



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

Dated: 25.05.2021

VACANCY NOTICE
(No. 31/2021)

Filling up the post of Dy. General Manager (Personnel & Administration) on Deputation 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 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	:	DGM (Personnel & Administration)- 01 Post
Scale pay of the deputation Post	:	Parent Pay plus deputation allowance as per HRIDC's HR Policy
Location	:	Gurugram
Age	:	Preferably not more than 55 years
Service	:	Indian Railway Personnel Services (IRPS)/ Railway Board Secretariat Service (RBSS)/ HR Cadre officer of PSUs
Education Qualification	:	Graduation. *Preference will be given to the candidates with a Degree in Law and PG Diploma in Personnel Management & Industrial Relations /Human Resources Management/ Organizational Behavior/ other related areas
Terms of appointment	:	Normal Terms of Deputation
Tenure of deputation	:	3 Years (Extendable as Per Rules)
<u>Minimum eligibility required</u>		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.

		ii. Preferably 03 years of experience in establishment issues, staff welfare, IR, Settlement of FSC, Service book updation and other matters related to Salary & allowances i.r.o. Indian Railways/Railway PSUs.
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 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.

The candidates who have already applied against Vacancy Notice No. 26/2021 dated 01-04-2021 need not apply again.

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 PERFORMANCE**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: