

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

Advt. No- NMRC/HR/Rectt./03/2022

Dated: 27.06.2022

**REQUIREMENT OF OFFICERS ON DEPUTATION/IMMEDIATE ABSORPTION BASIS/
DIRECT RECRUITMENT BASIS IN VARIOUS CADRES IN NMRC.**

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 different department of NMRC, applications are invited from experienced, dynamic and motivated officers of Indian Nationality having relevant work experience on Deputation /Immediate absorption/Direct recruitment basis.

A) AGE, MINIMUM QUALIFICATION AND POST QUALIFICATION EXPERIENCE REQUIREMENT FOR ELIGIBILITY

Post Code	Post & Pay Scale	Qualification	Post Qualification Experience
1	<p>Deputy General Manager (Property Development/ Property Business)</p> <p>Pay Scale: (IDA 70,000-2,00,000)</p> <p>Max Age Limit- 45</p> <p>No. of Posts- 1 (UR)</p>	<p><u>Essential Qualification:</u> Bachelor's Degree or Equivalent in Civil Engineering from a Govt. recognized university/institute</p> <p>Preference shall be given to candidates having MBA (Marketing) qualification in addition to the Essential Qualification.</p>	<p>The candidate should have knowledge and working experience in Civil Constructions, preparations of Civil Tenders, planning and construction of institutional structural buildings and large structures, property development and property business related matters</p> <p>Preference shall be given to candidates having working experience of Property Development/Property Business in Metro Rail Company /Railways/Airports and other Infrastructure Projects</p> <p>(Refer table at (B) below of the Advt. for Total Experience and Present Pay Scale Criteria)</p>

<p>2</p>	<p>Deputy General Manager (Corporate Communication)</p> <p>Pay Scale: (IDA 70,000-2,00,000)</p> <p>Max Age Limit- 45</p> <p>No. of Posts- 1 (UR)</p>	<p><u>Essential Qualification:</u></p> <p>Post Graduate Diploma or Bachelor’s Degree in Mass Communication from a Govt. recognized university/institute</p> <p>Preference shall be given to candidates having masters in Mass Communication or MBA Qualification in addition to the essential qualification</p>	<p>The candidate must have working experience in the field of Public Relations, Liaisoning with Govt. Department/ Authorities, Media Management, Preparation of Press Reports, Press Releases, Handling Media Queries, and organizing various events.</p> <p>Preference shall be given to candidates having working experience of Metro Rail Company/Railways/Airports and other Infrastructure Projects</p> <p>(Refer table at (B) below of the Advt. for Total Experience and Present Pay Scale Criteria)</p>
<p>3</p>	<p>Deputy General Manager (Civil)</p> <p>Pay Scale: (IDA 70,000-2,00,000)</p> <p>Max Age Limit- 45</p> <p>No. of Posts- 1 (UR)</p>	<p><u>Essential Qualification:</u></p> <p>Bachelor’s Degree or Equivalent in Civil Engineering from a Govt. recognized university/institute</p>	<p>The candidate should have knowledge and working experience in latest technology of construction of Civil Metro Stations, Viaduct, Pre-Stress Bridges, DPR Planning, Design Estimation, Construction Monitoring, Project Management, Drawing/ Feasibility, Design of Bridges/Substructure and Foundation, RCC Viaduct Superstructure, Pile Lengths, Estimation, Tendering, Stores Management, Sales, Purchase, Auction, Inventories, Procurement of Stores Items, Civil works related to depot etc.</p> <p>Preference shall be given to candidates having working experience of Metro Rail Company/Railways/Airports and other Infrastructure Projects</p> <p>(Refer table at (B) below of the Advt. for Total Experience and Present Pay Scale Criteria)</p>

