

**UTTARAKHAND METRO RAIL, URBAN INFRASTRUCTURE AND BUILDING
CONSTRUCTION CORPORATION LTD.
(A Government of Uttarakhand Undertaking)**

**INFORMATION BROCHURE
&
APPLICATION FORM**

**RECRUITMENT TO THE POST OF
DIRECTOR (FINANCE)**

4th Floor, SCI Tower, Opposite Mahindra Showroom, Haridwar Bypass Road, Ajabpur,
Dehradun, Uttarakhand-248121
Phone: 0135-2719442, Fax:-0135-2719500

**Uttarakhand Metro Rail, Urban Infrastructure & Building
Construction Corporation Limited**

Dated: 20-09-2022

NAME OF THE POST : **DIRECTOR (FINANCE)**

NUMBER OF POSTS : **One**

SCALE OF THE POST : **Rs. 1,80,000-3,40,000/- IDA** along with other Allowances/perks/privileges as applicable for the post as per UKMRC rules.

DURATION OF APPOINTMENT : The appointment will be on contract basis, for a period of 5 years, or, the date of superannuation, whichever is earlier.

1. COMPANY PROFILE

UKMRC has been setup as a Special Purpose Vehicle by Government of Uttarakhand for implementation and operation of Rail Based Mass Rapid Transit System (Metro) in selected cities in Uttarakhand state.

2. JOB DESCRIPTION AND RESPONSIBILITIES

The incumbent shall be a member of the Board of Directors of UKMRC and will report to the Managing Director of the Company.

He/she shall be responsible for all Finance related work in UKMRC. He/she will be the overall in-charge of the finance, accounts, audit functions and fund management of the organization and shall be responsible for evolving and formulating policies, relating to finance and accounts, as well as, implementation thereof.

3. ELIGIBILITY (to be reckoned as on 01.07.2022)

I. AGE (as on 01.07.2022)

Age of superannuation - 62 years	
Age Limit as on 01.07.2022	
Minimum (Years)	Maximum (Years) - w.r.t. the date of superannuation for the post of Director in UKMRC, i.e., 62 years
45	3 years of residual service as on 01.07.2022, w.r.t. the date of superannuation.

II. QUALIFICATION AND EXPERIENCE:-

The relevant experience in respect of applicants would include at least seven years of cumulative experience at a senior level during the last ten years in the area of Corporate Financial Management/Corporate Accounts. In addition, the applicant should have experience in the areas of resource mobilization, project financing, budget, financial control, cash flow management, dealings with international funding agencies, complying with project related requirements of international funding institutions, international contract management including global tenders, project evaluation, taxation, monitoring of receivables in projects of repute, handling financial management softwares in a computerized environment.

(A) The eligibility criteria of the Executives from Central/State Government -

The applicant from Group 'A' services of the Government of India should have a proven track record of at-least 20 completed years' service in the executive position dealing with financial/accounts/taxation audit functions. Applicant should be holding post in the pay scale of SA Grade Rs. 1,44,200-2,18,200/- in Level 14 of the revised CDA (7th CPC) or pay scale of Rs. 1,20,000-2,80,000/- (Revised IDA). The minimum length of service required in the eligible scale will be two years as on 01-07-2022.

(B) For Executives of CPSE/PSU/JVs of Central and State Govts./State PSUs -

The applicant should have Bachelor's Degree in any discipline with good academic record. The applicant should be a member of Institute of Chartered Accounts of India/ICWA or should possess MBA degree with specialization in Finance from an institute of repute. The applicant should have a proven track record of at-least 20 completed years' service in the executive position dealing with financial/accounts/taxation audit functions. The applicant should be holding post in the pay scale of Rs. 1,20,000-2,80,000/- (Revised IDA) or Rs. 1,44,200-2,18,200/- in Pay Band 14 of the revised CDA Scale (7th CPC). The minimum length of service required in the eligible scale will be two years as on 01-07-2022.

(C) The eligibility criteria of the Executives from Private sector-

(i) The applicant should have Bachelor's Degree in any discipline with good academic record. The applicant should be a member of Institute of Chartered Accounts of India/ICWA or should possess MBA degree with specialization in Finance from an institute of repute.

(ii) The applicant should be working in a Private Sector Company having an annual turnover of Rs. *1000 crore or more.

(* The average audited annual turnover of three financial years preceding the calendar year in which the post is advertised shall be considered for applying the approved limits)

(iii) The applicant should have minimum 20 years post qualification experience in similar relevant field in the executive position dealing with financial/accounts/taxation/audit functions. The applicant currently should be working at Board level position or at least a post of the level immediately below the Board level as on 01-07-2022.

(iv) The eligibility criteria will be considered as on 01-07-2022.

4. SUBMISSION OF APPLICATION:-

(A) Applicants from Govt Sector:

- i. Prospective applicants should send their application in the format at Annexure-1 furnishing a comprehensive Bio-data including name, date of birth, address for communication, details of qualifications and experience covering organization, position held, areas of responsibility and emoluments drawn etc. along with two copies of passport size photographs.
- ii. The applications 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. Persons employed with Central/State Government/ CPSE/PSU/JVs of Central and State Govts./ State PSUs shall apply through proper channel along with their ACRs/APARs of the last five years.
- v. The Disciplinary and Vigilance Clearance of the Candidates certified by the Present Employer should also be enclosed.

(B) Applicants from Private Sector:-

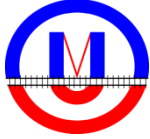
- i. Annual Reports of the Company in which currently working for the 3 financial years preceding the calendar year in which the post is advertised (**Please provide URL or attach/enclose copies**).
- ii. Evidence of working at Board level or at least a post of the level immediately below the Board level;
- iii. Self-attested copies of documents in support of age and qualifications/experience;
- iv. Relevant Jobs handled in the past with details.

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

**Company Secretary,
Uttarakhand Metro Rail, Urban Infrastructure and Building
Construction Corporation Limited (UKMRC).
4th Floor, SCI Tower, NH-72, Opposite Mahindra Showroom,
Haridwar Bypass Road, Ajabpur, Dehradun, Uttarakhand –
248121**

The applications should reach the above address Latest by 19-10-2022(5:00 PM). Application received late or incomplete will not be entertained.

The UKMRC / Government of Uttarakhand reserves the right to shortlist candidates for interview. The decision of the section committee shall be final. The candidates shortlisted for interview will be eligible for re-imbusement of to and fro economy class air fare or train fare by 2nd AC on production of requisition.



ANNEXURE- I

**Uttarakhand Metro Rail, Urban Infrastructure and Building
Construction Corporation Limited**

(A Government of Uttarakhand Undertaking)

APPLICATION FOR THE POST OF DIRECTOR (FINANCE)

Kindly affix a recent
passport size
photograph & cross
sign

(THROUGH PROPER CHANNEL)

1. Name of the post applied for: _____
2. (a) Name: _____
(b) Identification Number (For Defence Service Personnel): _____
(c) Office Address: _____
3. Address for Communication: _____

4. Telephone No. Office: _____ Residence: _____
Fax No.: _____ Mobile No. :- _____
E-Mail address: _____
5. Date of Birth (dd/mm/yy): _____ Age as on 01-07-2022 _____ Years _____ Months _____ Days

6. Service to which the Officer belongs: _____
7. a. Date of joining Group “A” service: _____
- b. Date of joining Executive service: _____

8. Eligibility criteria (as applicable):

(i) **Qualification:-**

S. NO	DETAILS	AS PER THE JOB DESCRIPTION	POSSESSED BY THE CANDIDATE	WHETHER ELIGIBLE OR NOT
1.	EDUCATIONAL /PROFESSIONAL QUALIFICATIONS (ALONG WITH THE NAME OF INSTITUTIONS)	I. Bachelor’s Degree in any discipline with good academic record. II. The applicant should be a member of Institute of Chartered Accounts of India/ICWA or should possess an MBA degree with specialization in Finance from an institute of repute.		

(ii) **Employment Status (To be filled by applicants working in Govt sector) :-**

S. NO	DETAILS	AS PER THE JOB DESCRIPTION	POSSESSED BY THE CANDIDATE	WHETHER ELIGIBLE OR NOT
2	ELIGIBLE PAY SCALE	IDA PAY SCALE Rs.1,20,000-2,80,000 (Revised) or higher CDA PAY SCALE Level 14 of 7 th CPC or Rs.1,44,200 - 2,18,200/- or higher.		
3a	LENGTH OF SERVICE IN THE ELIGIBLE PAY SCALE AS ON 01.07.2022	Minimum 2 years		
3b	DATE OF GRANT OF ELIGIBLE PAY SCALE			
4	RESIDUAL SERVICE LEFT AS ON 01.07.2022	3 Years (w.r.t. the date of superannuation for the post of Director in UKMRC, i.e., 62 years)		
5	TOTAL LENGTH OF GROUP “A”/EXECUTIVE SERVICE			
6.	At least seven years of cumulative experience at a senior level during the last ten years in the area of Corporate Financial Management/ Corporate Accounts			

(ii) To be filled by Private Sector applicants only:-

S. NO	DETAILS	AS PER THE JOB DESCRIPTION	POSSESSED BY THE CANDIDATE	WHETHER ELIGIBLE OR NOT
1.	Position in the Company/Level as on 01-07-2022	The applicant should be working at Board Level position or at least a post of the level immediately below the board level		
2.	Minimum post qualification experience as on 01-07-2022	20 years in Executive position		
3.	Employer company turnover (The average audited annual turnover of three financial years preceding the calendar year in which the post is advertised)	Rs. 1000 crore or more		
4.	At least seven years of cumulative experience at a senior level during the last ten years in the area of Corporate Financial Management /Corporate Accounts			

9. Positions held during Gazetted/Executive service (since the date of initial appointment) (to be filled by all candidates).

S. No	Designation and Place of Posting	Organization	From (dd/mm/yy)	To (dd/mm/yy)	Pay scale	Description of Work
1						
2						
3						
4						

(Separate sheet may be attached, if necessary)

10. Nature and duration of experience relevant for the advertised post:

S. No	Required Experience	Whether possessed by the candidate (Yes/No)	Designation and place of posting /Organization	From/ To	Details of Relevant Experience Possessed by the Applicant
1	Experience of resources mobilization, project financing, budget, financial control, cash flow management, dealing with international funding agencies, international contract management, including global tenders, project evaluation, taxation, and monitoring of receivables in projects of repute.				

(Separate sheet may be attached, if necessary)

11. Is the candidate holding the present post on lien/deputation basis: - YES / NO
- a. If yes, the name of the Organization in which the Lien is held: _____
- b. Date from which the Lien is held : _____
- c. Date from which the Applicant is on Deputation : _____
12. a. Whether any punishment has been awarded to the applicant during the last 10 years: - YES / NO

If yes, the details thereof:

- b. Whether any action or inquiry is underway against the applicant to the best of his/her knowledge: - YES/NO

If yes, the details thereof:

DECLARATION

I,Son/Daughter of..... hereby certify that I have not been disqualified to act as a Director under the provisions of the Companies Act, 2013. I also 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 12 are true and I am an eligible candidate for consideration.

I further submit my willingness to join the post, if selected. In case, if I give my unwillingness after the interview is held, but before the appointment is processed, or, after issue of the offer of appointment, I may be debarred for a period of two years, for being considered for a Board level post, in UKMRC.

Date: Place:

(Name and Signature of the applicant)

(To be filled by the PSU / Ministry / Department / Company concerned)

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

Signature & Designation of the
Competent Forwarding
Authority with Telephone no. & Office Seal.