



NAGPUR METRO RAIL CORPORATION LTD.



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

ADVT NO: NMRCL/HR/04/2016

DATE: 04th Oct, 2016

REQUIREMENT OF EXPERIENCED EMPLOYEES FROM METRO RAIL, GOVT. ORGANISATION AND RAILWAY PSU'S FOR CIVIL, FINANCE, SURVEY & COMPANY SECRETARY DEPARTMENT ON CONTRACT BASIS FOR PERIOD OF FIVE YEARS.

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 persons of Indian nationality from Metro Rails/Govt. Organizations/ Railway PSU's for Civil Track, Finance, Company Secretary & Planning departments, having relevant experience, for the under-mentioned posts on contract basis for a period of five years;

S N	Post (Post Code)	No. of Vacancy	Pay-scale (IDA)	Minimum Educational Qualification	Minimum Experience (Post Qualification)	Maximum Age limit as on closing date
1	Additional Chief Project Manager (Civil Track)-E6	01	Rs. 43,200 - 66000/-,	B.E/B. Tech (Civil) or equivalent From a Govt. recognized University / Institute.	Minimum 17 years of experience in Metro Rail / Govt. Organization /Railway PSU's, out of which at least 09 years' service as executive level. Preference will be given to candidates having experience in planning & execution of Ballast / Ballast less Track, Turnouts and Tunnels for Metro Rail Project.	55 years.
2	Additional General Manager (Finance)- E6	01	Rs. 43,200 - 66000/-,	CA / ICWA from a Govt. recognized University / Institute. Desirable - Knowledge of SAP & Computer.	Minimum 17 years of experience in Metro Rail / Govt. Organization / Railway PSU's, out of which at least 02 years experience in IDA Pay - Scale of Rs. 36,000 - 62,000/- or 02 years experience in CDA Pay - Scale of Rs. 37,400 - 67,000/- with GP Rs. 87,00/- . * Experience should be in different areas of Finance & Accounts viz. Corporate Accounting, Financial Management, Taxation - Direct / indirect, Treasury Management, Corporate Governance, Tender Evaluation, Vetting of Contracts /Offers /Estimates etc.	55 years.

3	Senior Deputy General Manager (Finance)- E4	01	Rs. 32,900 - 58,000/-,	CA / ICWA from a Govt. recognized University/ Institute. Desirable - Knowledge of SAP & Computer.	Minimum 12 years of experience in Metro Rail / Govt. Organization /Railway PSU's, out of which at least 02 years experience in IDA Pay - Scale of Rs. 29,100 - 54,500/- or 02 years experience in CDA Pay - Scale of Rs. 15,600 - 39,100/- with GP Rs. 7600/- . * Experience should be in different areas of Finance & Accounts viz. Corporate Accounting, Financial Management, Taxation - Direct / indirect, Treasury Management, Corporate Governance, Tender Evaluation, Vetting of Contracts /Offers /Estimates etc.	52 years.
4	Deputy General Manager (Finance)- E3	02	Rs. 29,100 - 54,500/,	CA / ICWA from a Govt. recognized University/ Institute, Desirable - Knowledge of SAP & Computer.	Minimum 08 years of experience in Metro Rail / Govt. Organization / Railway PSU's, as executive level. * Experience should be in different areas of Finance & Accounts viz. Corporate Accounting, Financial Management, Taxation - Direct / indirect, Treasury Management, Corporate Governance, Tender Evaluation, Vetting of Contracts /Offers /Estimates etc.	45 years.
5	Assistant Manager (Finance)- E1	06 (UR - 03, OBC - 02, SC - 01)	Rs. 20,600 - 46,500/-,	CA / ICWA from a Govt. recognized University/ Institute, Desirable - Knowledge of SAP & Computer.	Minimum 02 years of experience in Metro Rail / Govt. Organization / Railway PSU's, as Supervisory level. * Experience should be in different areas of Finance & Accounts viz. Corporate Accounting, Financial Management, Taxation - Direct / indirect, Treasury Management, Corporate Governance, Tender Evaluation, Vetting of Contracts /Offers /Estimates etc.	28 years
6	Assistant Manager (Company Secretary) - E1	01	Rs. 20,600 - 46,500/-,	Member of Institute of Company Secretaries of India from recognized institute / university. Desirable - LLB from recognized university.	Minimum 02 years of experience in Metro Rail / Govt. Organization / Railway PSU's, as supervisory level. *The incumbent should have experience of compliance of Companies Act, conducting meetings of Board of Directors, Committees of Board, finalization of Annual Reports, compliance to Govt. of India guidelines, Corporate Governance etc.	28 years.

