

**Recruitment of various posts on Contractual Basis
Vacancy Notice No. 01/2024 dated 17/07/2024**

Bharuch Dahej Railway Company Limited (BDRCL) is a Company incorporated as a project specific Special Purpose Vehicle (SPV) in the State of Gujarat for providing Railway Line connectivity under National Rail Vikas Yojna (NRVY) launched by the Ministry of Railways (MoR), Government of India.

The Company invites applications for the following posts tabulated below:

Sr. No.	Post	Number of Vacancy	Place of Posting
1	Company Secretary	1	1- New Delhi
2	Assistant Company Secretary	1	1- New Delhi
3	Junior/ Senior Executive (Admin)	1	1- New Delhi
4	Manager/Sr.AM/AM - Track	1	Bharuch-Dahej Section
5	Manager/Sr.AM/AM - Works	1	Bharuch-Dahej Section
6	Manager/Sr.AM/AM- TRD & Electrical	1	Bharuch-Dahej Section
7	Manager/Sr.AM/AM- Signal	2	Bharuch-Dahej Section
8	Manager/Sr.AM/AM- Telecom	1	Bharuch-Dahej Section

Number of posts indicated above are provisional and may increase or decrease as per the requirement of BDRCL. **Last date of receipt of applications is 14-08-2024.**

Eligibility Criteria, Job Profile & Detailed Terms & Conditions

I.	Name of Post	Company Secretary
1.	No. of Post	1
2.	Location	1 – Delhi
3.	Maximum Age	45 years as on date of vacancy notification.
4.	Educational Qualification	<p><u>Essential:</u> Company Secretary (should be a member of Institute of Company Secretaries of India – ICSI)</p> <p><u>Desirable:</u> Additional Qualification in law (LL.B/LL.M) or Chartered Accountancy shall be preferred</p>
5.	Work Experience	<p><u>Mandatory Experience (Post Qualification):</u> Minimum 05 years in the field of Corporate laws and governance</p> <p>Preference shall be given to candidates having experience of working with undertaking and/or PSUs of Railways Sector, Logistics Sector.</p>
6.	Other Skills	<p>Well conversant in latest Computer/IT skills and its applications. Excellent communications skills - Drafting, verbal, presentation, Fluency in English Strong organizational, analytical and interpersonal skills.</p>
7.	Job Profile	<ul style="list-style-type: none"> • To co-ordinate, facilitate, call and hold; Board Meeting, Committee Meeting, Annual General Meeting, Extra Ordinary General Meetings, Drafting Agenda, Resolutions, Minutes of Board Meetings in consultation with Managing Director. • Ensure compliance of the provisions of Companies Act 2013 and Rules made there-under and other statues & by-laws such as ROC, Provisions of Corporate Governance and Secretarial Standards. • Advising company on compliance of legal matters and procedural aspects, Companies Act, Labor and Industrial laws, Management, Valuation and Audit, Drafting of legal documents. • Maintenance of minutes book of meeting of Board of Directors and shareholders of the company, statutory registers with necessary enclosures and other statutory records of the company as applicable to the company as per Companies Act 2013 and secretarial standards. • Approve, sign & seal agreements, leases legal forms and other official documents on the company's behalf when authorized by the Board of Directors. • To be familiar with financial reporting, taxation, auditing, accounting, corporate finance and insolvency. • Any other matters relating to the company secretarial assignment including all incidental works such as legal matters, audit, accounts, report writing and compliance to various statutory, regulatory and other reporting. • Any other work as may be assigned from time to time by the management.
8.	Nature of Position	Contractual Basis for 1 year, further extendable on performance basis.
9.	Consolidated Emoluments	Rs. 50,000 – 70,000/- per month

II.	Name of Post	Assistant Company Secretary
1.	No. of Post	1
2.	Location	1- New Delhi
3.	Maximum Age	45 years as on date of vacancy notification
4.	Educational Qualification	Essential: CS -Executive (from Institute of Company Secretaries of India – ICSI). Preference shall be given to candidates with Master’s degree from a recognized University/Institute in Finance/HR.
5.	Work Experience	Mandatory Experience (Post Qualification): 02 - 03 years in the field of Secretarial work and Corporate Accounting/ Finance/ Taxation, book keeping, Advance Tax, TDS, GST. Preference shall be given to candidates having experience of working with undertaking and/or PSUs of Railways Sector, Logistics Sector.
6.	Other Skills	Well conversant in Computer/IT skills and its applications Excellent communications skills - written, verbal, presentation, Fluency in English Strong organizational, analytical and interpersonal skills.
7.	Job Profile	<ul style="list-style-type: none"> • Assistance to Company Secretary in secretarial matters viz. convening board meeting, general meetings, maintenance of registers and records. • Any other matters relating to the company secretarial assignment including all incidental works such as legal matters, audit, accounts, report writing and compliance to various statutory, regulatory and other reporting.. • To be familiar with financial reporting, taxation, auditing, accounting, corporate finance and insolvency • Assistance in preparation of documents/ letters/ correspondences/ minutes etc. • Any other work as may be assigned from time to time by the management.
8.	Nature of Position	Contractual Basis for 1 year, further extendable on performance basis.
9.	Consolidated Emoluments	Rs. 40,000 – 50,000/- per month

III.	Name of Post	Junior/ Senior Executive (Administration)
1.	No. of Post	1
2.	Location	1 - Delhi
3.	Maximum Age	45 years as on date of vacancy notification
4.	Educational Qualification	Essential: Bachelor's degree from a recognized University/ Institute. Preference shall be given to candidates with Master's degree from a recognized University in Finance/HR
5.	Work Experience	Mandatory Experience (Post Qualification): 00 - 03 years in the field HR/Admin/Finance
6.	Other Skills	Well conversant in Computer/IT skills and its applications Excellent communications skills - written, verbal, presentation, Fluency in English Strong organizational, analytical and interpersonal skills.
7.	Job Profile	<ul style="list-style-type: none"> • Maintaining official records • Assistance in preparation of documents/ letters/ correspondences/ minutes etc. • Assistance in filing system of the office • Routine office administration matters.
8.	Nature of Position	Contractual Basis for 1 year, further extendable on performance basis.
9.	Consolidated Emoluments	Rs. 30,000 – 45,000/- per month

IV.	Name of Post	Manager/Sr.AM/AM – Track
1.	No. of Post	1
2.	Location	Bharuch-Dahej section
3.	Maximum Age	45 years as on date of vacancy notification
4.	Educational Qualification	Essential: Diploma in Civil/Electric/Mechanical – (AM) B.Tech / B.E. in relevant field from a recognized University either by Central/ State Govt, or AICTE or Technical Boards/ Universities established by Central/ State Govt. (Manager/Sr.AM)
5.	Work Experience	Mandatory Experience (Post Qualification): 05-20 years in the field of track related works. Desirable: Preference shall be given to candidates having experience of working with undertaking and/or PSUs of Railways Sector, Logistics Sector/ Limited or Private Limited Companies.
6.	Other Skills	Well conversant in latest Computer/IT skills and its applications. Excellent communications skills - written, verbal, presentation, Fluency in English. Strong organizational, analytical and interpersonal skills.
7.	Job Profile	<ul style="list-style-type: none"> • Responsible for the maintenance of tracks and other structure in an operational state, able to ensure commercial service. • Day-to-day organizing of materials from stores and performing the maintenance task • Ensuring preventive maintenance and regular servicing of track assets as per laid down guidelines and schedule of maintenance. • Responsible for immediate and efficient handling in case of any major event that affects train Operation • Maintenance works gang attention and subsequent compliance and maintain the records as per the directions. • Knowledge on safe working procedure of track maintenance, Operation and Rules & Regulations code & manuals required for the job. • Knowledge & periodical maintenance of Permanent way tools and machinery (identification of tools for various track maintenance activities) • Coordinating with the station/Operation staff with regard to maintenance of Track assets as well as during performance of the Corrective maintenance activities. • Organization of collection of technical facts aiming to raise issues to the engineering team and /or the Track Work supplier • Assistance to all track related matters to Engineer Incharge and SSE/P.Way.

8.	Nature of Position	• Contractual Basis for 1 year, further extendable on performance basis.
9.	Consolidated Emoluments	Rs. 50,000 – 1,00,000/- per month (depending upon qualification and Experience)

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V.	Name of Post	Manager/Sr.AM/AM – Works
1.	No. of Post	1
2.	Location	Bharuch-Dahej section
3.	Maximum Age	45 years as on date of vacancy notification
4.	Educational Qualification	<u>Essential:</u> Diploma in Civil from a recognized University/ Institute – (AM) B.Tech / B.E. in relevant field from a recognized University either by Central/ State Govt, or AICTE or Technical Boards/ Universities established by Central/ State Govt. – (Manager/Sr.AM)
5.	Work Experience	<u>Mandatory Experience (Post Qualification):</u> 05-20 years in the field of civil related works. <u>Desirable:</u> Preference shall be given to candidates having experience of working with undertaking and/or PSUs of Railways Sector, Logistics Sector/ Limited or Private Limited Companies.
6.	Other Skills	Well conversant in latest Computer/IT skills and its applications. Excellent communications skills - written, verbal, presentation, Fluency in English Strong organizational, analytical and interpersonal skills.
7.	Job Profile	<ul style="list-style-type: none"> • Planning, Design, Drawings, Estimate, Tender Contract, Budget, proposal and project management or other Railway related Civil Engineering works. • Quantity Estimation of the Civil Engineering works and preparation of Tender schedules. • Tender evaluation, finalization, execution of work and contract management. • Construction, Surveying related work on the section • Establish at site, all necessary management with complete responsibility to manage the project in close liaison with company & contractors. • Conducting site Inspections and meetings to monitor progress of work, co-ordinate activities of all the agencies by ensuring all the outstanding matters, drawings, decisions and other constraints are resolved. • Inspection & Maintenance of Points & Crossing, Bridges, Curves, LWR and of the track works.
8.	Nature of Position	Contractual Basis for 1 year, further extendable on performance basis.
9.	Consolidated Emoluments	Rs. 50,000 – 1,00,000/- per month (depending upon qualification and Experience)

VI.	Name of Post	Manager/Sr.AM/AM– TRD & Electrical
1.	No. of Post	1
2.	Location	Bharuch-Dahej section
3.	Maximum Age	45 years as on date of vacancy notification
4.	Educational Qualification	<u>Essential:</u> Diploma in Electrical/ Electronics or similar from a recognized University/ Institute – (AM) B.Tech / B.E. in relevant field from a recognized University - (Manager/Sr.AM)
5.	Work Experience	<u>Mandatory Experience (Post Qualification):</u> 05-20 years in field of Electrical & TRD department <u>Desirable:</u> Preference shall be given to candidates having experience of working with undertaking and/or PSUs of Railways Sector, Logistics Sector/ Limited or Private Limited Companies.
6.	Other Skills	Well conversant in latest Computer/IT skills and its applications. Excellent communications skills - written, verbal, presentation, Fluency in English Strong organizational, analytical and interpersonal skills.
7.	Job Profile	<ul style="list-style-type: none"> • Maintenance, operation and safety of all power supply installations, overhead equipment (OHE) and RC equipment. • Construction, Operation and maintenance of traction distribution, electrical and mechanical services on Railways and should be conversant with functioning in computerized environment. • Carrying out repairs, overhauling and maintenance of electrical Machinery, equipments and gadgets, overhead and underground transmission lines, cables, transformers, circuit breakers, panels, switch boards and their accessories and allied equipments. • Maintaining all kind of records as per Railway rules. • Assistance to all Electrical & TRD related matters to Engineer Incharge and SSE/Electrical
8.	Nature of Position	<ul style="list-style-type: none"> • Contractual Basis for 1 year, further extendable on performance basis.
9.	Consolidated Emoluments	Rs. 50,000 – 1,00,000/- per month (depending upon qualification and Experience)

