GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD

No.E(MPP)2015/3/9 New Delhi, dated: . 09.2015

VACANCY NOTICE

Sub: Appointment of HR Consultant on contract basis in Ministry of Railways – reg.

Ministry of Railways requires dynamic, experienced and result oriented professionals for engagement as **Consultant/HR** (one Post), on purely temporary and **on contract basis**. The details of engagement are as under:

Designation	HR Consultant
Period of engagement	Initially for a period one year from the date of joining, which can be extendable further on the basis of requirement, work performance and quality output
No. of Post(s)	One
Remuneration per month	Rs.50,000/- (Consolidated) + Rs.3000/- P.M. towards local conveyance.
Place of Posting	Ministry of Railways at New Delhi
Age Limit	Should be below 45 years of age
Educational Qualification	Should be a MBA(HR)/PGDM(HR) from Central Universities/State Universities/ Centres of Excellence/ reputed Deemed to be Universities/Private Universities
Nature of Duties	To carry out an HR Audit to identify gaps in HR Policies as also lacunae in applying policies, procedures and suggesting corrective steps to rectify the same from the larger point of view of improving organizational performance
Closing date for submission of applications	One month from date of Advertisement
Selection procedure	On the basis of interview
Applications to be forwarded to	Executive Director (Trg.& MPP), Ministry of Railways Room No.134A, Rail Bhawan, New Delhi-110001.

Annexure-I

1. Duties and Responsibilities:

- HR Consultant will interact with the ED's Committee initially and would then take up auditing jobs of various HR functions like recruitment, selection, promotion etc. on the non-gazetted side. He would also interact with various other functionaries while studying the processes.
- Consultant will carry out an HR Audit to identify gaps on HR policies as also lacunae in applying policies, procedures and suggesting corrective steps to rectify the same from the larger point of view of improving organizational performance.
- The consultant shall not divulge any information, gathered by him/her during the period of his/her assignment, to anyone who is not authorized to know/have the same.

2. Duration of Contract:

- Selected candidate will be hired on full time contract basis, initially for a period of one year, which can be extended at the sole discretion of the Ministry of Railways.
- The work and conduct of the consultant will be reviewed by the Executive Director concerned from time to time. In case his/her performance is not found satisfactory, the engagement is liable to be terminated without assigning any reason.
- The contract can be terminated pre-maturely on one month's notice by either side.
- Subsequent extension(s), if any, will be considered depending upon the requirement, work performance and quality output.

3. Remuneration:

- Rs.50,000/- per month(consolidated) plus Rs.3000/- per month as allowance towards local conveyance subject to deduction under service tax/Income tax rules.
- No other allowance will be admissible to him/her.
- In case of travel on duty within India, First 'A' complementary pass will be allowed. Stay will be provided to him/her in Officers' Rest Houses. Reimbursement of food bills not exceeding Rs.200/- per day will be allowed during the period of travel.

4. Leave:

- HR Consultant will not be entitled for any kind of leave other than weekly off and Gazetted holidays. He/she will be eligible for 8 days' casual leave in a calendar year on pro-rata basis.

5. Selection Process:

- Four member EDs Committee would scrutinize the applications (in prescribed format) received for the role of HR Consultant, under the prescribed criteria and shortlisted candidates will be called for an interview.

- At the time of interview, candidates should bring along copy of duly filled in application form along with self attested photocopies of the requisite documents .

- Applicants shall also produce original documents of their Educational certificate/s and certificates of experience and other testimonials for verification at the time of interview. No interview will be conducted if candidates don't bring the original certificates/testimonials/documents at the time of interview. If any of the particulars stated incomplete or incorrect, or if it is found that the candidate has willfully suppressed any material fact/information relevant to the consideration of his/her case without prejudice to any other action be summarily rejected and will not be interviewed.
- In addition, the proof of identity and residence and two recent passport size photographs will be required.

6. General:

- No TA/DA/Journey expenses will be paid to the candidates for appearing in the interview
- The engagement will not confer any right for regularization in Ministry of Railways.
- Any dispute with regard to engagement against this advertisement will be under the jurisdiction of Court in Delhi only.

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APPLICATION FOR ENGAGEMENT OF HR CONSULTANT ON CONTRACT BASIS

1.	Name of the Candidate	
2.	Mother's/Father's/Husband's Name	
3.	Date of Birth	
4.	Address for Correspondence	
5.	Permanent Address	
6.	Contact No./Nos.	
7.	E-Mail ID	
8.	Educational/Technical Qualification(s)	
9.	Detail of Experience (to be attached in Proforma appended as Appendix)	
10.	Any other relevant information (use separate sheet, if necessary)	

The information furnished above is true. I have carefully read the terms and conditions mentioned in Annxure-I and they are acceptable to me. I certify that no disciplinary proceeding are pending against me, as on date.

Date:

Signature of the Applicant.

To
Executive Director (Trg.& MPP)
Ministry of Railways
Railway Board
Room No.134 A
Rail Bhawan
New Delhi-110001.

Appendix

APPLICATION FOR ENGAGEMENT OF HR CONSULTANT ON CONTRACT BASIS – DETAILS OF EXPERIENCE

Period (starting from latest)	Name of Office/ Organization	Post, Remuneration or Pay Band with Grade Pay, if applicable	Description of Duties performed

Name:

Signature of Applicant