

**Uttarakhand Metro Rail, Urban Infrastructure and Building Construction  
Corporation Limited (UKMRC)  
(A Government of Uttarakhand Undertaking)**

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No. 230/UM-24/2018

Date: 05/09/2018

**NAME OF THE POST** : Manager (Corporate Communication)

**NUMBER OF POSTS** : One

**SOURCE OF RECRUITMENT** : Deputation or Reemployment or Direct Recruitment

**SCALE OF THE POST** : (i) For Central Govt. or PSU officers, on Deputation: Rs. 15600/- Rs. 39100/- Grade Pay Rs. 6600/- (Level-11) as per 7th CPC.

(ii) For PSU Officers working in IDA pay scales ON Deputation and for Direct Recruitment or Rs. 24900/ - Rs. 50500/- IDA.

(iii) For Retired Officers: From Govt. Dept. PSU's/Metro Rail Corporation/ PSU's. Rs. 75000/- PM Consolidated.

**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, with Headquarters at Dehradun.

**1. JOB DESCRIPTION AND RESPONSIBILITIES:**

The candidate shall be responsible for the overall communication and public relations viz. publication of company's advertisement and publicity material, Liaisoning with newspapers, news channels, magazines and PR agencies, preparing and editing company's publications, writing press releases and also media communications coordinating with Project teams to support their respective missions, ensuring consistency and cultivating a social media network.

**ELIGIBILITY:**

- I. The incumbent shall have writing and editorial experience including that of overall communication, public relations, talking points and press releases.

**AGE**

For working officers: not more than 58 years as on 30.06.2018

For retired officers : should have retired on or after 30.06.2018.

**II. QUALIFICATION AND EXPERIENCE:**

- 1- PG/PGDMC/Masters in mass communication/journalism with first division form recognized university in regular course.

- 2- Candidates having experience of working in any Metro Rail Corporation will be given preference in selection.
- 3- The officer should have varied experience of working in Railway/Metro Rail Corporation/PSUs in Corporate Communication Department and should be conversant with functioning in computerized environment. Hands on knowledge on various computer applications, relating to the job is also desirable. Officers should be free from D& AR and vigilance enquiry.

### **III. PAY SCALE:**

Incumbent of the post should be working in:-

Rs. 15600-39100 (Gr. Pay 6600) (Level-11 of 7<sup>th</sup> pay commission)(For Central Govt./PSU employees)

OR

Working in Rs 24900-50500 IDA Scale IDA scales.

OR

Working in Rs. 20600-46500 IDA scale in any Government organisation/PSU/Metro Rail Corp. for at least 3 years.

OR

Retired from Rs. 15600-39100 (Gr. Pay 6600) (level 11 of 7th Pay Commission) or Rs. 24900-50500 IDA pay scale.

### **2. PRIORITY IN SELECTION**

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

- I. On Deputation from any Metro Rail Corporation/Central Govt./PSU.
- II. On Re-employment/ contract basis retired from Metro Rail Corporation/ Central Govt/ PSU.
- III. On Direct Recruitment from any Metro Rail Corporation/Central Govt./PSU.

### **3. DURATION OF APPOINTMENT:**

- i. The appointment on deputation shall be for a period of 3 years. Grant of further extension can be considered as per DOPT Guidelines.
- ii. The Contract of working/retired officers shall be initially for a period of one year, further extendable upto the age of 65 years.
- iii. The appointment on Direct Recruitment shall be till the date of superannuation. At present, the age for superannuation is 60 years.

### **4. SUBMISSION OF APPLICATIONS:**

- i. Prospective candidates should send their application in the format given at **Annexure-I**, duly furnishing, comprehensive Bio-data, including name, date of birth, address for communication, details of qualification and experience covering organization, 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. The applications by working employees should be sent through proper channel. A 'No Objection Certificate' from their employers shall be produced at the time of interview. Retired officers 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 through speed post/courier/by hand. Advance copy of the Application may be sent at email address: [hr@ukmrc.org](mailto:hr@ukmrc.org). However, the application through proper channel if not received before the date of interview, the candidate's interview will not be taken.

Applications in a sealed envelope superscripted as "**Application for the post of Manager (Corporate Communication)**" should reach in the office of

Company Secretary / Manager - Human Resources,  
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 10<sup>th</sup> October'2018. (5:00 PM).

**Application received thereafter shall be summarily rejected.**

The UKMRC / Government of Uttarakhand reserves the right regarding shortlist candidates for interview. Decision of the selection committee shall be final in this regard.

Sd/

**ANNEXURE I**

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

**(THROUGH PROPER CHANNEL)**

1. Name of the post applied for:
2. (a) Name:  
(b) Office Address:
3. Address for communication:
4. Telephone No: Office:-----, Residence: -----, Fax No.-----  
Mobile No.: -----, E-Mail address: -----
5. Date of Birth: DD.MM.YYYY, Age as on 01/09/2018: -----

**6. Eligibility criteria:**

	As per job description	Possessed by the candidate	Whether eligible or Not
Educational/professional qualifications (along with the name of Institutions)			
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. In case the candidate is holding the present post on lien/deputation basis?

Y	No
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(a) Name of the organization in which the lien is held-

(b) The date from which the lien is held:

9. (a) Whether any punishment awarded to the applicant during the last 10 years:

Y	No
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If yes, the details thereof-

(b) Whether any action or inquiry is going on against him as far as his knowledge goes.

Y	No
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If yes, the details thereof-

### **Declaration**

I ----- son of Shri----- hereby 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 9 are true and I am an eligible candidate for consideration.

Date:

**(Name and signature of the applicant)**

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

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 Seal.