



No.: HRIDC/Estb/8-A/2021/

Dated: 25.05.2021

VACANCY NOTICE
(No. HRIDC/30/2021)

Filling up the post of Additional General Manager/ Joint General Manager/ Dy. General Manager (Finance) on Deputation/ Immediate Absorption basis in Haryana Rail Infrastructure Development Corporation Ltd. (HRIDC).

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 viable railway projects that are important for critical connectivity/ capacity enhancement/ development of other infrastructure facilities in the State of Haryana. To carry on its business, HRIDC requires services of eligible manpower with knowledge and exposure of railway working.

To meet the requirements of such persons, applications are invited from motivated and target oriented officers of the services mentioned below on Deputation/ Immediate absorption basis in HRIDC. The details of the posts along with eligibility criteria are given below:

Name of Organization	:	Haryana Rail Infrastructure Development Corporation Ltd. (HRIDC)
Title of Post	:	AGM/ JGM/ Dy. GM (Finance)– 01 post
Location	:	Gurugram
Duration	:	3 Years (Extendable as Per Rules)
Service	:	IRAS/ Organized Accounts and Finance- Group-A Services OR Officer of PSUs.
Term of appointment	:	Normal Terms of Deputation
Age	:	Preferably not more than 55 years
Scale of Pay	:	Parent Pay + Other Perks and Allowances as per HR Policy of HRIDC
Note	:	Cut-off date for age and eligibility would be reckoned as on closing date of vacancy notice.
Minimum eligibility required for Deputation/ Immediate Absorption	:	For AGM (Finance) i. Officers working in SG i.e. officers working in Level-13 with minimum 13 years of Group-A service (CDA scale) / Officers working in E7 IDA scale or in E6 IDA scale for 3 years. ii. Preferably 05 years' experience of working in Accounting, Taxation, Legal matters, Funds Management, Finance concurrence, Finance vetting and Budget matters. Preference will be given to the officer having experience in works matter, Tenders etc.

		<p>For JGM (Finance)</p> <p>i. Officers working in JAG i.e. officers working in Level-12 with minimum 09 years of Group-A service (CDA scale) /Officers working in E6 IDA scale or in E5 IDA scale for 3 years.</p> <p>ii. Preferably 05 years' experience of working in Accounting, Taxation, Legal matters, Funds Management, Finance concurrence, Finance vetting and Budget matters. Preference will be given to the officer having experience in works matter, Tenders etc.</p> <p>For Dy. GM (Finance)</p> <p>i. Officers working in Senior scale i.e. officer working in Level 11 with minimum 05 years of Group –A service or in Senior scale with minimum 08 years of Group B service (CDA scale)/ officers working in E5-IDA scale or E4-IDA scale for 3 years.</p> <p>ii. Preferably 03 years' experience of working in Accounting, Taxation, Legal matters, Funds Management, Finance concurrence, Finance vetting and Budget matters. Preference will be given to the officer having experience in works matter, Tenders etc.</p>
Web Address	:	www.hridc.co.in
Closing Date	:	30 days from the date of issue

HOW TO APPLY:

Eligible and interested candidates may apply in the prescribed application format attached as Annexure-I. All relevant documents should also be enclosed with the application. Complete filled-up application should reach this office within 30 days of this notification and should be addressed to: -

Managing Director,
Haryana Rail Infrastructure Development Corporation Ltd.
SCO No. 17-18-19, 3rd Floor, Sector-17 A,
Chandigarh.

A scanned copy of the application may be sent online on email career.hridc@gmail.com , within 30 days of this notification.

A copy of the application may also be sent simultaneously to their Administrative officer/ HR for forwarding the same to HRIDC, duly indicating No Objection/ Vigilance/ DAR Clearance etc.

**GM (GA&F)
HRIDC, Chandigarh**

PRESCRIBED PERFORMA**FOR SUBMISSION OF APPLICATIONS ON DEPUTATION BASIS**

Important (please don't leave blanks)	Vacancy Notice No./ Date	
	Post against which application has been submitted	

Personal Data

1	Name	:	
2	Gender	:	
3	Service	:	
4	Department	:	
5	Category	:	
6	Date of Birth	:	
7	DITS (Date of entry into Time Scale)	:	
8	Date of entry in Gr. 'B' (whenever applicable)	:	
9	Present Pay Level (pre-revised band with Grade Pay) and basic pay as on date of application	:	
10	Present Designation & Department	:	
11	Contact Details		
	(a) Email ID	:	
	(b) Telephone (O)	:	
	(c) Telephone (R)	:	
	(d) Mobile Number	:	

12. Education Qualification: -

S. No.	Qualification / Degree	Year/ Division	Institution/ University, Place/ Country

13. Experience Details: -

S. No.	Designation & Department with place of posting	Grade	From	To	Natures of duties performed

14. Details of previous deputation/ foreign assignment (if any)

S. No.	Organization	Designation	From	To

15	Whether debarred from deputation? If yes, please furnish details.	:	
16	Whether cooling off period completed? If yes, date of return from previous deputation with details, wherever applicable.	:	
17	Details of awards/punishment	:	

I certify that the details furnished by me above are true and I am eligible for the post as per the criteria laid down in the vacancy notice. The relevant documents in this regard are attached herewith.

I also certify that a copy of the application has been endorsed to my Administrative Officer viz. ___ for forwarding the application to HRIDC indicating No Objection, Vigilance/ DAR Clearance etc.

(Name and signature of the applicant)

Place:

Date:

FORWARDING/ CERTIFICATION BY EMPLOYER

Certified that the information/ details provided in the above application by the applicant are true and correct as per the facts available on record. He possesses educational qualifications and experience mentioned in vacancy circular. If selected, his relieving shall be subject to exigencies of work.

2. It is also certified: -

- i. That there is no vigilance/disciplinary case or criminal case pending or contemplated against Shri_____.
- ii. That his integrity is certified.
- iii. That his APAR dossier for the last five years, duly attested by a Competent Officer is enclosed.
- iv. It is certified that no major/minor penalty has been imposed on him during last ten years.
- v. That the cadre controlling authority has no objection to the consideration of the applicant for the post mentioned in this advertisement.

Signature_____

Name_____

Mobile No._____

Office Seal_____

Place:

Date: