

ADVT NO. NMRCL/PERS/HR/05/2015 DATED: 26/09/2015

REQUIREMENT OF Ex/SERVING EXPERIENCED PERSONNEL OF METRO RAIL CORPORATIONS/RAILWAYS/ OTHER PSUs OF HR & FINANCE DEPARTMENTS ON DEPUTATION/ABSORPTION (REGULAR) BASIS

Nagpur Metro Rail Corporation Ltd (NMRCL), a Joint Venture company with equity participation from Govt. Of India and Govt. of Maharashtra has been entrusted with the responsibility of construction, operation & maintenance of Nagpur Metro project.

To meet with the immediate requirement of experienced personnel for NMRCL, applications are invited from experienced personnel of Indian nationality, from Metro Rail Corporations, Indian Railways (IR) and other PSUs having relevant experience, for the under-mentioned posts on Deputation basis initially for a period of three years or on Absorption(regular) basis:

S No	Post (Post Code)	No. of Vacancy	Pay scale (IDA)/Level	Educational Qualification	Eligible qualification/experience	Maximum age limit as on closing date
01	JGM(HR)-01	01	36600-62000 (IDA)	Minimum 02 year's full time MBA or Equivalent with minimum 60 % marks with specialization in HR/Personnel Management from Govt. Recognized University/Institute.	Candidate should have minimum 12 years of Executive experience of working in formulation of Personnel & HR Policies/ implementing Personnel Policies & Processes/ Industrial Relations/ HRD/ Establishment matters/Compliance of Labour & Industrial Laws/ Disciplinary cases/ Recruitment and Talent management, etc. The post requires excellent communications skills, result orientation, attention to detail etc. Working Knowledge of computer is essential. Knowledge of SAP/ERP in HR will be added advantage.	50 years
02	Manager(HR)-02	01	24950-50500	Minimum 02 year's full time MBA or Equivalent with minimum 60 % marks with specialization in HR/Personnel Management from Govt. Recognized University/Institute.	Candidate should have minimum 3 years of Executive experience in pay scale of 20600-46500(IDA) with working knowledge in formulation of Personnel & HR Policies/ implementing Personnel Policies & Processes/ Industrial Relations/ HRD/ Establishment matters/Compliance of Labour & Industrial Laws/ Disciplinary cases/ Recruitment and Talent management, etc. The post requires excellent communications skills, result orientation, attention to detail etc. Knowledge of SAP/ERP in HR and Degree in LLB will be preferred.	35 years

03	Sr. Office Assistant(HR)-03	02	13500-25520	02 (Two) year full time MBA or equivalent -with minimum 60% marks with specialization in HR from a Govt. recognized University/Institute.	Candidate should have minimum 3 years of Work experience in the pays scale of 10170-18500 or Equivalent PB-1 with GP of Rs.2400 in the personnel/HR department. Knowledge of SAP/ERP in HR will be preferred.	32 years
04	Manager (Finance)-04	01	24950-50500	CA/AICWA with minimum 50% marks.	Candidate should have minimum 3 years of Executive experience in pay scale of 20600-46500(IDA) or Equivalent with Financial policies and procedures; Design, develop and implement accounting systems; Administrative and Establishment matters; Financial appraisals of Trade; Fund Management and Tax matters; Finalization of Accounts; Internal Audits etc.; Preparation of accounts and budget and other accounting functions, direct / indirect taxes and related activities, financial vetting of proposals, Treasury and Fund Management, coordination with statutory/ Govt. Auditors, Bank related work, Internal Audit, Bank guarantee. Knowledge of SAP/ERP in Accounts will be preferred.	35 years
05	Asst Manager (Finance)-05	01	20600-46500	CA/ICWAI with a minimum of 50% marks.	Candidate should have minimum 3 years of in pay scale of 13500-25520 (IDA) with Financial policies and procedures; Design, develop and implement accounting systems; Administrative and Establishment matters; Financial appraisals of Trade; Fund Management and Tax matters; Finalization of Accounts; Internal Audits etc.; Preparation of accounts and budget and other accounting functions, direct / indirect taxes and related activities, financial vetting of proposals, Treasury and Fund Management, coordination with statutory/ Govt. Auditors, Bank related work, Internal Audit, Bank guarantee.	33 years
06	Sr. Account Assistant-06	04	13500-25520	B.Com with Minimum 60 % Marks	Candidate should have minimum 3 years of Work experience in the pays scale of 10170-18500 or Equivalent PB-1 with GP of Rs.2400 in the Accounts department. Working Knowledge of computer is essential. Knowledge of SAP/ERP in Accounts will be preferred.	32 years

Important

- 1) Officers intending to come on deputation should obtain prior approvals for deputation as per the HR policy of their parent organization.
- 2) Candidates selected on Absorption basis will be eligible for DA (prevalent) + Perks + 20% HRA/Company Lease + other allowance applicable in NMRCL.
- 3) Experience will be reckoned as on closing date.

SELECTION PROCESS:

The selection methodology will comprise two stage processes –Personal Interview followed by Medical examination. The selection process would judge different facets of knowledge, skills, experience, expertise, aptitude and physical fitness. The candidates will be shortlisted for interview, based on their eligibility/ experience in the relevant field, in the ratio of 1:5. If sufficient candidates are not available for a particular post, then candidates with lesser service length/higher age/lesser experience may be considered for short-listing, in the relevant Post/ Grade, as prevailing in NMRCL.

MEDICAL EXAMINATION:

The selected candidate will have to undergo medical fitness examination in NMRCL nominated hospital as per the prescribed medical category. The details of medical standard can be seen on NMRCL Website (Link—Career) **No reimbursement on account of travel shall be made to the candidates appearing for the interview.**

HOW TO APPLY:

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

Schedule of Selection Process:

1. The complete filled in application form should reach this office latest by **20/10/2015**.
2. Names of shortlisted candidates will be put up on our website.
The shortlisted candidates will have to appear for interview on the scheduled dates and time with all original documents /testimonials and experience certificates.
The interview will be held at **Metro House, 28/2, Anand Nagar, C K Naidu Rd, Civil Lines, Nagpur - 440001**. No separate communications by post will be sent to the candidates individually. The candidates are required to go through the instructions for interview displayed on our website and appear for the interview accordingly along with original copies of testimonials. The candidates should be in constant touch with NMRCL website www.metrotrainnagpur.com for updated information
3. The names of the candidates, who qualify the selection process, will be uploaded in our website,
4. The shortlisted candidates will be sent for medical examination as per the medical standards mentioned on NMRCL website.
5. The detailed form to be filled up is enclosed. The candidates shall submit the filled in format and attach two copies of recent passport size photos and all the relevant documents and testimonials.
6. Incomplete Applications or applications received after the due date will be summarily rejected. NMRCL is not responsible for Loss/delay in post.
7. NMRCL is not responsible for any printing error that might have inadvertently crept in.

In case a candidate is already employed in a Govt. / PSU organization, the **NOC for attending the interview** from the present employer will be required at the time of interview.

The eligible and willing candidates who fulfill the above mentioned eligibility criteria may apply along with their detailed particulars in the enclosed format latest by 20/10/2015, positively by speed post to:



NAGPUR METRO RAIL CORPORATION LTD.

(A JOINT VENTURE OF GOVT. OF INDIA AND GOVT. OF MAHARASHTRA)



THE ENVELOPE SHOULD BE PROPERLY SEALED AND SUPER SCRIBED WITH

Name of the post-----, Post Code-----

To,

**Jt General Manager (HR)
Nagpur Metro Rail Corporation Ltd
Metro House, 28/2 Anand Nagar, CK
Naidu Road, Civil Lines
Nagpur - 440001**

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Recent Passport
size self attested
photograph to be
pasted here

APPLICATION FORM (Annexure -I)

(TO BE FILLED IN BOLD ENGLISH CAPITAL LETTERS BY THE CANDIDATE IN HIS OWN HANDWRITING)

1	Name of the Post			
2	Post Code			
	Option for joining NMRCL on (please tick)	Absorption	Deputation	
3	Name of the Candidate (Mr./Ms./Mrs.)			
4	Gender			
5	Father /Husband's Name (Shri/Mr.)			
6	Date of Birth (dd/mm/yyyy)			
7	Age as on Closing date	Years -	Months -	Days-
8	Address for correspondence			
9	Permanent Address			
10	Contact No. with STD Code			
11	Mobile Number			
12	Email ID			
13	Category (SC/ST/OBC/General)			

14	Details of Education				
	Qualification from 10th Class Onwards	Examination Passed in year	Name of Institute	Name of university/Board	Percentage/Class/CGPA
A	Class 10 th /SSC				
B	Class 12 th /HSC				
C	B Com./Bachelor Degree				
D	MBA(HR)/Master Degree				
E	ICA/ICWAI				
F	SAP/ERP(HR or Accounts)				
G	Computer Knowledge/Diploma				
H	Any Other Qualification				
I					
15.	Presently Employed in Railways/Other PSUs/Metro Rail				
A	Name of Present Organization				
B	Date of Joining				
C	Present Post/Post on which Working/retired				
D	Pay Scale on which working/retired(full pay scale with basic pay)- CDA/IDA				
E	Date from which existing pay scale is applicable.				
F	Total number of years in Executive Service starting from Asst. Manager/any other level if applicable with details of number of years in each grade/post.				
16	Details of experience, (In chronological orders)				
	*Separate sheet for experience after eligibility qualification with full details to be enclosed				

Note: Strike off whichever is not applicable.



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I hereby declare that all the information furnished by me above is true to my best belief. I understand that any false information / misrepresentation will lead to immediate cancellation of my candidature at NMRCL.

Date.....

Place.....

Name & Sign of Candidate

Enclosure (Self attested):

1. Details of Educational Qualifications (Qualifying Examination, Other)
2. Details of Work Experience.
3. NOC from Current Employer (if applicable)