

Uttarakhand Metro Rail Corporation (UKMRC) 04 <sup>th</sup> Floor, Rajeev Gandhi Multipurpose Complex, Dispensary Road, Dehradun, Uttarakhand 248001, 0135 2719500							
<b>Reference No: UKMRC/2017-18/</b>							
The Government of Uttarakhand has setup UKMRC as a special Purpose Vehicle for implementation and operation of Rail Based Mass Rapid Transit System (Metro) in selected cities of Uttarakhand. Applications are invited for the following assignments latest by 07/10/2017 for engagement of services under corporate office, Dehradun. Details including TOR, remuneration, type of engagement, job code, application form and terms are given below:-							
<ol style="list-style-type: none"> <li>1. Terms of Reference / Job Description can be downloaded from column no. 8.</li> <li>2. Total Remuneration to be offered shall be based upon experience and last drawn salary.</li> <li>3. The engagement of services will be either on deputation from other Government Department or purely on contractual basis for a period of one year with a provision for extension depending upon requirement. The total experience asked for has to be post qualification.</li> <li>4. Other terms of engagement are mentioned in the application form which can be downloaded from the link available on the website.</li> <li>5. Applications should be sent in the desired format only. Applications may be sent by post or delivered in person to the above address.</li> </ol>							
S L.	Name of Post	No of Post	Salary/Consultancy charges/ per month	Grade Pay	Qualification and experience	Type of Engagement/ Job Code	Job Code
1	Officer HR	01	Upto 40,000/-	4600	MBA-HR with 3 years experience in HR activities and preferably in Govt. dept / project.	Contract / Deputation	OHR
2	Office Management Expert	01	Upto 35,000/	4600	Graduate with 3 year experience in Office management preference for good communication skill in English preferably in Govt. dept / project.	Contract / Deputation	OME
3	Office Assistant cum Data Entry Operator	01	Upto 20,000/-	-	Graduate with Computer Skill and more than 2 years Experience in Computer and Office related works. Good English and Bilingual Typing Preferred.	Contract	OADEO
4	Stenographer	02	Upto 25,000/-	4200	Graduate with Computer Skill, Shorthand- 80 to 100 wpm in English, 80 wpm in Hindi. Typing speed Minimum 5000 kdph in English and 4000 kdph in Hindi with 2 years of exp.	Contract / Deputation	STEN
5	Multi Purpose Worker / Attendant	02	Upto 12,000/-	-	Intermediate and 2 year work experience in capacity of office attendant.	Contract	MPW
<b>JITENDRA TYAGI MANAGING DIRECTOR</b>							