



हरियाणा मास रैपिड ट्रांसपोर्ट कार्पोरेशन लिमिटेड (एचएमआरटीसी)
सी-3, ह.श.वि.प्रा. (एच.एस.वी.पी) कार्यालय परिसर, सेक्टर-6, पंचकूला, हरियाणा



रोजगार अवसर

हरियाणा मास रैपिड ट्रांसपोर्ट कार्पोरेशन लिमिटेड, हरियाणा में मास रैपिड ट्रांसपोर्ट परियोजनाओं के कार्यान्वयन हेतु स्थापित की गई हरियाणा सरकार की एक पूर्ण स्वामित्व कम्पनी है। एचएमआरटीसी मुख्य वित्तीय अधिकारी, महाप्रबंधक (वित्त) और कंपनी सचिव के पद हेतु इच्छुक एवं अर्ह व्यक्तियों से आवेदन आमंत्रित करती है। कार्य करने का यह अवसर पूर्णतः अनुबंध आधार पर एक वर्ष की अवधि के लिए है। इच्छुक आवेदक अधिक जानकारी के लिए वेबसाइट www.hmrtc.org.in पर जा सकते हैं और अपने आवेदन/संबंधित स्व.सत्यापित अभिलेख ई.मेल के माध्यम से ई.मेल आईडी job.hmrtc@gmail.com पर जमा कर सकते हैं। आवेदन जमा करने की अंतिम तिथि और समय 22.02.2020 (रात्रि 12:00 बजे तक) है।

(पंकज यादव, भा.प्र.से.)

प्रबंध निदेशक,

हरियाणा मास रैपिड ट्रांसपोर्ट कार्पोरेशन लिमिटेड



HARYANA MASS RAPID TRANSPORT CORPORATION LIMITED (HMRTC)
Regd. office: C-3, HSVP Complex, Sector 6, Panchkula
www.hmrtc.org.in



Job Opportunity

Haryana Mass Rapid Transport Corporation Limited (HMRTC) is a wholly owned company of Government of Haryana incorporated to implement the Mass Rapid Transport Projects in Haryana. HMRTC invites applications for the post of Chief Financial Officer, General Manager (Finance) and Company Secretary purely on contract basis for a period of one year. Interested applicants may visit our website- www.hmrtc.org.in for further details and may submit their applications/related self attested documents through e-mail only on the following e-mail id. The last date and time for submission of applications is **22.02.2020 till 12:00 midnight.**

(Pankaj Yadav, IAS)
Managing Director,
Haryana Mass Rapid Transport Corporation Ltd.
E-mail ID- job.hmrtc@gmail.com

HARYANA MASS RAPID TRANSPORT CORPORATION LIMITED (HMRTC)
Regd. office: C-3, HSVP Complex, Sector 6, Panchkula
www.hmrtc.org.in

Job Opportunity

Haryana Mass Rapid Transport Corporation Limited (HMRTC) is a wholly owned company of Government of Haryana incorporated to implement the Mass Rapid Transport Projects in Haryana. HMRTC invites applications (**format of application is at Annexure-1**) for one post each of Chief Financial Officer, General Manager (Finance) and Company Secretary purely on contract basis for a period of one year, as per the following details:-

| 1. Name of the post-Chief Financial Officer | | |
|--|--------------------------------------|---|
| i. | Academic qualification & experience | a) MBA (Finance)/ Chartered Accountant/Cost Accountant with at least 10 years post qualification experience in Finance and Accounts Department in the Central Govt. or State Govt or Statutory Authority or Board or Corporation owned or controlled by the Central Govt. or State Govt. or a listed private sector company. b) Must have passed Hindi up to Matric Standard or same subject having qualification in higher degree. |
| ii. | Age | Not below 21 years and not more than 42 years as on 01.12.2019. |
| iii. | Emoluments | a) Consolidated monthly remuneration shall be Rs.1,50,000/- (Rupees one lakh fifty thousand) only per month. b) Monthly remuneration indicated above is inclusive of income tax payable by the candidate. c) No special pay, compensatory allowance, Dearness Allowance, house rent allowance or any other allowance shall be payable and there shall be no annual increment |
| 2. Name of the post-General Manager (Finance) | | |
| i. | Academic Qualifications & experience | a) Post Graduate Diploma in Finance from IIM or any nationally reputed institution, with 3 (three) years post qualification experience in Finance and Accounts Department in the Central Govt. or State Govt or Statutory Authority or Board or Corporation owned or controlled by the Central Govt. or State Govt. or a listed private sector company. b) Must have passed Hindi up to Matric Standard or same subject having qualification in higher degree. |
| ii. | Age | Not below 21 years and not more than 42 years as on 01.12.2019. |
| iii. | Emoluments | a) Consolidated amount of ₹1,00,000/- (Rupees One lakh) only per month. b) Monthly remuneration indicated above is inclusive of income tax payable by the candidate. c) No special pay, compensatory allowance, house rent allowance or any other allowance shall be payable and there shall be no annual increment |
| 3. Name of the post-Company Secretary | | |
| i. | Academic qualification & experience | a) Graduate with first class and member of Indian Institute of Company Secretaries of India with at least 5 years of post qualification experience as Company Secretary in a public undertaking/public limited company. b) Must have passed Hindi up to Matric Standard or same subject having |

