

NOIDA METRO RAIL CORPORATION LIMITED
(A joint venture of Govt. of India and Govt. of Uttar Pradesh)

Advt. No- NMRC/HR/Rectt/06/2023

Dated: 29.11.2023

REQUIREMENT OF GENERAL MANAGER (FINANCE) IN NMRC

Noida Metro Rail Corporation (NMRC) Ltd., a Joint venture company of Govt. of India and Govt. of Uttar Pradesh is operating the Noida- Greater Noida Metro Corridor. To meet the immediate requirement of experienced personnel to head Finance Department of NMRC, applications are invited from experienced, dynamic and motivated officers of Indian Nationality having relevant work experience on Deputation/Immediate Absorption basis.

**AGE, MINIMUM QUALIFICATION AND WORK EXPERIENCE
REQUIREMENT FOR ELIGIBILITY**

Post Code	Post & Pay Scale	Qualification	Post Qualification Work Experience
1	General Manager (Finance) (IDA Pay Scale INR 1,20,000-2,80,000) No. of Posts- 1 (UR) Max Age Limit- 56 years as on closing date in case of Deputation 52 years as on closing date in case of Immediate Absorption	<u>Essential Qualification:</u> Chartered Accountant from ICAI OR Cost & Management Accountant from ICMAI	<u>Essential Experience</u> 17 years post qualification Group A/ Executive work experience in Finance/Finance & Accounts Department in Govt./Govt. Bodies/PSUs/Railways/Metro Rail Companies with varied experience working in Accounts, Financial Management, Financial Planning, Taxation-Direct/Indirect, Budgeting, Compilation of Accounts, Statutory/Internal & CAG Audit, Preparation of MIS, Treasury Management, Corporate Governance, Contract Management consisting of Tender Invitation, Tender evaluation, Tender Committee, Vetting of Contract/Offer/Estimates etc. Preference shall be given to candidates presently working with Railways/ Railway PSUs, Metro Rail etc. Refer Table (B) below for existing Pay Scale requirement for eligibility

B) EXPERIENCE AND PRESENT PAY SCALE REQUIREMENT FOR ELIGIBILITY

GENERAL MANAGER (Post Code 1)
Candidates presently working in Central Govt./State Govt./ PSUs/Railways/ Metro Rail Company /other government bodies etc.
<ul style="list-style-type: none">- The candidate should be presently working in the revised IDA pay scale of INR 1,20,000-2,80,000 OR CDA Pay scale of INR 1,44,200 -2,18,200 (L-14)
<p style="text-align: center;">OR</p>
<ul style="list-style-type: none">- The candidate should be working for 3 years in the revised IDA Pay scale of INR 1,00,000-2,60,000 OR CDA pay scale of INR 1,31,100-2,16,600 (L-13A)/INR 1,23,100-2,15,900 (L-13)

The eligibility conditions as at A and B above should be fulfilled together as on the closing date of application.

SELECTION PROCESS:

(a) Suitable candidates will be shortlisted, based on their eligibility/ experience in the relevant field and may be called for selection process. The selection process may consist of written test and/or Personal interview. The selection process would judge different facets of Knowledge, skill, experience, aptitude and physical ability.

(b) Appropriate method such as written test, may be resorted to if the candidates number is large.

(c) The selection process shall be conducted by NMRC through Offline mode only.

(d) Outstation candidates if called for selection process physically will have to make self arrangements for travel and stay. No facility regarding travel and stay would be extended by NMRC unless or otherwise decided for the same.

(e) The management reserves the right to call or not to call any/all of the candidates who have responded against this advertisement or to cancel/postpone the entire process at any stage due to any administrative reasons. No request for re-imbursement of fare charges/cancellation charges or any other charges of whatsoever nature incurred by the candidate shall be considered by NMRC in the event of postponement of interview/selection process whether on one occasion or on multiple occasions or in the event of cancellation of the post by NMRC.

(f) The prescribed essential qualification and experience indicated are bare minimum, and merely fulfilling the requirements laid down in the advertisement will not automatically entitle any candidate to be called for personal interview/'written test. Where the number of applications received is large, it may not be practically feasible or convenient for NMRC to conduct personal interview and/or written test for all applicants. In such cases, NMRC may restrict the number of applicants to be called for personal interview/written test to a reasonable limit, on the basis of qualifications and experience higher than that of minimum prescribed in the advertisement. Therefore, the applicant should furnish details of all the

qualifications and experience possessed in the relevant field of the application form along with documentary evidences.

(g) No correspondence will be entertained with the candidates not shortlisted for interview for any enquiry made.

(h) All updates and information regarding the advertised post shall be updated on the website of NMRC i.e. www.nmrcnoida.com only. The candidates are required to follow the website on regular basis. Further, all correspondence regarding recruitment process shall be made on the e-mails address provided by the candidates at the time of application.

