



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)

No. HRIDC/OM-73/2021/

Dated: 26.07.2021

Invites

Application for the post of Executive (Corporate Coordination) on Contract basis

Vacancy Notice No. OM-20/2021 dated 26.07.2021

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.

Applications are invited from dynamic, experienced and highly motivated professionals who are working with Government organizations/Railways/Metro Railways/PSUs/Reputed private sector Infrastructure companies/MNCs and having relevant experience.

The details of the post and eligibility criteria needed for the position with respect to educational qualifications, experience, pay scale, age limit etc. are as under:

1.	Name of Organization	:	Haryana Rail Infrastructure Development Corporation Ltd. (HRIDC)
2.	Title of Post	:	Executive (Corporate Coordination)
3.	Place of Posting	:	Chandigarh/ Gurugram
4.	Scale of Pay	:	E0 IDA pay scale (30,000 – 1,20,000/-)
5.	Minimum Required Eligibility Criteria	:	Educational Qualifications: Essential: 1. Graduation with 50% marks in any discipline from a recognized university. Desirable: 1. Master's in Business Administration
6.	Experience	:	1. Minimum 04 years of relevant work experience with Railways/ Metrorail Project/ Government organizations/ PSUs/ Any reputed private Infrastructure company. 2. Proven experience as Corporate Coordinator or in a similar role. 3. Working knowledge of office management systems/procedures and latest IT Communication tools. 4. Excellent communication and interpersonal skills.
7.	Maximum Age	:	Should not be more than 40 years
8.	Job Description	:	The candidate would be expected to perform following functions: - 1. Assisting the senior officers for setting up liaison and coordination with all government authorities and various stakeholders.

			<ol style="list-style-type: none"> 2. Maintaining the data base for office workflow procedures to ensure maximum efficiency. 3. Maintain files and records with effective filing systems. 4. Coordinate corporate events, Workshops & Conferences. 5. Support other teams with various administrative tasks: (Disseminating various communication/correspondence, scheduling meetings & travel plans etc.) 6. Other work assigned by Management.
9.	Selection	:	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.
10.	Service Condition	:	<ul style="list-style-type: none"> • Selected Candidate will be posted as Executive (Corporate Coordination) for HRIDC at Chandigarh/ Gurugram office. • The initial appointment will be on contract basis for a period of three years which can be extended at the sole discretion of the Company depending upon requirement of the company and the performance of the candidate.
11	Conduct Discipline & Appeal Rules	:	The conduct, discipline & appeal rules of the corporation in force for all categories of employee would also equally be applicable to the post of Executive (Corporate Coordination).

NOTE: -

1. Candidates are directed to send their filled in application in the prescribed format attached to this notification as Annexure-I. The application must be accompanied with following documents: -

- (A) Self-attested certificates of all educational qualifications certificates of all past experience.
- (B) A short write up of 250 words explaining why the candidate is most suited for this assignment

The application, along with documents mentioned above in (A) and (B), must be reached latest by 16.08.2021, 05:00 PM through email on career.hridc@gmail.com. There is no need to send hard copy by post.

It is clarified that all working officers of Government/PSUs must either apply through proper channel or bring NOC from present employer at the time of interview.

Candidates called for interview must bring hard copy of **all original documents and filled in application** along with them, as the candidates will be permitted for interview only after verification of original documents.

**GM (GA&F)
HRIDC**

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



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 : _____

Name of Post held	Pay Scale OR CTC (As the case may be)	Name & address of the employer	Period		Please indicate the field of experience along with project details (attach separate sheet if necessary)
			From	To	

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