

GURUGRAM METRO RAIL LIMITED
(A Joint Venture of Govt. of India and Govt. of Haryana)
Regd. Office: C-3, Sector 6, HSVP, Suketri, Panchkula – 134109
CIN. U49110HR2024SGC119334

Date: 09.09.2025

VACANCY NOTICE
(No. GMRL/HR/08)
RECRUITMENT FOR VARIOUS POSTS IN GMRL ON DEPUTATION/IMMEDIATE
ABSORPTION/DIRECT RECRUITMENT BASIS

Gurugram Metro Rail Limited (GMRL) is a Government company incorporated on 27.02.2024 under the Companies Act, 2013 to implement the Mass Rapid Transport Projects in Haryana.

GMRL invites applications from motivated, experienced and target oriented officers and staff, who have been working with Railways/Railways CPSUs/Metro Companies/PSUs for following posts, to be filled-up on deputation/immediate absorption/direct recruitment basis :

Table (I) – Age, Qualification and Post qualification experience requirement

SN	Name of Post	Essential Qualification	Post qualification working experience in relevant area in Govt. Sector (Private Sector Experience shall not be counted)
1	GM (Operations) (IDA Pay Scale INR 1, 20,000 – 2, 80,000) No. of Posts – 01 (UR) <u>Upper Age Limit as on closing date-</u> Deputation – 58 years Immediate Absorption/Direct Recruitment – 57 years	B.E/B.Tech (Electrical/Electronics & Communication/Mechanical/Applied Electronics/Industrial Electronics/Power Electronics/Instrumentations))Degree from govt. recognized University/Institute with minimum 60% marks or equivalent CGPA	The candidate should have 18 years post qualification experience in Executive level out of which 5 years 'experience in Metro/Railway operations and Maintenance. Refer table II (A) below for present pay scale requirement.
2	DGM –HR (IDA Pay Scale INR 70,000 – 2,00,000) (OR) Manager-HR (IDA Pay Scale INR 60,000 – 1,80,000) No. of Posts – 01 (UR)	For DGM HR: MBA/PG Diploma, OR equivalent in HRM/HRD/Personal Management/Industrial Relations/Labour Welfare with minimum 60% marks or equivalent CGPA. For Manager HR: MBA/PG Diploma, or, equivalent in HRM/HRD/Personal	For DGM HR: The candidate should have 9 years 'experience in the field of Human Resource out of which 4 years 'experience in Metro/Railway Projects. For Manager HR: The candidate should have 5 years' experience in

	<p><u>Upper Age Limit as on closing date-</u> Deputation – 56 years</p> <p>Immediate Absorption/Direct Recruitment – 45 years</p>	Management/Industrial Relations/Labour Welfare with minimum 60% marks or equivalent CGPA	the field of Human Resource out of which 2 years' experience in Metro/Railway Projects. Refer table II (B & C) below for present pay scale requirement.
3.	<p>DGM (Environment & Social) (IDA Pay Scale INR 70,000 – 2,00,000)</p> <p>No. of Posts – 01 (UR)</p> <p><u>Upper Age Limit as on closing date-</u> Deputation – 56 years</p> <p>Immediate Absorption/Direct Recruitment – 45 years</p>	Master's Degree in Environmental Engineering/ Environmental Science/ Environmental sustainability from Govt. recognized University/Institute with minimum 60% marks or equivalent CGPA.	The candidate should have 09 years' of experience in the field of project environment, out of which 4 years 'experience in Metro/Railway projects. Refer table II (B) below for present pay scale requirement.
4	<p>Public Relations Officer (PRO) (IDA Pay Scale INR 60,000 – 1,80,000).</p> <p>No. of Posts – 01 (UR)</p> <p><u>Upper Age Limit as on closing date-</u> Deputation – 56 years</p> <p>Immediate Absorption/Direct Recruitment – 45 years</p>	Master's Degree/PG Diploma in public relations, journalism Or business related filed from Govt. recognized University/Institute with minimum 60% marks or equivalent CGPA.	The candidate should have 5 years' of experience at Gazetted/Executive level in the field of project environment. Candidates having experience in Metro/Railway will be given preference. Refer table II (C) below for present pay scale requirement.
5	<p>Manager (Finance) (IDA Pay Scale INR 60,000 – 1,80,000)</p> <p>No. of Posts – 01 (UR)</p> <p><u>Upper Age Limit as on closing date-</u> Deputation – 56 years</p> <p>Immediate Absorption/Direct Recruitment – 45 years</p>	Chartered Accountant/ICWA.	7 years post qualification experience in the following areas: - <ul style="list-style-type: none"> • Taxation- Direct/ Indirect Taxes. • Tendering Process • Bid Evaluation & Contract Management. • Vetting of Contract/ Offer/ Estimates etc. • Experience of working in SAP/ ERP environment (Preferable). • Budgeting. • Internal Statutory

