)		
6	Seeking any relaxation		

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.

Date:

(Signature of candidate)

Place:

Name: -

Designation: -