

HSRC INFRA SERVICES LIMITED

(Formerly High Speed Rail Corporation of India Limited)

(A wholly-owned subsidiary of Rail Vikas Nigam Limited)

Regd. Office: First Floor, August Kranti Bhawan, Bhikaji Cama Place, R.K. Puram, New Delhi-110 066;

Ph. No. 011-26738299, Email Id hr.hsricisl@gmail.com, Website <http://hsrc.in/>

CIN: U45204DL2012GOI239289



Date: 21.09.2024

VACANCY NOTICE NO. HSRCISL/CO/HR/HIRE(MISC)/1/2024

Advertisement for one post of Manager (F&A) in Fin & A/cs Dep't of Corporate Office,

New Delhi on Regular basis.

HSRC Infra Services Limited (HSRC INFRA SERVICES LIMITED), a wholly owned Subsidiary of Rail Vikas Nigam Limited, under the Ministry of Railway; engaged in Railway Infrastructure) intends to appoint an experienced candidate on regular basis for the post of **Manager (F&A) in IDA E-2 grade** in Corporate Office, New Delhi. **The last date of submission of Application is 30.10.2024.**

The details of essential qualifications, age limit, experience, etc., along with prescribed format for the application are available on the website of HSRC INFRA SERVICES LIMITED (<http://hsrc.in/>).

Only shortlisted candidates will be called for Interview. Name of the shortlisted candidates, date and place of interview will be published on Company's website (<http://hsrc.in/>).

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VACANCY NOTICE NO. HSRCISL/CO/HR/HIRE(MISC)/1/2024

Opening Date: 21.09.2024

Closing Date: 30.10.2024 (Time 1700 Hrs.)

APPOINTMENT OF MANAGER (F&A) FOR FIN & A/CS DEP'T ON REGULAR BASIS

HSRC Infra Services Limited (HSRC INFRA SERVICES LIMITED) is a wholly owned Subsidiary of Rail Vikas Nigam Limited (Navratna) under the Ministry of Railways engaged in Railway Infrastructure. We are looking for dynamic professionals from the open market for the following post(s), for which applications are invited from the Indian citizens:

1. **DETAILS OF VACANCY TO BE FILLED IN:**

S. No.	Name of the post	Number of the post
1	Manager (F&A) (Unreserved Category)	01 Post

2. **ESSENTIAL QUALIFICATIONS, ELIGIBILITY CRITERIA, EXPERIENCE, LOCATION:** The applicant should satisfy eligibility criteria regarding educational/ professional qualifications, length of experience, required Experience, Age Limit, etc. as given in Annexure-I.

Notes:

- i) All mandatory educational/professional qualifications should have been obtained from a recognized university/deemed university/autonomous institutes incorporated by an Act of Parliament or State Legislature in India or UGC Act or from Government approved/ recognized institutions.
- ii) Experience gained after obtaining the minimum educational qualification prescribed for the post will be taken into consideration for ascertaining eligibility for the post.
- iii) **Crucial date for determining eligibility** with reference to length of post-qualification experience and others: Applicants should possess the requisite length of post-qualification experience and should meet other eligibility criteria **as on 21.09.2024.**

3. **Scheme of Selection:** The selection process involves Screening/interaction and **Interview**, which will be held at the Corporate Office of HSRC INFRA SERVICES LIMITED

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(RVNL). Name of the shortlisted candidates, date and place of interview will be published on Company's website. Selected Candidates will have to undergo medical examination.

4. **HOW TO APPLY:**

- i) Duly filled in Applications as per Annexure-II, should be sent to JGM/Fin & HR, HSRC Infra Services Limited, C/O Dispatch Section (Rail Vikas Nigam Limited), August Kranti Bhawan, Bhikaji Cama Place, R.K. Puram, New Delhi-110066 or may be dropped personally on any working day, upto 17.00 Hrs of the Closing Date i.e. **30.10.2024**.
- ii) No Column of the application form should be left blank. Incomplete Application forms will be rejected.

