



# हरियाणा रेल अवसंरचना विकास निगम लिमिटेड

(हरियाणा सरकार और रेल मंत्रालय का संयुक्त उपक्रम)

**HARYANA RAIL INFRASTRUCTURE DEVELOPMENT CORPORATION Ltd.**

(A JOINT VENTURE OF GOVERNMENT OF HARYANA AND MINISTRY OF RAILWAYS)

No. HRIDC/Estb./OM/2023/Part-1

Dated: 09.02.2023

## (Vacancy Notice (No. HRIDC/2023/01))

### Application for the posts of Assistant Manager (Civil/Electrical/Signal & Telecommunication/ Information Technology and Procurement) on Contractual 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 Railways (MoR) with an equity participation of 51% and 49% respectively. The company was formed with an objective to develop the Rail Infrastructure for capacity enhancement in the State of Haryana and to carry on Business Development, financing, planning and implementation of Railway projects. Haryana Orbital Rail Corridor (HORC) project from Palwal to Sonipat via Sohna, Manesar & Kharkhoda (bypassing Delhi area) has been approved by Cabinet Committee of Economic Affairs (CCEA) and is being implemented by HRIDC.

HRIDC proposes to engage professionals having exposure in the field of planning/execution of Railway infrastructure. To meet the company's requirement, applications are invited from motivated and target-oriented officials for posting in HRIDC on Contractual Basis. The details of the posts along with eligibility criteria are given below: -

ORGANIZATION	:	Haryana Rail Infrastructure Development Corporation Ltd. (HRIDC)	
TITLE OF POST	:	<ol style="list-style-type: none"><li>1. Assistant Manager (Civil) in E-2 IDA Scale</li><li>2. Assistant Manager (Electrical) in E-2 IDA Scale</li><li>3. Assistant Manager (S&amp;T and IT) in E-2 IDA Scale</li><li>4. Assistant Manager (Procurement) in E-2 IDA Scale</li></ol>	<p>16 Posts 04 Posts 04 Posts 04 Posts</p>
LOCATION	:	Anywhere in the state of Haryana/NCR Region, Gurugram and Chandigarh	
AGE	:	Not more than 35 years as on date of notification.	



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<p>ELIGIBILITY CRITERIA</p>	<p><b>I. Essential Qualification for AM (Civil):</b> B.E./ B. Tech (Civil Engineering) from a recognized University with not less than 60% Marks in aggregate.</p> <p>Candidate should have appeared in corresponding paper of GATE i.e., Civil Engineering (CE) and secured GATE score of 800 or more in the scale of 1000. GATE score of any year in last 12 years will be considered for this purpose.</p> <p><b>II. Essential Qualification for AM (Electrical):</b> B.E./ B. Tech from recognized University/ Institute in Electrical/ Electrical (Power)/ Electrical and Electronics/ Power Systems Engineering/ Power Engineering (Electrical) from a recognized University with not less than 60% Marks in aggregate.</p> <p>Candidate should have appeared in corresponding paper of GATE i.e., Electrical Engineering (EE) and secured GATE score of 700 or more in the scale of 1000. GATE score of any year in last 12 years will be considered for this purpose.</p> <p><b>III. Essential Qualification for AM (S&amp;T and IT):</b> B.E./ B.Tech from recognized University/ Institute in Electronics &amp; Communication Engg. (ECE), /Computer Science/ Computer Engg. / Information Technology from a recognized University with not less than 60% Marks in aggregate.</p> <p>Candidate should have appeared in corresponding paper of GATE ie Electronic and Communication Engineering (EC)/ Computer Science &amp; Information Technology (CS) and secured GATE score of 600 or more in the scale of 1000. GATE score of any year in last 12 years will be considered for this purpose.</p> <p><b>IV. Essential Qualification for AM (Procurement):</b> B.E./ B.Tech from recognized University/ Institute in any discipline from a recognized University with not less than 60% Marks in aggregate.</p> <p>Candidate should have appeared in corresponding paper of GATE and secured GATE score of 800 or more in the scale of 1000. GATE score of any year in last 12 years will be considered for this purpose.</p>
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EXPERIENCE	: <ol style="list-style-type: none"><li>1. The Candidates must have been working in same level. The candidate working in one level below with at least 3 Years' relevant experience will also be considered. The Candidate must have an overall experience of 06 years post essential qualification for all above mentioned posts (1 to 4).</li><li>2. Experience in Metro/Railway PSU will be preferred.</li><li>3. (i) <b><u>Relevant Experience for the Post of AM (Civil):</u></b> Planning/ execution of Metro/RRTS/Railway New line/ Doubling/ Gauge Conversion/other Railway or highway projects, involving work of Survey/ Earthwork/ Bridges/ Railway Track/ Via-duct/ Tunnel or allied works.  (ii) <b><u>Relevant Experience for the Post of AM (Electrical):</u></b> Planning/ execution of any form of Rail System like MRTS/RRTS/Freight corridor/Railways for Electric Traction System of 1*25KV/2*25 KV (involving activities like Planning, Survey, Design, Execution and commissioning of OHE, PSI, SCADA, Maintenance facility works) or General Electrical Services.  (iii) <b><u>Relevant Experience for the Post of AM (S&amp;T):</u></b> Planning/ execution of Signal and Telecom works in any form of Rail System like MRTS/RRTS/Freight corridor/Railways.  (iv) <b><u>Relevant Experience for the Post of AM (IT):</u></b> Web Designing, Development/maintenance/ enhancements of internet and internet Web applications. Should have good knowledge of Web application development/Java/Script/PHP/Bootstrap/HTML5/CSS/Query/webservice/Angular4 or above. Experience in Enterprises Asset Management and ERP System is desirable  (v) <b><u>Relevant Experience for the Post of AM (Procurement):</u></b> Dealing with Contract Management and Procurement preferably in a project funded by ADB/ World Bank/ JICA etc.</li></ol>
METHOD OF FILLING UP THE VACANCY	: The vacancy notice will be advertised in leading newspapers two each in Hindi & English and HRIDC website



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SELECTION PROCESS	:	Candidates shortlisted based on the application and documents submitted by the applicants will be called for group discussion and an interview. The candidate has to bring a hard copy of the application and originals of all documents/certificates for verification.
SERVICE CONDITION	:	Selected candidate shall be posted as Assistant Manager on a contract basis initially for a period of 3 years which can be extended at the sole discretion of the company. He/she shall be paid IDA Pay Scale as under: -  <b><u>Assistant Manager Level E2:</u></b> - (Rs. 50,000 to Rs 1,60,000) plus other allowances as per HR policy of HRIDC.
CONDUCT DISCIPLINE & APPEAL RULES	:	The conduct, discipline & appeal rules of the corporation in force for all categories of employee would also be equally applicable to all the posts.
CLOSING DATE	:	30 days from the date of issue of notification.
WEB ADDRESS	:	<a href="http://www.hridc.co.in">www.hridc.co.in</a>

**(I) HOW TO APPLY: -**

- a) Candidates fulfilling the eligibility criteria laid down above, are required to register themselves through the link provided in the “Career Section” of the HRIDC website. Further, they have to fill and submit Annexure-I of the application form (complete in all respect). On submission, a registration number will be generated and reflected in form 1. Candidates are required to take the print out of Annexure-I along with registration number. Annexure-I & II (duly signed) along with Self-Attested copies of the mark sheets, passing certificates, copy of GATE score card, experience certificate, certificate in support of age proof and any other relevant documents are required to be submitted at the address mentioned below:

**Managing Director,  
Haryana Rail Infrastructure Development Corporation Ltd.,  
SCO No. 17-19, 3<sup>rd</sup> Floor, Sector – 17/A, Chandigarh – 160017.**

The envelope containing the application should be subscribed “Application for the post of .....”. One envelope should contain one application.



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- b) The candidates shortlisted for group discussion and interview shall bring originals of papers submitted for verification. The following documents are required to be submitted along with application form:
- 2 recent passport size color photographs.
  - High School certificate for proof of date of birth/Birth Certificate.
  - Certificate of academic & professional qualifications, statement of marks of all the qualifications for all semester/years (including 10<sup>th</sup> and 12<sup>th</sup> class) and copy of GATE score card.
  - Proof of identity and address (Passport/Voter Id/Driving License/Aadhar Card etc.)
  - PAN Card
  - Proof of professional experience as claimed in the application form. In respect of current employment, experience certificate/joining letter along with last month's salary slip, 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.
  - Any other documents in support of his/her candidature.
- c) Experience will be reckoned as on the date of advertisement
- d) If any of the claims made by a candidate is found to be incorrect/false, his/her candidature will be rejected summarily.
- e) Candidates have to produce original documents of educational certificate and certificates of experience and other testimonials for verification at the time of interview. Interview will not be conducted if candidates fail to produce 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 willfully 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.
- f) Candidate working in Govt./PSUs/autonomous bodies should apply through proper channel and bring NOC at the time of interview along with application forwarded through proper channel.
- g) Candidates have to produce character certificate duly signed by a Gazetted Officer at the time of joining.
- h) Candidature of the applicant shall be considered only for the post for which he/she has applied. If the applicant intends to apply for more than one post, then he/she should submit a separate application form for each post's)





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### (II) **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 Group Discussion/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 continues for the next date(s), candidates will have to make their own arrangement of stay, at their own cost.
- c) The contract engagement will not confer any right for regularization in HRIDC.
- d) The contract can be terminated prematurely with 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) Candidates will be required to undergo medical examination after selection and will be considered for the proposed engagement only if found medically fit in Medical Standard prescribed for said post, in addition to other criteria.
- g) Management reserves the right to cancel/enlarge/modify/alter the selection/recruitment process including number of posts at any stage, without issuing any further notice or assigning any reason thereafter.
- h) Any information regarding this recruitment process shall be uploaded on HRIDC website. Candidates are advised to periodically check the website for further updates.

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DGM (HR&GA)

For MD/HRIDC

HRIDC, Chandigarh



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**Annexure – I**

**Application form w.r.t. Vacancy Notice (No. HRIDC/2023/01)**

Note: i) Candidate must read the instructions carefully before filling up this application. ii) Application to be made strictly in the given format and to be filled in English only.	<i>Space for self-attested photograph</i>			
<b>Post &amp; Department applied for:</b> (Please tick the relevant field)	Civil	Electrical	S&T & IT	Procurement

1	Name in full (in Block letters)	:	
2	Father's Name	:	
3	Date of Birth (DD/MM/YYYY)	:	
4	Category (UR/SC/ST/OBC)	:	
5	Present Post / Designation Held	:	
6	Nature of Present Employment Permanent / Deputation / Contract / Ad-hoc / Temporary	:	
7	Total Experience Post Essential Qualification	:	
8	Correspondence Address	:	
9	Contact Details		
	(a) Email id	:	
	(b) Telephone (O)	:	
	(c) Telephone (R)	:	
	(d) Mobile Number	:	

**10. Educational Qualification (both academic & professional 10<sup>th</sup> onwards): -**

Examination Passed	Board/University/ Institution, Place/Country	Year of Passing	Subject	Marks obtained/ Max Marks	% of Marks/ Grade



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11. Detail of employment in chronological order. Please enclose separate sheet/s duly signed by you in case the space below is insufficient: -

Department/ Organization where worked and place of posting	Post held	From	To	Total Experience in years	Scale of Pay	Nature of duties performed	Name of Unit / Project where worked

12. Details of GATE Score: -

GATE paper/ Subject	Corresponding paper/subject code	Year of Appearing	Score obtained/ Max of the scale	Remarks (if any)

**\*Please attach self-attested copy of GATE score.**

I hereby certify and declare that I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae, duly supported with the documents submitted by me, will also be assessed by the Selection Committee at the time of selection for the post. All statements made and information given by me in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information or part of it being found false or incorrect before or after the interview/appointment, action can be taken against me by the HRIDC and my candidature/appointment shall automatically stand cancelled/terminated.

I further declare that I fulfil all the conditions of eligibility prescribed for the post applied for and in case my application is not received by HRIDC within the stipulated date due to postal delay or otherwise, HRIDC will not be responsible for any such delay.

(Name and Signature of the applicant)

Place:

Date:

**List of Enclosures:**



**Annexure-II**

**CERTIFICATE BY THE EMPLOYER ON OFFICIAL LETTER HEAD**

1. It is certified that Mr/Ms. \_\_\_\_\_ S/D/W of Sh. \_\_\_\_\_ is working in this organization to the post of \_\_\_\_\_ since \_\_\_\_\_ and drawing the basis pay Rs. \_\_\_\_\_ Plus allowances Rs. \_\_\_\_\_ per month in pay scale of \_\_\_\_\_.
2. That there is no vigilance/disciplinary case pending or contemplated against Mr/Ms. \_\_\_\_\_.
3. That his/her Integrity is certified as 'Beyond Doubt.
4. That no major / minor penalty has been imposed on him / her during his/her service or a list of major / minor penalties imposed on him / her during his/her service is enclosed (as the case may be).
5. That the cadre controlling authority has no objection to the consideration of the applicant for the post mentioned in this advertisement.

Signature of the forwarding Officer

Name:

Designation:

Telephone:

E-mail ID:

(Office Stamp)