

**UTTAR PRADESH METRO RAIL CORPORATION LIMITED**  
(A joint venture of Govt. of India & Govt. of UP)  
Administrative Building VipinKhand, Gomti Nagar, Lucknow-226010  
Phone: 0522 – 2304014-15

**VACANCY NOTICE NO: UPMRC/HR/D/7/2023**

**Date: 05.09.2023**

Uttar Pradesh Metro Rail Corporation Ltd (UPMRC), a 50:50 jointly owned Company of Government of India and Government of Uttar Pradesh has been entrusted with the responsibility of implementation and operation of the rail based Mass Rapid Transit System (Metro) in various cities in the state of Uttar Pradesh. Metro is operational in the city of Lucknow and Kanpur (priority corridor). The works of Kanpur Metro Project for the balance corridor and Agra Metro Project are going on in full swing. 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 UPMRC 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 Non-Executives of **Finance/Accounts Department** working in various **Public Sector Undertakings, Government Metro Companies, Government entities functioning in Double Entry Accounting Environment and where books of accounts are maintained as per the Companies Act' 2013 and the Companies(Accounts) Rule 2014** for the post of **SO Gr II (Accounts) / Senior Accounts Assistant on permanent absorption / deputation basis**. Pay Scales, age limit, educational qualification, experience and job description are as per detail mentioned below:-

Organization	Uttar Pradesh Metro Rail Corporation Limited
Title of the post	<b>SO Gr II (Accounts) / Senior Accounts Assistant</b>
No of Posts	<b>01 (One)</b>
Scale of pay	<b>(i) For SO Gr II (Accounts) - Rs. 34,000-69,300/- (IDA Scale) on permanent absorption basis.</b> Parent Pay plus deputation allowance on deputation basis.  <b>(ii) For Senior Accounts Assistant - Rs. 33,000 – 67,300/- (IDA Scale) on permanent absorption basis.</b> Parent Pay plus deputation allowance on deputation basis.
Educational Qualification	B.Com (Three year course) from a Government recognized University/Institute. CA Inter / CMA Inter will be preferred.
Eligibility Criteria & Experience	<b>(i) For SO Gr II (Accounts) - Candidates working in Rs.9300-34800 (Grade Pay –Rs. 4200) (Level 6 of the 7<sup>th</sup> Pay Commission) or equivalent IDA scale with 04 years in this pay scale as on closing date of vacancy notice. Candidates shall submit proper documents establishing the equivalent IDA scale issued by the organisation where candidate is presently working.</b> Candidate should have a total post qualification experience of at least 12 years in PSU , Govt entities, Private Sector Company etc exclusively functioning in Double Entry Accounting Environment (IAS/Ind AS).  <b>(ii) For Senior Accounts Assistant - Candidates either working in Rs.9300-34800 (Grade Pay –Rs. 4200) (Level 6 of the 7<sup>th</sup> Pay Commission) or equivalent IDA scale OR,</b> working in 5200-20200 (Grade Pay – 2800) (Level 5 of the 7 <sup>th</sup> Pay Commission) or equivalent IDA scale with 04 years in this pay scale as on closing date of vacancy notice. Candidates shall submit proper documents establishing the equivalent IDA scale issued by the organisation where candidate is presently working. Candidate should have a total post qualification experience of at least 8 years in PSU , Govt entities, Private Sector Company etc exclusively functioning in Double Entry Accounting Environment (IAS/Ind AS).

Age	Must not have crossed 45 years (upper age limit) as on closing date of vacancy notice.
Mode of Selection	<p>Eligible candidates would be called for interview &amp; selection is based on Interview basis. The Uttar Pradesh Metro Rail Corporation Limited reserves the right to shortlist candidates for interview. . In the event of number of applications being large, UPMRC will adopt short listing criteria to restrict the number of candidates to be called for interview to a reasonable number by any or more of the following methods:</p> <ul style="list-style-type: none"> <li>(i) On the basis of Desirable Qualification (DQ) or any one or all of the DQs if more than one DQ is prescribed.</li> <li>(ii) On the basis of additional educational qualifications than the minimum prescribed in the advertisement.</li> <li>(iii) On the basis of higher experience in the relevant field than the minimum prescribed in the advertisement.</li> </ul> <p>The candidate should, therefore, mention all his/her qualifications and experience in the relevant field over and above the minimum qualifications.</p> <p>No correspondence in this regard shall be entertained. The candidate should be free from DAR/ Vigilance.</p>
Work Experience	Candidate should have a post qualification experience of at least 12 years for SO Gr II (Accounts) and 8 years for Senior Accounts Assistant in PSU, Govt entities, Private Sector Company etc exclusively functioning in Double Entry Accounting Environment (IAS/Ind AS). Candidates must have exposure of processing of Vendors payments for Large contracts, GST, Bank Guarantees, Closing of Accounts, Statutory Audit, MIS, Budgets, IDA/CDA salary payments, Misc payments in ERP environment.
Desirable	Past experience of working in Government Metro Project or Railway PSUs.
How to Apply	The candidates should submit their application to “ <b><u>JGM/HR /Uttar Pradesh Metro Rail Corporation Limited</u></b> , Administrative Building, Near Ambedkar Samajik Parivatan Sthal,Vipin Khand, Gomtinagar,Lucknow-226010” as per enclosed application form before closing date. The candidate applying should submit application through proper channel as per enclosed application form requesting their parent organization to forward their application along with NOC, D&AR and Vigilance Clearance and APARs ratings for the preceding 04 years. Submission of NOC before interview is must for participating in the interview process.
Web Address	<a href="http://www.upmetrorail.com">www.upmetrorail.com</a>
Whether the Company/Organization, has been exempted from the rule of permanent absorption and if so the date up to which the exemption is valid.	Yes
Closing Date	30 days from the date of issue.

**NOTE:** 1. Cut-off date for Age & Eligibility would be reckoned as on closing date of vacancy notice.

2. The applicant should not only be fit in related field but should also be physically and medically fit.

3. The applicant should continue with their email address and mobile/phone number so as to reach them as and when required.

4. Applications received through proper channel and with verification of service particulars, SPE/ D&AR/ VIGILANCE clearance and enclosure of APARs will be preferred. However, a copy of application may also be sent by the applicant in advance to UPMRC. Applications received after closing date and time and incomplete applications shall not be entertained. The advance copy of the application along with all the supporting documents may be sent at the email id [recruitmentcellupmrc@gmail.com](mailto:recruitmentcellupmrc@gmail.com), however sending hard copy of the application is mandatory.

**Additional information for candidates applying for the post on absorption basis-**

**1. Character & Antecedents** - The success in the screening process does not confer any right to appointment unless the Corporation is satisfied after such an enquiry, as may be considered necessary, that the candidate having regard to his / her character & antecedents is suitable in all respects for appointment to the service.

**2. Surety Bond** - Applicable to those who will join on permanent absorption basis from Govt./PSUs and not applicable to candidates who will join on deputation basis. The candidate selected for the post will have to execute a Surety Bond of Rs. 1,50,000/- if selected for the post of SO Gr II (Accounts) and Senior Accounts Assistant 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 three months prior notice, will be required before seeking resignation from the Corporation.

**3. Physical & Medical Fitness:** The applicant should not only be suitable in related field, but should be physically and medically fit. Candidate selected on permanent absorption basis will have to undergo for prescribed medical examination as per UPMRC Rules. Candidates, who fail in the prescribed medical test, **will not** be given any alternative employment and decision of the corporation shall be final on this issue.

**4. Probation** - The selected candidate on appointment will be on probation for a period of two years (including the period of training).

**For Managing Director  
UPMRC**

**PRESCRIBED PROFORMA FOR SUBMISSION OF APPLICATION ON  
PERMANENT ABSORPTION / DEPUTATION BASIS**

<b>Important</b> <i>(please don't leave blanks)</i>	<b>Vacancy Notice No.</b> <i>(appears on the top right side of notice)</i>	
	<b>File No.</b> <i>(appears on the left side of vacancy notice)</i>	
	<b>Post against which application has been submitted</b>	
	<b>Choice of station</b> <i>(wherever applicable)</i>	

1.	<b>Name</b>	:	
2.	<b>Father / Husband Name</b>	:	
3.	<b>Gender</b>	:	
4.	<b>Service</b>	:	
5.	<b>Department</b>	:	
6.	<b>Category</b>	:	
7.	<b>Date of Birth</b>	:	
8.	<b>DITS</b> <b>(Date of entry into Time Scale)</b>	:	
9.	<b>Date of entry in Gr.B</b> <i>(wherever applicable)</i>	:	
10.	<b>Present pay band with Grade Pay and basic pay as on date of application</b>	:	
11.	<b>Present Designation &amp; Organization</b>	:	
12A.	<b>Correspondence Address</b>		
12 B.	<b>Permanent Address</b>		
13.	<b>Contact Details</b>		
	<b>(a) Email ID</b>	:	
	<b>(b) Telephone (O)</b>	:	
	<b>(c) Telephone (R)</b>	:	
	<b>(d) Mobile Number</b>	:	