7	Senior Executive (Survey)-S3	01	Rs. 18,500 - 35,600/-,	03 years Diploma in Civil Engineering or equivalent from recognized institute/ university.	Minimum 05 years' experience in Survey work of Civil Engineering. Candidate should have handled all latest Survey equipment's independently and carried out survey work in large infra project.	45 years.
8	Junior Executive (Survey)-S2	02	Rs. 16,000 – 30,770/-,	03 years Diploma in Civil Engineering / equivalent or 02years ITI course in Survey from recognized institute / university.	For diploma holders or equivalent- Minimum 03 years' experience in Survey work of Civil Engineering. Candidate should have handled all latest Survey equipment's independently and carried out survey work in large infra project. For ITI holders - minimum 10 years' experience in Survey work of Civil Engineering. Candidate should have handled all latest Survey equipment's independently and carried out survey work in large infra project.	40 years.
9	Accountant -S1	02	Rs. 13,500 - 25,520/-,	Commerce Graduate with Minimum 50% marks from recognized Institute / university. Candidates having Inter CA/ICWA/CS with commerce graduation will be given preference. Desirable - Knowledge of SAP & Computer.	With 02 years' experience in Account / Finance department in IDA Pay- Scale of Rs. 10170-18500 or CDA Pay Scale PB -1 of Rs. 5200-20200 (GP 2400) or above in any Metro Rail / Govt. Organization / Railway PSUs.	30 years.
10	Account Assistant – NS4	06 (UR - 03, OBC - 02, SC - 01)	Rs. 10,170 - 18,500/-,	Commerce Graduate with Minimum 50% marks from recognized Institute / university. Candidates having Inter CA/ICWA/CS with commerce graduation will be given preference. Desirable - Knowledge of SAP & Computer.	With 01 year experience in Account / Finance department in any Metro Rail / Govt. Organization / Railway's PSUs.	28 years

- 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 will be eligible for DA, Perks and other allowance as applicable in NMRCL.
- 3) Experience will be reckoned as on closing date.

SELECTION PROCESS:

The selection method will comprise – Written Test and / or Personal Interview followed by Medical Examination as per post's category. 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. If sufficient candidates are not available for advertised post, then candidates with lesser service length / higher age / lesser experience may be considered for short-listing in the lower Pay Scale and Designation in NMRCL.

MEDICAL EXAMINATION:

The selected candidate will have to undergo medical fitness examination in NMRCL's from nominated hospital before joining duty in NMRCL. **Only SC/ST candidates (where, posts are notified for reserved category only) are eligible for reimbursement of fare ('to & fro') at the time of interview, maximum @ fare of sleeper class or by ordinary bus fare for the shortest route between his/her residential place to Nagpur, after production of valid tickets.**

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 **25/10/2016**.
2. Names of shortlisted candidates will be informed through E-mail provided in the application..The shortlisted candidates will have to appear for Written Test / Personal 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 Written Test /Personal Interview sent along with E-mail and appear for the said test accordingly along with original copies of testimonials. The candidates should be in constant touch with NMRCL website www.metrorailnagpur.com for updated information
3. The candidates, who qualify the selection process, will be informed through E-Mail.
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.

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7. NMRCL is not responsible for any printing error that might have inadvertently crept in.
8. Candidates applying from Govt. organizations / PSUs etc. will have to submit NO OBJECTION CERTIFICATE from parent department at the time of Interview.
9. UR & OBC (including Ex-servicemen, except women) candidates are required to pay a non refundable fee of Rs. 400/- in form of Demand Draft or Bankers cheque in favour of NMRCL, payable at Nagpur.
10. OBC candidates are required to submit the OBC caste certificate in Central Govt. Format only, which should not be older than two years.
11. SC/ST certificate are requested to submit caste certificate at the time of interview.
12. Candidates after selection are likely to be posted at Nagpur or any other project of NMRCL, anywhere in India.

The eligible and willing candidates who fulfill the above mentioned eligibility criteria may apply along with their detailed particulars in the enclosed format by 25/10/2016, positively by speed post to:

THE ENVELOPE SHOULD BE PROPERLY SEALED AND SUPER SCRIBED WITH

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

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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ADVT No. NMRCL/HR/04/2016, Dated 04/10/2016

Recent
Passport size
self attested
photograph to
be pasted
here

APPLICATION FORMAT

(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)	Contract	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)			



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14	Details of Education Qualification from 10th Class Onwards	Examination Passed in year	Name of Institute	Name University/Board	Percentage / Class / CGPA
A	Class 10th/SSC				
B	Class 12th/HSC				
C	Graduation / Engineering Degree				
D	Professional qualification ICAI/ICWA/ICSI				
E	LLB				
F	Computer Knowledge / Diploma				
G	Any Other Qualification				
H					
15	Presently Employed in Metro Rail/ Govt. Organization/PSU (Central / State Govt.)				
A	Name of Present Organization				
B	Date of Joining				
C	Present Post/Post on which Working				
D	Pay Scale on which working (full pay scale with basic pay) CDA/IDA or Gross Per Month.				
E	Date from which existing pay scale is applicable.				
F	Total number of years in Executive Service starting from Asst. Manager/any other level as 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).
4. Details of DD/Banker's Cheque.