			<p>and CAG Audits. Processing of bills/ claims.</p> <ul style="list-style-type: none"> • Preparation of MIS & other associated matters of Finance Department. <p>Preference shall be given to candidates having work experience in Metro Rail/Railways/RRTS etc.</p> <p>Refer table II (C) below for present pay scale requirement.</p>
6	<p>Company Secretary (IDA Pay Scale INR 60,000 – 1,80,000)</p> <p>No. of Posts – 01 (UR)</p> <p><u>Upper Age Limit as on closing date-</u></p> <p>Deputation – 56 years</p> <p>Immediate Absorption/Direct Recruitment – 45 years</p>	<p>Fellow/Associate Member of Institute of Company Secretaries of India (ICSI) having bachelor's Degree from recognized University.</p>	<p>The candidate should have a minimum 8 years experience as a Company Secretary, out of which a minimum of 3 years should be in a private/public company having paid up share capital of Rs. 20 Crores or more (kindly attach documentary proof). Candidates having LLB degree will be given preference.</p> <p>Refer table II (C) below for present pay scale requirement.</p>
7	<p>Assistant Manager (Finance) (IDA Pay Scale INR 50,000 – 1,60,000)</p> <p>No. of Posts – 01 (UR)</p> <p><u>Upper Age Limit as on closing date-</u></p> <p>Deputation – 56 years</p> <p>Immediate Absorption/Direct Recruitment– 40 years</p>	<p>Chartered Accountant/ICWA.</p>	<p>4years' post qualification experience in the following areas: -</p> <ul style="list-style-type: none"> • Accounts Finalization, • Financial Evaluation of Tenders, Processing of Salaries & claims, • Filing of TDS, • GST & Other statutory compliance • Bank Reconciliation, • Preparation of NEFTs for payments. • Handling Statutory Audit. • Experience of

			<p>working in SAP/ERP environment (Preferable).</p> <ul style="list-style-type: none"> • Payment processing of Contractors bills. • Reconciliation of Creditors/Debtors & other associated matters of Finance Department. <p>Preference shall be given to candidates having work experience in Metro Rail/Railways/RTS etc.</p> <p><u>Refer table II (D) below for present pay scale requirement.</u></p>
--	--	--	--

Table (II) – EXISTING PAY SCALE REQUIREMENT AGAINST EACH POST

(A) General Manager (IDA Pay Scale INR 1,20,000 -2,80,000)	
<p>Candidates presently working in Central Govt. /State Govt/PSUs/Railways/Metro Rail Company/Other Govt. bodies etc.</p> <ul style="list-style-type: none"> - The candidate should be presently working in the revised IDA pay scale of INR 1,20,000-2,80,000 or CDA pay scale of INR 1,44,200 -2,18,200 (Level – 14) <p style="text-align: center;">(OR)</p> <p>The candidate should be working in IDA pay scale of INR1,00,000-2,60,000 or equivalent CDA pay scale of INR 1,31,100-2,16,600 (Level – 13 (A)).</p> <p>Note:</p> <ol style="list-style-type: none"> 1. The candidate working on Regular basis in aforementioned IDA/CDA pay scales can apply on any one mode i.e. Deputation or Immediate Absorption or Direct Recruitment basis. 2. The candidate working on Contract basis in aforementioned IDA/CDA pay scales shall be eligible to apply on Direct Recruitment Basis only. 	