4	<p>Assistant Manager (Property Development/Property Business)</p> <p>Pay Scale: (IDA 50,000-1,60,000)</p> <p>Max Age Limit- 40</p> <p>No. of Posts- 1 (UR)</p>	<p>Essential Qualification: Bachelor's Degree or Equivalent in Civil Engineering from a Govt. recognized university/institute</p> <p>Preference shall be given to candidates having BBA (Marketing) or MBA (Marketing) qualification in addition to the Essential Qualification.</p>	<p>The candidate must have knowledge and working experience in Civil Constructions, Preparations of Civil Tenders, Property Development and Property Business Related Matters</p> <p>Preference shall be given to candidates having working experience of Property Development/Property Business in Metro Rail Company/Railways/Airports and other Infrastructure Projects</p> <p>(Refer table at (C) below of the Advt. for Total Experience and Present Pay Scale Criteria)</p>
5	<p>Assistant Manager (Finance)</p> <p>Pay Scale: (IDA 50,000-1,60,000)</p> <p>Max Age Limit- 40</p> <p>OR</p> <p>Manager (Finance)</p> <p>Pay Scale: (IDA 60,000-1,80,000)</p> <p>Max Age Limit- 45</p> <p>No. of Posts- 1 (UR)</p>	<p>Essential Qualification: Bachelors' Degree or Equivalent in Commerce from a Govt. recognized university/institute</p> <p>Preference shall be given to candidates having M.Com/MBA(Finance) /CA/CMA Qualification in addition to the essential qualification</p>	<p>The candidate must have knowledge and working experience in Accounts Finalization, Direct & Indirect Taxation, Treasury Management, Company Law, Corporate Governance, Bank Reconciliation, Tendering Evaluation, Annual Budget, Processing of salaries and Claims, Handling Audit Queries, Filing Statutory Returns</p> <p>Preference shall be given to candidates having working experience of Metro Rail Company/Railways/Airports and other Infrastructure Projects</p> <p>(Refer table at (C) below of the Advt. for Total Experience and Present Pay Scale Criteria)</p>

6	<p>Assistant Manager (Electrical)</p> <p>Pay Scale: (IDA 50,000-1,60,000)</p> <p>Max Age Limit- 40</p> <p>No. of Posts- 2 (UR)</p>	<p><u>Essential Qualification:</u></p> <p>Bachelor's Degree or Equivalent in Electrical Engineering/Electrical & Electronics Engineering from a Govt. recognized university/institute</p>	<p>The candidate must have strong knowledge and working experience in Installation, Testing, Commissioning or maintenance of ECS & TVS/E&M/Traction & Power Supply/SCADA/Lift & Escalator Systems, Planning and Procurement /Testing & Commissioning/Maintenance of Rolling Stock</p> <p>Preference shall be given to candidates having working experience of Metro Rail Company/Railways/Airports and other Infrastructure Projects</p> <p>(Refer table at (C) below of the Advt. for Total Experience and Present Pay Scale Criteria)</p>
7	<p>Assistant Manager (Training/Labour Welfare)</p> <p>Pay Scale: (IDA 50,000-1,60,000)</p> <p>Max Age Limit- 40</p> <p>OR</p> <p>Manager (Training/Labour Welfare)</p> <p>Pay Scale: (IDA 60,000-1,80,000)</p> <p>Max Age Limit- 45</p> <p>No. of Posts- 1 (UR)</p>	<p><u>Essential Qualification:</u></p> <p>Bachelor's Degree in any discipline and MBA (HR)/LL.B. from a Govt. recognized university/institute</p> <p>Preference shall be given to candidates having degree/diploma in labour laws in addition to the essential qualification</p>	<p>The candidate must have knowledge and working experience in HR matters, Metro Related Training, Handling Labour related matters such as Labour cases, RTIs, formulation of Labour policies, statutory labour compliances and returns etc.</p> <p>Preference shall be given to candidates having working experience of Metro Rail Company/Railways/Airports and other Infrastructure Projects</p> <p>(Refer table at (C) below of the Advt. for Total Experience and Present Pay Scale Criteria)</p>

B) EXPERIENCE AND PRESENT PAY REQUIREMENT FOR ELIGIBILITY

DEPUTY GENERAL MANAGER (For Post No. 1, 2, 3)
<p><u>Candidates presently working in Govt. Organization/PSUs/Autonomous Bodies/Railways/other government bodies (Immediate Absorption/Deputation)</u></p> <ul style="list-style-type: none"> - Minimum 7 years post qualification executive experience/managerial experience after obtaining the minimum required qualification. <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> - The candidate should be presently working in IDA pay scale of 70,000-200,000 OR CDA Pay scale of 78,800-2,09,200 (L-12) <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> - The candidate should be working for 2 years in IDA Pay scale 60,000-1,80,000 OR CDA pay scale 67,700-2,08,700 (L-11) <p>NOTE : An applicant presently working in CDA/IDA pay scales in Govt./ PSU/ Metro/Govt. Company who has earlier worked in Private sector , his services as Executive in reputed private sector will also be considered for computing 07 years executive service</p> <p><u>For Candidates Presently working in Private Sector</u></p> <ul style="list-style-type: none"> - Minimum 10 years post qualification executive/managerial experience after obtaining the minimum required qualification with Annual CTC of INR 18 Lacs for last one year.

**C) EXPERIENCE AND PRESENT PAY REQUIREMENT FOR ELIGIBILITY
(MANAGER/ASSISTANT MANAGER LEVEL)**

MANAGER (For post No. 5 & 7)	ASSISTANT MANAGER (For Post No. 4, 5, 6, 7)
<p><u>Candidates presently working in Govt. Organization/PSUs/ Metro Autonomous Bodies/Railways/ Metro Rail Company /other government bodies (Immediate Absorption/Deputation)</u></p> <ul style="list-style-type: none"> - Minimum 3 years post qualification <u>executive experience/managerial experience</u> after obtaining the minimum required qualification <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> - The candidate should be presently working in IDA pay scale of 60,000-1,80,000 OR CDA pay scale 67,700-2,08,700 (L-11) <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> - The candidate should be working for 3 years in IDA Pay scale 50,000-1,60,000 OR CDA pay scale of 56,100-1,77,500 (L-10)/ 53,100-1,67,800 (L-9) 	<p><u>Candidates presently working in Govt. Organization/PSUs/Autonomous Bodies/Railways/other government bodies (Immediate Absorption/Deputation)</u></p> <ul style="list-style-type: none"> - Minimum 5 years post qualification <u>supervisory experience</u> after obtaining the minimum required qualification. <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> - The candidate should be presently working in IDA pay scale of 50,000-1,60,000 OR CDA pay scale of 56,100-1,77,500 (L-10)/ 53,100-1,67,800(L-9) <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> - The candidate should be working for 4 years in IDA Pay scale 40,000-1,40,000 OR CDA pay scale 47,600-1,51,100 (L-8)

	<p><u>For Candidates Presently working in Private Sector</u></p> <p>- Minimum 7 years post qualification experience after obtaining the minimum required qualification with Annual CTC of INR 12 Lacs for last one year.</p>
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Note-For post no. 5 and 7 (Candidate would be selected at either Manager or AM Level)

The eligibility conditions as at A, B and C above as applicable should be fulfilled together as on the cut off date i.e. 31.05.2022

SELECTION PROCESS:

- (a) Suitable candidates will be shortlisted, based on their eligibility/ experience in the relevant field and may be called for Personal interview. The selection process would judge different facets of Knowledge, skill, experience, aptitude and Physical ability .
- (b) Appropriate method such as written test, may be resorted to if the candidates number is large.
- (c) The selection process may be conducted by NMRC through Online or Offline by taking into account number of candidates.
- (d) Outstation candidates if called for interview physically will have to make self-arrangements for travel and stay. No facility regarding travel and stay would be extended by NMRC unless or otherwise decided for the same.
- (e) Mere conformity to the job requirement of submission of application, will not entitle a candidate to be called for interview. Instead, depending upon the quantum of response of applications, the management may if found necessary, may prescribe appropriate method such as written test, raise/relax the eligibility criteria to restrict/allow the number of candidates to be called for interview.
- (f) The management reserves the right to call or not to call any/all of the candidates who have responded against this advertisement or to cancel/postpone the entire process due to any administrative reasons.
- (g) No correspondence will be entertained with the candidates not shortlisted for interview for any enquiry made.
- (h) The candidates are required to check their emails and official website of NMRC from time to time for any information/updates on the recruitment process.
- (i) The applicant should not only be suitable in related field, but also should be physically and medically fit enough. In case of selection, candidates will have to undergo a medical examination as per the Corporation policy.

(j) The candidates will be offered position in NMRC on immediate absorption basis with respect to his eligibility vis-à-vis his last position in parent organization and length of service or as per the suitability decided by the selection committee.

k) Candidates applying on Immediate Absorption/Deputation would be required to give NOC before the Interview. However, in case of candidates applying on Direct. Rectt. Basis, they would be required to give proper relieving order from the organisation, last pay certificate etc. and NOC would not be insisted upon.

l) Immediate Absorption/Direct Rectt. Candidates would be required to undergo medical examination as per the corporation policy in the event of selection

m) The candidates taken on deputation will be for initial period of 03 years.

