

UTTAR PRADESH METRO RAIL CORPORATION LIMITED
(A joint venture of Govt. of India & Govt. of UP)
Administrative Building VipinKhand, Gomti Nagar, Lucknow-226010
Phone: 0522 – 2304014-15

VACANCY NOTICE NO: UPMRC/HR/D/7/2022

Date: 18.10.2022

Uttar Pradesh Metro Rail Corporation Ltd (UPMRC), a 50:50 jointly owned Company of Government of India and Government of Uttar Pradesh has been entrusted with the responsibility of implementation and operation of the rail based Mass Rapid Transit System (Metro) in various cities in the state of Uttar Pradesh. The works of Kanpur Metro Project and Agra Metro Project are in full swing. The corporation is planning to position itself as one of the best employers by adopting modern HR practices and is designing an employee's friendly HR policy. To work with UPMRC will not only give exposure to its employees in terms of best in class technology but will also provide other benefits. The Company invites application from Non-Executives of **Human Resource Department** working in various Government organizations, Public Sector Undertakings, Government Metro Companies etc. for the post of **HR Assistant on deputation basis**. Pay Scales, age limit, educational qualification, experience and job description are as per detail mentioned below:-

Organization	Uttar Pradesh Metro Rail Corporation Limited
Title of the post	<u>HR Assistant</u>
No of Posts	01 (One)
Scale of pay	Parent pay plus Deputation Allowance.
Term of Appointment/Period of deputation	Deputation/ Normal Tenure of deputation for a period of 3 years , which may be extendable.
Educational Qualification	Graduation in any discipline. The candidate having L.L.B. or Post Graduation in Human Resource Management from a Govt. recognized University / Institute will be given preference.
Eligibility Criteria & Experience	<p>Candidates should be working in any of the following pay scales:-</p> <ul style="list-style-type: none">• <u>For CDA Pay Scales:</u> 9300-34800 (Grade Pay – 4200) (Level 6 of the 7th Pay Commission) or above pay scale. OR 5200-20200 (Grade Pay – 2800) (Level 5 of the 7th Pay Commission) with minimum service of 03 years in this scale, as on closing date of vacancy notice. OR 5200-20200 (Grade Pay – 1900) (Level 2 of the 7th Pay Commission) with minimum service of 04 years in this scale, as on closing date of vacancy notice.• <u>For IDA Pay Scales:</u> 33,000-67,300 IDA or above pay scale. OR 30,700-62,600 IDA, with minimum service of 03 years in this scale, as on closing date of vacancy notice. OR 25,000-51,000 IDA, with minimum service of 04 years in this scale, as on closing date of vacancy notice.

Age	56 (Upper age limit) as on closing date of vacancy notice.
Mode of Selection	Eligible candidates would be called for interview & selection is based on Interview basis. The Uttar Pradesh Metro Rail Corporation Limited reserves the right to shortlist candidates for interview. No correspondence in this regard shall be entertained. The candidate should be free from DAR/ Vigilance.
Work Experience	Candidates should have varied experience of working in Human Resource Dept of Govt./Railway/Metro Rail Corporation/PSU, knowledge of ERP and other Human Resource Management related matters. Should be conversant with functioning in computerized environment. Hands on knowledge in various computer applications, relating to the job is desirable
Desirable	Past experience of working in Government Metro Project or Railway.
How to Apply	The candidates should submit their application to " <u>Company Secretary /Uttar Pradesh Metro Rail Corporation Limited</u> , Administrative Building, Near Ambedkar Samajik Parivatan Sthal,Vipin Khand, Gomtinagar,Lucknow-226010" as per enclosed application form before closing date. The candidate applying should submit application through proper channel as per enclosed application form requesting their parent organization to forward their application along with NOC, D&AR and Vigilance Clearance and APARs ratings for the preceding 04 years. Submission of NOC before interview is must for participating in the interview process.
Web Address	www.upmetrorail.com
Whether the Company/Organization, has been exempted from the rule of permanent absorption and if so the date up to which the exemption is valid.	Yes
Closing Date	30 days from the date of issue.

NOTE: 1. Cut-off date for Age & Eligibility would be reckoned as on closing date of vacancy notice.

2. The applicant should not only be fit in related field but should also be physically and medically fit.

3. The applicant should continue with their email address and mobile/phone number so as to reach them as and when required.

4. Applications received through proper channel and with verification of service particulars, SPE/ D&AR/ VIGILANCE clearance and enclosure of APARs will be preferred. However, a copy of application may also be sent by the applicant in advance to UPMRC. Applications received after closing date and time and incomplete applications shall not be entertained. The advance copy of the application along with all the supporting documents may be sent at the email id recruitmentcellupmrc@gmail.com, however sending hard copy of the application is mandatory.

**For Managing Director
UPMRC**

**PRESCRIBED PROFORMA FOR SUBMISSION OF APPLICATION ON
DEPUTATION BASIS**

Important <i>(please don't leave blanks)</i>	Vacancy Notice No. <i>(appears on the top right side of notice)</i>	
	File No. <i>(appears on the left side of vacancy notice)</i>	
	Post against which application has been submitted	
	Choice of station <i>(wherever applicable)</i>	

1.	Name	:	
2.	Father / Husband Name	:	
3.	Gender	:	
4.	Service	:	
5.	Department	:	
6.	Category	:	
7.	Date of Birth	:	
8.	DITS (Date of entry into Time Scale)	:	
9.	Date of entry in Gr.B <i>(wherever applicable)</i>	:	
10.	Present pay band with Grade Pay and basic pay as on date of application	:	
11.	Present Designation & Organization	:	
12.	Correspondence Address		
13.	Contact Details		
	(a) Email ID	:	
	(b) Telephone (O)	:	
	(c) Telephone (R)	:	
	(d) Mobile Number	:	

14. Educational Qualifications (Attach supporting documents):-

S.No.	Qualification/ Degree	Subjects	Institution/ University, Place/Country	% or CGPA	Passing Year

15. Experience Details (separate sheet may be attached along with supporting documents):-

For applicants in CDA PAY SCALES / IDA PAY SCALES :-

(Complete details of service / position held since joining)

Post Held	Organization Name with place of posting	CDA/IDA PAY SCALES (Mention the substantive Pay Scale with GP/Level) (MACP not to be mentioned)	Period (From – To) dd/mm/yy – dd/mm/yy

16. Essential Work Experience :-

A.	Candidates should have varied experience of working in Human Resource Department of Govt./Railway/Metro Rail Corporation/PSU, knowledge of ERP and other Human Resource Management related matters. Should be conversant with functioning in computerized environment. Hands on knowledge in various computer applications, relating to the job is desirable.	YES/NO
B.	<ul style="list-style-type: none"> For CDA Pay Scales: 9300-34800 (Grade Pay – 4200) (Level 6 of the 7th Pay Commission) or above pay scale. <p style="text-align: center;">OR.</p>	YES/NO
	5200-20200 (Grade Pay – 2800) (Level 5 of the 7 th Pay Commission) with minimum service of 03 years in this scale, as on closing date of vacancy notice. <p style="text-align: center;">OR</p>	YES/NO
	5200-20200 (Grade Pay – 1900) (Level 2 of the 7 th Pay Commission) with minimum service of 04 years in this scale, as on closing date of vacancy notice.	YES/NO
C.	<ul style="list-style-type: none"> For IDA Pay Scales: 33,000-67,300 IDA or above pay scale. <p style="text-align: center;">OR</p>	YES/NO
	30,700-62,600 IDA, with minimum service of 03 years in this scale, as on closing date of vacancy notice. <p style="text-align: center;">OR</p>	YES/NO
	25,000-51,000 IDA, with minimum service of 04 years in this scale, as on closing date of vacancy notice.	YES/NO

17. Details of previous deputation/ Foreign assignment, if any (Attach supporting documents):-

S.No.	Organization	Designation	From	To

18.	Whether debarred from deputation? If yes, please furnish details.	:	
19.	Whether cooling off period completed? If yes, date of return from previous deputation with details, wherever applicable.	:	
20.	Whether applied for deputation under Central Staffing Scheme i.e. Central deputation. If yes, registration number (if any) allotted by supremo.gov.in	:	

21. APAR Ratings for last 04 years (Attach supporting documents):-

Year	Rating

22. Awards, if any (Attach supporting documents):-

S.No.	Name of Award	Brief Details

23.	Whether any conviction (by court of Law) /punishment/penalty (due to disciplinary action by employer) was awarded to applicant in last 10 years.	YES/NO
	If yes, details of case.	Separate sheet may be enclosed
24.	Whether at present any case is pending in the court of law or any disciplinary enquiry is going on, against applicant.	YES / NO
	If yes, details of case	Separate sheet may be enclosed
25.	NOC, Vigilance and D&AR status from current employer enclosed.	YES / NO
26.	Copies of Annual performance appraisal report for last 04 years enclosed.	YES / NO

27.	Whether appeared for interview in UPMRC in past. (If yes, details of the interview)
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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.

(Name and Signature of the applicant)

Place:

Date:

Certificate by the Employer

- a) The date of birth, qualifications and experience and other details furnished by Shri/Smt. indicated at S No. 1 to 27 in the application form have been verified and found correct as per service records of the officer.
- b) The department will be informed at the earliest, if any disciplinary proceeding is initiated or contemplated against the officer after his / her application is forwarded.
- c) Up-to date ACRs/APARs dossiers of the concerned officer for the last 04 years is enclosed or would be forwarded within the due date.

(Signature of the Employer with stamp)

Checklist of documents to be enclosed:

1. Educational Certificates. (Matric / Graduation / L.L.B. or Post Graduation in Human Resource Management from a Govt. recognized University / Institute)
2. Work Experience Certificate.
3. NOC from present Employer.
4. Vigilance and D&AR Clearance from present Employer.
5. APARs of the Last 04 years.