



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/8-A/2023/ Part-1

Date:18.12.2024

VACANCY NOTICE (No. HRIDC/2024/19)

Filling up the post of Chief Accounts Officer/Sr. Accounts Officer in Haryana Rail Infrastructure Development Corporation Ltd. (HRIDC)

Haryana Rail Infrastructure Development Corporation Limited Ltd. (HRIDC) is 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 railway projects. To carry on its business, HRIDC requires the services of eligible officers with knowledge and exposure of railway working.

To meet the requirements of such manpower, applications are invited from motivated and target-oriented officers from any of the services mentioned below on Deputation basis in HRIDC. The details of the post along with eligibility criteria are given below:

NAME OF ORGANIZATION	Haryana Rail Infrastructure Development Corporation Ltd. (HRIDC)	
TITLE OF POST	Chief Accounts Officer/Sr. Accounts Officer	01 post
LOCATION	Gurugram	
DURATION OF DEPUTATION	3 Years (Extendable as Per Rules)	
SERVICE	Finance & Accounts Officers from State Govt./PSUs	
TERMS OF APPOINTMENT	Normal Terms of Deputation	
AGE	Not more than 55 years as on date of notification	
SCALE OF PAY	Parent Pay + Other Perks and Allowances as per Policy of HRIDC	
CUT-OFF DATE	Age and eligibility would be reckoned as on date of the vacancy notice.	
MINIMUM ELIGIBILITY REQUIRED FOR THE POST	i) Official working in Govt. of Haryana: CAO: Officer working in PB-3, 15600-39100 (Pre-Revised)/Grade Pay 7600, Level 12 (Rs. 78800-197200) with minimum 9 years of Group-A service or,	

SCO 17-19, 3rd Floor, Sector-17A, Chandigarh

Ph: 0172 2715644, Email: hridc-jv@hridc.co.in, Website: www.hridc.co.in



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	<p><u>Sr. AO:</u> Officer working in PB-3, 15600-39100 (Pre-Revised)/Grade Pay 6600, Level 11 (Rs. 67700-191000) with minimum 5 years of Group A service or in Sr. scale with 8 years of Group B service.</p> <p>ii) Official Working in PSUs: <u>CAO:</u> Should be working in E6 or in E5 for 3 years. <u>Sr. AO:</u> Should be working in E5 or in E4 for 3 years.</p>
JOB DESCRIPTION	<p>The candidate is expected to perform the following works:</p> <ol style="list-style-type: none">Timely review of accounting and record keeping of all transactions project wise.Monitoring of timely payments of Advance income tax, GST and ESI/EPF etc as per the provision of the relevant acts & filing of returns.Passing/Processing of Contractors/Consultants/Suppliers Bills as per SoP bills.Coordination with LAOs and banks in respect of land acquisition payments.Processing all regular payments like office rent, lease rents, vehicle payments, electricity, telephone charges, other local office procurement, etc.Disbursement of Salary Bills/ Traveling bills/ Reimbursement on account of Laptop and other personal claims and issuance of Form 16.Preparation of financial statements on monthly, quarterly & yearly basis and Tax Audit thereof.Submission of Monthly Information Reports in respect of Cash Flow, Fund Flows, Expenditure Status, Settlement of LOA's etc.Supervision of all work related to BGs.Coordination with Banks, Financial Institutions for processing of NEFT/RTGS, opening & closing of bank accounts, investment etc.Co-ordination with CAG, external auditors appointed by CAG or other statutory authority and ensuring timely completion internal audit/ statutory audit/ CAG audit and compliances thereof.
WEB ADDRESS	www.hridc.co.in
CLOSING DATE	30 days from the date of issue of notification



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HOW TO APPLY:

Eligible and interested candidates may apply in the prescribed application format, 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: -

**ED/Infra (BD&CC)
Haryana Rail Infrastructure Development
Corporation Ltd., IRCON International, Tower-2,
Plot No.-16, Sector- 32, Gurugram,
Haryana- 122018**

A scanned copy of the application may please be sent online on email hridc-jv@hridc.co.in 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 through proper channel to HRIDC, duly indicating, No Objection/ Vigilance/ D &AR Clearance etc.

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**DGM (HR)
HRIDC, Chandigarh**



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Annexure-I

PRESCRIBED PERFORMA
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	:	
8	Present Designation & Department	:	
9	Present Pay Band with Grade Pay or Level (As per 7 th CPC) & Basic Pay	:	
10	Contact Details		
	(a) Email ID	:	
	(b) Telephone (O)	:	
	(c) Telephone (R)	:	
	(d) Mobile Number	:	

11. Education Qualification: -

S. No.	Qualification	Year of passing	% Of Marks/ Division	Institution/ University, Place/ Country



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12. Experience Details: -

S. No.	Designation	Post held		Department with place of posting	Grade/ Level	Natures of duties performed
		From	To			

13. Details of previous deputation/ foreign assignment (if any)

S. No.	Organization	Designation	From	To

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	:	

I certify that the details furnished by me above are true and I am eligible for the aforesaid 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/ D&AR Clearance etc.

(Name and signature of the applicant)

Place:

Date:

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)