(i) The applicant should not only have the relevant knowledge and work experience, but also should be physically and medically fit enough. In case of selection, the candidates may have to undergo a medical examination as per the Corporation policy.

j) The candidates have to clearly mark and tick the mode of application i.e. Deputation or Immediate Absorption in the application form on which he wish to apply. Only one mode is permitted to be opted by the candidate. Further, change of mode after submission of the application shall not be entertained at any stage of the selection process.

k) Candidates applying on Immediate Absorption/Deputation would be required to forward their application through proper channel or give NOC on or before Written Test and/or Personal Interview, failing which the candidate shall not be allowed to appear in the interview and no request from the candidate would be entertained by NMRC.

m) In case of Immediate Absorption, the Candidates would be required to undergo medical examination as per the corporation policy in the event of selection.

n) In case of deputation, Initial deputation period will be for Three years which may be further extended as per relevant rules depending upon the requirement of NMRC.

o) Applications complete in all respects including NOC along with D&AR and Vigilance Clearance and APARs should reach NMRC Office on or before the stipulated (closing) date through proper channel.

UPPER AGE LIMIT AND AGE RELAXATION

The relaxation in upper age limit for candidates belonging to reserved category shall be applicable only in case of posts which are reserved for SC/ST/OBC (NCL) etc.

SC/ST/OBC (NCL) category candidates applying for any post earmarked Unreserved (UR) shall be considered under general standard of merit and no relaxation in upper age limit shall be available to them.

SURETY BOND & PROBATION PERIOD

In case the candidate opts for Immediate Absorption, the candidate shall execute a Surety Bond to serve the Corporation for a Minimum Period as Given Below:

Mode of Recruitment	Bond Amount*	Min. period to serve the Corporation
Absorption from Central Govt, State Govt., Govt. Bodies, Railways, Railway PSUs, /PSUs/Metro Rail Companies, PSUs etc.	INR 150,000	1 (One) Year from the date of joining

***Plus training cost & GST as applicable**

PROBATION PERIOD

After Joining, the employee has to undergo a probation period as per Corporation Policy. A three months' notice period will be required to be served before seeking resignation from the Corporation.

COMPENSATION PACKAGE & POSTING:

The Company offers attractive pay, perks and allowances attached to the post/ grade as per IDA pattern scale of pay and company policy. The selected candidates can be posted/ transferred/ deployed to any of the project office/site office/consultancy office/regional office/depot or any other place of work of NMRC in India or outside India during the course of their service.

GENERAL INSTRUCTIONS:

1. The candidate would be considered as eligible for the post if the eligibility conditions as stated at (A) and (B) together as applicable of the Advt. are fulfilled by the candidate. However if applications received are large in number, the organization at its discretion reserves the right to decide the shortlisting criteria based on most appropriate and suitable method.
2. **Complete filled-up application as per Annex- A (enclosed format) should reach this office along with all certificates/testimonials/required essential documents latest by 20th December, 2023.**
3. Envelope containing the duly filled-up application should be super-scribed as **APPLICATION FOR THE POST OF GENERAL MANAGER (FINANCE) (Post Code No. 01 OF ADVT. NO NMRC/HR/RECTT/06/2023)** and should be addressed to:

**The General Manager/Projects, Finance & HR,
Noida Metro Rail Corporation Limited Block III, 3rd Floor, Ganga Shopping Complex
Sector 29, Noida- 201301, Distt. Gautam Budh Nagar, UP.**

The soft copy of the application form along with essential documents may also be sent to the official email id of NMRC i.e. hr_recruitment@nmrcnoida.com, however sending hard copy of the application form and supporting documents is mandatory.

5. The application should be supported with the following documents, duly self attested:

- Copies of Educational Certificates (Matriculation Onwards to essential and above qualification documents)
 - Appointment orders, Joining orders, increment orders, promotion orders, office order showing present pay scale and promotion to present pay scale/grade etc.
 - Service Certificate(s)/Experience certificates for all employment including present employment
 - Pay Slip of last 3 months
 - NOC along with D&AR and Vigilance clearance from concerned Department/ Employer and copies of APARs/ACRs for last 4 years (For candidates from Govt. sector i.e. Central Govt., State Govt., Autonomous Bodies, Govt. authorities, Govt. Bodies, PSUs, Railways etc.)
6. Incomplete applications, applications without complete essential documents, application without prescribed application form or applications received after due date shall not be accepted and will be summarily rejected. NMRC will not be responsible for non-receipt/ late receipt of the application/ any communication due to postal delay or any other reason.
7. Shortlisted candidates will be informed on their email address as mentioned in the application form and they will have to appear for interview on the scheduled date and time with all original documents/ testimonials.
8. Canvassing in any form shall disqualify the candidate.

OTHER INSTRUCTIONS

1. All eligibility criteria pertaining to age, qualification, experience and other conditions as at (A) and (B) of the Advt. should be together fulfilled as on closing date of the Application i.e. **20th December, 2023. In the event of extension of application window period, the eligibility of the candidate shall be ascertained till the initial closing date only.**
2. The duly filled application form along with all supporting documents shall reach at the address mentioned in advt. latest by **20th December, 2023.**
3. The Minimum Qualification required for the post shall be from Govt. Recognized University/Institute only.
4. The eligibility criteria(s) may be relaxed in case of exceptional cases as per the sole discretion of the Management
5. In case of any dispute relating to interpretation or any other issue, the decision of the NMRC Management shall be final.