

No. NHSRCL/Vacancy Notice-03/2020

National High Speed Rail Corporation Limited (NHSRCL), is a joint sector company of Govt. of India and Participating State Governments formed for implementation of High Speed Train Corridor Project in India.

It is one of the most ambitious project in rail infrastructure sector, to give economy a boost and to build first ever high-speed rail corridor of India, between Mumbai-Ahmedabad. 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 NHSRCL 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/contractual officers/managers working in **Central Public Sector Undertakings (or SPVs)/Metro Railways** for the post **Manager/Assistant Manager (HR)** on regular basis.

Organisation	NHSRCL
Title of post - No of vacancies	Manager/Assistant Manager (HR) – 01 Post
Place of Posting	New Delhi.
Scale	Assistant Manager (E2) - (50,000-1,60,000), Manager (E3) - (60,000-1,80,000)
Education Qualification	<u>Essential:</u> - Diploma/Graduate in any discipline from any recognised university and MBA (HR)/MSW/Masters in Human Resource Management. <u>Desirable:</u> - Qualified in Japanese Language Proficiency Test (JLPT) Level – 5 or Level-4 or Level-3.
Eligibility criteria	For the post of Manager (HR) when operated in E3 A. Working in analogous grade E-3 OR B. Minimum 02 years of post-qualification work experience (in E2 scale) for officers who have joined directly in E2 Scale. OR C. Minimum 6 years of post-qualification work experience. Should have experience of at least 2 years in the areas detailed in the job description.

	<p>For the post of Assistant Manager (HR) when operated in E2</p> <p>A. Working in analogous grade E-2 OR</p> <p>B. Minimum 02 years of post-qualification work experience (in E1 scale) for officers who have joined directly in E1 Scale. OR</p> <p>C. Minimum 4 years of post-qualification work experience.</p> <p>Should have experience of at least 2 years in the areas detailed in the job description.</p>
<p>Eligibility Criteria for Deputation</p>	<p>For the post of Manager (HR) when operated in E3</p> <p>A. Working in analogous grade E-3 OR</p> <p>B. Minimum 02 years of post-qualification work experience (in E2 scale) for officers who have joined directly in E2 Scale. OR</p> <p>C. Minimum 6 years of post-qualification work experience. D. Deputation would be for a period of 5 years.</p> <p>Should have experience of at least 2 years in the areas detailed in the job description.</p>
	<p>For the post of Assistant Manager (HR) when operated in E2</p> <p>A. Working in analogous grade E-2 OR</p> <p>B. Minimum 02 years of post-qualification work experience (in E1 scale) for officers who have joined directly in E1 Scale. OR</p> <p>C. Minimum 4 years of post-qualification work experience. D. Deputation would be for a period of 5 years.</p> <p>Should have experience of at least 2 years in the areas detailed in the job description.</p>
<p>Mode of Selection</p>	<p>A. Shortlisted candidates would be required to make a brief presentation on the jobs handled by them and their experience in the areas detailed in the job description of the post. B. Interview. C. Medical Examination.</p>

<p>Job Description</p>	<p>The officer will be expected to perform following functions: -</p> <ul style="list-style-type: none"> (i) <u>Recruitment and Selection</u>: Involves preparing job descriptions, attracting people with right qualifications and skills, with right mind set and attitude. (ii) <u>Manpower Planning</u>: Assessing the present and future manpower requirements in the organization, succession planning and career planning. (iii) <u>Human Resource Administration</u>: Implementing HR policies of company, adopting innovative HR practices to motivate the employees in order to attain the organizational objective. (iv) <u>Compensation and Benefits</u>: Determining salary structures, employee perquisites etc, covers health, security, safety, terminal benefits, and employee welfare facilities. (v) <u>Industrial Relations</u>: Promoting healthy relationship between management and employees associations, addressing employees' concerns, taking care of legal issues in the labour courts/labour commissioners. (vi) <u>Training and Development</u>: Arranging orientation programmes and providing technical skills and behavioral training to employees for effective performance. (vii) <u>Performance Appraisal</u>: Reviewing performance appraisal system of the employees from time to time using the assessment information for the purpose of training, promotions, and incentives etc. (viii) <u>Human Resource Management Systems</u>: Experience in implementation of various software applications and other technologies that support and automate HR processes throughout the employee lifecycle.
<p>How to apply</p>	<p>The candidates applying for the said position should submit their application to General Manager/HR as per enclosed application form.</p> <p><u>For Deputationists</u> :- The candidate applying for deputation should submit their application through proper channel to General Manager/HR as per enclosed application form requesting their parent organisation to forward their application along with NOC, D&AR and Vigilance Clearance and APARs ratings for the preceding 03 years to NHSRCL. For proper appreciation of APAR, as applicable, the organisation should forward their guidelines for determining the rating criteria.</p> <p>The envelope containing the application should be superscripted “Application for the post of Manager or Assistant Manager (HR)”. The application should be addressed to General Manager (HR), National High Speed Rail Corporation Limited</p>

