



GUJARAT METRO RAIL CORPORATION (GMRC) LIMITED

(SPV of Govt. of India & Govt. of Gujarat)

(Formerly known as Metro-Link Express for Gandhinagar And Ahmedabad (MEGA) Company Limited)

Advt. No. GMRC/HR/Mar-24/MT-F&A/13

RECRUITMENT NOTIFICATION FOR MANAGEMENT TRAINEE.

Gujarat Metro Rail Corporation (GMRC) Limited, a 50:50 Special Purpose Vehicle (SPV) jointly owned by Government of India and Government of Gujarat is entrusted with the responsibility of implementation of Ahmedabad Metro Rail Project Phase-I, Phase-II and Surat Phase-I and its Operations & Maintenance.

GMRC invites applications from qualified fresher candidates for the post of Management Trainee – Finance & Accounts on standard terms & conditions of the Organization

Name of Post - On contract	Management Trainee – Finance & Accounts
No. of Post	2
Remuneration	Stipend of Rs. 30000 per month
Details of Post	Training period of 2 years and based on performance, candidate may get appointed on contract basis
Qualification:	Candidate must be a Member of the Institute of Chartered Accountant of India or Member of the Institute of Cost Accountants of India or MBA with specialization in Finance from a Govt. recognized Institute/University.
Maximum Age	25 years

1. GENERAL CONDITIONS

- i. The number of posts indicated above may vary based on further assessment of requirement.
- ii. Candidates after selection are likely to be posted at Ahmedabad / Gandhinagar/ Surat or any other projects of GMRC, anywhere in Gujarat.
- iii. Reservations Rules shall be followed as per regulations of Government of Gujarat.
- iv. The selected candidates will be extended medical coverage and personal accident insurance coverage apart from other entitlements as per governing policies of the GMRC.
- v. Candidates who have appeared for interviews conducted by GMRC for the above said posts on an earlier occasion need not send their applications again unless there is a change in the eligibility criteria.
- vi. Prescribed qualifications are the minimum requirements and mere possession of the same does not entitle candidates to be called for interview.
- vii. Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to selection/appointment shall be a disqualification.
- viii. Age Limits will be reckoned as on 20/03/2024.
- ix. Acceptance or rejection of application of the candidates will be the sole discretion of the Management. Incomplete applications are liable to be rejected.
- x. GMRC management reserves the right to cancel or amend this advertisement.
- xi. GMRC reserves the right to offer a grade lower than that which was applied for by the candidates.
- xii. Any corrigendum/ addendum to this advertisement will be displayed only on the Company's website. Applicants are requested to visit the website from time to time for all updates.
- xiii. Any candidate found guilty of impersonation or submitting fabricated documents or

making statements, which are false, incorrect or indulging in suppression of facts, attempts to use unfair means for the purpose of recruitment, will be liable for rejection.

- xiv. The selected candidate shall have to indicate his/her acceptance to the offer within three working days from the receipt of offer, if not; next candidate in order of merit will be offered the appointment on similar lines. However, the Competent Authority may grant such extension of time depending upon the exigencies, if so requested.
- xv. GMRC shall not be liable for any damage / injury / loss to the individual, if any, sustained during the entire recruitment process and journey.
- xvi. Management reserves the right to assess fitness or otherwise of the candidates selected.
- xvii. Original Documents in support of qualification and relevant experience shall be shown and photocopies of the same to be submitted along with the Resume at the time of interview.

2. SELECTION PROCESS

- i. The selection process will comprise of Written Test/ CBT and Interview. The Venue, Date and Time of Interview/written test will be informed in advance. Syllabus of the examination shall be updated on careers website.
- ii. Candidates eligible for further selection processes may be required to pay examination fees, with details of the same to be uploaded on the website. Any request for a change in date or venue shall not be entertained.
- iii. The document verification of candidates shall be done before the Interview. The candidates are required to carry their original certificates to facilitate the document verification, failing which the candidate shall not be allowed to attend the Interview

3. APPOINTMENT

- i. Management Trainee shall be appointed on training basis for the first 2 years. The stipend for 1st year is ₹30,000 and for 2nd year would be ₹ 35,000 Based on the satisfactory performance and requirement, Management Trainee may get appointed on contract basis for a period of three years.
- ii. The contract of appointment may be terminated by either side by giving 30 days (up-to Assistant Manager Cadre) or 90 days (Manager & above Cadre) notice or by paying the contractual remuneration / salary in lieu of notice period, if the circumstances so warrant.

4. HOW TO APPLY

- i. Applicants should fill up the required information **online only** on our Company website through the link under <http://www.gujaratmetrorail.com/careers/> **“APPLY ONLINE”** along with necessary attachments in a merged single PDF file containing CV, pay slips & testimonials etc.

The following documents should be attached by the applicants in support against their Age, Qualification.

- a. **Detailed curriculum vitae**
- b. **Proof of age: Matriculation/Birth Certificate/Aadhar card**
- c. **Educational Qualification: All year/semester marksheets & degree/diploma certificates**

The scan copy of the supporting documents should be attached along with online application form, failing which the application will be treated as incomplete. Non- submission of documents along with the Resume, will lead to rejection of candidature at anystage during the process of recruitment.

- ii. Application forwarded through any other means including fax, hardcopy or e-mail will not be entertained.
- iii. **The last date of submission of online application is 28/03/2024.**

5. EXAMINATION/INTERVIEW

Call letters for examination and interview will be issued to shortlisted applicants indicating Time, Date and Venue through registered email.

S/d
General Manager (HR)