

No. NHSRCL/Vacancy Notice-03/2021

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 **Senior Executive (Corporate Affairs)** on absorption/deputation basis.

Organisation	NHSRCL
Title of post - No of vacancies	Senior Executive (Corporate Affairs) – <b>01 Post</b>
Place of Posting	New Delhi.
Scale	Senior Executive (E1) – (40,000 – 1,40,000)
Education Qualification	<b><u>Essential:</u></b> - 1. Associate member of the Institute of Company Secretaries of India (ICSI) <b><u>Desirable:</u></b> - 1. Qualified in Japanese Language Proficiency Test (JLPT) Level – 5 or Level-4 or Level-3. 2. Good working knowledge of computers.
Eligibility criteria for Absorption	For the post of Senior Executive when operated in E1  A. Minimum 2 years of post-membership work experience.  Should have experience of at least 1 year in the areas detailed in the job description.
Eligibility Criteria for Deputation	For the post of Senior Executive when operated in E1  A. Minimum 2 years of post-membership work experience. B. Deputation would be for a period of 5 years.  Should have experience of at least 2 years in the areas detailed in the job description.

Mode of Selection	<ol style="list-style-type: none"> <li>1. Written Examination.</li> <li>2. Interview.</li> <li>3. Medical Examination.</li> </ol> <p>Management may include/dispense with any of the selection methodology as deemed fit.</p>
Job Description	<p>The officer will be expected to perform following functions: -</p> <ol style="list-style-type: none"> <li>(i) Basic drafting of routine and periodical agenda items for meetings (viz. BoD/its committees/general meetings).</li> <li>(ii) Support in the compilation of agenda papers for said meetings, etc. and sending of notice, agenda and minutes to directors &amp; shareholders.</li> <li>(iii) Coordination with all relevant departments in the Company with respect to meetings.</li> <li>(iv) Compilation of action taken report arising out of Board/its committee meetings for inclusion in agenda of respective meetings.</li> <li>(v) All necessary support function in drafting of agenda papers for various trust meetings.</li> <li>(vi) Liaisoning with various authorities including Ministry of Railways etc.</li> <li>(vii) Keeping regular updates on amendments, judgements and other subject related data and other support function to Company Secretary.</li> <li>(viii) Any other job assigned by Management from time to time.</li> </ol>
How to apply	<p>The candidates applying for the said position should submit their application to <b>General Manager/HR</b> as per enclosed application form.</p> <p><b><u>For Deputationists</u></b> :- 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&amp;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 “<b>Application for the post of Senior Executive (Corporate Affairs)</b>”. The application should be addressed to <b>General Manager (HR), National High Speed Rail Corporation Limited (NHSRCL), Asia Bhawan, Road-205, Sector -9 Dwarka, New Delhi-110077.</b></p> <p>Last date of Application reaching the addressee either by post or by hand is <b><u>10.06.2021</u></b></p> <p>Candidates may also send their scanned copy of application along with all supporting documents by email to <a href="mailto:exehr@nhsrcl.in">exehr@nhsrcl.in</a> (Single File in PDF format only)</p>
Closing date	<b><u>10.06.2021.</u></b>

**General Conditions:**

1. Experience and other eligibility criteria shall be reckoned as on last date for receipt of applications.
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. Experience of Teaching/Faculty/Freelancer will not be considered as part of required years of experience.
5. Proof of compensation in respect of candidates from private sector (where ever applicable) should be supported by Pay Slips/CTC Structure/Form 16.
6. Mere conformity to the job requirements or submission of application will not entitle a candidate to be called for further selection process. 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 further selection process.
7. 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.
8. No correspondence will be entertained with the candidates not short listed for further selection process or for any enquiry.

9. 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.
10. Eligible candidates shortlisted based on the initial scrutiny will be called for further selection process. Suitable communications in this regard will be sent to the candidates individually.
11. Out-station candidates called for interview will be paid TA as per company rules.
12. The decision of Management regarding selection will be final.
13. 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: II-III 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: II-III 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 radial keratotomy is not permitted at all.

14. Applicants appointed on regular basis will be on probation for a period of one year.
15. Selected candidates during the period of his/her employment will be required to serve at any location/office of NHSRCL.
16. The candidates selected for the above post will have to execute a surety bond for an amount of **Rs. 3,00,000/-** plus GST along with cost of training plus GST if any

to serve the corporation for a minimum period of **three years** (exclusive of the period in which one remained on LWP or EOL) and also a prior notice of 90 days, will be required before seeking resignation from the corporation.

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

<b>Sl. No</b>	<b>Grade</b>	<b>Pay Scale</b>	<b>CTC per annum (In INR Approx.) On Deputation/ Absorption Basis</b>	<b>CTC per annum (In INR Approx.) On Contractual Basis</b>
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	-