	(NHSRCL), Asia Bhawan, Road-205, Sector -9 Dwarka, New Delhi-110077. Last date of Application reaching the addressee either by post or by hand is <u>31.03.2020</u>
Closing date	<u>31.03.2020</u>

General Conditions:

1. Experience and other eligibility criteria shall be reckoned **31.03.2020**
2. NHSRCL will not be responsible for any postal delay/ wrong delivery/ non-delivery of communication by the candidate at any stage of the recruitment process.
3. Incomplete application or application without supporting documents will be rejected and no correspondence in this regard will be entertained.
4. Mere conformity to the job requirements or submission of application will not entitle a candidate to be called for interview. Instead, depending upon the quantum of response of applications, the Management may, if found necessary, prescribe a competitive written test/ personal interview or both or raise/relax the Eligibility Criteria to restrict/allow the number of candidates to be called for interview.
5. Management reserves the right to call or not to call any / all of the candidates who have responded against this advertisement or to cancel/postpone the entire process itself due to various administrative reasons.
6. No correspondence will be entertained with the candidates not short listed for interview or for any enquiry.
7. Candidates are advised to check their email (including spam) and official website of NHSRCL from time to time for any information/updates on the recruitment process.
8. Eligible candidates shortlisted based on the initial scrutiny will be called for interview. Suitable communications in this regard will be sent to the candidates individually.
9. Out-station candidates called for interview will be paid TA as per company rules.
10. The decision of Management regarding selection will be final.

11. The appointment of selected candidates will be subject to their medical fitness for such appointment based on Medical Examination as per the Directives of the Company.

The medical standard for different categories are outlined below: -

- a) **Executive/Technical:** (Civil, Electrical, S&T, IT, Architecture, Property Development etc) Physically fit in all respects, Visual Standards – Distant Vision: 6/9-6/9 or 6/6-6/12 with or without glasses/contact lens. Near Vision:JI-JII with or without glasses. Color Vision, Binocular Vision, Field of Vision & Night Vision should be normal. Lasik Surgery not allowed.
- b) **Executive/Non-Technical:** (Accounts, Legal, Finance, Personnel etc.) Physically fit in all respects. Visual Standards – Distant Vision: 6/9-6/12 with or without glasses. Near Vision: JI-JII with or without glasses.

(In respect of technical services, the total amount of myopia (including cylinder) should not exceed – 4 Diopters and the total amount of Hypermetropia should not exceed +4 Diopter).

Note: The above medical standards (criteria) are indicative and not exhaustive, and apply to candidates in general. For detailed information, refer Indian Railway Medical Manual (IRMM). Candidates may note that for vision correction, Lasik surgery or any form of racial keratotomy is not permitted at all.

12. Applicants appointed on regular basis will be on probation for a period of one year.

13. Selected candidates during the period of his/her employment will be required to serve at any location/office of NHSRCL.

14. The details of various grades, Pay scales & CTC are as under:

Sl. No	Grade	Pay Scale	CTC per annum (In INR Approx.) On Deputation/ Absorption Basis	CTC per annum (In INR Approx.) On Contractual Basis
1	E-1	Rs.40,000-1,40,000	Rs. 13.00 Lakhs	Rs. 12.00 Lakhs
2	E-2	Rs.50,000-1,60,000	Rs. 17.00 Lakhs	Rs. 15.00 Lakhs
3	E-3	Rs.60,000-1,80,000	Rs. 20.00 Lakhs	Rs. 18.00 Lakhs
4	E-4	Rs.70,000-2,00,000	Rs. 23.00 Lakhs	Rs. 20.00 Lakhs
5	E-5	Rs.80,000-2,20,000	Rs. 28.00 Lakhs	Rs. 24.00 Lakhs
6	E-6	Rs.90,000-2,40,000	Rs. 31.00 Lakhs	Rs. 26.00 Lakhs
7	E-7	Rs.1,00,000-2,60,000	Rs. 34.00 Lakhs	-
8	E-8	Rs.1,20,000-2,80,000	Rs. 40.00 Lakhs	-
9	E-9	Rs. 1,50,000-3,00,000	Rs. 48.00 Lakhs	-