VII.	Name of Post	Manager/ Sr.AM/ AM – Signal
1.	No. of Post	1
2.	Location	Bharuch-Dahej section
3.	Maximum Age	45 years as on date of vacancy notification
4.	Educational Qualification	<u>Essential:</u> Diploma in Electrical/ Electronics or similar from a recognized University/ Institute – (AM) B.Tech / B.E. in relevant field from a recognized University – ((Manager/Sr.AM))
5.	Work Experience	<u>Mandatory Experience (Post Qualification):</u> 05-20 years in field of Electrical & TRD department <u>Desirable:</u> Preference shall be given to candidates having experience of working with undertaking and/or PSUs of Railways Sector, Logistics Sector/ Limited or Private Limited Companies.
6.	Other Skills	Well conversant in latest Computer/IT skills and its applications. Excellent communications skills - written, verbal, presentation, Fluency in English Strong organizational, analytical and interpersonal skills.
7.	Job Profile	<ul style="list-style-type: none"> • Responsible for all matters related to the installation and maintenance of signaling equipment under charge in a satisfactory and safe condition. • Efficient maintenance and testing of all equipment under such as Mechanical Signaling equipment, Electrical and Electronic Signaling equipment, etc., so as to keep them properly adjusted and in good working condition, in accordance with instructions contained in respective Manual and such Circulars or Instructions, as may be issued from time to time. • Adhering to relevant rules and working methods. • Preparation of plans and estimates and safe execution of works in charge. • Co-ordination with officers and staff of other branches in all other matters to ensure smooth functioning of signalling system. • Ensuring supply of approved quality materials and tools for the installation and maintenance of the equipment and ensuring that the safety appliances are in good condition. • Maintaining all kind of records as per Railway rules.
8.	Nature of Position	<ul style="list-style-type: none"> • Contractual Basis for 1 year, further extendable on performance basis.
9.	Consolidated Emoluments	Rs. 50,000 – 1,00,000/- per month (depending upon qualification and Experience)

VIII.	Name of Post	Manager/ Sr.AM/ AM – Telecom
2.	No. of Post	1
3.	Location	Bharuch-Dahej section
4.	Maximum Age	45 years as on date of vacancy notification
5.	Educational Qualification	<u>Essential:</u> Diploma in Electrical/ Electronics or similar from a recognized University/ Institute – (AM) B.Tech / B.E. in relevant field from a recognized University – (Manager/Sr.AM)
6.	Work Experience	<u>Mandatory Experience (Post Qualification):</u> 05-20 years in field of Electrical & TRD department <u>Desirable:</u> Preference shall be given to candidates having experience of working with undertaking and/or PSUs of Railways Sector, Logistics Sector/ Limited or Private Limited Companies.
7.	Other Skills	Well conversant in latest Computer/IT skills and its applications. Excellent communications skills - written, verbal, presentation, Fluency in English Strong organizational, analytical and interpersonal skills.
8.	Job Profile	<ul style="list-style-type: none"> • Responsible for all matters related to the installation and maintenance of telecom equipment under charge in a satisfactory and safe condition. • Efficient maintenance and testing of all telecom equipment, so as to keep them properly adjusted and in good working condition, in accordance with instructions contained in respective Manual and such Circulars or Instructions, as may be issued from time to time. • Adhering to relevant rules and working methods. • Preparation of plans and estimates and safe execution of works in charge. • Co-ordination with officers and staff of other branches in all other matters to ensure smooth functioning of telecom system. • Ensuring supply of approved quality materials and tools for the installation and maintenance of the equipment and ensuring that the safety appliances are in good condition. • Maintaining all kind of records as per Railway rules.
9.	Consolidated Emoluments	Rs. 50,000 – 1,00,000/- per month (depending upon qualification and Experience)

Other Information

1.	Service Conditions	Selected candidate will be initially engaged on contractual basis for a period of one year extendable as per requirement and after performance review.
2.	Selection Process	<p>The applications received by the Company will be shortlisted based upon the eligibility criteria and completeness of the application.</p> <p>The shortlisted candidates will be intimated about the schedule of the interview through notification on email/letter by post. First round of interview will be held on 09-09-2024.</p> <p>The selection will be through Interview & Personal interaction on the basis of eligibility, experience, qualification & performance during Interview/interaction.</p> <p>Note:</p> <p>a) Mere fulfilling the eligibility terms and conditions/requirement/qualification will not vest any right on the candidates to be called for Interview.</p> <p>b) BDRCL reserves the right to call only the requisite/limited number of candidates for interview after screening/short-listing with reference to the candidate's qualification, suitability, etc.</p>
3.	How to Apply	<p>Applications for the post to be submitted by eligible and willing candidates in the prescribed format (duly filled and complete in all respect and with all attachments) along with updated CV, to be sent through post only to registered office address of the company i.e. To AGM/HR, 39-42, 3rd Floor, Indra Palace, H-Block, Middle Circle, Connaught Place, New Delhi-110001. Application format attached as Annexure-A.</p> <p>The envelope containing application for the post, should be captioned as “Application for the Post of _____/BDRCL against Vacancy Notice No. – 01/2024 dated 17.07.2024.”</p>
4.	General Instructions	<p>a) Before applying for the post, a candidate should ensure that he/she fulfills the eligibility criteria and other requirements specified in this advertisement.</p> <p>b) Application duly filled and signed by the candidate must be sent in prescribed format only with no corrections / alteration / overwriting.</p> <p>c) The candidates should send a self-attested copy of mark sheets/certificates in support of his/her education qualification/post qualification experience indicated in the application form to confirm the candidate’s eligibility. Copy of a valid Identity Proof (PAN, Aadhaar, Passport, Voter-Id) and valid Address Proof (Aadhaar, Passport, Voter-Id)</p> <p>d) Candidates will have to produce original of all education qualification certificates/ mark sheets, experience certificates, at the time of interview, failing which his/her candidature may be cancelled.</p>

	<p>e) Applications incomplete in any respect or not in compliance with the above instructions shall be liable for rejection.</p> <p>f) Decision of the Company in all matters related to the said recruitment shall be final and binding on the candidates. The Company shall not entertain in this behalf any correspondence or personal enquiry.</p> <p>g) BDRCL reserves the right to relax age/experience/qualification & other qualifying criteria in deserving cases.</p> <p>h) BDRCL reserves the right to reject any candidate's application without assigning any reason.</p> <p>i) Applications received after last date of receipt, shall not be considered in selection process.</p>
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PROFORMA

APPLICATION FORM

Post Applied For: _____

1. (a) Name of the Applicant (in full) _____
(b) Present or Last Designation held by Applicant (in full) _____
c) Organization _____
(d) Office Address _____
2. Address for communication _____
3. Telephone No. : Office _____ Residence _____
Fax No. _____ Mobile No. _____
4. E-mail address _____
5. Date of Birth _____
Age as on date of issue of Advertisement _____ Years _____ Months
6. Nationality _____
7. Pay and total annual emoluments drawn in the present / last assignment held: _____
8. Eligibility Criteria :

Please affix a
self-attested
photograph

	Qualification	Institution	Year
Educational / Professional Qualifications (along with the name of Institutions)			
(a) Graduation			
(b) Post-graduation			
(c) Other qualifications			

9. Positions held during the preceding years : (Chronological start with recent one)

Sl. No.	Designation & Place of Posting	Organization	From	To	Details of relevant work experience and achievements
1.					
2.					
3.					
4.					

10. Certification and Affiliations

Sl. No.	Particulars of Certification	Certifying Body	Date of Issuance	Date of Validity, if any

11. Skills

Sr. No.	Management Skills	Technical Skills

12. Job Fitness and Strategic Vision (explain your fitness and your strategic vision in 500 words)

13. (a) Whether any punishment awarded to the applicant during the last 4 years

If yes, the details thereof

Yes	No
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(b) Whether any action or inquiry is going on against him/her as far as his/her knowledge goes
If yes, the details thereof

Yes	No
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14. Specify the location applying for Delhi / Vadodara / Bharuch

I _____ son/daughter of _____ Resident of _____
_____ certify that the details furnished by me in Cols. 1 to 11 are true and I am eligible for the post.

Date: _____ (Name & Signature of the applicant)

Note: Please attach self- attested copies of proof of

- 1. Date of birth*
- 2. Educational Qualification certificates*
- 3. Experience Certificate*

(THE INFORMATION RECEIVED WILL BE TREATED AS CONFIDENTIAL)