

NATIONAL HIGH SPEED RAIL CORPORATION LIMITED

VACANCY NOTICE

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/SPVs/Metro Railways/Ministry of Railways/Government Departments/Private Sector** for the following posts on **Regular Basis**.

A) Vacancy Details:

Vacancy No.	Name of the Post	No. of Vacancies	Scale of Pay (IDA Pattern)	Educational Qualification	Place of Posting	Maximum Age	Medical Standards
18/2023	Manager (HR)	3	Rs. 60,000 – 1,80,000 (E3)	MBA (HR) from recognized university. OR Masters in Human Resource Management/ Public Administration/Industrial Relations/ Social Work from recognized university.	New Delhi	45 Years as on 30.11.2023	Executive/ Non-Technical
19/2023	Junior Manager (HR)	3	Rs. 40,000 – 1,40,000 (E1)	Degree in Bachelors of Business Administration (BBA) OR Degree in Social Work / Public Administration / Human Resource Management. OR MBA (HR) / Masters in Human Resource Management/ Public Administration/ Industrial Relations/ Social Work from recognized university.			

B) Eligibility Criteria:

Name of the Post	For employees working in IDA Pay Scales of CPSEs/ SPVs/Metro Railways :	For employees working in CDA Pay Scales of Ministry of Railways/other Govt. Departments:	Candidates from Private Sector :
Manager (HR) (E-3)	(i) Minimum 06 years post qualification working experience and (ii) Working in analogous grade E-3 (IDA) OR Working in the pay scale of Rs. 50,000-1,60,000 (E2)/Rs. 20,600-46,500 (Pre-revised) for at least 02 years. (iii) Should have at least 2 years' experience in the areas detailed in the job description.	(i) Employees working in PB-2 + GP-4600 (Level 7 of 7th CPC) with minimum 15 years of Group 'C' Service. (ii) Should have experience of at least 4 years in the areas detailed in the job description.	(i) Minimum 06 years of post-qualification work experience out of which minimum 4 years of experience should be in the areas detailed in the job description. (ii) Candidates drawing a compensation more than Rs.11,00,000/- per annum is desirable.
Junior Manager (HR) (E-1)	(i) Minimum 2 years of post-qualification work experience in the areas detailed in the job description.	(i) Employees working in PB-2 + GP-2800 (Level 5 of 7th CPC) with minimum 5 years of Group 'C' Service. (ii) Should have experience of at least 2 years in the areas detailed in the job description.	(i) Minimum 2 years of post-qualification work experience in the areas detailed in the job description. (ii) Candidates drawing a compensation more than Rs.7,00,000/- per annum is desirable.

Note: 1) In case of employees working in CDA Pay Scales of Ministry of Railways/other Govt. Departments, higher-grade pays granted under MACP by the department, shall not be taken into account for the above eligibility criteria. Only the substantive grade will be taken into consideration for deciding grade of absorption.

C) Job Description: The official must have experience in the following areas -

- i) For Manager –
 - a. Recruitment:
 - i. Planning a recruitment cycle.
 - ii. Liaison with external agencies.
 - iii. Liaison with departments.
 - iv. Conduct of written examination and interviews & other post interview procedures.
 - v. Finalization of offer of appointment.
 - b. Onboarding of Employees:
 - i. Onboarding and orientation of new employees.
 - ii. Document Collection and Verification.
 - iii. Conduct initial orientation to introduce the employee to the company culture, values, and policies.
 - iv. Provide an overview of the workplace, facilities, and key areas.

