

**Uttarakhand Metro Rail, Urban Infrastructure and Building
Construction Corporation Limited (UKMRC)**

1. (A Government of Uttarakhand Undertaking)

No

Date

NAME OF THE POST : OFFICE SUPERINTENDENT
NUMBER OF POSTS : One
DATE OF VACANCY : (Proposed with immediate effect)
SOURCE OF RECRUITMENT : Deputation or Direct Recruitment
SCALE OF THE POST : Rs. 9300-34800 (Grade Pay 4600) (Level-7 of 7th pay commission) (for Central Govt. employees on Deputation) or Rs. 16000-30770 IDA (For PSU Officers on Deputation and Direct Recruitment) along with other allowances/perks/privileges as applicable for the post.

1. COMPANY PROFILE:

UKMRC has been setup by Government of Uttarakhand as a special Purpose Vehicle for Implementation and operation of Rail Based Mass Rapid Transit System (Metro) in selected cities of Uttarakhand.

2. JOB DESCRIPTION AND RESPONSIBILITIES:

Incumbent of the post will report to the Company Secretary of the Company. He will be responsible for the maintenance of service records of all employees and other Human Resource management related matters of the Corporation.

3. ELGIBILITY:

I. AGE (as on 01.11.2017) :

Maximum –58 years

II. QUALIFICATION AND EXPERIENCE:

1- Graduation in any discipline.

2- Officers working in any Metro Rail Corporation or Indian Railway and/or Post Graduation in Human Resource management will be given preference.

III. PAY SCALE:

Should be working in Rs. 9300-34800 (Grade Pay 4600) (Level-7 of 7th pay commission) (for Central Govt. officers)

OR

In Rs. 16000-30770 IDA Scale in any PSU

OR

In Rs. . 14000-26950 IDA scale in any PSU at least for 3 years.

Note-The officers should be working in Human Resource department of their organization.

4. PRIORITY IN SELECTION

The selection will be done on the basis of following priority:-

- I. On Deputation from any Metro Rail Corporation.
- II. On Deputation from any PSU/ Central Govt.
- III. On Direct Recruitment from any Metro Rail Corporation.
- IV. On Direct Recruitment from any PSU/ Central Govt.

5. DURATION OF APPOINTMENT:

- I. The appointment on deputation shall be for a period of 3 years. Further extension shall be as per DOPT Guidelines.
- II. The appointment on Direct Recruitment shall be till the date of superannuation. General age for superannuation will be 60 years unless extended otherwise.

6. SELECTION PROCESS

The selection will be done on the basis of Personal Interview. The selection process would judge different facets of knowledge, skills, experience, expertise, aptitude etc. The candidates will be shortlisted for interview, based on their eligibility/experience in the relevant field.

7. SUBMISSION OF APPLICATIONS:

- i. Prospective candidates should send their application in the format at Annexure-I furnishing a comprehensive Bio-data including name, date of birth, address for communication, details of qualifications and experience

covering organization, position held, areas of responsibility and emoluments drawn etc. along with two copies of passport size photographs. Self-attested copies of all relevant documents should be attached with the application.

- ii. The applications should accompany, inter-alia, a write up on the significant contributions made by the candidates during their present/past assignments and their suitability for the post as per the eligibility requirements.
- iii. Additional information in support of their candidature may be provided by the candidates on plain sheets of paper.
- iv. The applications should be sent through proper channel and a 'No Objection Certificate' from their employers shall be produced at the time of interview. Other candidates can submit their applications directly.
- v. Incomplete Applications or applications received after the due date/time will be summarily rejected. UKMRC is not responsible for Loss/delay in post.
- vi. The applications must be sent thorough **speed post/courier/by hand**.

Applications in a sealed envelope superscripted as “**Application for the post of Office Superintendent**” should reach in the office of

**Company Secretary,
Uttarakhand Metro Rail, Urban Infrastructure and Building Construction
Corporation Limited (UKMRC).
5th Floor, Rajiv Gandhi Multipurpose Complex,
Dispensary Road,
Dehradun–248001, Uttarakhand.**

The applications should reach the above address
Latest by **22.12.2017 (5 PM)**

The UKMRC / Government of Uttarakhand reserve the right to shortlist candidates for interview. Decision of the section committee shall be final.

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