



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)

Date:02.06.2021

**APPLICATION FOR THE POST OF ASSISTANT MANAGER/HUMAN RESOURCE
ON CONTRACT BASIS**

Vacancy Notice No. OM-15/2021

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 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	Name of Post	Assistant Manager/HR in IDA Scale E-2 (50000-160000) on contract basis.
3	Place of Posting	Gurugram.
4	Minimum Required Eligibility Criteria	Educational Qualifications: Essential: 1. Bachelor's Degree in any discipline from a recognized university. 2. MBA in Human Resource Management Desirable: LLB or Post graduate Diploma in labour law from a recognized university. Pay Scale and CTC: - a) Candidates working with Govt. Org./ PSUs: Working in Level 9/8 or in Level 7 for 3 years in CDA Pay Scale, as per 7 th CPC. OR Working in IDA Scale E2(50000-160000) or in E1 (40000-140000) for 3 years.

	<p>b) Candidates working with Reputed Private Sector Companies/MNCs:</p> <p>Drawing Annual Pay Package (CTC) minimum of Rs.7.0 lakh per annum.</p>
	<p>Post qualification experience:</p> <p>The candidate must have at least 07 years of relevant work experience with Railways/Metrorail Project/Government organizations/ PSUs/ Any reputed private company/MNC in the field of Human Resources policies, Recruitment and promotion matters, Pay Roll administration, Employees leave management, welfare, grievance handling, IR matters, APAR handling, Training and Development, Statutory compliances such as EPF/ESI etc., and compliance of minimum wages.</p> <p>Experience with Railways/Metro Railways/Railway PSUs will be given preference.</p>
	<p>Minimum and Maximum Age:</p> <p>Should not be less than 26 years and more than 45 years on the date of closing of this vacancy notice.</p>

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5	Job Description	<p>The candidate would be expected to perform following functions:</p> <ol style="list-style-type: none"> 1. Updating and implementation of human resource policies. 2. Planning and recruitment of required man power. 3. Addressing staff grievances and dealing IR matters. 4. Execution of promotion policies as per HR manual. 5. Ensuring statutory compliances such as EPF/ESI etc. 6. Management of pay roll, leaves, increments, APAR and FSC. 7. Close liaisoning with concerned government authorities to ensure compliance of applicable labour laws. 8. Other work assigned by Management.
6	Selection	<p>Shortlisted candidates, based on the application and documents submitted by them, shall be called for interview. Candidates called for interview shall be screened by a committee, nominated by competent authority. On the basis of recommendations of the committee and it's acceptance by the competent authority, the selected candidates will be intimated through their registered Email for further process.</p>

7	Service Condition	<ul style="list-style-type: none"> ○ Selected Candidate will be posted as Assistant Manager/HR for HRIDC at 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.
8	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 AM/HR.

NOTE-

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

(A) Self-attested certificates of all educational qualifications, caste certificate (If applicable), certificates of all past experience, last 03 months salary slips, appointment letter of present employer and other relevant testimonials as deemed fit by the candidate.

(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 01.07.2021, 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, 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



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 and Post held (Please mention in descending order):

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	

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, my services 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 to appear for this interview.

Place : _____

Date : _____

Signature of Candidate