- c. HR Record Management:
 - i. Maintain accurate and up-to-date employee records in the HRIS (Human Resources Information System).
 - ii. Data entry for employee information, updates, and changes.
- d. Employee Relations:
 - i. Communication of HR policies, procedures, and benefits to employees.
 - ii. Respond to basic employee inquiries and escalate complex issues to the appropriate HR personnel.
- e. Training & Development:
 - i. Coordinate training sessions, workshops, and other development activities.
 - ii. Maintain training records and tracking employee participation.
- f. Compliance and Reporting:
 - i. Ensuring compliance with labor laws, regulations, and internal policies.
 - ii. Generate HR reports and analytics as needed.

ii) For Junior Manager-

- a. Recruitment:
 - i. Assist in planning a recruitment cycle.
 - ii. Liaison with external agencies.
 - iii. Liaison with departments.
 - iv. Assist in conducting of written examination and interviews & other post interview procedures.
 - v. Preparation of offer of appointment.
- b. Onboarding of Employees:
 - i. Onboarding and orientation of new employees.
 - ii. Document Collection and Verification.
 - iii. Assist in initial orientation to introduce the employee to the company culture, values, and policies.
- c. HR Record Management:
 - i. Maintain accurate and up-to-date employee records in the HRIS (Human Resources Information System).
 - ii. Data entry for employee information, updates, and changes.
- d. Training & Development:
 - i. Assist in coordination of various training sessions, workshops, and other development activities.
 - ii. Maintain training records and tracking employee participation.
- e. Compliance and Reporting:
 - i. Assist in compliance with labor laws, regulations, and internal policies.
 - ii. Generate HR reports and analytics as needed.

D) Fee: -

1. UR, EWS & OBC candidates are required to pay a Non-refundable fee of ₹400/- (exclusive of transaction processing charges if any). Scheduled Castes, Scheduled Tribes, Women candidates are exempted from payment of this application fee.
2. Recruitment Fee including transaction processing charges once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility, the closing date for submission of online application before paying the application fee plus transaction processing charges.
3. If a candidate wants to apply for more than one post, he/she will have to pay separately for each post.

E) Mode of Selection: -

- i) Written Examination.
- ii) Interview
- iii) Medical Examination.

Management may include/dispense with any of the selection methodology as deemed fit.

F) General Conditions:

1. Experience and other eligibility criteria shall be reckoned as on **30.11.2023**.
2. Separate applications will have to be submitted against each vacancy notice, if an applicant intends to apply for more than one position.
3. Application shall be submitted as per the prescribed mode only. 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. 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.
6. 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.
7. No correspondence will be entertained with the candidates not short listed for further selection process or for any enquiry.
8. Candidates are advised to check their email (including spam) and official website of NHRCL from time to time for any information/updates on the recruitment process.
9. 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.
10. Out-station candidates called for interview will be paid TA as per company rules.

11. The decision of Management regarding selection will be final.
12. 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 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: JI-JII 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: JI-JII 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 racial keratotomy is not permitted at all.

13. Applicants appointed on Absorption/Regular basis will be on probation for a period of one year.
14. Selected candidates during the period of his/her employment will be required to serve at any location/office of NHRCL.
15. The candidates selected for the above post will have to execute a surety bond for an amount of **Rs. 3,00,000/-** along with cost of training 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.
16. The details of various grades, Pay scales & CTC are as under:

Sl. No	Grade	Pay Scale	CTC per annum (In INR Approx.)
1	E-1	Rs.40,000-1,40,000	Rs. 15.00 Lakhs
2	E-2	Rs.50,000-1,60,000	Rs. 19.00 Lakhs
3	E-3	Rs.60,000-1,80,000	Rs. 23.00 Lakhs
4	E-4	Rs.70,000-2,00,000	Rs. 25.00 Lakhs
5	E-5	Rs.80,000-2,20,000	Rs. 30.00 Lakhs
6	E-6	Rs.90,000-2,40,000	Rs. 34.00 Lakhs
7	E-7	Rs.1,00,000-2,60,000	Rs. 37.00 Lakhs
8	E-8	Rs.1,20,000-2,80,000	Rs. 44.00 Lakhs
9	E-9	Rs. 1,50,000-3,00,000	Rs. 53.00 Lakhs

How to apply: Please refer “Guidelines to Apply”