| | | |
|------|------------|--|
| | | qualification in higher degree. c) The desirable qualification shall be Degree in LLB. |
| ii. | Age | Not below 21 years and not more than 42 years as on 01.12.2019. |
| iii. | Emoluments | a) Consolidated monthly remuneration of be Rs.65,000/- (Rupees sixty five thousand) only per month b) Monthly remuneration indicated above is inclusive of income tax payable by the candidate. c) No special pay, compensatory allowance, house rent allowance or any other allowance shall be payable and there shall be no annual increment |

- Interested applicants may submit their applications in the prescribed format and self attested documents in support of their qualification, experience etc. through e-mail only on the following e-mail address. The last date and time for submission of applications is **22.02.2020 (12:00 midnight)**.
- The applications so received shall be scrutinized by the committees constituted for the purpose. Only the short listed applicants shall be called for interview.
- Proposed marks and the criteria for evaluation of applicants shall be as under:

i. Distribution of marks:

| S. no. | Criteria | Total marks assigned |
|--------------|---------------------------|----------------------|
| 1. | Educational Qualification | 30 |
| 2. | Experience | 10 |
| 3. | Interview | 10 |
| Total | | 50 |

ii. Marks for Educational Qualifications (Total marks-30)

| Class | Percentage of marks obtained in educational qualification | | | | | |
|--------------------------------|---|---|-------|-------|-------|--------|
| | Criteria | >80% | 70-80 | 60-70 | 50-60 | <50 |
| 10 th | Marks allotted | 5 | 4 | 3 | 2 | 0 |
| 12 th | Marks allotted | 5 | 4 | 3 | 2 | 0 |
| Graduation | Marks allotted | 5 | 4 | 3 | 2 | 0 |
| Post graduation | Marks allotted | 5 | 4 | 3 | 2 | 0 |
| Degree of CS/CA | Marks allotted | 5 | 4 | 3 | 2 | 0 |
| Any other higher qualification | criteria | Related to accountancy, finance and taxation. | | | | others |
| | Marks allotted | 5 | | | | 2 |

iii. Marks for experience (total marks-10)

| Experience in related field | Marks allotted |
|-----------------------------|----------------|
| <3 years | 0 |
| 3-4 years | 5 |
| 4-6 years | 8 |
| >5 years | 10 |

iv. Marks for interview (total marks-10)

- The date and time of the interview shall be conveyed separately to the short listed applicants through e-mail only. No communication shall be made to the applicants who are not short listed and no such e-mail seeking reasons for not short listing a particular applicant, marks obtained etc shall be entertained from such applicants.
- The applicants shall be required to attend the interview along with two signed copies of applications, two photographs and all the original documents attached with the application submitted through e-mail.
- The prospective applicants can seek clarifications by **07.02.2020**. Clarifications/amendments, if any, shall be hosted on the website of HMRTC on **13.02.2020** for the information of all the applicants. No individual e-mails or replies to individual clarifications shall be sent by HMRTC.
- The last date and time for submission of applications is **22.02.2020 (12:00 midnight)**. Applications received after the closing date and time shall not be considered and shall be rejected straight away.

(Pankaj Yadav, IAS)
Managing Director,
Haryana Mass Rapid Transport Corporation Ltd.

Application for the post of _____

Format of Application

A. Personal Information:

- i. Name :
- ii. Father Name :
- iii. Mother Name :
- iv. Date of Birth :
- v. (Proof to be attached)
- vi. Age as on 01.01.2020 : (YY/MM/DD)
- vii. Gender :
- viii. Nationality :
- ix. Permanent address :
(complete address with PIN)
- x. Mobile No. :
- xi. E-mail address :
- xii. Adhaar card no. :
(photocopy to be attached)

Photograph
(self
attested)

B. Educational qualifications :
(Self attested certificates to be attached)

| Sr. No. | Class/standard | % of marks obtained |
|---------|---|---------------------|
| 1. | 10 th | |
| 2. | 12 th | |
| 3. | Graduation | |
| 4. | Post-Graduation | |
| 5. | Professional degree (e.g. Chartered Accountant, Company Secretary). | |
| 6. | Any other higher qualification related only to accountancy, finance and taxation. | |

C. Experience:
(Self attested certificates to be attached)

| Sr. No. | Name & complete address of the organization | Duration of service | Position held | Job profile |
|---------|---|---------------------|---------------|-------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |

| | | | | |
|----|--|--|--|--|
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |

D. Any other relevant details:

E. List of annexure in support of educational qualifications, extracurricular activities, experience etc.)

Date : _____

Place: _____

(Signature)

Verification:

I, _____ do hereby certify that all the information given above are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Date : _____

Place: _____

(Signature)