**14. Educational Qualifications (Attach supporting documents):-**

S.No.	Qualification/ Degree	Subjects	Institution/ University, Place/Country	% or CGPA	Passing Year

**15. Experience Details (separate sheet may be attached along with supporting documents):-**

**For applicants in CDA PAY SCALES / IDA PAY SCALES :-**

(Complete details of service / position held since joining)

Post Held	Organization Name with place of posting	CDA/IDA PAY SCALES (Mention the substantive Pay Scale with GP/Level) (MACP not to be mentioned)	Period (From – To) dd/mm/yy – dd/mm/yy

**16. Essential Work Experience :-**

<b>A.</b>	Candidate should have a post qualification experience of at least 12 years for SO Gr II (Accounts) and 8 years for Senior Accounts Assistant in PSU, Govt entities, Private Sector Company etc exclusively functioning in Double Entry Accounting Environment (IAS/Ind AS). Candidates must have exposure of processing of Vendors payments for Large contracts, GST, Bank Guarantees, Closing of Accounts, Statutory Audit, MIS, Budgets, IDA/CDA salary payments, Misc payments in ERP environment.	<b>YES/NO</b>
<b>B.</b>	Candidates working in Rs.9300-34800 (Grade Pay –Rs. 4200) (Level 6 of the 7 <sup>th</sup> Pay Commission) or equivalent IDA scale with 04 years in this pay scale as on closing date of vacancy notice. Candidates shall submit proper documents establishing the equivalent IDA scale issued by the organisation where candidate is presently working.	<b>YES/NO</b>
<b>C.</b>	Candidates either working in Rs.9300-34800 (Grade Pay –Rs. 4200) (Level 6 of the 7 <sup>th</sup> Pay Commission) or equivalent IDA scale OR, working in 5200-20200 (Grade Pay – 2800) (Level 5 of the 7 <sup>th</sup> Pay Commission) or equivalent IDA scale with 04 years in this pay scale as on closing date of vacancy notice. Candidates shall submit proper documents establishing the equivalent IDA scale issued by the organisation where candidate is presently working.	<b>YES/NO</b>

**17. APAR Ratings for last 04 years (Attach supporting documents):-**

Year	Rating

**18. Awards, if any (Attach supporting documents):-**

S.No.	Name of Award	Brief Details

19.	Whether any conviction (by court of Law) /punishment/penalty (due to disciplinary action by employer) was awarded to applicant in last 10 years.	YES/NO
	If yes, details of case.	Separate sheet may be enclosed
20.	Whether at present any case is pending in the court of law or any disciplinary enquiry is going on, against applicant.	YES / NO
	If yes, details of case	Separate sheet may be enclosed
21.	NOC, Vigilance and D&AR status from current employer enclosed.	YES / NO
22.	Copies of Annual performance appraisal report for last 04 years enclosed.	YES / NO
23.	Whether appeared for interview in UPMRC in past. (If yes, details of the interview)	

I certify that the details furnished by me above are true and I am eligible for the post as per the criteria laid down in the vacancy notice.

(Name and Signature of the applicant)

Place:

Date:

**Certificate by the Employer**

- The date of birth, qualifications and experience and other details furnished by Shri/Smt. indicated at S No. 1 to 23 in the application form have been verified and found correct as per service records of the officer.
- The department will be informed at the earliest, if any disciplinary proceeding is initiated or contemplated against the officer after his / her application is forwarded.
- Up-to date ACRs/APARs dossiers of the concerned officer for the last 04 years is enclosed or would be forwarded within the due date.

(Signature of the Employer with stamp)

**Checklist of documents to be enclosed:**

1. Educational Certificates. (Matric / B.Com from a Govt. recognized University / Institute / CA Inter/ CMA Inter)
2. Work Experience Certificate.
3. NOC from present Employer.
4. Vigilance and D&AR Clearance from present Employer.
5. APARs of the Last 04 years.