

**UTTAR PRADESH METRO RAIL CORPORATION LIMITED**  
(A joint venture of Govt. of India & Govt. of UP)  
Administrative Building VipinKhand, Gomti Nagar, Lucknow-226010  
Phone: 0522 – 2304014-15

**VACANCY NOTICE No. UMRC/HR/D/27/2021**

**Date: 30.03.2021**

Uttar Pradesh Metro Rail Corporation Ltd (UPMRC), a 50:50 jointly owned Company of Government of India and Government of Uttar Pradesh has been entrusted with the responsibility of implementation and operation of the rail based Mass Rapid Transit System (Metro) in various cities in the state of Uttar Pradesh. The works of Kanpur Metro Project is in full swing and works on Agra Metro Project has also started. The corporation is planning to position itself as one of the best employers by adopting modern HR practices and is designing an employee's friendly HR policy. To work with UPMRC will not only give exposure to its employees in terms of best in class technology but will also provide other benefits. The Company invites application from the regular employees working in Indian Railways/Railway Board in the field of Human Resource for the post of **Manager/Assistant Manager (HR)** on deputation basis. Pay Scales, age limit, educational qualification, experience and job description are as per detail mentioned below:-

Organization	Uttar Pradesh Metro Rail Corporation Limited
Title	<b>Manager/Assistant Manager (HR)</b>
No of Posts	<b>One (01)</b>
Scale of pay	Parent pay plus Deputation Allowance on Deputation basis.
Term of Appointment	Deputation
Educational Qualification	Bachelor Degree in any discipline
Eligibility Criteria & Experience	<p><b>For Manager (HR) –</b> Officers of Personnel Department working in CDA pay scale of Rs. 15,600 - 39,100/- (Grade Pay – Rs. 6600/-) (Pre –revised)/ Rs. 67,700 -2,08,700/- (Level -11) <b>OR</b> Officers working in CDA pay scale of Rs.15,600-39,100/- (Grade pay - Rs.5400/-) (Pre –revised)/ Rs. 56,100 – 1,77,500/- (Level – 10) with three years service in this grade/level.</p> <p><b>For Assistant Manager –</b> Officers of Personnel Department working in CDA pay scale of of Rs.15,600-39,100/- (Grade pay - Rs.5400/-) (Pre –revised)/ Rs. 56,100 – 1,77,500/- (Level – 10) <b>OR</b> Officers working in CDA pay scale of Rs.9300-34800/- (Grade pay - Rs.4800/-) (Pre –revised)/ Rs. 47,600 – 1,51,100/- (Level – 08) with four years service in this grade/level.</p>
Period of Deputation	Normal Tenure of deputation is for <b>03 years</b> , which may be extendable.
Mode of Selection	Shortlisted candidates would be called for interview & selection is based on Interview basis. The candidate should be free from DAR/ Vigilance.
Job Description	<p>The officer will be expected to perform following functions:-</p> <ul style="list-style-type: none"> <li>• Manpower Planning &amp; Recruitment of staff</li> <li>• Handling Establishment/HR matters</li> <li>• Handling Court Cases relating to service matters</li> <li>• Handling Grievances of staff</li> <li>• Any other job assigned by Management</li> </ul>
Desirable	Past experience of working in Metro Project or Railway infrastructure project.
How to Apply	The candidates applying should submit their application to " <b>Company Secretary/Uttar Pradesh Metro Rail Corporation Limited</b> , Administrative Building, Near Ambedkar Samajik Parivatan Sthal, Vipin Khand, Gomtinagar,Lucknow-226010" as per enclosed application form before closing date. The candidate applying should submit application through proper channel as per enclosed application form requesting their parent organization to forward their application along with NOC, D&AR and Vigilance Clearance and APARs ratings for the preceding 04 years.
Web Address	<b>www.upmetrorail.com</b>
Whether the Company/Organization, has been exempted from the rule of immediate absorption and if so the date up to which the exemption is valid.	Yes
Closing Date	30 days from the date of issue.

NOTE: Cut off date for Age & Eligibility criteria would be reckoned on **28.04.2021**.

**PRESCRIBED PROFORMA  
FOR SUBMISSION OF APPLICATIONS ON DEPUTATION**

<b>Important</b> (please don't leave blanks)	<b>Vacancy Notice No.</b>	
	<b>Post against which application has been submitted</b>	
	<b>Choice of Station</b> (wherever applicable)	

**Personal Data**

1.	Name	:	
2.	Gender	:	
3.	Service	:	
4.	Department	:	
5.	Category	:	
6.	Date of Birth	:	
7.	DITS (Date of entry into Time Scale)	:	
8.	Date of entry in GR.B (wherever applicable)	:	
9.	Present Pay Level (7th CPC) /Basic Pay	:	
10.	Present Designation & Railway/PSU	:	
11.	Contact Details		
	(a) Email ID	:	
	(b) Telephone (O)	:	
	(c) Telephone (R)	:	
	(d) Mobile No.	:	

**12. Educational Qualifications: -**

S.No.	Qualification/Degree	Year/ Division	Institution/University, Place/Country

**13. Experience Details: -**

S.No.	Designation & Railway with Place of posting	Grade (i.e. Gr.B/SS,JAG/SG/SAG) (Pay level in case of Non- gazetted staff)	From	To

**14. Details of previous deputation/foreign assignment (if any):-**

S.No.	Organization	Designation	From	To

<b>15.</b>	Whether debarred from deputation? If yes, please furnish details.	:	
<b>16.</b>	Whether cooling off period completed? If yes, date of return from previous deputation with details, wherever applicable	:	

**17. APAR Ratings for last 04 years: -**

Year	Rating

**18. Awards, if any: -**

S.No.	Name of award	Brief Details

**19. Punishments, if any in career:-**

I certify that the details furnished by me above are true and I am eligible for the post as the criteria laid down in the vacancy notice.

(Name and Signature of the applicant)

Place:

Date: