



GUJARAT METRO RAIL CORPORATION (GMRC) LIMITED

(SPV of GOI and GOG)

(Formerly known as Metro-Link Express for Gandhinagar And Ahmedabad (MEGA) Company Limited)

No. GMRC/HR/RECT/Non-Tech/01-2023/1

Date: 11th January, 2023

RECRUITMENT NOTIFICATION FOR APPOINTMENT ON CONTRACT BASIS.

Gujarat Metro Rail Corporation (GMRC) Limited, a 50:50 Special Purpose Vehicle (SPV) jointly owned by Government of India and Government of Gujarat is entrusted with the responsibility of implementation of Ahmedabad Metro Rail Project Phase-I, Phase-II and Surat Phase-I and its Operations & Maintenance.

GMRC invites applications from qualified and experienced candidates as per the following posts and appointments will be only on “Contract” with minimum 3 years to 5 years, on standard terms & conditions of the Organization:

Sr. No.	Name of Post	Scale of Pay (Revised IDA Scale)	No. of vacancies	Min. Post Qualification Experience in Yrs.	Max. Age as on date of advertisement
1	Assistant Company Secretary (Asst. Manager Level)	50000-160000	1 No.	5 Years	32 Years
2	Sr. Executive (Finance & Accounts)	35000-110000	02 Nos.	3 Years	28 years
3	Executive (HR)	30000-120000	02 Nos.	3 Years	28 years

Preference will be given to candidate who has worked in Gujarat State for at least 03 years and are conversant with the Gujarati Language.

Professionals having experience of working in any PSU/Boards/Organization of Government / Metro Rail Corporations will be preferred.

QUALIFICATION AND EXPERIENCE

1. Assistant Company Secretary (Asst. Manager Level):

Candidates should have acquired Associate Membership of Institute of Company Secretaries of India (ICSI) with additional qualification in law is desirable. Candidate must be a qualified Company Secretary in Fellow/Associate Member of the Institute of Company Secretaries of India with 5 years of relevant experience in the Company Secretarial Department of a Central Public Sector Enterprises / State Public Sector enterprises / Public Limited Company / large size private limited company, with in-depth understanding and knowledge of Companies Act, Rules & Regulations, Secretarial Standards, Corporate Governance, CSR and other Corporate Laws applicable to the Company. Additional qualification in the field of law (i.e. LLB/LLM) would be given preference.

Candidate should have worked at least 2 years in pay scale of ₹ 35000-110000 or 3 years in pay scale of ₹ 30000-120000 OR should be working with reputed private organizations drawing salary (CTC) of minimum Rs. 60,000/- per month (approximately).

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Job Responsibilities: Looking after Company's Compliances such as Statutory, Legal and Corporate Governance related matters. Assist in conducting periodic and timely Board Meetings, Committee Meetings, Annual General Meeting and all formalities preceding and succeeding of such meetings. Preparation of Agenda, Minutes, Annual Report, Maintenance of Minutes book, Updating statutory records as per the Companies Act or applicable laws including filling of forms, returns etc. with Ministry of Corporate Affairs, Central Government, RBI and related statutory and administrative works. Replying to corporate notices and correspondence, representing the organization in dealing with external parties. Dealing in Secretarial Audit/CAG & Statutory Audit and Corporate Governance compliance audit under Companies Act, 2013/1956. Ensuring Compliance of Secretarial Standards, Corporate Governance, Corporate Social Responsibility and Sustainability Development. Prepare/ review various returns and reports required for compliance with various other laws and regulations in co-ordination with respective cross-functional teams across the organization.

2. **Sr. Executive (Finance & Accounts):** Candidate must be a Member of the Institute of Chartered Accountants of India or Member of the Institute of Cost Accountants of India or full time MBA with specialization in Finance from a Govt. recognized Institute/University. Candidate should have minimum 3 years of relevant post-qualification experience in an organization implementing large construction / infrastructure project. Candidate should preferably have working experience in area of contract management, project accounting, involvement in preparation of financial statement, fixed assets capitalization, direct and indirect taxation. Working knowledge in SAP-FICO is preferred.
3. **Executive (HR):** Candidate must have a 2 years full time MBA (HR)/Masters in Human Resource Management/Post Graduate Diploma with specialization in HR degree with minimum 3 years of post-qualification experience in various aspects of HR in an organization implementing large construction/ infrastructure project.
Candidate should have experience in areas of Recruitment & Selection, Manpower Planning, Compensation/ benefits management, Training & Development, Statutory Compliances & Industrial Relations, and Performance Management System etc. Working knowledge in SAP (HCM) is preferred.

