



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/05-2022/04

Date: 31st May, 2022

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.	Education Qualification & Essential experience	Max. Age as on date of advertisement
1	Manager (Finance & Accounts)	60000-180000	1 No.	9 years	<ol style="list-style-type: none">Candidate must be a Member of the institute of Chartered Accountants of India or Member of the Institute of Cost Accountants of India having minimum 9 years of post-qualification experience in the areas of Direct Taxes Provisions, Indirect Taxes Provisions, Compliance with Accounting Standard requirements, Finalization of Budget preparation & Control in an organization implementing large construction / infrastructure project.Candidates from Government / PSU's should be presently working in IDA pay scale of ₹ 50000-160000 or higher pay scales or equivalent CDA scale scale OR should be working with reputed private organizations drawing salary (CTC) of minimum Rs. 1,25,000/- per month (approximately).Working knowledge in SAP-FICO is preferred.	38 years
2	Assistant Manager (Finance & Accounts)	50000-160000	2 Nos.	5 years	<ol style="list-style-type: none">Candidate must be a Member of the Institute of Chartered Accountants of India or Member of the Institute of Cost Accountants of India or MBA with specialization in Finance from a Govt. recognized Institute/University.Applicants should have minimum 5 years of Post Qualification experience of Executive level in reputed private organization or Candidate should have 05 years of experience in PSU/Metro.Candidate should have worked at least 1 year in pay scale of ₹ 35000-110000 or 2 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).Candidates should have experience in the areas of Direct Taxes Provisions, Indirect Taxes Provisions, Compliance with Accounting Standard requirements, Finalization of Budget preparation & Control in an organization implementing large construction / infrastructure project.Working knowledge in SAP-FICO is preferred.	32 years



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3	Assistant Manager (HR)	50000-160000	02 Nos.	5 years	<ol style="list-style-type: none">1. Candidate must be a full time MBA (HR)/MHRM from Govt. recognized Institute/University.2. Applicants should have minimum 5 years of relevant Post Qualification experience of Executive level in reputed private organization or Candidate should have 05 years of experience in PSU/Metro.3. Candidate should have worked at least 1 year in pay scale of ₹ 35000-110000 or 2 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).4. Candidate must have 5 years of experience in areas of end-to-end Recruitments, Payroll & Attendance Management, Contract Labor Management, Assisting in Training Employees, Advanced MS Excel, Monthly MIS preparation.5. Candidate with experience in Statutory Compliances, EPF, ESIC, Gratuity etc., Employee Welfare, Industrial Relations, HR Analytics, Cloud based sources, ROI process, Implementation in L&D is desirable.6. Hands-on experience in SAP (HCM) ERP packages is preferred.	32 years
4	Assistant Manager (Admin)	50000-160000	1 No.	5 years	<ol style="list-style-type: none">1. Candidate must be full time Graduate from Govt. recognized Institute/University with PGDM/MBA degree.2. Applicants should have minimum 5 years of relevant post qualification experience of Executive level in reputed private organization or Candidate should have 05 years of experience in PSU/Metro.3. Candidate should have worked at least 1 year in pay scale of ₹ 35000-110000 or 2 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).4. Candidate should have experience in administration, management, out of which he must have worked with large Corporate/ Organization or State PSUs, Corporations / Boards and have hands on experience in general administration Housekeeping, Assets administration, Cafeteria Management, Tendering procedures of such Company or Organization having minimum 500 manpower.5. Hands-on experience in SAP/ ERP packages is preferred.	32 years
5	Sr. Executive (Finance & Accounts)	35000-110000	05 Nos.	3 Years	<ol style="list-style-type: none">1. Candidate must be a Member of the Institute of Chartered Accountants of India or Member of the Institute of Cost Accountants of India or MBA with specialization in Finance from a Govt. recognized Institute/University.2. Candidate should have minimum 3 years of relevant post-qualification experience in an organization implementing large construction / infrastructure project.2. Working knowledge in SAP-FICO is preferred.	28 years
6	Executive (HR)	30000-120000	01 No.	3 Years	<ol style="list-style-type: none">1. Candidate must be a MBA (HR) with minimum 3d years of relevant post-qualification experience in an organization implementing large construction / infrastructure project.2. Candidate should have experience in areas of recruitment process, payroll, L&D activity & Statutory Compliances.3. Working knowledge in SAP (HCM) is preferred.	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/Organisation of Government / Metro Rail Corporations will be preferred.



GENERAL CONDITIONS

1. ON CONTRACT

- The number of posts indicated above may vary based on further assessment of requirement.
- Apart from the pay, other benefits will also be paid as per the Company Policy.
- Eligible Officials / Staff working in GMRC who have completed minimum two years of service at present designation & grade may apply through proper channel.
- 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.
- Reservations Rules shall be followed as per regulations of Government of Gujarat.
- Exceptionally qualified and higher rank holders can be considered for suitable position & compensation package at the discretion of Competent Authority.
- 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.
- Candidates from private organization should submit copy of their CTC breakup along 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), application will not be considered for the position applied.

2. CONTRACT APPOINTMENT

1. The Contract Appointment will be initially for minimum 3 years to 5 years on extendable basis.
2. 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

1. 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.
2. Prescribed qualifications are the minimum requirements and mere possession of the same does not entitle candidates to be called for interview.
3. The experience is post qualification and the minimum required. Mere possession of minimum experience does not confer any right for interview / selection.
4. 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.

4. SELECTION

1. 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, payslips & testimonials etc., on or before **6th June, 2022**.
2. 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.
3. 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.



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5. MISCELLANEOUS

1. 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.
2. 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.
3. GMRC shall not be liable for any damage / injury / loss to the individual, if any, sustained during the entire recruitment process and journey.
4. 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.

S/d

Sr. Deputy General Manager (HR)