

NOIDA METRO RAIL CORPORATION LIMITED
(A joint venture of Govt. of India and Govt. of Uttar Pradesh)

Advt. No- NMRC/HR/Rectt/04/2024

Dated: 06.06.2024

RECRUITMENT FOR ASSISTANT MANAGER (LEGAL)

Noida Metro Rail Corporation (NMRC) Ltd., a Joint venture company of Govt. of India and Govt. of Uttar Pradesh is executing the Noida- Greater Noida Metro Corridor. To meet the immediate requirement of experienced Executive for Legal department of NMRC, applications are invited from experienced, dynamic and motivated individuals of Indian Nationality having relevant work experience on DEPUTATION /IMMEDIATE ABSORPTION BASIS.

I. (A) AGE, MINIMUM QUALIFICATION AND WORK EXPERIENCE REQUIREMENT FOR ELIGIBILITY

Post Code	Post & Pay Scale	Qualification	Post Qualification Work Experience
1	<p>ASSISTANT MANAGER (LEGAL)</p> <p>(IDA Pay Scale INR 50,000-1,60,000)</p> <p>No. of Posts- 1 (UR)</p> <p>Max Age Limit- 56 years as on closing date in case of Deputation 40 years as on closing date in case of Immediate Absorption</p>	<p><u>Essential Qualification:</u></p> <p>Full time Bachelor's Degree in Law from a recognized University/Institute(3 years regular course)</p> <p style="text-align: center;">OR</p> <p>Full time Bachelor's Degree in Law from a recognized University/Institute(5 years integrated regular course)</p>	<p><u>Essential Experience</u></p> <p>Minimum 6 years post qualification supervisory level & above level experience of working in Legal/Law Department in Govt./Govt. Bodies/PSUs/Railways/Metro Rail Companies with varied experience in Drafting and vetting of Agreements, Tenders, Proposal, MOU, Contracts and legal documents, Preparing / Presentation of documentary & other evidences in legal proceedings/ documentations, Statutory Compliance under various laws / rules / regulations related to labour laws, PF Act, Tax Laws and other applicable laws, Preparation of Case files, Writs and coordination with empanelled lawyers and providing assistance in existing arbitration, court cases including service matters, RTI matters, public grievances, etc and all other associated legal matters.</p> <p>Preference shall be given to candidates having work experience in Metro/Railways/Railway PSUs/RRTS etc.</p> <p>Refer Table I (B) below for existing Pay Scale requirement for eligibility</p>

I (B) EXPERIENCE AND PRESENT PAY SCALE REQUIREMENT FOR ELIGIBILITY

Assistant Manager IDA Pay Scale INR 50,000-1,60,000
Candidates presently working in Regular Service in Central Govt. /State Govt./ PSUs/Railways/ Metro Rail Company /other government bodies etc.
<ul style="list-style-type: none">- The candidate should be presently working in the revised IDA pay scale of INR 50,000-1,60,000 OR CDA Pay scale of INR 56,100-1,77,500 (L-10)/53,100-1,67,800 (L-9) <p style="text-align: center;">OR</p> <ul style="list-style-type: none">- The candidate should be working for 3 years in IDA Pay scale INR 46,000-1,45,000 OR CDA pay scale INR 47,600-1,51,100 (L-8)

The eligibility conditions as at I (A) and I (B) above should be fulfilled together as on the closing date of application.

II) SELECTION PROCESS:

- (a) Suitable candidates will be shortlisted, based on their eligibility/ experience in the relevant field and may be called for selection process. The selection process may consist of written test and/or Personal interview. The selection process would judge different facets of Knowledge, skill, experience, aptitude and physical ability.
- (b) Appropriate method such as written test, may be resorted to if the candidates number is large.
- (c) The selection process shall be conducted by NMRC through Offline mode only.
- (d) Outstation candidates if called for selection process physically will have to make self-arrangements for travel and stay. No facility regarding travel and stay would be extended by NMRC.
- e) The management reserves the right to call or not to call any/all of the candidates who have responded against this advertisement or to cancel/postpone the entire process at any stage due to any administrative reasons. No request for re-imbursment of fare charges/cancellation charges or any other charges of whatsoever nature incurred by the candidate shall be considered by NMRC in the event of postponement of interview/selection process whether on one occasion or on multiple occasions or in the event of cancellation of the post by NMRC.
- f) The minimum post qualification experience required against each posts shall be of Govt. sector only as prescribed and experience with private sector shall not be counted in calculating the minimum post qualification experience.
- g) The prescribed essential qualification and experience indicated are bare minimum, and merely fulfilling the requirements laid down in the advertisement will not

automatically entitle any candidate to be called for personal interview//written test. Where the number of applications received is large, it may not be practically feasible or convenient for NMRC to conduct personal interview and/or written test for all applicants. In such cases, NMRC may restrict the number of applicants to be called for personal interview/written reasonable limit, on the basis of qualifications and experience higher than that of minimum prescribed in the advertisement. Therefore, the applicant should furnish details of all the qualifications and experience possessed in the relevant field of the application form along with documentary evidences.

h) No correspondence will be entertained with the candidates not shortlisted for interview for any enquiry made.

i) All updates and information regarding the advertised post shall be updated on the website of NMRC i.e. www.nmrcnoida.com only. The candidates are required to follow the website on regular basis. Further, all correspondence regarding recruitment process shall be made on the e-mails address provided by the candidates at the time of application.

j) The applicant should not only have the relevant knowledge and work experience, but also should be physically and medically fit enough. In case of selection, the candidates may have to undergo a medical examination as per the Corporation policy.

k) The Post is open through Deputation/Immediate Absorption.

l) The candidates have to clearly mark and tick the mode of application i.e. Deputation OR Immediate Absorption in the application form on which he wish to apply. Only one mode is permitted to be opted by the candidate. Further, change of mode after submission of the application shall not be entertained at any stage of the selection process.

m) Candidates applying on Immediate Absorption/Deputation would be required to forward their application through proper channel or give NOC on or before Written Test and/or Personal Interview, failing which the candidate shall not be allowed to appear in the interview and no request from the candidate would be entertained by NMRC.

n) In case of Immediate Absorption, the Candidates would be required to undergo medical examination as per the corporation policy in the event of selection.

o) In case of deputation, Initial deputation period will be for Three years which may be further extended as per relevant rules depending upon the requirement of NMRC.

p) Applications complete in all respects including NOC along with D&AR and Vigilance Clearance and APARs should reach NMRC Office on or before the stipulated (closing) date through proper channel.

III) UPPER AGE LIMIT AND AGE RELAXATION

The relaxation in upper age limit for candidates belonging to reserved category shall be applicable only in case of posts which are reserved for SC/ST/OBC (NCL) etc.

SC/ST/OBC (NCL) category candidates applying for any post earmarked Unreserved (UR) shall be considered under general standard of merit and no relaxation shall be available to them.

IV) SURETY BOND

In case the candidate opts for Immediate Absorption, the candidate shall execute a SuretyBond to serve the Corporation for a Minimum Period as Given Below:

Mode of Recruitment	Bond Amount	Min period to serve the Corporation
Absorption from Central Govt, State Govt.,Govt. Bodies, Railways, Railway PSUs,PSUs/Metro Rail Companies, PSUs etc.	1,50,000/-	1 year

***Plus training cost & GST as applicable**

V) PROBATION

After Joining, the employee has to undergo a probation period as per Corporation Policy. A three months' notice period will be required to be served before seeking resignation from the Corporation.

VI) COMPENSATION PACKAGE & POSTING:

1. The selected candidates on deputation will have the option to draw his/ her parent department pay plus deputation allowance as applicable under the Govt. of India rules or rules of their parent organization or may opt for pay to the post selected and allowances as per NMRC rules.
2. The Company offers attractive pay, perks and allowances attached to the post/ grade as per IDA pattern scale of pay and company policy. The selected candidates can be posted/ transferred/ deployed to any of the project office/site office/consultancy office/ regional office/depot or any other place of work of NMRC in India or outside India during the course of their service.

VII) GENERAL INSTRUCTIONS:

1. The candidate would be considered as eligible for the post if the eligibility conditions as stated at I (A) and I (B) together as applicable of the Advt. are fulfilled by the candidate. However if applications received are large in number, the organization at its discretion reserves the right to decide the shortlisting criteria based on most appropriate and suitable method.

2. The minimum post qualification experience required against each posts shall be of Govt. sector only as prescribed in the advt. and experience with private sector shall not be counted in calculating the minimum post qualification experience.
3. Candidates working on Regular basis in the required pay scale/level/grade would only be considered against the advertised post. Candidates working on contract basis/fixed term basis/consultancy shall not be considered against the advertised post.
4. Complete filled-up application as per Annex- A (enclosed format) should reach this office along with all certificates/testimonials/required essential documents latest by 5th July, 2024.

5. **Envelope containing the duly filled-up application should be super-scribed as APPLICATION FOR THE POST OF ASSISTANT MANAGER/LEGAL (Post Code No. 01 OF ADVT. NO NMRC/HR/RECTT/04/2024) and should be addressed to:**

**The General Manager/Project, Finance & HR,
Noida Metro Rail Corporation Limited Block III, 3rd Floor, Ganga Shopping
Complex Sector 29, Noida- 201301, Distt. Gautam Budh Nagar, UP.**

6. **The application should be supported with the following documents, duly self attested:**
 - Copies of Educational Certificates (Matriculation Onwards to essential and above qualification documents)
 - Appointment orders, Joining orders, increment orders, promotion orders, office order showing present pay scale and promotion to present pay scale/grade.
 - Service Certificate(s)/Experience certificates for all employment including present employment
 - Pay Slip of last 3 months
 - NOC along with D&AR and Vigilance clearance from concerned Department/ Employer and copies of APARs/ACRs for last 4 years (FY 2019-20 to FY 2022-23) (For candidates from Govt. sector i.e. Central Govt., State Govt., Autonomous Bodies, Govt. authorities, Govt. Bodies, PSUs, Railways etc.)

VIII. OTHER INSTRUCTIONS

1. All eligibility criteria pertaining to age, qualification, experience and other conditions as at I. (A) and I (B) of the Advt. should be together fulfilled as on closing date of the Application i.e. **5th July, 2024. In the event of extension of application window period, the eligibility of the candidate shall be ascertained till the initial closing date only.**
2. The duly filled application form along with all supporting documents shall reach at the address mentioned in advt. latest by **5th July, 2024.**
3. The Minimum Qualification required for the post shall be from Govt. Recognized University/Institute only.

4. Shortlisted candidates will be informed on their email address as mentioned in the application form and they will have to appear for interview on the scheduled date and time with all original documents/ testimonials.
5. Incomplete applications, applications without complete essential documents, Application without prescribed application format or applications received after due date shall not be accepted and will be summarily rejected. NMRC will not be responsible for non-receipt/ late receipt of the application/ any communication due to postal delay or any other reason.
6. Canvassing in any form shall disqualify the candidate.
7. The eligibility criteria(s) may be relaxed in case of exceptional cases as per the sole discretion of the Management
8. In case of any dispute relating to interpretation or any other issue, the decision of the NMRC Management shall be final.