GENERAL CONDITIONS

1. **ON CONTRACT**
 - i. The number of posts indicated above may vary based on further assessment of requirement.
 - ii. Apart from the pay, other benefits will also be paid as per the Company Policy.
 - iii. Eligible Officials / Staff working in GMRC who have completed minimum two years of service upto date of advertisement at present designation & grade may apply through proper channel.
 - iv. Candidates after selection are likely to be posted at Ahmedabad / Gandhinagar/ Surat or any other projects of GMRC, anywhere in Gujarat. The % of HRA may vary according to the place of posting as per Government guidelines.
 - v. Reservations Rules shall be followed as per regulations of Government of Gujarat.
 - vi. Candidates cannot apply for more than one post. Further, the selected candidates will be extended medical coverage and personal accident insurance coverage apart from other entitlements as per governing policies of the GMRC.
 - vii. Candidates from private organization should submit copy of their CTC breakup as a proof with Form – 16 at the time of online application. For candidates from Private



organization, Form - 16 shall be considered for arriving the current CTC. Without CTC break up (Form – 16), applications will not be considered for the position applied.

2. CONTRACT APPOINTMENT

- i. The Contract Appointment will be initially for minimum 3 years to 5 years on extendable basis.
- ii. The contract of appointment may be terminated by either side by giving 30 days (up-to Assistant Manager Cadre) or 90 days (Manager & above Cadre) notice or by paying the contractual remuneration / salary in lieu of notice period, if the circumstances so warrant.

3. CONDITIONS

- i. Candidates who have appeared for interviews conducted by GMRC for the above said posts on an earlier occasion need not send their applications again unless there is a change in the eligibility criteria.
- ii. Prescribed qualifications are the minimum requirements and mere possession of the same does not entitle candidates to be called for interview.
- iii. The experience is post qualification and the minimum required. Mere possession of minimum experience does not confer any right for interview /selection.
- iv. Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to selection/appointment shall be a disqualification.
- v. Age Limits and Experience will be reckoned as on date of advertisement.
- vi. Candidate working in PSU/Boards/Organization of Government/Metro Rail Corporations should submit NOC with application on or before the date of interview.

4. SELECTION

- i. Applicants should fill up the required information **online only** on our Company website through the link under <http://www.gujaratmetrorail.com/careers/> “**APPLY ONLINE**” along with necessary attachments in a merged single PDF file containing CV, pay slips & testimonials etc., on or before **25th January, 2023**.
- ii. Any candidate found guilty of impersonation or submitting fabricated documents or making statements, which are false, incorrect or indulging in suppression of facts, attempts to use unfair means for the purpose of recruitment, will be liable for rejection.
- iii. The candidate shall have to indicate his/her acceptance to the offer within three working days from the receipt of offer, if not; next candidate in order of merit will be offered the appointment on similar lines. However, the Competent Authority may grant such extension of time depending upon the exigencies, if so requested.

5. MISCELLANEOUS

- i. Candidates from private organization should submit copy of their CTC breakup (Form – 16) along with the other documents at the time of online application. Without CTC break up (Form – 16), application will not be considered for the position applied.
- ii. Original Documents in support of qualification and relevant experience shall be shown and photocopies of the same to be submitted along with the Resume at the time of interview. Non- submission of documents along with the Resume, will lead to rejection of candidature at any stage during the process of recruitment.
- iii. GMRC shall not be liable for any damage / injury / loss to the individual, if any, sustained during the entire recruitment process and journey.
- iv. Management reserves the right to assess fitness or otherwise of the candidates selected.



6. TIME & DATE OF INTERVIEW

Call letters for interview will be issued to shortlisted applicants indicating Time, Date and Venue of the Interview through registered email.

S/d

Sr. Deputy General Manager (HR)