

VACANCY NOTICE No. UPMRC/HR/D/04/2023

Date: 10.05.2023

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. The works of Kanpur and Agra Metro Project are 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. The Company invites application from the regular employees working in the field of Human Resource for the post of **Manager/Assistant Manager (HR)** on deputation 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	Manager/Assistant Manager (HR)
No of Posts	One (01)
Scale of pay	Parent pay plus Deputation Allowance on Deputation basis.
Term of Appointment	Deputation
Educational Qualification	Bachelor Degree in any discipline. MBA or PG Diploma candidates in HR will be preferred.
Eligibility Criteria & Experience	<p>For Manager (HR) – A)For CDA payscale:-Officers of Personnel/HR Department working in CDA pay scale of Rs. 15,600 - 39,100/- (Grade Pay – Rs. 6600/-) (Pre –revised)/ Rs. 67,700 -2,08,700/- (Level -11) OR Officers working in CDA pay scale of Rs.15,600-39,100/- (Grade pay - Rs.5400/-) (Pre –revised)/ Rs. 56,100 – 1,77,500/- (Level – 10) with three years service in this grade/level.</p> <p>B)For IDA payscale:-Officers of Personnel/HR Department working in IDA pay scale of Rs. 60,000-1,80,000/- OR Officers working in IDA payscale of Rs. 50,000-1,60,000/- with three years service in this grade/level.</p> <p>For Assistant Manager (HR) – A)For IDA payscale:-Officers of Personnel/HR Department working in CDA pay scale of Rs.15,600-39,100/- (Grade pay - Rs.5400/-) (Pre –revised)/ Rs. 56,100 – 1,77,500/- (Level – 10).</p> <p>B)For IDA payscale:- Officers of Personnel/HR Department working in IDA pay scale of Rs. 50,000-1,60,000/- .</p>
Period of Deputation	Normal tenure of deputation is for 05 years , which may be extendable.
Age	55 years (Upper age limit) as on closing date of vacancy notice.
Mode of Selection	Shortlisted candidates would be called for interview & selection is based on Interview basis. The candidate should be free from DAR/ Vigilance.
Job Description	<p>The officer will be expected to perform following functions:-</p> <ul style="list-style-type: none"> • Manpower Planning & Recruitment of staff • Handling Establishment/HR matters • Handling Court Cases relating to service matters • Handling Grievances of staff • Handling Payroll, Reimbursements and statutory compliances • Any other job assigned by Management
Desirable	Past experience of working in Metro Project or Railway infrastructure project.
How to Apply	The candidates applying should submit their application to “ Joint General Manager/HR/Uttar Pradesh Metro Rail Corporation Limited , Administrative Building, Near Ambedkar Samajik Parivatan Sthal, Vipin Khand, Gomtinagar,Lucknow-226010” as per enclosed application form before closing date. The candidate applying should submit application 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.
Web Address	www.upmetrorail.com
Whether the Company/Organization, has been exempted from the rule of immediate	Yes

absorption and if so the date up to which the exemption is valid.	
Closing Date	30 days from the date of issue.

NOTE: 1. Cut off date for Age & Eligibility criteria would be reckoned as on closing date of vacancy notice.

2. The applicant should not only be fit in related field but should also be physically and medically fit.

3. The applicant should continue with their email address and mobile/phone number so as to reach them as and when required.

4. 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.

**For Managing Director
UPMRC**

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

Important (please don't leave blanks)	Vacancy Notice No. (appears on the top right side of notice)	
	File No. (appears on the left side of vacancy notice)	
	Post against which application has been submitted	
	Choice of station (wherever applicable)	

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	:	
12A.	Correspondence Address		
12B.	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	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.	Have varied experience of working in HR Discipline and should be conversant with functioning in computerized environment.	YES/NO
B.	For Manager/HR:- CDA Pay scale – Officers of Personnel Department working in CDA pay scale of Rs. 15,600 - 39,100/- (Grade Pay – Rs. 6600/-) (Pre –revised)/ Rs. 67,700 -2,08,700/- (Level -11) OR Officers working in CDA pay scale of Rs.15,600-39,100/- (Grade pay - Rs.5400/-) (Pre –revised)/ Rs. 56,100 – 1,77,500/- (Level – 10) with three years service in this grade/level.	YES/NO
	IDA Pay scale – Officers of Personnel Department working in IDA pay scale of Rs. 60,000-1,80,000/- OR Officers working in IDA payscale of Rs. 50,000-1,60,000/- with three years service in this grade/level.	YES/NO
C.	For Assistant Manager/HR:- CDA Pay scale – Officers of Personnel Department working in CDA pay scale of Rs.15,600-39,100/- (Grade pay - Rs.5400/-) (Pre –revised)/ Rs. 56,100 – 1,77,500/- (Level – 10).	YES/NO
	IDA Pay scale – Officers of Personnel Department working in IDA pay scale of Rs. 50,000-1,60,000/-.	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

- a) 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.
- b) 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.
- c) 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. (Matric / 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