(n) The candidates selected on Direct Recruitment basis will have to resign from the post in the previous organization and will join to the selected post. Their past service will not be counted for gratuity /seniority or for any other purposes.

SURETY BOND & PROBATION PERIOD

In case the candidate opts for Immediate Absorption/Direct recruitment, the candidate shall execute a Surety Bond to serve the Corporation for a Minimum Period as Given Below:

Mode of Recruitment	Bond Amount*	Min. period to serve the Corporation
Direct Recruitment	300,000	3 (Three) Years
Absorption from Govt. Org./instrumentalities/PSUs/CPSEs etc.	150,000	1 (One) Year

***GST and Training Cost shall be charged separately as applicable**

Probation Period

After Joining, the employee has to undergo a probation period as per Corporation Policy. A three months' notice period will be required to be served before seeking resignation from the Corporation.

COMPENSATION PACKAGE & POSTING:

The Company offers attractive pay, perks and allowances attached to the post/ grade as per IDA pattern scale of pay and company policy. The selected candidates can be posted/ transferred to any of the Project Office of NMRC during the course of their service.

- The candidate would be considered as eligible for the post if the eligibility conditions as stated at (A) (B) (C) of the Advt. as applicable are fulfilled together by the candidate. However if applications received are large in number, the organization at its discretion may decide shortlisting criteria based on most appropriate experience.**
- Complete filled-up application as per Annex- A (enclosed format) should reach this office along with all certificates/testimonials / required documents latest by 27.07.2022**

3. Envelope containing the duly filled-up application should be super-scribed as-
APPLICATION FOR THE POST
OF _____ (Post Code ___) and
should be addressed to:

**General Manager /Finance/HR,
Noida Metro Rail Corporation Limited
Block III, 3rd Floor, Ganga Shopping Complex
Sector 29, Noida- 201301, Distt. Gautam Budh Nagar, UP.**

The soft copy of the application form may also be sent on the email id of NMRC i.e. nmrchrrectt@gmail.com , however sending hard copy of the application form and supporting documents is mandatory.

4. **The application should be supported with the following documents, duly self-attested:**

- Copies of Educational Certificates (Matriculation and Onwards)
- Experience Certificate(s) for all employment including present employment
- Copies of APARs for last 4 years (For Govt. sector/PSU candidates)
- Promotion/Increment Letters/ Appointment Letter for Private Sector Candidates
- Office order showing present pay-scale and promotion to present grade.
- Pay Slip of Last 3 months
- NOC from concerned Department/ Employer in case of candidates applying on deputation. **In case of non-availability, undertaking to submit the same before the personal interview.**
- **In case of candidates who are applying on Direct Rectt., proper relieving order from the employer would be required before joining NMRC and Last pay certificate would also be required and NOC is not insisted upon.**
- D&AR/Vigilance clearance certificate for candidates working in Govt. organizations/PSUs (before the selection process/ interview)

Incomplete applications or applications received after due date shall not be accepted and will be summarily rejected. NMRC will not be responsible for non-receipt/ late receipt of the application/ any communication due to postal delay or any other reason.

5. Shortlisted candidates will be informed on their email address and they will have to appear for interview on the scheduled date and time with all original documents/ testimonials.
6. Canvassing in any form shall disqualify the candidate.

OTHER INSTRUCTIONS

1. **All eligibility criteria pertaining to age, qualification, experience and other conditions as at (A) (B) (C) of the Advt. as applicable should be together fulfilled as on 31.05.2022**
2. **The duly filled application form along with all supporting documents shall reach at the address mentioned in advt. latest by 27.07.2022**
3. For post No. 5 and 7 of the Advt., candidate would be selected at either Manager or AM Level.
4. The Minimum Qualification required for the post shall be from Govt. Recognized University/Institute.
5. For the Candidates presently working in Central Govt./State Govt./PSUs/Railways etc., past working experience of Private Sector shall be counted in computing minimum post qualification required for the post.
6. The eligibility criteria(s) may be relaxed in case of exceptional cases as per the sole discretion of the Management
7. Preference in case of selection may be given to candidates who are working with or who have worked on Metro Projects, Railways Projects, Airports and other Infrastructure Projects.
8. In case of any dispute relating to interpretation or any other issue, the decision of the NMRC Management shall be final.

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