

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

**Advertisement no. NMRC/HR/Rectt./03/2018 Dated: 23.08.2018.**

**REQUIREMENT OF DGM (ELECTRICAL)/ MANAGER(FINANCE) ON DEPUTATION**

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 Electrical and Finance Department of NMRC, applications are invited from experienced, dynamic and motivated officers of Indian nationality, having relevant work experience in Metro Rail/ Railways on deputation basis.

Sl No.	Post & Pay Scale (IDA)	No. of Post/ Category	Qualification	Experience	Max Age limit as on 31/07/18
1	DGM(Electrical) Rs.29100-54500	01 (UR)	BE/B.Tech or equivalent in Electrical Engineering from Government recognised University/Institution	<p>Candidate should be in the IDA pay scale of Rs.24900-50500 with minimum 1 year service in the pay scale of Rs.24900-50500 till 31.07.2018, with total 5 years executive service. He should be well versed in Electrical &amp; Maintenance/ OHE of Metro Rail/ Railways. He should be capable of independently handling the entire Electrical operations and should have technical competence/leadership abilities.</p> <p style="text-align: center;"><b>OR</b></p> <p>Candidate should be in the pre-revised CDA pay scale of Rs.15600-39100, GP 6600 or equivalent with minimum 1 year service in the pay scale of Rs.15600-39100, GP 6600 till 31.07.2018, with total 5 years executive service. He should be well versed in Electrical &amp; Maintenance/ OHE of Metro rail/ Railway. He should be capable of independently handling the entire Electrical operations and should have technical competence/leadership abilities.</p> <p><b>Desirable qualification &amp; Experience:</b> Candidates having experience in Project/O&amp;M of Rail/Metro Rail based organisations would be preferred.</p>	45
2	Manager(Finance) Rs.24900-50500	01 (UR)	B.Com/CA/ICWA or equivalent from recognised university.	<p>Candidate should be working in the pay scale of Rs.20600-46500 (IDA pre revised pay scale) or equivalent revised pay scale Rs.50,000-1,60,000 with minimum 3 year service in the pay scale of Rs.20600-46500 pre-revised till 31.07.2018, in Metro Rail/ Railways/Railways PSUs/ Central PSU/Statutory bodies/Government Organisations. He should have overall experience of 5 years including 3 years in above pay scale.</p> <p style="text-align: center;"><b>OR</b></p> <p>He should be working in the pre-revised CDA pay scale of Rs.15600-39100 GP 5400 or revised equivalent CDA pay scale with minimum 3 year service in the pay scale of Rs.15600-39100 GP 5400 till 31.07.2018, in Metro Rail/ Railways/Railways PSUs/ Central PSU/Statutory bodies/Government Organisations. He should have overall experience of 5 years including 3 years in above pay scale.</p>	40

### **PHYSICAL & MEDICAL FITNESS:**

The applicant should not only be suitable in related field, but also be physically and medically fit enough to work in O&M. 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 interview/group discussion. Candidate shall be called for Interview/GD in the ratio of 1:5, 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) Interview of the shortlisted candidates will be held at Noida Metro Rail Corporation, Head Office.

### **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**

1. (a) Complete filled-up application should reach this office latest by **06.09.2018**. Envelope containing the duly filled-up application should be super-scribed as-

**APPLICATION FOR THE POST OF \_\_\_\_\_ "\_\_\_\_\_".**

and should be addressed to: -

**Executive Director**

**Noida Metro Rail Corporation Ltd.**

**3<sup>rd</sup> Floor , Ganga Shopping Complex, Sector-29,**

**Noida, District Gautam Budh Nagar, Noida-201301**

(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.

2. The application should be supported with the following documents: -
  - I. Education Certificates (High school and required qualification as per Adv.)
  - II. Work experience Certificate/s issued by employer(s)
  - III. Letter of appointment/Office orders and latest three salary slip issued by current employer.
  - IV. Copies of the APARs (last 4 Years)
  - V. Documents establishing relevant experience claimed.
  - VI. Copy of Aadhar Card.
  - VII. Bio- data cum application form as per enclosed proforma.
3. Shortlisted Candidates will be informed either through email or WhatsApp or SMS or Mobile/phone or by speed post and they will have to appear for interview on the scheduled date and time with all original documents/ testimonials.
4. 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 produce NOC at the time of interview.
5. **Canvassing in any form shall disqualify the candidates.**

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Application for the post of.....

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**A. PERSONAL DETAILS: -**

1	Applicant's Name		<div style="border: 1px solid green; border-radius: 15px; padding: 10px; text-align: center;">Affix your latest passport size photograph</div>
2	Father's Name		
3	Date of Birth (DD/MM/YY)		
	Age as on 31.07.2018	.....Years.....Months.....Days	
4	Gender(Male/Female)		
5	Category (UR, OBC, SC, ST/PWD)		
6	Organisation/Department		
7	Present Designation		
8	Present Pay-Scale and Basic Pay		
	Holding present pay-scale w.e.f		
	Period of holding the present grade	..... Years.....Months.....Days	
9	Total Executive Experience	..... Years.....Months.....Days	
10	Correspondence Address		
11	Contact No. (with STD code)	Landline Phone: Mobile: 1-----2----- E-mail ID -----	
12	Aadhar 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.	2014-15
		2015-16
		2016-17
		2017-18
4	Time required for joining, if selected	

**E. SUPPORTING DOUCMENTS ENCLOSED; -**

SI 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 & bank statement showing entry or IT Returns		
5	Document fulfilling of Relevant exp. criteria		

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

SI No	Criteria	Fulfilling (Yes/No)	Remarks (if any)
1	Age as on 31.07.2018		
2	Qualification		
3	Presently working with Govt. Org./PSU/Metro Rail/Railways/ Autonomous Govt /Corporation /Authority/Board/Infrastructure Govt. company		
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)		

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.....

Designation.....

Date:

Place