



No. HRIDC/OM-73/2021/

Dated: 29.10.2021

APPLICATION FOR THE POST OF EXECUTIVE (CIVIL) ON CONTRACT BASIS

Vacancy Notice No. OM-22/2021 dated 29.10.2021

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.	Title of Post	:	Executive (Civil) – 04 Posts
3.	Place of Posting	:	Gurugram
4.	Minimum Required Eligibility Criteria	:	Educational Qualifications: Essential: Diploma in Civil Engineering from a recognized University with minimum 60% marks. Desirable: B.Tech in Civil Engineering from a recognized University with minimum 60% marks.
5.	Minimum Required Eligibility Criteria Experience	:	1. <u>For Candidates having relevant Diploma</u> i. The candidate must have at least 3 years of construction field experience in any State/Central PSUs or any reputed Private Infrastructure, transportation or logistics companies. Preference shall be given to the applicant having experience in Railway related Project works. 2. <u>For Candidates having relevant Degree (B. Tech)</u> i. The candidate must have at least 2 years of construction field experience in any State/Central PSUs or any reputed Private Infrastructure, transportation or logistics companies. Preference shall be given to the applicant having experience in Railway related Project works. Experience with Railways/Metro Railways/Railway PSUs will be given preference.
6.	Maximum Age	:	Preferably not more than 35 years on the date of advertisement

7.	Job Description	:	The candidate would be expected to perform following functions: <ul style="list-style-type: none"> • To do all the activities in connection with Planning, estimation 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. • To do all the activities in connection with Planning, 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. • Candidate should have good command in Auto-Cad.
8.	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.
9.	Service Condition	:	Selected Candidates would be posted as Executive (Civil) on contract basis for a period of Two years initially which can be further extendable at the sole discretion of the Company with suitable annual increment in salary on the basis of work performance. He/she will be paid consolidated emoluments @Rs. 33,000/- (per month) plus reimbursement of telephone charges as per the policy of HRIDC. Place of posting is as per present requirement on or along HORC (Haryana Orbital Rail Corridor) alignment. It can be changed anywhere within Haryana at the sole discretion of HRIDC.
10.	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 (Civil)

NOTE: -

Candidates are directed to send their application in the prescribed format attached with this notice along-with self-attested certificates by 29.11.2021, 05:00 PM through email on career.hridc@gmail.com and by Speed Post at SCO No. 17-19, 3rd Floor, Sector-17/A, Chandigarh-160017. If application does not contain self attested certificates and essential experience, in that case application will be summarily rejected. It is clarified that all working candidates must produce NOC from present employer, if selected.

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.

General Manager (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 : _____

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 candidate 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