(B) Deputy General Manager (IDA Pay Scale INR 70,000 -2,00,000)	
<p>Candidates presently working in Central Govt. /State Govt/PSUs/Railways/Metro Rail Company/Other Govt. bodies etc.</p> <ul style="list-style-type: none"> - The candidate should be presently working in the revised IDA pay scale of INR 70,000-2,00,000 or CDA pay scale of INR 78,800-2,09,200 (Level – 12) <p style="text-align: center;">(OR)</p> <p>The candidate should be working in IDA pay scale of INR 60,000-1,80,000 or equivalent CDA pay scale of INR 67,700-2,08,700 (Level – 11).</p> <p>Note:</p> <ol style="list-style-type: none"> 1. The candidate working on Regular basis in aforementioned IDA/CDA pay scales can apply on any one mode i.e. Deputation or Immediate Absorption or Direct Recruitment basis. 2. The candidate working on Contract basis in aforementioned IDA/CDA pay scales shall be eligible to apply on Direct Recruitment Basis only. 	

(C) Manager/Public Relations Officer/Company Secretary (IDA Pay Scale INR 60,000-1,80,000)

Candidates presently working in Central Govt. /State Govt./PSUs/Railways/Metro Rail Company/Other Govt. bodies etc.

- The candidate should be presently working in the revised IDA pay scale of INR 60,000-1,80,000 or CDA pay scale of INR 67,700-2,08,700 (Level – 11)

(OR)

The candidate should be working in IDA pay scale of INR 50,000-1,60,000 or equivalent CDA pay scale of INR 56,100-1,77,500 (Level – 10).

Note:

1. The candidate working on Regular basis in aforementioned IDA/CDA pay scales can apply on any one mode i.e. Deputation or Immediate Absorption or Direct Recruitment basis.
2. The candidate working on Contract basis in aforementioned IDA/CDA pay scales shall be eligible to apply on Direct Recruitment Basis only.

(D) Assistant Manager (IDA Pay Scale INR 50,000-1,60,000)

Candidates presently working in Central Govt. /State Govt./PSUs/Railways/Metro Rail Company/Other Govt. bodies etc.

- The candidate should be presently working in the revised IDA pay scale of INR 50,000-1,60,000 or CDA pay scale of INR 56,100-1,77,500 (Level – 10)

(OR)

The candidate should be working in IDA pay scale of INR 40,000-1,40,000 or equivalent CDA pay scale of INR 53,100-1,67,800 (Level – 9).

Note:

1. The candidate working on Regular basis in aforementioned IDA/CDA pay scales can apply on any one mode i.e. Deputation or Immediate Absorption or Direct Recruitment basis.
2. The candidate working on Contract basis in aforementioned IDA/CDA pay scales shall be eligible to apply on Direct Recruitment Basis only.

SELECTION PROCESS:

- a) Suitable candidates will be shortlisted, based on their eligibility/experience in the relevant field and may be called for interview.
- b) The 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 at any stage due to any administrative reasons.
- c) The minimum post qualification experience required against each posts shall be of Govt. sector only as prescribed and experience with private sector organisations shall not be counted in calculating the minimum post qualification experience.
- d) All updates and information regarding the advertised post shall be updated on the website of GMRL i.e. www.gmrl.org.in only. The candidates are required to visit the website on regular basis. Further, all correspondences regarding recruitment process shall be communicated on the e-mail address provided by the candidates at the time of application.
- e) The applicant should not only have the relevant knowledge and work experience, but also should be physically and medically fit enough. In case of selection, the candidates may have to undergo a medical examination as per

the GMRL's policy. The candidates shall meet the medical standards prescribed by GMRL for various posts. The expenses for first time medical examination of the candidate will be borne by GMRL. However, in case a candidate seeks extension for joining or re-examination, subject to extant rules, then for the second time medical examination/re-examination, it need so arises, the expenditure for the medical test/s will be borne by the candidate himself/herself.

- f) The candidates working on Regular basis in aforementioned IDA/CDA pay scales can apply on any one mode i.e. Deputation or Immediate Absorption or Direct Recruitment basis. The candidate working on contract basis in aforementioned IDA/CDA pay scales shall be eligible to apply on Direct Recruitment Basis only.
- g) The post/pay scale held by the applicants on temporary capacity such as on contract, on adhoc, on deputation basis or on MACP financial up-gradation basis etc shall not be taken into account for the purpose of eligibility. Therefore, those applicants who are presently on deputation to other organization must satisfy the eligibility conditions based on their parent cadre post/pay scale and not the deputation post/pay scale. The service rendered another organization (s) on deputation basis after regular appointment in the parent organization will be considered for this purpose.
- h) The candidates working in Pvt. Sector or on contract basis at consolidated pay in govt. sector shall not be eligible to apply for the aforementioned posts.
- i) The candidates have to specifically mark and tick the mode of application i.e. Deputation or Immediate Absorption or Direct Recruitment in the application form on which he wishes to apply. Only one mode is permitted to be opted by the candidate.
- j) Candidates applying on immediate absorption or deputation would be required to forward their application through proper channel or give NOC on or before personal interview, failing which the candidate shall not be allowed to appear in the interview and no request from the candidate would be entertained by GMRL. In case, the candidate opts for direct recruitment, NOC shall not be insisted upon by GMRL. However, the candidate shall give written undertaking along with application that in the event of selection, he/she shall submit proper relieving certificate along with the Vigilance and D&AR clearance from present employer to GMRL at the time of joining.
- k) Unlike deputation and immediate absorption, the candidate must clearly note that in the event he/she opts for Direct Recruitment, he/she shall not get any benefit of pay protection or transfer of past service, gratuity, leave transfer etc. or any other benefits and his/her service shall start at the initial basic of the pay scale at which he/she is selected irrespective of the fact that he/she produces NOC or not any stage of recruitment process.
- l) In case of deputation, initial deputation period will be for a period of three (3) years which may be further extended as per relevant rules depending upon the requirement of GMRL.
- m) Application complete in all respects including NOC along with D&AR and Vigilance Clearance and previous 4 years APARs should reach GMRL office on or before the stipulated (Closing) date through proper channel by Registered Post Only. In case NOC & Vigilance clearance at the time of Written Test/Interview.
- n) The document verification of candidates shall be done before the interview; the candidates are required to carry his/her original certificates to facilitate the document verification, failing which the candidate shall not be allowed to attend the interview.

PROBATION

After joining on Direct Recruitment/Immediate Absorption, the employee has to undergo a probation period as per GMRL policy. A three months' notice period will be required to be served before seeking resignation from the GMRL.

COMPENSATION PACKAGE & POSTING

The company offers attractive pay; perks and allowances attached to the post/grade as per IDA pattern scale of pay and company policy. The component includes Basic Pay, HRA@27% , IDA@49% (as on date), Perks@ 31.5% with statutory benefits like PF, Gratuity and other pay & allowances as per policy along with Medical benefits.

The candidates will be offered position in GMRL on immediate absorption or deputation or Direct Recruitment basis with respect to his/her eligibility vis-à-vis his/her last position in parent organization and length of service or as per the suitability decided by the selection committee.

GENERAL INSTRUCTIONS:

1. The candidate would be considered as eligible for the post if the eligibility conditions as state at I and II together as applicable of the Advt. are fulfilled by the candidate. However if applications received are large in number, the organization at its discretion reserves the right to decide the shortlisting criteria based on most appropriate and suitable method.
2. Complete filled-up application as per Annexure – A (enclosed format) along with all certificates/testimonials/required essential documents should reach this office latest by (5 PM), (date) either **speed post and email the scanned copy of duly filled application form along with all the required documents at careers@gmrl.org.in**. Submission of application through other modes shall not be permitted.
3. Envelope containing the duly filled up application should be super-scribed as APPLICATION FOR THE POST OF _____ (Name of post) of _____(Adv. No, dated) and should be addressed to:
4. The General Manager/HR,
Gurugram Metro Rail Limited,
Operation Control Centre,
Moulsari Avenue Road, DLF Phase - III
Near Rapid Metro Gurugram Pillar No. 147,
Gurugram-122001, Haryana, India.
5. The application should be supported with the following documents, duly self-attested:
 - a) Copies of educational certificates i.e. class X, class XII, Graduation, Post-Graduation, Master etc. (Matriculation onwards to essential and latest qualification documents).
 - b) Appointment orders, joining orders, increment order, promotion to present pay scale/grade.
 - c) Service certificate(s)/Experience certificates for all employment including present employment.
 - d) Pay slip of last 3 months.

- e) NOC along with D&AR and vigilance clearance from concerned department/employer (Mandatory in case of deputation/immediate absorption).
- f) Copies of APARs/ACRs for last 4 years i.e. FY 2024-25, FY 2023-24, FY 2022-23 and FY 2021-22 (in case APAR of latest previous year i.e. FY 2024-25 has not been finalized till closing date, the candidate may furnish APAR of FY 2020-21).
- g) Copy of Aadhar Card& Pan Card.
- h) Any other essential and relevant documents.

OTHER INSTRUCTIONS

1. All eligibility criteria pertaining to age, qualification, experience and other conditions as at I. and II of the Advt. as applicable] should be together fulfilled as on closing date of the Application i.e. **25/09/2025**. In the event of extension of application window, the cut-off date shall remain same as stipulated in this advertisement.
2. The duly filled application form along with all supporting documents shall reach at the address mentioned in advt. latest by **25/09/2025** (Closing Date).
3. The Minimum Qualification required for the post shall be from Govt. Recognized University/Institute only.
4. Shortlisted candidates will be informed on their email address as mentioned in the application form and they will have to appear for interview on the scheduled date and time with all original documents/ testimonials.
5. Incomplete applications, applications without complete essential documents, Application without prescribed application format or applications received after closing date shall not be accepted and will be summarily rejected. GMRL will not be responsible for non-receipt/ late receipt of the application/ any communication due to postal delay or any other reason.
6. Canvassing in any form shall disqualify the candidate.
7. In case it is found at any stage of the recruitment process that a candidate does not fulfil any of the eligibility criteria, and/ or that he/ she has furnished any incorrect information or has suppressed any material fact(s), in such case, his/ her candidature will stand cancelled. If any of these shortcoming(s) is/ are found even after appointment, his/ her services shall be summarily rejected.
8. The job is transferable and the selected candidate will be posted at any of the office/location where GMRL will be executing Project. The current project is located in Gurugram City.
9. In case of any dispute relating to interpretation or any other issue, the decision of the GMRL Management shall be final and binding.

General Manager
HR/GMRL

GURUGRAM METRO RAIL LIMITED

(A Joint Venture of Govt. of India and Govt. of Haryana)

Regd. Office: C - 3, Sector - 6, HSVP, Suketri, Panchkula - 134109

CIN U49110HR2024SGC119334

VACANCY NOTICE

(No. GMRL/HR/08)

Application for the post of _____

A. PERSONAL DETAILS: -

1	Applicant's Name	
2	Father's Name/Husband's Name	
3	Date of Birth (DD/MM/YYYY)	
	Age as on (CLOSING DATE) i.e. 25.09.2025Years..... MonthsDays
4	Gender (Male/Female)	
5	Category (UR, OBC, SC, ST, PWD)	
6	Communication Address	
7	Permanent Address	
8	Contact No. (with STD code)	Mobile: 1 _____ Mobile : 2 _____ E-mail ID _____ (Mention in CAPITAL LETTERS ONLY)
9	i) Aadhar no. ii) PAN	
10	MODE OF APPLICATION (Only One Mode is Permitted to be opted. No change in Mode will be allowed after submission of application form)	DEPUTATION <input type="checkbox"/> OR IMMEDIATE ABSORPTION <input type="checkbox"/> OR DIRECT RECRUITMENT <input type="checkbox"/>

Affix your latest
passport size
photograph

B. PRESENT EMPLOYMENT DETAILS

1	Present Employment Type	REGULAR SERVICE: <input type="text"/> DEPUTATION: <input type="text"/> CONTRACT: <input type="text"/>
2	Name of present employer and place of posting (In case working on Deputation mention the name of Parent Organization)	
3	Present Designation	
4	Length of Service in Present Organization	
5	Present Pay-Scale (Mention the complete Pay 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/YYYY)	
8	Total Period of holding the present pay scale Years.....Months.....Days
9	Date of Commencement of Service in <u>GOVT. SECTOR</u>	Date of Commencement of Executive Service _____ Date of Commencement of Supervisory Service _____ Commencement of Non - Supervisory Service _____
10	Total post qualification Govt. Sector Experience only (As on Closing Date)	Total Govt. Sector Executive Service _____ Total Govt. Sector Supervisory Service _____ Total Govt. Sector Non-Supervisory Service _____
11	Total Govt. Sector Work Experience in Metro Rail/ Railways/RRTS etc.	

C. EDUCATIONAL DETAILS (Matriculation onwards in Chronological Order)

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

D. DETAILED EXPERIENCE (Starting from Latest Employment)

S N	Period		Designation	Pay Scale (CDA/IDA) Mention complete Scale	Organization	Type of Org. i.e. CG/SG/ Railway/ Metro Rail/PSU etc.
	<u>From</u>	<u>To</u>				

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)	YEAR	MENTION COMPLETE RATING (OS/VG/GOOD/AVERAGE/BELOW AVERAGE)
		2024-25	
		2023-24	
		2022-23	
		2021-22	
		2020-21	
4	Time required for joining, if selected		

F. SUPPORTING DOUCMENTS ENCLOSED;-

S N	Supporting Document	Attached (Yes/No)	Remarks (if any)
1	Age proof (matriculation Certificate/Mark-sheet)		
2	Essential Qualification Degree, Certificates and Mark sheets		
3	Appointment Orders, Joining Orders, Increment Orders, Promotion orders etc.		
4	Experience Certificate(s) and relieving certificates		
5	Office Order for the required pay scale and present pay scale		
6	Last 3 months Salary slip /promotion/increment order		
7	Document fulfilling of Relevant exp. criteria		
8	No Objection Certificate from Present Employer for Deputation or Immediate Absorption in GMRL		
9	D&AR and Vigilance Clearance		
10	Copy of all APARs from FY 2021-2022 to FY 2024-25 has been enclosed.		

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

S N	Criteria	Fulfilling (Yes/No)	Remarks (if any)
1	Age as on Closing Date i.e. 25.09.2025 as per Advertisement Criteria		
2	Essential Qualification as stipulated under the advertisement for the post applied.		
3	Presently working with Central Govt, State Govt., Govt. Bodies, Railways, Railway PSUs, Metro Rail Companies, PSUs etc.		
4	Holding the required Pay Scale as under for the post applied.		
5	Required Post Qualification Govt. Sector Work Experience as required for the post applied		
6	Experience is in the required field (as Stipulated in the Advt.)		

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: