

**RECRUITMENT TO THE POST OF DIRECTOR  
(FINANCE)**

**INFORMATION BROCHURE  
&  
APPLICATION FORM**

**UTTARAKHAND METRO RAIL, URBAN  
INFRASTRUCTURE AND BUILDING CONSTRUCTION  
CORPORATION LTD.**

**(A Government of Uttarakhand Undertaking)**

**5th Floor, Rajeev Gandhi Multipurpose Complex, Dispensary Road,  
Dehradun, Uttarakhand-248001**

**Uttarakhand Metro Rail Corporation Limited**

No. 438/U.M.-22/2017-18

Date : 07/01/2019

**NAME OF THE POST :** DIRECTOR (FINANCE)

**NUMBER OF POSTS :** One

**SCALE OF THE POST :** Rs. 75000-100000/-/- (IDA Pattern) along with other allowances/perks/privileges as applicable for the post as per UKMRC rules.

**1. COMPANY PROFILE**

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

**2. JOB DESCRIPTION AND RESPONSIBILITIES**

Incumbent of the post shall be a member of the Board of Directors of UKMRC and will report to the Managing Director of the Company. He will be responsible for the overall financial management of the Company. This would inter-alia include, but not be limited to, the following:-

- 1) Overall supervision of the finance and accounts functions.
- 2) Fund management (receipts, payments, cash and bank transactions, cash and fund flow etc) including ensuring that the financial resources are secured and funds deployed efficiently and effectively.
- 3) Ensuring Financial Reporting including P&L, Balance sheet etc, duly audited by Internal Audit / Statutory Audit.
- 4) Project-related financial planning, follow up with funding agencies, submission of compliance, narrative reports and MIS.
- 5) Coordination with State Government, Government of India, Financial Institutions in India and overseas.
- 6) Compilation of "Financial Manual".
- 7) Installation of ERP packages in respect of Modules relating to Finance and Accounts.
- 8) Providing operational oversight from finance/accounts angle for the overall project implementation.
- 9) Coordinating the consolidation of the annual, short and long term financial plans, budget forecasts, and to prepare, analyze and report the results to the Management.
- 10) Optimizing deployment and ensuring adequacy of financial resources during the implementation of the Project.



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11) Appraisal of financial risks and remedial actions.

### 3. **ELIGIBILITY**

#### I. **AGE (as on 01.01.2019)**

Minimum - 45 years

Maximum - 58 years (A relaxation upto 2 years may be considered for exceptionally deserving candidate)

#### II. **QUALIFICATION AND EXPERIENCE**

i) The applicant should be a graduate, with first class in any discipline, from a recognized university/ institution of repute. An applicant who is a member of the Institute of Chartered Accountants of India or who possesses an MBA degree, with specialization in Finance from an institute of repute will have an added advantage.

ii) An applicant from Government or public sector should have a minimum of 20 years of experience in Group 'A' or equivalent executive grade. An applicant currently not in Government or public sector, but having earlier experience of at least 20 years in Group 'A' or equivalent executive grade in Government or public sector, shall also be eligible. Applicants who have worked for at least 2 years in the pay scale of Rs. 51300 -73000 (IDA) or in SA grade (with grade pay of Rs. 10,000 in Pay Band 4 of the revised CDA pay band of Rs. 37400 - 67000) in Government/ PSUs will have an added advantage.

iii) An applicant from private sector with a minimum of 20 years experience at an executive level in an organization of repute shall also be eligible.

iv) The aforesaid experience should be in the areas of resource mobilization, project financing, budget, financial control, cash flow management, dealings with international funding agencies, complying with project related requirements of international funding institutions, international contract management including global tenders, project evaluation, taxation, monitoring of receivables in projects of repute, handling financial management softwares in a computerized environment. Atleast 5 years of such experience should be at a senior level in Finance.

#### 4. **DURATION OF APPOINTMENT**

The appointment shall be for a period of 5 years or upto the age of 62 years, whichever is earlier. Further extension to tenure shall be with the approval of the Board of Directors of the Company.

## 5. SUBMISSION OF APPLICATIONS

- (i) Prospective candidates should send their application in the format at Annexure-1 furnishing a comprehensive Bio-data including name, date of birth, address for communication, details of qualifications and experience covering organisation, position held, areas of responsibility and emoluments drawn etc. along with two copies of passport size photographs.
- (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) Persons employed with Government/ Railways including Railway PSUs / Metro Rail Corporations shall apply through proper channel and shall produce a 'No Objection Certificate' from their employers at the time of interview. Other candidates can submit their applications directly.

Applications in a sealed envelope superscripted as “Application for the post of **Director (Finance)**” should reach in the office of

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

The applications should reach the above address Latest by 08/02/19.... (5:00 PM).  
Application received late or incomplete will not be entertained.

The UKMRC / Government of Uttarakhand reserves the right to shortlist candidates for interview. The decision of the section committee shall be final. The candidates shortlisted for interview will be eligible for re-imburement of to and fro economy class air fare or train fare by 2<sup>nd</sup> AC on production of requisition.



ANNEXURE- I

**APPLICATION FORM FOR THE POST OF DIRECTOR (FINANCE) UTTARAKHAND METRO RAIL CORPORATION, URBAN INFRASTRUCTURE & BUILDING CONSTRUCTION CORPORATION LTD.**

**(THROUGH PROPER CHANNEL)**

1. Name of the post applied for: **(DIRECTOR FINANCE)**
2. (a) Name \_\_\_\_\_  
 (b) Identification Number (For Defence Service Personnel) \_\_\_\_\_  
 (c) Office Address: \_\_\_\_\_
3. Address for communication \_\_\_\_\_
4. Telephone No: Office \_\_\_\_\_ Residence \_\_\_\_\_ Fax No. \_\_\_\_\_  
 Mobile No. \_\_\_\_\_ E-Mail address \_\_\_\_\_
5. Date of Birth \_\_\_\_\_ Age as on \_\_\_\_\_
6. Eligibility criteria:

	As per job description	Processed by the candidate	Whether eligible or not
Educational/professional qualifications (along with the name of Institution)			
Pay Scale			
Length of service in eligible pay scale			

7. Positions held during the preceding ten years:

S.No.	Designation, and place of posting	Organization	From	To	Pay Scale
1					
2					
3					
4					
5					
6					
7					
8					

8. Nature and duration of experience relevant for the relevant for the advertised post and job description:

S.No.	Designation, and place of posting	Organization	From	To	Pay Scale	Nature of Experience
1						
2						
3						
4						

9. In case the candidate is holding the present post on lien/deputation basis: - (Y/N)

- (a) Name of the organization in which the lien is held.
- (b) The date from which the lien is held.

10.(a) Whether any punishment awarded to the applicant during the last 10 years: - (Y/N)  
If yes, the details thereof

(b) Whether any action or inquiry is going on against him as far as his knowledge goes. If yes, the details thereof

**Declaration**

I..... son/daughter of ..... hereby certify that I have not been disqualified to act as a Director under Section 274 or any other relevant sections of the Indian Companies Act, 1956.

I also certify that I am not facing any charge of, nor have ever been convicted for, any act of moral turpitude or economic offence.

I certify that the details furnished by me in Cols. 1 to 11 are true and I am an eligible candidate for consideration.

I further submit my willingness that I will join the post, if selected. In case, if I give my unwillingness after the interview is held, but before the appointment is processed or after issue of offer of appointment, I may be debarred for a period of two years for being considered for a Board level post in any PSE other than the one to which I belong to.

Date:

(Name and signature of the applicant)

**(To be filled by the PSU/Ministry/Department concerned for applicants working with Government/Railway including Railway PSUs/Metro Rail Corporation)**

It is certified that the particulars furnished above have been scrutinized and found to be correct as per official records.

Signature & Designation of  
The Competent Forwarding Authority with  
Telephone no. & office