

JHARKHAND RAIL INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.

(A JV of Government of Jharkhand and Ministry of Railways)
2nd Floor, Nagar Prashasan Bhawan, Near Golchakkar, Dhurwa, Ranchi-834004
Tel. : +91 651-2446131, e-mail: jridcl.jhr@gmail.com, website: jridcl.org.in

NOTICE FOR RECRUITMENT ON CONTRACT BASIS

Advt. No. JRIDCL/01/2023

Date: 26.09.2023

Jharkhand Rail Infrastructure Development Corporation Limited (JRIDCL), a Joint Venture Company incorporated between Ministry of Railways and Government of Jharkhand to develop the Rail Infrastructure for capacity enhancement in the State of Jharkhand.

The Company hereby invites applications for appointment to the following posts **on Contract basis with an initial term of one year-renewable on year to year basis at a fixed salary (all inclusive); for which the details are tabulated below:**

Sl. No.	Name of the post	Number of Post	Pay*	Qualification
1.	Company Secretary	01	Consolidated monthly pay of Rs.45,000/- With 3% annual increment after each completed year	<ul style="list-style-type: none">• Associate or Fellow member of the Institute of Company Secretaries of India (ICSI) and• Graduate from a recognized University• Minimum 3 year post membership experience in a reputed organization.• Working experience of a Government Company/Central-state PSU will be preferred.• Upper age limit: 40 years as on 01.10.2023.
2.	Chief Financial Officer	01	Consolidated monthly pay of Rs.45,000/- With 3% annual increment after each completed year	<ul style="list-style-type: none">• Qualified CA/CMA with• Minimum 3 year post membership experience of a reputed organization.• Working experience of a Government Company/Central-state PSU will be preferred.• Upper age limit: 40 years as on 01.10.2023.

* Consolidated monthly pay shall be subjected to deduction of statutory taxes etc. at source as per Applicable Laws.

1. Appointment will be on contract (Full time) basis for a period of one year, extendable further as per requirement of the Company, subject to satisfactory annual performance reviews.
2. Persons working in Government/Public sector Undertakings/Autonomous Organizations should apply with NOC from their organization, if applicable.
3. Working officials should send their applications through proper channel, if applicable.
4. Suitable candidates (after initial screening) will be shortlisted for the interview and shall be communicated for the interview through e-mail/mobile.
5. No TA/DA shall be admissible for the interview.
6. The candidates must bring Original certificates/documents along with self attested copies during the interview as proof of details furnished in their applications.
7. Selected candidates will be required to join immediately.
8. Interested candidate(s) should send their application in the given format along with self attested copies of relevant documents through speed post/registered post or in person at the address of the company at : **General Manager (Project), Jharkhand Rail Infrastructure Development Corporation Limited, 2nd floor, Nagar Prashasan Bhawan, Near Gol Chakkar, Dhurwa, Ranchi-834004 (Tel. : 0651-2446131, e-mail: jridcl.jhr@gmail.com)**. Last date of reaching the application to the JRIDCL office is **31.10.2023**. JRIDCL will not be responsible for any postal delay.
9. The Decision of JRIDCL will be final in case of any disagreement relating to the appointment.
10. JRIDCL reserves the right to cancel the advertisement at any point of time without assigning any reason.

General Manager (Project)
for Jharkhand Rail Infrastructure Development Corporation Limited

How to Apply

1. Eligible candidates have to apply in prescribed format through off line mode only. It is mandatory for the candidates to have a valid e-mail id in order to facilitate faster communication.
2. Application neatly filled/typed on A-4 size paper in the prescribed format attached should be sent to “**Jharkhand Rail Infrastructure Development Corporation Limited, 2nd floor, Nagar Prashasan Bhawan, Near Gol Chakkar, Dhurwa, Ranchi-834004**” accompanied with the copy of following self-attested documents so as to reach latest by **31.10.2023**:
 - a. Self-attested copy of Matriculation Certificate (for age proof);
 - b. Self-attested copies of Marks Sheets of Intermediate (12th) & Graduation.
 - c. Self-attested copies of Marks Sheets and Certificates of Academic Degree/Diploma
 - d. Self-attested copies of Marks Sheets and Certificate of Professional Degree [including Membership Certificate of the Institute of Company Secretaries of India (ICSI) for the post of Company Secretary & Similar relevant certificate for CFO];
 - e. Self-attested copies of Certificates of other professional qualifications if any,
 - f. Certificates in proof of experience, as applicable, clearly indicating the length of relevant experience;
 - g. Duly Self-signed Curriculum Vitae, if any.
 - h. Valid photo ID proof (PAN/Driving License/Voter id card/Aadhar).
 - i. Two Passport size Photos (in addition to one fixed at Application form).
3. Candidates must bring the **original** of all the above-mentioned Mark Sheets and Certificates at the time of **Interview**, failing which they will not be allowed to appear in the interview.
4. The envelope containing the hard copy of the application should be clearly super scribed “**Application for the post of _____ on Contract Basis vide “Advt. No.: JRIDCL/01/2023”**”. Post applied for (i.e. Company Secretary or Chief Financial Officer should be written in the blank space.
5. Incomplete or Vague Applications not accompanied with documents as mentioned above will be rejected summarily.

General Manager (Project)
for Jharkhand Rail Infrastructure Development Corporation Limited

**Application Form for the post of Company Secretary/Chief Financial Officer in
Jharkhand Rail Infrastructure Development Corporation Limited on Contract Basis
(Advt. No. JRIDCL/01/2023)**

Post Applied for: _____

1. Full Name (in BLOCK LETTERS): _____

2. Father's/Husband's Name : _____

3. Date of Birth (DD-MM-YYYY) :

D	D	M	M	Y	Y	Y	Y

4. Age as on : 01.09.2023 :

Year	Month	Days

Paste a recent
Passport size
photograph not
older than one
month

5. Correspondence Address : _____

Dist: _____ State: _____ PIN: _____

e-mail address : _____

Contact No. : _____

6. Nationality : _____

7. Educational Qualification :

Examination Passed	Name of Board/University	Year of passing	% of marks	Division

8. Details of Experience :

Name & Full Address of the Employer	Post	Period			Job Profile
		From	To	Total Duration (in Years and Months)	

* If the space provided is not sufficient, separate sheet may be attached.

9. Total Work Experience: _____ Year(s) & _____ Month(s).

Declaration

I hereby, undertake that the information given in this application is true and correct. I also fully understand that if at any stage it is found that an attempt has been made by me to willfully conceal or misrepresent the facts, my candidature may summarily be rejected or my appointment be terminated.

Date :

Place :

Signature of the Candidate