



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 Senior Executive (Civil, Human Resource) &  
Executive Assistant on contract basis**

**Vacancy Notice No. OM-10/2020 dated 14.09.2020**

Haryana Rail Infrastructure development Corporation Limited (HRIDC) joint Venture of Ministry of Railways and Government of Haryana, accordance to the Union Cabinet decision, with an objective to develop the rail infrastructure in the state of Haryana and carry on the Business Development, financing, planning and implementation of Railway projects and development of other infrastructure facilities. HRIDC has undertaken various Railway infrastructure projects including “Haryana Orbital Rail Corridor” from Palwal to Sonipat and has set up its project office at Gurugram.

HRIDC invites applications from qualified and experienced candidates for the position of Sr. Executive (Civil), Sr. Executive (HR) & Executive Assistant on contract basis. Selection will be done through Walk-in-interview with following terms and conditions:

**Candidates are directed to send their application in the prescribed format along-with self-attested certificates by 28.09.2020, 05:00 PM through e-mail on [career.hridc@gmail.com](mailto:career.hridc@gmail.com)**

1.	PLACE OF POSTING/ VACANCY	<b><u>Place of Posting</u></b>	
		Sr. Executive (Civil)	01 (Gurugram)
	Sr. Executive (HR)	01 (Chandigarh)	
	Executive Assistant	01 (Gurugram)	
2.	EDUCATIONAL QUALIFICATIONS	<b><u>Essential:</u></b> <ul style="list-style-type: none"><li>• <b><u>For Sr. Executive (Civil)-</u></b><ol style="list-style-type: none"><li>i. B. Tech/B.E. (Civil Engineering) from a recognized University with minimum 60% marks.</li><li>ii. Regular M. Tech from a recognized University in the relevant field (i.e. Structural Engineering/ Soil Mechanics) with minimum 60% marks.</li></ol></li></ul>	

		<ul style="list-style-type: none"> <li>• <b><u>For Sr. Executive (HR)-</u></b></li> <li>i. Graduate from a recognized University in any field with minimum 55% marks.</li> <li>ii. Regular MBA in Human Resource Management/Personnel Management from a recognized University with minimum 55% marks</li> <li>• <b><u>For Executive Assistant-</u></b></li> <li>i. Graduate from a recognized University in any field with minimum 55% marks.</li> </ul>
3.	<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• <b><u>For Sr. Executive (Civil)</u></b> The candidate must have at least 3years experience in any State/Central PSUs or any reputed Private Infrastructure Company. The preference shall be given to the applicant having experience in Railway Project works.</li> <li>• <b><u>For Sr. Executive (HR)</u></b> The candidate must have at least 5 years experience in any State/Central PSUs or any reputed Private Infrastructure Company. The preference shall be given to the applicant having experience in Railway Project works.</li> <li>• <b><u>For Executive Assistant</u></b> The candidate must have at least 5 years experience in any reputed infrastructure, transportation or logistics companies. The candidates should have experience in all office working activities including customer relationship, HR, administration, MS office, file management, drafting of letter, office correspondence etc.</li> </ul>
4.	<b>AGE LIMIT</b>	Maximum Age-up to 35 years for all the posts (as on date of advertisement)
5.	<b>JOB PROFILE</b>	<p><b><u>Sr. Executive (Civil):</u> The incumbent will be deputed to work in the following fields:</b></p> <ul style="list-style-type: none"> <li>• To do all the activities in connection with Planning and supervision of various civil engineering works viz. Earthwork, Minor/Major Bridges, ROBs/ RUBs, Building, Road works, land acquisition, other civil works and any other work entrusted by the company from time to time.</li> <li>• To do all the activities in connection with Planning,</li> </ul>

		<p>estimation and supervision of various Permanent Way (P. Way) engineering works viz. Railway Track linking, NI works, yard remodelling and any other work entrusted by the company from time to time.</p> <ul style="list-style-type: none"> <li>To do all the activities in connection with Planning, Drawing &amp; Estimation of various civil engineering works viz. Earthwork, Minor/Major Bridges, ROBs/RUBs, Railway Track, any other work entrusted by the company from time to time and candidate should have good command in Auto-Cad.</li> </ul> <p><b><u>Sr. Executive (HR):</u> The incumbent will be deputed to work in the following fields:</b></p> <ul style="list-style-type: none"> <li>Work related to establishment areas like selection, promotion, seniority, creation of posts, recruitment, transfer, disciplinary cases, court cases, service matters, grievances, settlement dues, pay &amp; allowance etc.</li> </ul> <p><b><u>Executive Assistant:</u> The incumbent will be deputed to work in the following fields:</b></p> <ul style="list-style-type: none"> <li>To assist senior officers in their secretarial work in relation to HR and administration in respect of file management, drafting of letters, office correspondence etc.</li> </ul>
6.	<b>SELECTION PROCESS</b>	Selection will be done through walk-in-interview.
7.	<b>SERVICE CONDITION</b>	Selected Candidates would be posted as Sr. Executive/Executive on contract basis for <b>a period of one year</b> initially which can be extended up to 3 (three) year or more at the sole discretion of the Company with suitable salary hike on the basis of monthly performance. He/she will be paid consolidated emoluments @ Rs. 40,000/- (For Sr. Executive) & Rs. 30,000/- (for Executive). Nothing extra shall be payable except TA/DA as per rules. Place of posting is as per present requirement. It can be changed anywhere within Haryana at the sole discretion of HRIDC.
8.	<b>CONDUCT DISCIPLINE &amp; APPEAL RULES</b>	The conduct, discipline & appeal rules of the corporation in force for all categories of employee would also be equally applicable to all the posts.

## **9. Leave:**

Contractual personnel will be granted one (1) day leave for each completed month of employment in HRIDC which can be availed maximum of five (5) days leave at a time. Such leave shall not have any specific nomenclature like CL, Earned Leave, etc. The accumulated leave cannot be carried forward to the next calendar year.

## **10. Detailed Selection Process:**

Walk-in-Interview for the above post of Senior Executive (Civil) and Executive Assistant on contract basis will be held on 30.09.2020 at 11:00 AM at Plot No 143, 5<sup>th</sup> Floor, RailTel Tower, Sector-44, Gurugram. **Reporting time for walk-in-interview is between 10:00 AM to 11:00 AM. Candidates reporting after 11:00 AM will not be entertained.** The interview for the post of Senior Executive (HR) will be conducted on 05.10.2020 at 11:00 AM at SCO 17-19, 3<sup>rd</sup> Floor, Sector 17, Chandigarh.

The applications of candidates will be checked by the officials of HRIDC and only those candidates who will be fulfilling the criteria as per the advertisement and producing the original certificates (Educational, Experience etc) along with self-certified copies of certificates will be allowed to be interviewed.

**Candidates are directed to send their application in the prescribed format attached with this notice along-with self-attested certificates by 28.09.2020, 05:00 PM through e-mail on [career.hridc@gmail.com](mailto:career.hridc@gmail.com) . It is clarified that without submission of documents no candidate shall be allowed to appear in walk interview.**

**DGM (HR)  
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 : \_\_\_\_\_

Affix a  
Passport size  
photograph

11. Educational and Professional Qualification

Exam passed	Year of Passing	Name of Instt. /Univ.	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.

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 candidates 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