

**Uttarakhand Metro Rail, Urban Infrastructure and Building Construction Corporation Limited**  
**(UKMRC)**  
**(A Government of Uttarakhand Undertaking)**

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No. 35 /UM-24/2019

Date: 26-04-2019

**NAME OF THE POST** : Assistant Manager (Finance)  
**NUMBER OF POSTS** : Two(02)  
**DATE OF VACANY** : Proposed with immediate effect  
**SOURCE OF RECRUITMENT** : Deputation or Direct Recruitment  
**PAY & ALLOWANCES** : i. For working employees joining on deputation: Existing Pay plus Deputation Allowance & other applicable allowances.  
ii. For working employees joining on Direct Recruitment: Rs. 20600-46500 IDA plus other applicable allowances.  
(Revised scale, 50000-160000 will be applicable when sanctioned)

**1. COMPANY PROFILE:**

UKMRC has been setup by Government of Uttarakhand as a special Purpose Vehicle for implementation and operation of Rail Based Mass Rapid Transit System (Metro) in selected cities of Uttarakhand, with Headquarters at Dehradun.

**2. JOB DESCRIPTION AND RESPONSIBILITIES:**

The candidate shall be responsible for all finance and accounts viz. corporate accounting, financial management, taxation–direct/indirect, treasury management, corporate governance, tender evaluation, vetting of contracts/offers/estimates etc.

**3. ELIGIBILITY:**

**I. AGE:** - Maximum- 58 years as on 31-03-2019.

**II. QUALIFICATION:-**

1. The applicant should be a commerce graduate.
2. The employees should be working in any Metro Rail Corporation/Indian Railway/other PSUs.
3. Employee having additional qualification of CA/CMA (ICWA) will have added advantage.

**III. EXPERIENCE:**

The employee should have varied experience of working in Railway/Metro Rail Corporation/other PSUs in Finance Department and should be conversant with functioning in computerized environment. Hands on knowledge on various computer applications, relating to the job is also desirable. Employees should be free from D& AR and vigilance enquiry.

**IV. PAY SCALE:**

A. For working employees: The incumbent should be working in -

**I. CDA Pay Scale:**

a) Rs. 15600-39100 (Grade Pay 5400) (Level-10 of 7<sup>th</sup> pay commission)

OR

b) Rs. 9300-34800 (Grade Pay 4800) (Level-8 of 7<sup>th</sup> pay commission) **with minimum service of two years in this scale, as on 31-03-2019.**

**II. IDA Pay Scale should be working in:-**

a) Rs. 20600-46500 IDA (Revised scale, 50000-160000)

OR

b) Working in Rs. 18500-35600 IDA scale (Revised scale, 46000-145000) in any Government Organization/ PSUs/Metro Rail Corporation, **with minimum service of two years in this scale, as on 31-03-2019.**

**Note-**

1. The employees should be working in finance department of their organization.
2. The employee working below the given pay scales may also apply. However, their candidature will be considered only if the suitable candidate is not found in the prescribed pay scale.

**4. PRIORITY IN SELECTION**

The selection will be done on the basis of following priority:-

- I. On Deputation.
- II. On Direct Recruitment.

**5. DURATION OF APPOINTMENT:**

- I. On Deputation: Initially for 03 years or upto the age of superannuation whichever is earlier. Further extension as per need and consent of parent department.
- II. On Direct Recruitment- Upto the age of superannuation, which is 60 years.

**III. SUBMISSION OF APPLICATIONS:**

- i. Prospective candidates should send their application in the format given at Annexure-I, duly furnishing, a comprehensive Bio-data including name, date of birth, address for communication, details of qualification and experience covering organization, position held, areas of responsibility and emoluments drawn etc., along with two copies of passport size photographs.
- ii. The application should accompany, inter-alia, a write up on the significant contributions made by the candidates during their present/past assignments and their suitability for the post as per the eligibility requirements.
- iii. Additional information in support of their candidature may be provided by the candidates on plain sheets of paper.
- iv. The applications by working employees should be sent through proper channel. A 'No Objection Certificate' from their employers shall be produced at the time of interview. An advance copy of the application may be sent by the candidate to UKMRC. However, the application through proper channel if not received before the date of interview, the candidate's interview will not be taken.
- v. Incomplete Applications or applications received after the due date/time will be summarily rejected. UKMRC is not responsible for Loss/delay in post.
- vi. The applications must be sent through speed post/courier/by hand.

Applications in a sealed envelope superscripted as Application for the post of "Assistant Manager (Finance)" should reach in the office of:-

Company Secretary,

Uttarakhand Metro Rail, Urban Infrastructure and Building Construction Corporation Limited (UKMRC).  
5th Floor, Rajiv Gandhi Multipurpose Complex, Dispensary Road,  
Dehradun-248001, Uttarakhand.

The applications should reach the above address Latest by 30-05-2019 (5:00 PM). Application received thereafter shall be summarily rejected.

The UKMRC / Government of Uttarakhand reserves the right regarding shortlist candidates for interview. Decision of the selection committee shall be final in this regard.

Sd/

ANNEXURE- I

**APPLICATION FORM FOR THE POST OF ASSISTANT MANAGER (FINANCE)**  
**UTTARAKHAND METRO RAIL CORPORATION, URBAN INFRASTRUCTURE & BUILDING CONSTRUCTION**  
**CORPORATION LTD.**

**(THROUGH PROPER CHANNEL)**

1. Name of the post applied for: **ASSISTANT MANAGER (FINANCE)**

2. Applied For:       a) Deputation                 :  
                               b) Direct Recruitment        :

3. (a) Name:  
      (b) Office Address:

4. Address for communication:

Telephone No: Office:-----, Residence: -----, Fax No.-----

Mobile No.: -----, E-Mail address: -----

5. Date of Birth: DD.MM.YYYY, Age as on .....: -----

6. Eligibility criteria:

	As per job description	Possessed by the candidate	Whether eligible or Not
Educational/professional qualifications (along with the name of Institutions)			
Pay Scale			
Details of working in software system/ Computer knowledge			
Length of service in eligible pay scale			

7. Details of working experience:

S. No	Designation, and place of posting	Organization	Pay Scale	From	To	Experience (No. of years, Months & Days)
1						
2						
3						
4						
5						
6						

✓ Separate sheets may be attached, if required.

8. In case the candidate is holding the present post on lien/deputation basis?

Y	No
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(a) Name of the organization in which the lien is held-

(b) The date from which the lien is held:

9. (a) Whether any punishment awarded to the applicant during the last 10 years:

Y	No
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- If yes, the details thereof-

(b) Whether any action or inquiry is going on against him as far as his knowledge goes.

Y	No
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If yes, the details thereof-

**Declaration**

I ----- son of Shri----- hereby certify that I am not facing any charge of, nor have ever been convicted for, any act of moral turpitude or economic offence.

I certify that the details furnished by me in Cols. 1 to 9 are true and I am an eligible candidate for consideration.

Date:

(Name and signature of the applicant)

(To be filled by the PSU/Ministry/Department/Company concerned for applicants working with Government/ Railways/PSUs/Metro Rail Corporations)

It is certified that the particulars furnished above have been scrutinized and found to be correct as per official records.

Signature & Designation of  
The Competent Forwarding  
Authority with Telephone no. & office Seal.