

NOIDA METRO RAIL CORPORATION LIMITED
(A joint venture of Govt. of India and Govt. of Uttar Pradesh)

Advertisement no. NMRC/HR/Rectt./04/2024

Application for the post of **ASSISTANT MANAGER (LEGAL) - POST code No. 01**

A. PERSONAL DETAILS: -

1	Applicant's Name		<div style="border: 1px solid green; border-radius: 15px; padding: 10px; width: fit-content; margin: auto;"> <p>Affix your latest passport size photograph</p> </div>
2	Father's Name		
3	Date of Birth (DD/MM/YY)		
	Age as on (CLOSING DATE) i.e. 05.07.2024Years..... Months.....Days	
4	Gender (Male/Female)		
5	Category (UR, OBC, SC, ST, PWD)		
6	Communication Address		
8	Permanent Address		
9	Contact No. (with STD code)	Mobile: 1 _____ Mobile : 2 _____ E-mail ID _____ (Mention in CAPITAL LETTERS ONLY)	
10	Aadhar no.		
11	Mode of Application (Only one option to be opted)	DEPUTATION <input type="checkbox"/> OR IMMEDIATE ABSORPTION <input type="checkbox"/>	

B. PRESENT EMPLOYMENT DETAILS

1	Present Employment Type	REGULAR SERVICE: <input type="checkbox"/> DEPUTATION: <input type="checkbox"/> CONTRACT: <input type="checkbox"/>
2	Name of present employer and place of posting (In case working on Deputation basis also mention the name of Parent Organisation)	
3	Present Designation	
4	Length of Service in Present Organization	
5	Present Pay-Scale (Mention the complete Level/Pay Scale)	IDA PAY SCALE: _____ CDA LEVEL (GP)/PAY SCALE: _____
6	Present Basic Pay	
7	Date from which holding present IDA/CDA Level/Pay-scale (Please mention DD/MM/YY)	
8	Total Period of holding the present pay scale Years.....Months.....Days
9	Total post qualification Supervisory and above level work experience (As on 05.07.2024) Years.....Months.....Days

C. EDUCATIONAL DETAILS (Matriculation onwards in Chronological Order)

S. N	Qualification	Discipline	Name of Board/Institute/ University	Year of passing	Division/Grade/ Percentage

D. DETAILED EXPERIENCE (Starting from Latest Employment)

S. No	Period		Designation	Pay Scale (CDA/IDA) Mention complete Scale	Organization	Type of Org. i.e. CG/SG/ Railway/ Metro Rail/PSU etc.
	From	To				

Total work experience in the relevant field..... Years-----
months

(KINDLY ENCLOSE CURRICULUM VITAE (CV) FOR DETAILED WORK EXPERIENCE)

E. OTHER DETAILS; -

1	Whether any punishment awarded in last 05 years.	Yes/No	
	If yes, please furnish details		
2	Whether any disciplinary action/inquiry is contemplated against the applicant.	Yes/No	
	If yes, please furnish details		
3	Furnish Annual Performance Appraisal Report (APAR) grading (Enclose copy of APARs along with PMS Chart of Organization).	YEAR	MENTION COMPLETE RATING (OS/VG/GOOD/AVERAGE/BELOW AVERAGE)
		2022-23	
		2021-22	
		2020-21	
		2019-20	
4	Time required for joining, if selected		

F. SUPPORTING DOUCMENTS ENCLOSED; -

Sl NO	Supporting Document	Attached (Yes/No)	Remarks (if any)
1	Age proof (matriculation Certificate/Mark-sheet)		
2	Essential Qualification Certificates & Mark-sheets		
3	Appointment Orders, Joining Orders, Increment Orders, Promotion orders etc.		
3	Experience Certificate(s) and relieving certificates		
4	Office Order for the required pay scale and present pay scale		
5	Last 3 months Salary slip /promotion/increment order		
6	Document fulfilling of Relevant exp. criteria		

7	No Objection Certificate from Present Employer for Deputation or Immediate Absorption in NMRC		
8	D&AR and Vigilance Clearance		
9	Copy of all APARs from FY 2019-2020 to FY 2022-23 have been enclosed		

G. Confirmation: I do hereby confirm that I am fulfilling the following criteria: -

Sl No	Criteria	Fulfilling (Yes/No)	Remarks (if any)
1	Age as on Closing Date i.e. 05.07.2024		
2	Essential Qualification		
3	Presently working with Central Govt, State Govt., Govt. Bodies, Railways, Railway PSUs, Metro Rail Companies, PSUs etc.		
4	<u>Working in the required grade/Pay-scale (IDA/CDA)</u>		
5	Adequate post qualification supervisory and above work experience (in total number of years)		
6	Experience is in the required field (as asked)		

DECLARATION

I hereby declare that the particulars furnished above by me are true. I understand that my candidature will be cancelled at any point of time if any information/declaration is found incorrect/false/suppressed.

(Signature of the candidate)

Date:

Place: