



हरियाणा रेल इन्फ्रास्ट्रक्चर डेवलपमेंट कॉर्पोरेशन लिमिटेड
(हरियाणा सरकार और रेल मंत्रालय का संयुक्त उपक्रम)
Haryana Rail Infrastructure Development Corporation Ltd.
(A Joint Venture of Govt. of Haryana & Ministry of Railways)

INVITES
APPLICATION FOR THE POST OF ASSISTANT MANAGER/CIVIL/PLANNING
ON CONTRACT BASIS AT GURUGRM

Vacancy Notice No. OM-14/2021 dated 09.04.2021

Haryana Rail Infrastructure Development Corporation Ltd. (HRIDC) is a Joint Venture company of Govt. of Haryana (GOH) and Ministry of Railway (MOR) incorporated with equity contribution of 51% and 49% respectively, with an objective to develop the rail infrastructure for capacity enhancement in the state of Haryana and to carry on the Business Development, financing, planning and implementation of railway projects.

The details of the post and the qualifications/experience needed are as under: -

1	Name of Organization	Haryana Rail Infrastructure Development Corporation Ltd. (HRIDC)
2	Title of Post	Assistant Manager/Civil/Planning in E2 (IDA Scale) on Contract basis
3	Place of Posting	Gurugram
4	Educational Qualifications	Essential: Bachelor's Degree in Civil Engineering from a recognized University. Desirable: 1) Having Post graduate Diploma in construction Management. 2) Having Knowledge of project monitoring using Primavera/Tilos system.
5	Eligibility Criteria	Pay Scale and CTC: - a) Candidates working with Govt. Org./ PSUs : Working in IDA Scale E2 or in E1 or working in Level 7/8 in CDA Pay Scale for 3 years. b) Candidates working with reputed Private Sector Companies having annual pay package (CTC) minimum of Rs. 11.00 Lakh per annum. The candidate must have at least 5 years of experience on Railway/Metro rail Project in Government Organization/ State/Central PSUs or any reputed Private Company/MNC in Civil planning as an Engineer. The preference shall be given to the applicant having of experience working in construction/project Planning.
6	Maximum Age	35 years.

7	Job Description	<p>The candidate will be expected to perform following functions:</p> <ol style="list-style-type: none"> 1. Preparation of cost estimation, preparing and periodically updating construction schedule, 2. Identifying critical path and other activities related to project management for Rail Projects. 3. Review of Contractor performance on Primavera and MS Project. 4. Preparation of catch-up plan for the delays by crashing & resource leveling the activities 5. Review & preparation of delay analysis & extension of time submitted by contractor. 6. Co-ordination with all Civil & system contractors to prepare & update the integrated schedules. 7. Any other work assigned by HRIDC management.
8	Selection	<p>Shortlisted candidates based on the application and documents submitted by the applicants shall be called for interview who shall bring in the hard copy of the application and originals of papers submitted for verification.</p>
9	Service Condition	<ul style="list-style-type: none"> ○ Selected Candidate would be posted as AM/Civil/Planning for HRIDC at Gurugram. ○ The initial appointment will be on contract basis for a period of two years which can be extended at the sole discretion of the Company depending upon requirement of the company and the performance of the candidate.
10	Conduct Discipline & Appeal Rules	<p>The conduct, discipline & appeal rules of the corporation in force for all categories of employee would also be equally applicable to the post of Company Secretary.</p>

Candidates are directed to send their application in the prescribed format attached with this notice along-with self-attested certificates by 08.05.2021, 05:00 PM through Speed post Along with an advance copy by Email on career.hridc@gmail.com or by registered or speed post. It is clarified that all working officers must apply through proper channel after obtaining the NOC from present employer.

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DGM (HR)
HRIDC, Chandigarh

APPLICATION FORMAT

1. Vacancy Notice No. : _____
2. Post & Location applied for : _____
3. Name in Full (in Block Letters) : _____
4. Father's Name : _____
5. Date of Birth : _____
6. Permanent Address : _____

7. Correspondence Address : _____

8. Whether SC/ST/OBC : _____
 (Attach copy of certificate)
9. Nationality : _____
10. Contact Phone No. & E-mail : _____
11. Educational and Professional Qualification

Affix a
 Passport size
 photograph

Exam passed	Year of Passing	Name of Instt. /University	Max. Total Marks	Total marks Obtained	Overall % age	Main Subjects

12. Name of Present Employer, if any : _____

13. Details of Post Qualification Experience : _____

Post held with pay scale/gross salary per month	Name & address of the employer	Period		Please indicate the field of experience along with project details (attach separate sheet if necessary)
		From	To	

14. A short write up 250 words explaining why the candidate is most suited candidate for this assignment. The candidate will be summarily rejected and the candidate will not be interviewed in case the write up is not attached.
15. Self-Attested documents required along with originals of relevant Educational Certificate, Caste Certificate, Certificates of experience and other testimonials. No interview will be conducted if candidate does not bring the originals.
16. Candidates working in Govt./PSUs/autonomous bodies should apply through proper channel and bring NOC at the time of walk-in-interview along with forwarded application.

Signature of the Candidate

I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief and there is no civil/criminal case pending against me in the court of Law. I understand that in the event of any information given herein, is found false or incorrect or concealed, the contract will be liable to be terminated and any civil/criminal legal action can be taken against me for this. I understand that I am not eligible for any TA/DA for this interview.

Place : _____

Date : _____

Signature of Candidate