

**HARYANA RAIL INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED**  
**(Joint Venture of Ministry of Railways & Government of Haryana)**

**INVITES**

**APPLICATION FOR THE POST OF DY. GENERAL MANAGER (FINANCE) ON**  
**CONTRACT BASIS**

**Vacancy Notice No. OM-07/2020 dated 06.02.2020**

Haryana Rail Infrastructure Development Corporation Limited (HRIDC) a joint Venture of Ministry of Railways (MOR) and Government of Haryana (GOH), invites applications from qualified and experienced candidates for appointment for the position of Dy. General Manager (DGM)-Finance on contract basis.

Selection for the post of Dy. General Manager (Finance) in HRIDC will be done with following terms and conditions:

**Closing Date: 16.03.2020**

<b>1.</b>	<b>PLACE OF POSTING / VACANCY</b>	At Chandigarh/Gurugram -01 Post
<b>2.</b>	<b>EDUCATIONAL QUALIFICATIONS</b>	<b><u>Essential:</u></b> 1. Bachelor's Degree from a recognized University. 2. Should be an Associate Member of the Institute of Chartered Accountants of India or MBA(Finance). Preference will be given to Chartered Accountants.
<b>3.</b>	<b>EXPERIENCE</b>	i. The candidate should be presently working in E-5 or he should be working in E-4 for minimum 3 years (IDA scale). ii. The candidate must have at least 6 years overall experience including 3 years in any Govt Department or PSU.
<b>4.</b>	<b>AGE LIMIT</b>	Minimum Age- 30 Years Maximum Age- 55 Years (as on date of advertisement)
<b>5.</b>	<b>SELECTION PROCESS</b>	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.
<b>6.</b>	<b>SERVICE CONDITION</b>	Selected Candidate would be posted as Dy. General Manager (Finance) on contract basis initially for a <b>period of two year</b> which can be extended at the sole discretion of the Company, for which he/she will be paid IDA Pay Scale E5 (Rs. 80,000 to 2,20,000) plus other allowance as per HR policy of HRIDC.
<b>7.</b>	<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.

## 8. How to Apply:

- a) Candidates fulfilling the eligibility criteria laid down above, should apply duly filled in **application form (attached as Annexure-I)** along with the self-attested copies of the mark sheets, passing certificates, experience certificate, certificate in support of age proof and any other relevant documents in one pdf file at email [hridc2017@gmail.com](mailto:hridc2017@gmail.com) and send one set of hard copy addressing to **Managing Director, Haryana Rail Infrastructure Development Corporation Ltd, SCO No. 17-18-19, 3<sup>rd</sup> Floor, Sector-17 A, Chandigarh-160017.**
- b) Shortlisted candidates called for interview shall bring originals of papers submitted for verification. The following documents are required to submit along with application form:
  - i. 2 recent passport size colour photographs.
  - ii. High school certificate for proof of Date of Birth.
  - iii. Certificate of Academic & Professional qualifications and statement of marks of all the qualifications for all semester/years (including 10<sup>th</sup> and 12<sup>th</sup> class).
  - iv. Proof of identity and address (Passport, Voter ID, Driving Licence, Aadhaar Card etc).
  - v. PAN Card.
  - vi. Proof of different period experience as claimed in the Application Form. In respect of current employment, experience certificate/joining letter along with last month's salary slips, form 16 and other documents which clearly prove continuity in the job are to be attached. In case, certificates claim is not established from the proofs submitted, his/her application is liable to be rejected.
  - vii. Any other documents in support of candidature.
- c) If any claim made by a candidate is found to be incorrect, his/her candidature shall be summarily rejected.
- d) Candidates have to produce original documents of Educational certificate and certificates of experience and other testimonials for verification at the time of interview. No interview will be conducted if candidates do not bring the original certificates/ testimonials/ documents on the date of interview. If any of the particulars stated by the candidates in the application is found to be incomplete or incorrect on verification, or if it is found that the candidate has wilfully suppressed any material fact/ information relevant to the consideration of his/her case, without prejudice to any other that may be taken in consequence thereof, his/her candidature will be summarily rejected.
- e) Candidates working in Govt./PSUs/autonomous bodies should apply through proper channel and bring NOC at the time of Interview along with forwarded application.
- f) Candidates have to produce Character Certificate duly signed by a Gazetted Officer at the time of interview/joining as the case may be.

## 9. General:

- a) The above posts are project specific for the limited period and are not for the regular establishment of HRIDC. No other perks or benefits would be admissible except those mentioned above.

- b) No TA/DA/Journey expenses will be paid to the candidates for appearing in the interview. The candidates are advised to make necessary arrangements for his/her travel/stay well in advance, so as to reach the interview venue in time. In case, interview is continued to next dates, candidates have to make necessary arrangement of their stay, at their own cost.
- c) The contract engagement will not confer any right for regularization in HRIDC.
- d) The contract can be terminated pre-maturely on one-month notice by either side. However, in case of gross negligence/ misconduct/ irregularities, the contract appointment will be terminated with immediate effect and in such cases, the employee will be liable for action as per law/ policies of the Company.
- e) Serving Govt./PSU Officials, if selected, will be allowed to join only after they are properly relieved from their parent organization.
- f) Management reserves the right to cancel/ enlarge/ modify/ alter the selection/ recruitment process at any stage, without issuing any further notice or assigning any reason thereafter.
- g) Any information regarding this contract recruitment process would be made available on the e-mail address provided by the candidate on the date of interview and/ or shall be uploaded on HRIDC website. Candidates are advised to periodically check the website for further updates.

#### **10. Medical Examination:**

Candidates will be required to undergo Medical examination after selection and will be considered for engagement only if found medically fit, in addition to other criteria.

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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 : \_\_\_\_\_



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. 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 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