5. **Other Instructions:**

- i) **Intimation for Screening/Interaction:** Intimation for Screening/Interaction will be intimated through email/ HSRCISL website. However, candidates should not wait for email and they should keep checking HSRCISL website for keeping them abreast of the development involving recruitment process.
- ii) Candidates currently serving in Govt./Quasi Govt. /PSUs/ABs shall have to submit "No Objection Certificate" from their employer at the time of Screening/Interaction, failing which they shall not be allowed to appear in Screening/Interaction and their candidatures shall be treated as cancelled.
- iii) On final selection in HSRC INFRA SERVICES LIMITED, such a candidate who has been working in Govt./PSU/private entity in any capacity should produce the document conveying the acceptance of his resignation from service of his last employer. In the absence of such document, he/she shall not be allowed to join HSRC INFRA SERVICES LIMITED.
- iv) Before coming for Screening/Interview, candidate must ensure that he/she fulfils all the eligibility criteria as laid down in this vacancy notice. His/her candidature will be purely provisional subject to eligibility and other verifications before or after his/her appointment in HSRC Infra Services Limited.
- v) The decision of HSRC Infra Services Limited about the mode/scheme of selection, number of vacancies, eligibility conditions, short-listing of candidates for screening/interaction, etc. shall be final and binding. No correspondence will be entertained in this regard.

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6. **Verification of documents:** The candidate appearing for Screening/Interaction and Interview shall be required to produce original documents relating to educational qualifications, experience and caste certificates etc, for verification and also to submit self-attested photocopies thereof at the time of Screening/Interaction and Interview. If the identity of the candidate is in doubt or he/she is not able to produce the requisite documents or there is mismatch of information in the documents or he/she is found ineligible for the post applied for or any other claim made in this application if found to be incorrect; he/she will not be allowed to appear in the Interview and his/her candidature will be treated as cancelled.
7. **Travelling Expenses:** No travelling expenses will be paid to the candidates for appearing in Screening/Interview.
8. Canvassing in any form will disqualify a candidate.
9. The process of Screening/Interaction and Interview does not involve any correspondence by HSRC Infra Services Limited with candidate at any stage regarding deficiency in application/documents, etc. It shall be responsibility of the candidate to satisfy himself as to his fulfilling the eligibility criteria and also to furnish correct, complete and desired information/documents etc. Applicant would be required to furnish requisite documents so as to substantiate his/her eligibility for the post. No correspondence will be entertained from the candidates found ineligible or not shortlisted and thus not called for Screening/Interaction and Interview or for their non-selection.
10. **ACTION AGAINST MISCONDUCT:** Candidates are advised in their own interest that they should not furnish any documents/information that are false, tampered, fabricated, having overwriting, having correction marks and they should not suppress any material information while filling up the application.
11. **Documents required at the time of Interview:** The candidate should note that the following documents are required to be produced along with the photocopies thereof at the time of Screening/Interview.
 - i) A copy of Application form sent as per format at Annexure II.
 - ii) Matriculation Certificate (for age proof).
 - iii) Certificates and Mark-sheets in support of the required

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educational/professional qualifications.

- iv) Certificates in proof of experience, clearly indicating the length and field of experience.
- v) Caste certificate (Applicable, if it is a reserved Category)
- vi) Copy of the appointment letter in support of appointment to the post in the organization in which currently working along with valid Identity card/current pay slip issued by the company.
- vii) Photo I.D. proof and address proof (Passport/Aadhar Card/Driving License/PAN card/ Voter I. Card) issued by Central/State Govt.
- viii) 'No Objection Certificate' if the candidate is working in any Govt/PSU/ attached or subordinate organization or any public body substantially funded by the Govt.

12. Information on website only: Any corrigendum to this notice/ further information/ details regarding applications or applicants/any other information regarding intimation for screening/ interaction/notices/results/panels shall be posted only on the official website of HSRC INFRA SERVICES LIMITED. No publication in any other media will be made. Therefore, the candidates are advised to keep updating themselves by checking the HSRC INFRA SERVICES LIMITED's website.

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ANNEXURE-I

Name of Organization	of HSRC Infra Services Ltd.
Name of the posts	Manager (F&A) - (01 post) –Unreserved in IDA E-2 Grade
Department/Service	Fin & A/Cs Dep't in Corporate Office, New Delhi
Monthly Remuneration	Manager (F&A) in IDA Pay Scale (E-2 - Rs. 50,000-1,60,000/-) +Allowances. Statutory deductions on account of EPF, TDS, etc. shall be made from the Gross Remuneration.
Location	HSRC Infra Services Limited, Corporate Office, 1st Floor, August Kranti Bhawan, Bhikaji Cama Place, R.K. Puram, New Delhi-110066.
Age	Up to 40 years as on 21.09.2024.
Terms of Appointment	On Regular basis
Area of responsibility	The selected candidate will be required to look after Manager level functional responsibility of Finance & Accounts as well as HR functions of HSRC Infra Services Ltd.
Essential Qualification	A Graduate in any discipline from any university with – (i) MBA (Fin) from any institute recognised by AICTE OR (ii). An Associate/fellow member of Institute of Chartered Accountants of India/ Institute of Cost Accountants of India (ICMAI) OR (iii). have passed SAS of Organised F&A Departments of Railways, P&T, Defence, Audit & Accounts, etc.
Desirable Qualification	Degree in law from any recognised university/Institute. A Post Graduate qualification in HR from any Institute recognised by AICTE.
Essential Experience	a). For Candidates working in PSUs: Holding posts in Analogous Grade (E-2-Rs. 50,000-1,60,000) OR 4 years experience in E-1 grade (Rs. 40,000-1,40,000) in F&A Dep't.. OR b). For Candidates working in Govt Organisation: Holding posts in Level 8 of CDA pay-scale (Rs. 47,600-1,51,100) OR 4 years experience in Level-7 of CDA Pay-Scale (Rs. 44,900-1,42,400) in F&A Dep't.. OR c). For Candidates working in Private Sector: A minimum Gross Salary of Rs. 12,00,000/- per annum (Excluding Employer's Contribution of NPS/PF etc. & Bonus) in F&A Dep't.. with 6 years' post qualification experience AND 4 years' post qualification Experience of Working on SAP/TALLY/ERP Systems.
Physical & Medical Fitness	Applicant should be physically and medically fit. In case of selection, Candidate will have to undergo medical examination as per the Company's policy.
Selection Process	Selection will be done through Screening/Interaction and Interview

Note:

- 1).** Age relaxation as per Holding Company i.e. RVNL's policy in regard to SC/ST/OBC/EX-Serviceman, PwBD will be applicable.
- 2).** The Competent Authority may relax the Age/Experience Criteria in case of Specially Meritorious candidate.
- 3).** Corrigendum, if any, to the above notification will be published on HSRC Website.

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15) Permanent Address:

.....
.....
.....
Pin Code.....
State.....

14) Contact Details:

(i) Landline Telephone No. with STD Code:.....
(ii). Mobile No.....
(iii) E-mail Address:

15) Educational Qualification

(Self Attested photocopies of Educational Certificates to be attached):

Exam Passed	Board/University	Year of Passing	Division/ Class	% of Marks

Note: Attach separate sheet, if the space is insufficient

16) Brief Relevant Professional Experience

(Self Attested photocopies of Certificates to be attached):

S.N	Name of the Organisation	Pvt/Govt/PSU /Semi Govt	Designation	Pay Scale	From (D/M/Y)	To (D/M/Y)	Nature of Work done

Note: Attach separate sheet, if the space is insufficient

17) Whether employed in any Central Govt./State Govt./PSUs/Semi Govt. (Yes/No):....
(If yes, then application should either be sent through proper channel or NOC issued by Employer will be required at the time of Interview)

18) Have you ever been involved in Anti National activities?

If yes, please give details:

19) Have you ever been convicted?

If yes, please give details:

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20) List of Enclosures:

Sl. No.	Details of Enclosures

Note: Attach separate sheet, if the space is insufficient.

DECLARATION

I hereby declare that all the details given by me are correct and necessary documentary proof will be produced at the time of screening/interaction. In case, any of the above mentioned details have been found to be incorrect or failure to produce documentary proof in support of the same, my candidature is liable to be summarily rejected at any time. In the event of my selection, I agree to abide by the rules & regulations of HSRC Infra Services Limited and in the event of failure to abide by the same my candidature is liable to be cancelled. I also understand that submitting this Application form does not give me a right to be called for Screening/Interaction.

Place:

Date:

Signature of the Candidate