



**BHARUCH DAHEJ
RAILWAY COMPANY LTD.**
भरुच दहेज रेलवे कम्पनी लि.

CIN : U45203 DL2006 PLC155511

Registered Office :
39-42, (3rd Floor H Block) Indra Palace,
Connaught Circus Inner Circle,
New Delhi - 110 001.
Tel. : 011-43586814/17
Fax : 011 - 43586813

**Recruitment of various posts on Contractual and Absorption Basis
Vacancy Notice No. 02/2025 dated 20/02/2025**

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	Chief Finance Officer (CFO)	1	New Delhi
2	Manager (HR/Administration)	1	New Delhi
3	Manager/ Assistant Manager (Finance Account)	2	New Delhi
4	Assistant Manager (Finance Account)	1	Bharuch-Dahej Section
5	Manager (Civil)	1	Bharuch-Dahej Section
6	Sr.AM/AM - Track	1	Bharuch-Dahej Section
7	Sr.AM/AM - Works	1	Bharuch-Dahej Section
8	Sr.AM/AM- TRD & Electrical	1	Bharuch-Dahej Section
9	Sr.AM/AM- Signal	1	Bharuch-Dahej Section
10	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. Application duly filled and signed by the candidate must be sent in prescribed format only with no corrections/alteration/overwriting, along with 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 to the AGM/HR, Bharuch Dahej Railway Company Limited # 39-42 (3rd Floor H-Block) Indra Palace, Connaught Circus, Inner Circle, New Delhi- 110001, Applications must be submitted by post/ courier and also be emailed to the AGM/HR of BDRCL at agmhr@bdrail.in. **The last date for receipt of applications is 20-03-2025.**

ELIGIBILITY CRITERIA / JOB PROFILE, DETAILED TERMS & CONDITIONS

I.	NAME OF POST	Chief Finance Officer (CFO) on absorption basis
1.	PROBATION PERIOD	1 Year
2.	NO. OF POST	One (1)
3.	LOCATION	New Delhi
4.	MAXIMUM AGE	45 Years as on the date of vacancy notification
5.	EDUCATIONAL QUALIFICATION	<p><u>Essential:</u></p> <ol style="list-style-type: none">1. Bachelor's Degree from a recognized University2. Chartered Accountant with fellow member of the Institute of Chartered Accountants of India (FCA) <p><u>Desirable:</u></p> <ol style="list-style-type: none">1. Preference to candidates having completed Diploma/Certification course from ICAI in Ind-AS, GST.2. Worked as Key Management Personnel (KMP) in a company/undertaking and/or PSU of Railways sector, Logistic Sector.3. Preference shall be given to candidates having experience of working with undertaking and/or PSUs of Railways Sector, Logistics Sector.4. Preference shall be given to candidates with knowledge of Computer/IT skills and its applications.
6.	WORK EXPERIENCE	<p>Mandatory experience (Post Qualification):</p> <p>Min. 7 (Seven) years post qualification experience in the field of Corporate Accounting/Finance/Taxation, preparation and finalization of annual account, Advance Tax, TDS, GST, Ind-AS etc.</p>

7.	OTHER SKILLS	<ul style="list-style-type: none"> • Excellent communication skills – written, verbal, presentation, Fluency in English. • Strong organizational, analytical, and interpersonal skills.
8.	JOB PROFILE	<ul style="list-style-type: none"> • To work as a Key Management Personnel (KMP) as a Chief Finance Officer. • Timely preparation of Quarterly/Half yearly/Annual Financial Statements in format prescribed under Companies Act, 2013 along with Significant Accounting Policies and Notes to the Accounts in Compliance with the applicable Accounting Standards (IND-AS). Co-ordination with Banks for Bank Loan related compliances, co-payments. • Co-ordination with Auditors of the Company for Statutory Audit, Internal Audit, Tax Audit, CAG Audit, etc. Preparation and submission of all documents as per requirements of Auditors and preparation of replies to Audit observations. • Scrutiny of Contractors' bills, all third-party payments, and checking of Monthly revenue and O&M sheets received from Western Railway. • Bank and treasury function. • Responsible for Budgeting, Forecasting & Cost control. Responsible for all regulatory and statutory compliances related to Accounts/Finance/Taxation/Audit etc. • Assessment and timely payment of GST, TDS, Advance Tax, etc., and filing of necessary monthly, quarterly, half-yearly, and annual returns. • Responsible for the overall functions of Finance and Accounts of the Company, including Funds Management and Corporate governance. • Any other work as may be assigned from time to time by the management.
9.	DESIGNATION & SCALE OF PAY (IDA SCALES OF PAY)	Chief Finance Officer (CFO), Grade– E-4 Scale of Pay (70,000 – 2,00,000)
10.	EMOLUMENTS	As per the policy of the Company under IDA Scales of Pay
11.	SELECTION PROCESS	<p>The selection will be through Interview & Personal interaction by the Interview Panel on the basis of eligibility, experience, qualification & performance during Interview/Interaction.</p> <p>Note:</p> <ul style="list-style-type: none"> • Mere fulfilling the eligibility terms and conditions/requirement/qualification will not vest any right on the candidates to be called for Interview.

