

HUBLI-DHARWAD BRTS COMPANY LIMITED

No: HDBRTS/Admin/2015-16/1876

Date: 05-03-2016

**NOTIFICATION FOR THE RECRUITMENT OF EMPLOYEES ON CONTRACT OR
DEPUTATION BASIS**

Hubli-Dharwad BRTS Company Limited, a Government of Karnataka undertaking, is a Special Purpose Vehicle (SPV) entrusted with the responsibility of implementation of Bus Rapid Transit System (BRTS) between the twin cities Hubli and Dharwad.

HDBRTS Company invites applications for appointment to Middle and Junior Level Management Positions on deputation / contract basis. Retired employees from Government / PSUs, not more than 65 years of age, are also eligible to apply for the posts for contract appointment. The last date for the receipt of application is **31st March 2016**. Eligible candidates willing to apply for the posts shall send the duly filled application as per the format given below, to the following contact address/e-mail ID. The applications received after the last date shall not be considered. The application shall be sent in a closed envelope superscripted with **“Application for the post of -----”**.

Contact Address:

The Managing Director
Hubli-Dharwad BRTS Company Limited
1st floor, KSFC building, PB Road
Rayapur, Dharwad-580009
Ph No +91 0836 2222007
Email: info@hdbrts.co.in
Website: www.hdbrts.co.in

JOB PROFILE:

Sl. No	Name and Number of Posts	Brief Description about Job	Educational Qualification	Experience
01	Company Secretary No of posts: 01	Take care of the legal and governance aspects of all functions of the company, scheduling meetings with board of directors, conducting annual general meetings, asset management, publicizing the company's accounts as well as the annual reports. Ensuring all the compliances as per Companies Act. Any other works assigned by MD from time to time.	Graduation in any field and an associate member of Institute of Company Secretaries of India (ICSI) and with an additional qualification in law or equivalent.	Direct Recruitment: Shall have prescribed qualification and a minimum of 5 years of relevant experience after becoming the associate member of ICSI. Deputation: Officer with prescribed qualification and minimum 2 years of relevant experience.
02	Assistant Manager (R&R) No of posts: 01	Responsible for land acquisition and resettlement & rehabilitation activities of BRTS Project as per approved policies of the company. Perform other responsibilities associated with this position as may be appropriate. Any other works assigned by MD from time to time.	Post Graduation in Sociology or Social Work or Human Resources Management or any equivalent	Direct Recruitment: Shall have prescribed qualification and a minimum of 5 years of relevant experience after Post Graduation Deputation: Officer with prescribed qualification and minimum 2 years of relevant experience.

03	<p>Manager (Civil & Environment) </p> <p>No of posts: 01</p>	<p>Responsible for planning, scheduling and execution of civil works, reviewing drawings, technical specifications, tendering and procurement. Inspect and ensure quality construction work that is performed under contracts. Maintenance of work related reports. Ensure compliance with IRC and other relevant Government standards.</p> <p>He will be responsible for Planning, implementing and monitoring of Environment Management Plan, Company Green BRTS Program, Landscape designing, environmental safety and health, liaising with forest Department for tree felling and afforestation etc. Any other works assigned by MD from time to time.</p>	<p>Engineering Degree in Civil from an Institute established by law in India or equivalent</p> <p>Desirable: Post graduate degree or Diploma in Environment Engineering or equivalent</p>	<p>Direct Recruitment: Shall have prescribed qualification and a minimum of 5 years of experience in planning and execution of road works and other civil works.</p> <p>Deputation: Officer with prescribed qualification and a minimum of 3 years of Group A service and relevant work experience in carrying out civil works.</p>
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I. Job Location: All the vacancies are in Hubli-Dharwad.

II. PAY:

DEPUTATION

Pay will be as applicable in the parent department / Karnataka Civil Service Rules.

ON CONTRACT

SI No	Name of Post	Monthly Consolidated Pay (in Rs.)
01	Company Secretary	50,000/-
02	Manager Civil & Environment	50,000/-
03	Assistant Manager (R&R)	35,000/-

1. Besides the above consolidated pay, medical insurance cover will be provided as admissible under HDBRTS Co. Ltd. rules for all the posts.
2. Conveyance allowance will be provided as per the Company HR policy.
3. Travelling and Dearness allowance will be admissible as per Company HR policy.

III. CONTRACT APPOINTMENT

1. The contract appointment will be initially for 3 years, extendable for further periods if required, on mutually agreed terms and conditions.
2. The contract period will be subjected to the appraisal of performance of the contract employee every year.
3. The appointment is purely on contract basis and it shall not give any right automatically to claim for Permanent/Regular appointment if any from HDBRTS Company Limited, Dharwad.
4. The contractual period of appointment may be terminated by either side by giving 90 days notice or by paying the contractual remuneration of three months in lieu of notice period, if the circumstances so warrant.

IV. GENERAL INSTRUCTIONS

1. Eligible candidates willing to apply for the above posts shall send the duly filled application to the contact address / e-mail ID.
2. Selection will be by a Committee constituted by the Competent Authority.
3. Documents in support of qualification and relevant experience for the post shall be submitted in originals and one set of Photostat copy for verification along with the resume, at the time of interview. After verification, the candidate has to submit a set of Photostat copies of verified certificates and testimonials. Non submission of documents/testimonials claimed in application, will lead to rejection of candidature.
4. Any candidate found guilty of impersonation or submitting fabricated documents or making statements, which are false or incorrect or attempts to use unfair means for the purpose of recruitment, shall be rejected.
5. Prescribed qualifications are the minimum requirements and mere possession of the same does not entitle candidates to be called for interview. The experience is post qualification and the minimum required. Mere possession of minimum experience does not confer any right for interview/selection.
6. The candidate shall have to appear for the interview at their own cost.
7. The candidate shall have to indicate his/her acceptance to the offer within 15 days from the receipt of offer, if not next candidate in order of merit will be offered the appointment on similar lines. The competent authority may allow as deems fit such extension of time for acceptance of offer.
8. The candidates shall mention their personal mobile number and email ID in the application form without fail.

V. INSTRUCTIONS TO APPLICANTS ON DEPUTATION BASIS.

1. Eligible and willing candidates may send their application in the prescribed Pro-forma through proper channel to the contact address mentioned above.
2. Employee may also send an advance copy of the application in the prescribed pro-forma. However, in such cases the concurrence of the parent department shall reach the competent authority before finalisation of the selection process.

3. On joining HDBRTS Company, the salary of the candidate on deputation shall be fixed as the parent department scale or shall be governed by Karnataka Civil Service Rules as applicable.
4. If at any point of time during deputation the information furnished by the candidate is found to be wrong /incorrect, then the employee will be repatriated immediately.
5. The period of deputation shall be three years and can be extendable up to 5 years.

VI. MISCELLANEOUS

1. Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to the selection/appointment shall be a disqualification.
2. The Company shall not be liable for any damage/injury/loss to the individual, if any sustained during the entire recruitment process and journey.
3. The Company reserves the right assess fitness or otherwise of the candidate selected.
4. The Company reserves the right to annul the recruitment process at any time without assigning any reasons thereof.

APPLICATION PROFORMA
(Application on Contract Basis)

1. Position Applied For:

2. Name:

3. Date of Birth:

4. Educational Qualification:

Affix Pass port
size Photograph

Sl. No	Educational Qualification	College/ University	Year of Passing

5. Membership of Professional Associations:

6. Other Training:

7. Languages Known:

8. Contact Mobile Number:

9. Personal E-mail ID:

10. Employment Record: Detailed Professional Experience that best illustrates the capability to handle the tasks assigned to the proposed position shall be given.

Sl. No	1	2	3
Name of the Company			
Position Held:			
Work Period (DD/MM/YY)	From: To:	From: To:	From: To:
Name of the Assignment / Project			
Location			
Project Features			
Activities Performed			

Cntd....

11. Indicate in 200 words about your suitability for the position vis-a-vis strength/ capabilities

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12. References	Indicate the details of two referees (preferably from the last two work places) Name : Designation : Contact Address : Contact Number : E-mail :
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13. Address for Correspondence : (Please mention postal address with pin code)	
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Date:

Signature:

APPLICATION PROFORMA
(Application on Deputation Basis)

1. Position Applied For:

2. Name:

3. Date of Birth:

4. Educational Qualification:

Affix Pass port
size Photograph

Sl. No	Educational Qualification	College/ University	Year of Passing

5. Membership of Professional Associations:

6. Other Training:

7. Languages Known:

8. Contact Mobile Number:

9. Personal E-mail ID:

10. Employment Record:

Sl. No	1	2	3
Name of the Employer			
Designation			
Work Period (DD/MM/YY)	From: To:	From: To:	From: To:
Scale of Pay			
Duties Performed			

Contd....

11. Service Details:

Sl. No	Particulars	
1	Date of initial Government appointment	
2	Present Grade and organization	
3	Date from which in present grade	
4	Present pay scale	

12. Indicate in 200 words about your suitability for the position vis-a-vis strength/ capabilities	
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13. Address for Correspondence : (Please mention postal address with pin code)	
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Date:**Signature:**

CERTIFICATE

(For Applicants on Deputation Basis)

(To be filled by cadre controlling officer of the organization where the employee is working and empowered to forward the application)

This is to certify that:

1. The service particulars furnished by Mr./Mrs./Ms. _____ have been verified from his service record and found correct.
2. There are no adverse remarks in the ACR / APR from the preceding three years of service.
3. There is no vigilance case pending or contemplated against Mr./Mrs./Ms. _____ and his/her integrity is hereby certified.
4. If the employee is selected for appointment on deputation to HDBRTS Company Limited, he/she will be relieved within 15 days of receiving intimation from the office.

Signature of the Competent Authority:

Name of the Organization:

Name of the Officer:

Designation of Officer:

Office Seal: