

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

VACANCY NOTICE NO. UPMRC/HR/D/16/2024

Date: 18.12.2024

REQUIREMENT OF JT. GENERAL MANAGER (HR) / DY. GENERAL MANAGER (HR) IN
UPMRC ON DEPUTATION/ABSORPTION BASIS

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 where Metro projects have been approved by Government of India and upcoming Metro project of Gorakhpur, Prayagraj & Meerut whose DPRs have been prepared by RITES and are likely to be implemented. Metro is operational in the city of Lucknow, Kanpur & Agra (priority corridor). The works of Kanpur & Agra Metro Projects for the balance corridor are going on 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. To meet with the immediate requirements of UPMRC and its allied projects, applications are invited from experienced candidates of Government organizations, Public Sector Undertakings, Government Metro Companies of Indian Nationality having relevant experience on deputation/absorption 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>Jt. General Manager(HR)/ Dy. General Manager(HR)</u>
No of Post	01 (One)
Scale of pay	-Rs.90,000- 2,40,000/- for Joint General Manager (HR) on absorption basis -Rs.70,000- 2,00,000/- for Deputy General Manager (HR) on absorption basis -Parent pay plus Deputation Allowance on Deputation basis.
Period of deputation	Normal Tenure of deputation for a period of 3 years , which may be extendable.
Educational Qualification	Bachelor Degree in any discipline.
Eligibility Criteria	<u>i) For Joint General Manager (HR):</u> <u>Pay scale of CDA:-</u> Executives either working or empanelled in SG-Rs 1,23,100-2,15,900/- (level-13) (Revised)/ Rs. 37,400-67,000/-+Grade Pay Rs. 8700/--(Pre-revised) OR Executives either working or empanelled in JAG pay scale of Rs.78,800-2,09,200/- (Level-12) (Revised) / Rs. 15600-39100/- (Grade Pay-7600) (Pre-Revised) with three years service in this scale. <p style="text-align: center;">OR</p> <u>Pay Scale of IDA:-</u> Executives either working or empanelled in Rs.90, 000-2,40,000(Revised)/Rs.36,600-62,000/- (Pre-revised) OR Executives either working or empanelled in pay scale of Rs. 70,000-2,00,000/- (Revised)/Rs.

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	<p>29,100-54,500/-(Pre-revised) for at least 03 years in the pay scale of Rs. 70,000-2,00,000/- (Revised)/Rs. 29,100-54,500/-(Pre-revised) with three years service in this scale.</p> <p>ii) For Deputy General Manager (HR):</p> <p>Pay scale of CDA:-Executives either working or empanelled in Rs 78,800-2,09,200(level-12) (Revised)/ Rs. 15600-39100+Grade Pay Rs. 7600(Pre-revised) OR Executives either working or empanelled in pay scale of Rs.67,700-2,08,700 (Level-11) (Revised) / Rs. 15600-39100/- (Grade Pay-6600) (Pre-Revised) with total six (06) years of Group A service.</p> <p style="text-align: center;">OR</p> <p>Pay Scale of IDA:-Executives either working or empanelled in Rs.70, 000-2,00,000(Revised)/Rs.29, 100 – 54,500/- (Pre-revised)) OR Executives either working or empanelled in pay scale of Rs. 60,000-1, 80,000/- (Revised)/Rs. 24,900-50500/-(Pre-revised) for at least 03 years in the pay scale of Rs. 60,000-1,80,000 (Revised)/ Rs. 24,900-50500/- (Pre-revised) with three years service in this scale.</p>
Essential Work Experience	The candidate should have deep knowledge and working experience in the field of HR Management & Planning, Recruitment & Reservation Roster Management, Leave Administration, Performance Management, Formulation of Employee benefit Policies & Procedures, Grievance Management, RTI, Legal cases pertaining to employment/ service matters, other disciplinary and Labour related matters and should be conversant with functioning in computerised environment.
Desirable Work Experience	Preference shall be given to candidates having working experience of Metro Project or Railway Infrastructure project.
Job Description	The Officer is required to look after the various matters related to HR such as Deputation, Absorption, Promotion, Transfer, Pay, reimbursements, Retirement matters, APARs, Parliament Questions, Court cases, Recruitment, Outsource matters, Training, Resignation, PF related matters, Service Records, Liasoning with Govt authorities, and other miscellaneous staff matters.
Age	56 years (Upper age limit) as on closing date of vacancy notice
Mode of Selection	<p>Eligible candidates would be called for interview at Lucknow & selection is based on Interview basis. The Uttar Pradesh Metro Rail Corporation Limited reserves the right to shortlist candidates for interview. In the event of number of applications being large, UPMRC will adopt short listing criteria to restrict the number of candidates to be called for interview to a reasonable number by any or more of the following methods:</p> <ul style="list-style-type: none"> (i) On the basis of Desirable Qualification (DQ) or any one or all of the DQs if more than one DQ is prescribed. (ii) On the basis of higher educational qualifications than the minimum prescribed in the advertisement. (iii) On the basis of higher experience in the relevant field than the minimum prescribed in the advertisement. <p>The candidate should, therefore, mention all his/her qualifications and experience in the relevant field over and above the minimum qualifications.</p>

Signature

	No correspondence in this regard shall be entertained. The candidate should be free from DAR/ Vigilance.
How to Apply	The candidates should submit their application to " <u>AGM/HR / 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 candidates should submit their applications 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.	Yes
Closing Date	30 days from the date of issue.

NOTE:

- i) Cut off date for age & eligibility criteria would be reckoned as on closing date of vacancy notice.
- ii) The applicant should not only be fit in related field but should also be physically and medically fit.
- iii) The applicant should continue with their email address and mobile/phone number so as to reach them as and when required.
- iv) 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.
- v) Payment of TA: All the candidates called for interview shall not be paid any travelling allowance by UPMRC for attending the interview.
- vi) All appointees are to be deemed as public servants for the purpose of the UPMRC's Conduct, Discipline and Appeal Rules and such other statutes as notified by the government from time to time.
- vii) Candidates will be informed of the final result in due course through UPMRC website and any interim enquiries about the result are therefore, unnecessary and will not be attended to. UPMRC do not enter into correspondence with the candidates about reasons for their non-selection for interview/appointment.
- viii) Candidates may note that they may be posted at any of the project sites/ offices at any location of UPMRC projects during their tenure in UPMRC.
- ix) Candidates are advised to check their e-mail (including spam) and official website of UPMRC from time to time for any information/ updates on the recruitment process.
- x) Management reserves the right to cancel/postpone the entire process itself due to various administrative reasons.
- xi) Vacancies are provisional and subject to increase or decrease.
- xii) Requisite work experience as mentioned in eligibility criteria should be in HR department of Government organizations, Public Sector Undertakings, Government Metros.

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Additional information for candidates applying for the post on absorption basis-

1. Character & Antecedents - The success in the screening process does not confer any right to appointment unless the Corporation is satisfied after such an enquiry, as may be considered necessary, that the candidate having regard to his / her character & antecedents is suitable in all respects for appointment to the service.

2. Surety Bond - Applicable to those who will join on absorption basis from Govt./PSUs and not applicable to executives who will join on deputation basis. The candidate selected for the post will have to execute a Surety Bond of Rs. 3,00,000/- to serve the Corporation for a minimum period of three years (exclusive of the period in which one remained on LWP or EOL) and also a three months prior notice, will be required before seeking resignation from the Corporation.

3. Physical & Medical Fitness: The applicant should not only be suitable in related field, but should be physically and medically fit.

4. Probation: The selected candidate on appointment will be on probation for a period of one year (including the period of training).

For Managing Director

UPMRC



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

Important (please don't leave blanks)	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	
	Basis for applying for the post (Tick One)	Deputation / Absorption

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 (wherever applicable)	:	
10.	Present pay band with Grade Pay and basic pay as on date of application	:	
11.	Present Designation & Organization	:	
12 [A]	Correspondence Address :		
12 [B]	Permanent 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	Nature of work Experience	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.	<p>For Joint General Manager (HR):</p> <p>Pay scale of CDA:-Executives either working or empanelled in SG-Rs 1,23,100-2,15,900/- (level-13) (Revised)/ Rs. 37,400-67,000/-+Grade Pay Rs. 8700/-(Pre-revised) OR Executives either working or empanelled in JAG pay scale of Rs.78,800-2,09,200/- (Level-12) (Revised) / Rs. 15600-39100/- (Grade Pay-7600) (Pre-Revised) with three years service in this scale.</p>	YES/NO
	<p>Pay Scale of IDA:-Executives either working or empanelled in Rs.90, 000-2,40,000(Revised)/Rs.36,600-62,000/- (Pre-revised) OR Executives either working or empanelled in pay scale of Rs. 70,000-2,00,000/- (Revised)/Rs. 29,100-54,500/- (Pre-revised) for at least 03 years in the pay scale of Rs. 70,000-2,00,000/- (Revised)/Rs. 29,100-54,500/-(Pre-revised) with three years service in this scale.</p>	YES/NO
B.	<p>For Deputy General Manager (HR):</p> <p>Pay scale of CDA:-Executives either working or empanelled in Rs 78,800-2,09,200(level-12) (Revised)/ Rs. 15600-39100+Grade Pay Rs. 7600(Pre-revised) OR Executives either working or empanelled in pay scale of Rs.67,700-2,08,700 (Level-11) (Revised) / Rs. 15600-39100/- (Grade Pay-6600) (Pre-Revised) with total six (06) years of Group A service.</p>	YES/NO

	Pay Scale of IDA:- Executives either working or empanelled in Rs.70, 000-2,00,000(Revised)/Rs.29, 100 – 54,500/- (Pre-revised)) OR Executives either working or empanelled in pay scale of Rs. 60,000-1, 80,000/- (Revised)/Rs. 24,900-50500/--(Pre-revised) for at least 03 years in the pay scale of Rs. 60,000-1,80,000 (Revised)/ Rs. 24,900-50500/- (Pre-revised) with three years service in this scale.	YES/NO
C.	Essential Work Experience -The candidate should have deep knowledge and working experience in the field of HR Management & Planning, Recruitment & Reservation Roster Management, Leave Administration, Performance Management, Formulation of Employee benefit Policies & Procedures, Grievance Management, RTI, Legal cases pertaining to employment/ service matters, other disciplinary and Labour related matters and should be conversant with functioning in computerised environment.	YES/NO
D.	Desirable Work Experience -Preference shall be given to candidates having working experience of Metro Project or Railway Infrastructure project.	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)	

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

- 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.
- 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.
- 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. (Metric, Bachelor Degree in any discipline)
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.