



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/AM-Admin/09

RECRUITMENT NOTIFICATION FOR APPOINTMENT ON CONTRACT BASIS.

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 and experienced candidates for the post of Asst. Manager (Admin) on contractual basis as per the standard terms & conditions of the Organization.

Name of Post - On contract basis	Assistant Manager (Admin) on contract basis
No. of Post	1
IDA Pay scale	50000-160000
Qualification & Experience	Candidate should have full time MBA from govt. recognized University with minimum 5 years of relevant post qualification experience of Executive level in public transport sector/organisation. OR Candidate should have a full time graduate degree from govt. recognized University with minimum 7 years of relevant post-qualification experience of executive level in public transport sector/organisation. Candidate having experience in metro organisation will be given preference.
Area of Experience:	Candidate should have experience in administration, management, out of which he must have worked with large Corporate/ Organization or State PSUs, Corporations / Boards and have hands on experience in general administration Housekeeping, Assets administration, Cafeteria Management, Tendering procedures of such Company or Organization having minimum 500 manpower. Hands-on experience in SAP/ ERP packages is preferred.
Details of Present Pay:	Applicant should have worked at least 2 years in pay scale of ₹ 35000-110000 or 3 years in pay scale of ₹ 30000-120000. Applicant should be working with reputed organizations drawing salary (CTC) of minimum Rs. 60,000/- per month (approximately).
Maximum Age	32 Years

1. GENERAL CONDITIONS

- The number of posts indicated above may vary based on further assessment of requirement.
- Apart from the pay, other benefits will also be paid as per the Company Policy.
- Eligible Officials / Staff working in GMRC may apply through proper channel.



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)

- iv. Age limit will not be applicable to GMRC employees. However, age relaxation will not apply to officials re-employed in GMRC after superannuation.
- v. Candidates after selection are likely to be posted at Ahmedabad / Gandhinagar/ Surat or any other projects of GMRC, anywhere in Gujarat. For IDA/CDA scale employees- the % of HRA may vary according to the place of posting as per Government guidelines and as per company policy.
- vi. Reservations Rules shall be followed as per regulations of Government of Gujarat.
- vii. The selected candidates will be extended medical coverage and personal accident insurance coverage apart from other entitlements as per governing policies of the GMRC.
- viii. Candidates from private organization should submit copy of their CTC breakup as a proof with Form – 16 at the time of online application. For candidates from Private organization, Form - 16 shall be considered for arriving the current CTC. Without CTC break up (Form – 16), applications will not be considered for the position applied.
- ix. 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.
- x. Prescribed qualifications are the minimum requirements and mere possession of the same does not entitle candidates to be called for interview.
- xi. The experience is post qualification and the minimum required. Mere possession of minimum experience does not confer any right for interview / selection.
- xii. 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.
- xiii. Age Limits and Experience will be reckoned as on 20/03/2024.
- xiv. Applicants employed in Govt./Quasi Govt./ PSUs shall apply through proper channel, after forwarding the advance copy and shall produce a “No Objection Certificate” from their employer at the time of interview.
- xv. Acceptance or rejection of application of the candidates will be the sole discretion of the Management. Incomplete applications are liable to be rejected.
- xvi. GMRC management reserves the right to cancel or amend this advertisement.
- xvii. GMRC reserves the right to offer a grade lower than that which was applied for by the candidates.
- xviii. 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.
- xix. 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.
- xx. 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.
- xxi. GMRC shall not be liable for any damage / injury / loss to the individual, if any, sustained during the entire recruitment process and journey.
- xxii. Management reserves the right to assess fitness or otherwise of the candidates selected.
- xxiii. 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.



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)

2. SELECTION PROCESS

- i. Based on eligibility, candidates meeting the criteria will be called for interview.
- ii. The Venue, Date and Time of Interview will be informed in advance.
- iii. Any request for a change in date or venue shall not be entertained.
- iv. 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. The Appointment will be initially for minimum 3 years and further extended to 2 years based on the requirement and performance of the employee.
- 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 & Experience.

- a. Detailed curriculum vitae
- b. Proof of age: Matriculation/Birth Certificate/Pan Card
- c. Educational Qualification: All year/semester marksheets & degree/diploma certificates
- d. Experience: Experience/service certificate of past employments with details of date of joining, date of reliving, department worked mentioned clearly.
Details of current organization: appointment letter, proof of date of joining & latest payslip, Form -16 of last three years etc.
All certificates should be attached in chronological order.

Candidates from private organization should submit copy of their latest CTC breakup along with the other documents at the time of online application. Without CTC break up, application will not be considered for the position applied.

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 any stage 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. TIME & DATE OF INTERVIEW

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

S/d
General Manager (HR)