	<ul style="list-style-type: none"> • BDRCL reserves the right to call a limited number of candidates for interview after screening/short-listing with reference to the candidate's qualification, suitability, etc. The decisions of the Company will be final.
12.	<p>HOW TO APPLY</p> <p>Applications along with detailed bio-data (with passport size photograph, age, qualifications, experience, salaries drawn and achievements) in the prescribed format must reach the following address within the time prescribed in the advertisement & must be sent via email and by Post/courier, to email address of the AGM/HR/BDRCL i.e. agmhr@bdrail.in by 20.03.2025.</p> <p>To download the application form, kindly visit Company's website at: www.bdrail.in or www.rvnl.org</p> <p>Before applying for the post, a candidate should ensure that he/she fulfils the eligibility criteria and other requirements specified in this advertisement.</p> <p>Application duly filled and signed by the candidate must be sent in prescribed format only with no corrections/alteration/overwriting, along with 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 to the AGM/HR, Bharuch Dahej Railway Company Limited # 39-42 (3rd Floor H-Block) Indra Palace Connaught Circus Inner Circle, New Delhi- 110001, by Post.</p> <p>The application form is attached as Annexure-A, and the undertaking form is attached as Annexure-B."</p> <p>The email containing application for the post should be captioned as "Application for the Post of Chief Finance Officer against Vacancy Notice No. 02/2025 dated 20.02.2025.</p> <p>Note: Applications received after 20.03.2025 shall not be considered by the Company.</p>

13. **GENERAL
INSTRUCTIONS**

The appointment of Chief Finance Officer will be made on the basis of permanent absorption basis in the company on successful completion of the probation period of 1 (One) year. Selection will be finalized after interview of all eligible candidates appearing on the date of interview. The eligible candidates will be intimated of the date & venue of interview in New Delhi by post/email.

The candidate has to submit his/her willingness for the post at the time of interview itself, clearly stating that he/she will join the post, if selected, in the format attached in Annexure B. If any candidate does not initially give his/her willingness, he/she will not be interviewed. The selected candidate will have to join within 1 (One) month of issue of letter of appointment.

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.

Applications incomplete in any respect or not in compliance with the above instructions shall be liable for rejection.

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.

Selected candidate will have to produce a valid relieving letter from his/her current employer before joining the service.

The Company reserves the right to reject any candidate's application without assigning any reason.

Applications received after last date of receipt, shall not be considered in selection process.

II.	Name of Post	Manager (HR/Administration) on Contractual basis
1.	No. of Post	1
2.	Location	1 - Delhi
3.	Maximum Age	40 years as on date of vacancy notification
4.	Educational Qualification	Essential: Bachelor's degree from a recognized University/ Institute. Master's degree from a recognized University in HR/ LL. B/ LL.M
5.	Work Experience	Mandatory Experience (Post Qualification): 03 - 05 years in the field HR/Admin
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 • Assisting in document preparation (letters, correspondences, minutes, etc.) • Assisting in office filing and record-keeping • Handling routine office administration matters • Monitoring of Court Cases and dealing with Labor issues
8.	Nature of Position	1 year, further extendable on performance basis.
9.	Consolidated Emoluments/ Grade	Rs. 60,000/- per month. (Suitable candidate having higher qualification and experience may be considered for appointment on higher remuneration).

III.	Name of Post	Manager/ Assistant Manager (Finance Account) on absorption basis
1.	No. of Post	2
2.	Location	New Delhi
3.	Maximum Age	Manager (F&A) 40 years as on date of vacancy notification. Assistant Manager (F&A) 30 years as on date of vacancy notification.
4.	Educational Qualification	Essential: Chartered Accountant (should be a member of Institute of Chartered Accountant of India – ICAI). Preference shall be given to candidates with Master’s degree from a recognized University/Institute in Finance and MBA(Finance)
5.	Work Experience	Mandatory Experience (Post Qualification): Manager (F&A)- Minimum 05 years and Assistant Manager (F&A)- 02-03 years post qualification experience in the field of Corporate Accounting/Finance/Taxation, preparation and finalization of annual account, Advance Tax, TDS, GST, Ind-AS etc. 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 latest Computer/IT skills and its applications. Excellent communications skills - Drafting, verbal, presentation, Fluency in English Strong organizational, analytical and interpersonal skills.
7.	Job Profile	<ul style="list-style-type: none"> • Timely preparation of Quarterly/Half yearly/Annual Financial Statements in format prescribed under Companies Act, 2013 along with Significant Accounting Policies and Notes to the Accounts in Compliance with the applicable Accounting Standards (IND-AS). Co-ordination with Banks for Bank Loan related compliances, co-payments. • Co-ordination with Auditors of the Company for Statutory Audit, Internal Audit, Tax Audit, CAG Audit, etc. Preparation and submission of all documents as per requirements of Auditors and preparation of replies to Audit observations. • Scrutiny of Contractors' bills, all third-party payments, and checking of Monthly revenue and O&M sheets received from Western Railway. • Bank and treasury function. • Responsible for Budgeting, Forecasting & Cost control. Responsible for all regulatory and statutory compliances related to Accounts/Finance/Taxation/Audit etc. • Assessment and timely payment of GST, TDS, Advance Tax, etc., and filing of necessary monthly, quarterly, half-yearly, and annual returns. • Responsible for the overall functions of Finance and Accounts of the Company, including Funds Management and Corporate governance. • Any other work as may be assigned from time to time by the management
8.	DESIGNATION & SCALE OF PAY (IDA SCALES OF PAY)	Manager (F&A) Grade– E-2 Scale of Pay (50,000 – 1,60,000) and Assistant Manager (F&A) Grade I-E-1 Scale of Pay (40,000 – 1,40,000)
9.	EMOLUMENTS	As per the policy of the Company under IDA Scales of Pay

IV.	Name of Post	Assistant Manager (Finance Account) on absorption basis
1.	No. of Post	1
2.	Location	Bharuch-Dahej Section
3.	Maximum Age	30 years as on date of vacancy notification
4.	Educational Qualification	Essential: Chartered Accountant (should be a member of Institute of Chartered Accountant of India – ICAI). 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 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"> • Timely preparation of Quarterly/Half yearly/Annual Financial Statements in format prescribed under Companies Act, 2013 along with Significant Accounting Policies and Notes to the Accounts in Compliance with the applicable Accounting Standards (IND-AS). Co-ordination with Banks for Bank Loan related compliances, co-payments. • Co-ordination with Auditors of the Company for Statutory Audit, Internal Audit, Tax Audit, CAG Audit, etc. Preparation and submission of all documents as per requirements of Auditors and preparation of replies to Audit observations. • Scrutiny of Contractors' bills, all third-party payments, and checking of Monthly revenue and O&M sheets received from Western Railway. • Bank and treasury function. • Responsible for Budgeting, Forecasting & Cost control. Responsible for all regulatory and statutory compliances related to Accounts/Finance/Taxation/Audit etc. • Assessment and timely payment of GST, TDS, Advance Tax, etc., and filing of necessary monthly, quarterly, half-yearly, and annual returns. • Responsible for the overall functions of Finance and Accounts of the Company, including Funds Management and Corporate governance. • Any other work as may be assigned from time to time by the management
8.	DESIGNATION & SCALE OF PAY (IDA SCALES OF PAY)	Assistant Manager (Finance Account) Grade- E-0 Scale of Pay Rs 30,000 – 1,20,000
9.	EMOLUMENTS	As per the policy of the Company under IDA Scales of Pay

V.	Name of Post	Manager (Civil) on Contractual basis
1.	No. of Post	1
2.	Location	Bharuch-Dahej Section
3.	Maximum Age	40 years as on date of vacancy notification
4.	Educational Qualification	<p><u>Essential:</u> Bachelor's degree in Civil Engineering from a recognized University/Institute.</p> <p>Preference shall be given to candidates with a Master's degree in Civil Engineering or a related field.</p>
5.	Work Experience	<p><u>Mandatory Experience (Post Qualification):</u> 3-5 years of experience in civil construction, infrastructure projects, project management, or related fields.</p>
6.	Other Skills	<p>Proficiency in AutoCAD, STAAD Pro, MS Project, and other relevant software.</p> <p>Strong knowledge of construction materials, project estimation, and quality control.</p> <p>Excellent communication skills – written, verbal, and presentation.</p> <p>Strong organizational, analytical, and problem-solving skills.</p>
7.	Job Profile	<ul style="list-style-type: none"> • Supervision of civil construction and maintenance activities. • Coordination with contractors, vendors, and other stakeholders. • Preparation of project reports, estimates, and progress documentation. • Ensuring compliance with safety and quality standards. • Assisting in contract management and documentation.
8.	Nature of Position	1 year, further extendable on performance basis.
9.	Consolidated Emoluments/ Grade	Rs. 60,000/- per month. (Suitable candidate having higher qualification and experience may be considered for appointment on higher remuneration).

VI.	Name of Post	Sr.AM/AM – Track
1.	No. of Post	1
2.	Location	Bharuch-Dahej section
3.	Maximum Age	40 years as on date of vacancy notification
4.	Educational Qualification	<u>Essential:</u> 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	<u>Mandatory Experience (Post Qualification):</u> 3-5 years in the field of track 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"> • 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 In charge and SSE/P.Way.
8.	Nature of Position	Contractual Basis for 1 year, further extendable on performance basis.
9.	Consolidated Emoluments/ Grade	Rs. 60,000/- per month. (Suitable candidate having higher qualification and experience may be considered for appointment on higher remuneration).

VII.	Name of Post	Sr.AM/AM – Works
1.	No. of Post	1
2.	Location	Bharuch-Dahej section
3.	Maximum Age	40 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> 3-5 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/ Grade	Rs. 60,000/- per month. (Suitable candidate having higher qualification and experience may be considered for appointment on higher remuneration).

VIII.	Name of Post	Sr.AM/AM– TRD & Electrical
1.	No. of Post	1
2.	Location	Bharuch-Dahej section
3.	Maximum Age	40 years as on date of vacancy notification
4.	Educational Qualification	<u>Essential:</u> Diploma in Electrical/ Electronic 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> 3-5 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, equipment's and gadgets, overhead and underground transmission lines, cables, transformers, circuit breakers, panels, switch boards and their accessories and allied equipment's. • Maintaining all kind of records as per Railway rules. • Assistance to all Electrical & TRD related matters to Engineer In-charge and SSE/Electrical
8.	Nature of Position	Contractual Basis for 1 year, further extendable on performance basis.
9.	Consolidated Emoluments/ Grade	Rs. 60,000/- per month. (Suitable candidate having higher qualification and experience may be considered for appointment on higher remuneration).

IX.	Name of Post	Sr.AM/ AM – Signal
1.	No. of Post	1
2.	Location	Bharuch-Dahej section
3.	Maximum Age	40 years as on date of vacancy notification
4.	Educational Qualification	<u>Essential:</u> Diploma in Electrical/ Electronic 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> 3-5 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 signaling 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	Contractual Basis for 1 year, further extendable on performance basis.
9.	Consolidated Emoluments/ Grade	Rs. 60,000/- per month. (Suitable candidate having higher qualification and experience may be considered for appointment on higher remuneration).

X.	Name of Post	Sr.AM/ AM – Telecom
1.	No. of Post	1
2.	Location	Bharuch-Dahej section
3.	Maximum Age	40 years as on date of vacancy notification
4.	Educational Qualification	<u>Essential:</u> Diploma in Electrical/ Electronic 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> 3-5 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 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.
8.	Nature of Position	Contractual Basis for 1 year, further extendable on performance basis.
9.	Consolidated Emoluments/ Grade	Rs. 60,000/- per month. (Suitable candidate having higher qualification and experience may be considered for appointment on higher remuneration).

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.</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.</p> <p>The application form is attached as Annexure-A, and the undertaking form is attached as Annexure-B."</p> <p>The envelope containing application for the post, should be captioned as "Application for the Post of _____/BDRCL against Vacancy Notice No. – 02/2025 dated 20.03.2025."</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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BDRCL

Annexure A
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)

Annexure B

Undertaking

I, _____, S/o, or D/o Shri. _____, presently serving as _____ in the _____, do hereby undertake that if I am selected for the post of _____, Bharuch Dahej Railway Company Limited (BDRCL), New Delhi, I will not ask for an extension in joining time and will resign from the present position before joining BDRCL. In case I am unable to join the post offered to me during the joining time, I will have no claim for that post of Chief Financial Officer/BDRCL as a matter of right.

Name:

Designation:

Date:

BDRCL