

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

Advt no. NMRC/HR/Rectt./08/2019

Dated: 08.03.2019

REQUIREMENT OF PA & OFFICE ASSISTANTS

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. Applications are invited from experienced, dynamic and motivated staff of Indian Nationality having relevant work experience in Govt./ Metro Rail/ Railways/ PSUs/ Govt. Company on Contract Basis as mentioned below.

Sl No	Post & Pay Scale (IDA)	No. of Post/Mode of Rectt.	Qualification/Age	Experience
1	PA pay scale Rs.33,000- 1,00,000 (IDA)	02 (UR), 02 (SC), 01 (OBC) (on contract basis for 03 years, which is extendable for further period or candidate may be regularized based on company policy)	Essential Qualification: - Graduate from Govt. recognized University/ Institute. Preference will be given to candidates having Post Graduate qualification. Essential Skills: - Working knowledge of Computers (MS Word, Excel & Power Point) - Shorthand speed – 80 wpm in English - Knowledge of Hindi Typing Age: Should not be more than 40 years as on 01/07/18	Minimum 07 years work experience with Govt./ Metro Rail/ Railways/ PSUs/ Govt. Company or working for them through any agency, which includes handling all secretarial work with senior officer. The candidate should have experience of organizing meetings, conferences, preparing minutes of the meetings, preparing presentations and reports, tour programmes etc.
2	Office Assistant cum Computer Operator pay scale Rs.25,000- 80,000 (IDA)	02 (UR), 01 (SC), 01 (OBC) (on contract basis for 03 years, which is extendable for further period)	Essential Qualification: - Graduate from Govt. recognized University/ Institute. Preference will be given to candidates having Post Graduate qualification. Essential Skills: - Working knowledge of Computers (MS Word, Excel & Power Point) - Typing speed – 60 wpm in English. - Knowledge of Hindi Typing Age: Should not be more than 40 years as on 01/07/18	Minimum 03 years work experience in Office work, with Govt./ Metro Rail/ Railways/ PSUs/ Govt. Company or working for them through any agency.
3	Office Assistant (Auto CAD Operator) pay scale Rs.25,000- 80,000 (IDA)	01 (UR) (on contract basis for 03 years, which is extendable for further period)	Essential Qualification: - Graduate from Govt. recognized University/ Institute and Certificate in AutoCAD. Essential Skills: - Basic knowledge of Computer in MS-Word & Excel. Age: Should not be more than 40 years as on 01/07/18	Minimum 03 years work experience preferably on Auto CAD or other drawing Package Software's with Govt./ Metro Rail/ Railways/ PSUs/ Govt. Company or working for them through any agency.
4	Office Assistant (IT) pay scale Rs.25,000- 80,000 (IDA)	01 (UR) (on contract basis for 03 years, which is extendable for further period)	Essential Qualification: - BBA/ BCA or equivalent degree from Govt. recognized University/ Institute. Essential Skills: - Basic knowledge of Computer in MS-Word & Excel.	Minimum 03 years work experience in IT works, with Govt./ Metro Rail/ Railways/ PSUs/ Govt. Company or working for them through any agency.

			- Technical knowledge of computer hardware/ networking/ information technology. Age: Should not be more than 40 years as on 01/07/18	
5	Office Assistant (Finance) pay scale Rs.25,000-80,000 (IDA)	01 (UR) (on contract basis for 03 years, which is extendable for further period)	Essential Qualification: - B. Com. from Govt. recognized University/ Institute Essential Skills: - Basic knowledge of Computer in MS-Word, Excel, Power Point & Tally / SAP. Age: Should not be more than 40 years as on 01/07/18	Minimum 03 years work experience in Accounts department with Govt./ Metro Rail/ Railways/ PSUs/ Govt. Company or working for them through any agency.

Note: 1) Candidates will be screened for Skill Test/ Typing/ Writing Skills/ Interview.

2) Age relaxation for OBC candidates would be 03 years and SC/ ST candidates would be 05 years.

Other provision as applicable for reserved category candidates as per Govt. guidelines would be observed.

PHYSICAL & MEDICAL FITNESS:

The applicant should not only be suitable in related field, but also be physically and medically fit enough to work in NMRC. In case of selection, candidates will have to undergo a medical examination as per the Company policy.

SELECTION PROCESS

(a) After Scrutiny of the applications, candidates will be shortlisted on the basis of eligibility criteria i.e experience, desirable qualification etc. and will be called for Skill Test/ Typing/ Writing Skills/ Interview. Candidate shall be called in the ratio of 1:6, subject to availability of suitable candidates.

(b) NMRC reserves the right to conduct a written examination in case the number of applications received from eligible candidates is high. The details of written examination, if any, shall be communicated to the candidates in advance and candidates will have to make their own arrangements for travel and stay.

(c) Management may relax any of the condition/s, in accordance to the response to meet the requirement.

(d) Skill Test/ Typing/ Writing Skills/ Interview of the shortlisted candidates will be held at Noida Metro Rail Corporation, Head Office.

(e) Outside Delhi/NCR Candidates called for interview will be reimbursed to and fro Rail fare of Sleeper Class.

CHARACTER & ANTECEDENTS

The success in the examination does not confer any right to appointment unless the corporation is satisfied after such an inquiry, as may be considered necessary, that the candidate having regard to his/her character and antecedents is suitable in all respects.

How to apply

Eligible and interested candidates may apply as per the application format at 'Annexure-I', attached. All relevant documents should be enclosed with the application.

General Instructions

(a) Complete filled-up application should reach this office by **29.03.2019, 5 PM**. Envelope containing the duly filled-up application should be super-scribed as-

APPLICATION FOR THE POST OF _____ "_____".
and should be addressed to: -

Managing Director
Noida Metro Rail Corporation Ltd.
3rd Floor, Block – III, Ganga Shopping Complex, Sector-29,
Noida, District Gautam Budh Nagar, Noida-201301(UP)

(b) Application incomplete/without supporting documents or received after due date shall not be accepted. NMRC will not be responsible for non-receipt/late receipt of the application/any communication due to postal delay or any other reason.

(c) Mere fulfilling the eligibility criteria/qualification will not vest any right on the candidates to be called for interview.

(d) NMRC reserves the right to call only the requisite number of candidates for Interview/ written or both, after screening/short-listing with reference to the candidate's qualification, suitability, etc.

(e) NMRC reserves the right to reject any candidate without assigning any reason.

The application should be supported with the following documents: -

- 1) Bio- data cum information in Annexure – I.
- 2) Education Certificates (High school and required qualification as per Adv.)
- 3) Work experience issued by employer(s) duly Self Certified.
- 4) Documents establishing relevant experience claimed.
- 5) Copy of Aadhar Card.
- 6) Payment being drawn presently (proof thereof).

Shortlisted Candidates will be informed either through our website or email or WhatsApp or SMS or Mobile/phone and they will have to appear for required screening test on the scheduled date and time with all original documents/ testimonials.

The candidates employed in Govt./PSUs/Autonomous bodies should forward their application through proper channel. In Case the employer delays in forwarding the application, the applicant may send the advance copy to reach before the last date and they will be required to produce NOC at the time of interview.

Canvassing in any form shall disqualify the candidates.

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Advertisement No. :-----

Application for the post of.....

A. PERSONAL DETAILS:

1	Applicant's Name	
2	Father's Name	
3	Date of Birth (DD/MM/YY)	
	Age as on 01.07.2018Years.....Months.....Days
4	Gender(Male/Female)	
5	Category (UR, OBC, SC, ST, PWD)	
6	Present Designation	
7	Serving for Central Govt/State Govt/ Metro Rail Company /Govt. company/ Agency working for the organisation	
8	Presently your gross salary	
9	Total Experience Years.....Months.....Days
12	Correspondence Address	
13	Contact No. (with STD code)	Land line Phone (office) Mobile: E-mail ID :
14	Aadhaar no.	

Affix your latest
passport size
photograph duly self
attested

B. EDUCATIONAL DETAILS:

S.N	Qualification	Name of Board/Institute/University	Year of passing	Division/Grade/ Percentage
1				
2				

3				
4				
5				
6				

C. PROFESSIONAL DIPLOMA/ COURSES (MS-OFFICE, AUTOCAD, TALLY, SAP,etc.) please give details:

S.N	Details of computer course done/ shorthand & Name of the course	Name of Board/Institute/University	Year of passing	Division/Grade/ Percentage
1				
2				
Knowledge of English Typing –		Yes/ No	Your speed - wpm	
Knowledge of Hindi Typing -		Yes/ No		

D. EXPERIENCE DETAILS:

S.N	Period		Organization for which worked/ working	Directly or through any agency	Name of agency with details	Gross Salary per month
	From	To				
1						
2						
3						
4						
5						

(*** Attach separate sheet, if required)

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

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	Time required for joining, if selected	

F. SUPPORTING DOUCMENTS ENCLOSED:

S. 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 drawn (proof thereof for last 03 months) either enclosed salary slip or any other proof		
5	Professional Diploma/ Courses Certificate		
6	Document fulfilling of Relevant exp. criteria		

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

S. No	Criteria	Fulfilling (Yes/No)	Please furnish details and Remarks (if any)
1	Age as on 01.07.2018		
2	Qualification		
3	Presently working with Central/State Govt. / Metro Rail/Govt. company or working through any agency for the above organizations		
4	Experience is adequate (in total number of years)		
5	Holding presently the post of		

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

Place

(Signature)