



हरियाणा रेल इन्फ्रास्ट्रक्चर डेवलपमेंट कॉर्पोरेशन लिमिटेड
(हरियाणा सरकार और रेल मंत्रालय का संयुक्त उपक्रम)
Haryana Rail Infrastructure Development Corporation Ltd.
(A Joint Venture of Govt. of Haryana & Ministry of Railways)

No. HRIDC/OM-73/2021/

Dated: 15.07.2021

INVITES
APPLICATION FOR THE POST OF ASSISTANT MANAGER (ELECTRICAL) ON
CONTRACT BASIS

Vacancy Notice No. OM-19/2021 dated 15.07.2021

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 Railway projects.

Applications are invited from dynamic, experienced and highly motivated professionals who are working with Government organizations/Railways/Metro Railways/PSUs/Reputed private sector companies/MNCs and having relevant experience.

The details of the post and eligibility criteria needed for the position with respect to educational qualifications, experience, pay scale, age limit etc. are as under:

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|----|--|---|---|
| 1. | Name of Organization | : | Haryana Rail Infrastructure Development Corporation Ltd. (HRIDC) |
| 2. | Title of Post | : | Assistant Manager (Electrical) |
| 3. | Place of Posting | : | Gurugram |
| 4. | Scale of Pay | : | E2 IDA pay scale (50000-160000) |
| 5. | Minimum Required Eligibility Criteria | : | Educational Qualifications: Essential: B.E. or B. Tech in Electrical Engineering (EE) or Electrical and Electronics Engineering (EEE). Desirable: M. Tech in Power Systems Pay Scale and CTC:- a) Candidates working with Govt. Org./ PSUs: Working in IDA Scale E2 or E1 for at least three years. b) Candidates working with Reputed Private Sector Companies/MNCs: Drawing Annual Pay Package (CTC) minimum of Rs. 7.0 lakh per annum |
| 6. | Experience | : | 1. Minimum 06 years of relevant work experience with Railways/ Metrorail Project/ Government organizations/ PSUs/ Any reputed private company/ MNC as Assistant/ Assistant Design Engineer/ Design Engineer for Design Work of OHE/PSI i.e., LOP, CSD, SED, Bonding Plans, SP/SSP, TSS. 2. Must have experience of Auto CAD in Electrical design works Experience with Railways/Metro Railways/Railway PSUs Projects will be given preference. |
| 7. | Maximum Age | : | Should not be more than 45 years |

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| 8. | Job Description | : | The candidate would be expected to perform following functions: 1. Follow up with Railway Authorities (Delhi Division & NR Zonal H.Q) for approval of OHE Drawings & other Electrical works. 2. Preparation of priced BOQ of Contract package for priority section of HORC Project and preparation of all technical details required for invitation of EPC tender of this package. 3. All matters pertaining to DISCOMs & Electricity authorities. This also involves liaisioning with DISCOMs & Electricity authorities regarding approval of estimates for deposit works. 4. Preparation of design and drawings in AutoCAD for OHE/PSI i.e. LOP, CSD, SED, Bonding Plans, SP/SSP, TSS and other electrical works including all utilities. 5. Other work assigned by Management. |
| 9. | Selection | : | Shortlisted candidates, based on the application and documents submitted by them, shall be called for interview. Candidates called for interview shall be screened by a committee, nominated by competent authority. On the basis of recommendations of the committee and it's acceptance by the competent authority, the selected candidates will be intimated through their registered email for further process. |
| 10. | Service Condition | : | <ul style="list-style-type: none"> • Selected Candidate will be posted as Assistant Manager (Electrical) for HRIDC at Gurugram office. • The initial appointment will be on contract basis for a period of three years which can be extended at the sole discretion of the Company depending upon requirement of the company and the performance of the candidate. |
| 11 | Conduct Discipline & Appeal Rules | : | The conduct, discipline & appeal rules of the corporation in force for all categories of employee would also equally be applicable to the post of Assistant Manager (Electrical) |

NOTE: -

1. Candidates are directed to send their filled in application in the prescribed format attached to this notification as Annexure-I. The application must be accompanied with following documents: -
 - (B) Self-attested certificates of all educational qualifications, caste certificate (If applicable), certificates of all past experience, last 03 months salary slips, appointment letter of present employer and other relevant testimonials as deemed fit by the candidate.
 - (C) A short write up of 250 words explaining why the candidate is most suited for this assignment

The application, along with documents mentioned above in (A) and (B), must be reached latest by 12.08.2021, 05:00 PM through email on career.hridc@gmail.com. There is no need to send hard copy by post.

It is clarified that all working officers of Government/PSUs must either apply through proper channel or bring NOC from present employer at the time of interview.

Candidates called for interview must bring hard copy of **all original documents and filled in application** along with them, as the candidates will be permitted for interview only after verification of original documents.

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GM (GA&F)
HRIDC

APPLICATION FORMAT

- 1. Vacancy Notice No. : _____
- 2. Post & Location applied for : _____
- 3. Name in Full (in Block Letters) : _____
- 4. Father's Name : _____
- 5. Date of Birth : _____
- 6. Permanent Address : _____

- 7. Correspondence Address : _____

- 8. Whether SC/ST/OBC : _____
(Attach copy of certificate)
- 9. Nationality : _____
- 10. Contact Phone No. & E-mail : _____
- 11. Educational and Professional Qualification



| Exam passed | Year of Passing | Name of Instrt./University | Max. Total Marks | Total marks Obtained | Overall % age | Main Subjects |
|-------------|-----------------|----------------------------|------------------|----------------------|---------------|---------------|
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12. Name of Present Employer, if any : _____

13. Details of Post Qualification Experience : _____

| Post held with pay scale/gross salary per month | Name & address of the employer | Period | | Please indicate the field of experience along with project details (attach separate sheet if necessary) |
|---|--------------------------------|--------|----|---|
| | | From | To | |
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Signature of the Candidate

I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief and there is no civil/criminal case pending against me in the court of Law. I understand that in the event of any information given herein, is found false or incorrect or concealed, the contract will be liable to be terminated and any civil/criminal legal action can be taken against me for this. I understand that I am not eligible for any TA/DA for this interview.

Place : _____

Date : _____

Signature of Candidate