



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

Dated: 09.03.2021

VACANCY NOTICE

(No. 25/2021)

Filling the post of Assistant Manager/Manager (Accounts/Finance) On Deputation basis in Haryana Rail Infrastructure Development Corporation Ltd. (HRIDC), Gurugram.

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 Accounts and Finance cadre officials working in Railways/ Railway PSUs/ Metro Rail Corporation OR in other organized accounts and finance cadre for deputation in HRIDC. The details of the posts and eligibility are given below:

Name of organization	:	Haryana Rail Infrastructure Development Corporation Ltd. (HRIDC)
Title of post	:	Manager/ Assistant Manager (Accounts/Finance)
Location	:	Gurugram
Scale pay of the deputation Post	:	Parent Pay plus deputation allowance as per HRIDC's HR Policy
Age	:	Below 57 Years
Terms of appointment	:	Normal Terms of deputation
Tenure of deputation	:	3 Years
Minimum eligibility required for the post (i.e. experience, level of the officer required etc.)	:	Assistant Manager/ Manager (Accounts/Finance) Officials of Accounts/Finance Department working in Level 7 to 9 of Pay Matrix preferably with experience of railway works.
Closing Date	:	30 days from the date of issue
Web Address	:	www.hridc.co.in

SELECTION PROCESS:

Suitable officials will be shortlisted, based on their eligibility/ experience in the relevant field.

HOW TO APPLY:

Eligible and interested candidates may apply in the prescribed application format, Annexure-I attached. 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:-

DGM (HR)

Haryana Rail Infrastructure Development Corporation Ltd. (HRIDC)

SCO 17-19, Third Floor, Sector 17-A,

Chandigarh

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.

DGM (HR)
HRIDC

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	Date of joining	:	
8	Present Pay Level (pre-revised band with Grade Pay) and basic pay as on date of application	:	
9	Whether the Grade/pay indicated above is on substantive basis or under MAPC/in ex-cadre/deputation post, please indicate the post held in cadre and grade of the cadre post)	:	
10	Present designation in Railway	:	
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 in Railway with place of posting	Grade	From	to	Natures of duties performed

14	Whether debarred from deputation? If yes, please furnish details.	:	
15	Whether cooling off period completed? If yes, date of return from previous deputation with details, wherever applicable.	:	
16	Details of awards/punishment	:	
17	Have you ever been convicted, if yes detail thereof	:	
18	Any criminal case lodged against you	:	

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.

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: