



JAIPUR METRO RAIL CORPORATION LIMITED

(A Government of Rajasthan Undertaking) (CIN: U60221RJ2010SGC030630)

Admin Building, Metro Depot, Bhriku Path, Mansarovar, Jaipur-302020

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Advt. No.: F.1(H-224)/ JMRC/DCA/Recruitment of CS/2020/15806

Dated: 15th March, 2021

DETAILED ADVERTISEMENT FOR RECRUITMENT OF IMMEDIATE INTERIM MANPOWER [JMRC Recruitment 2021]

Applications are invited from dynamic and motivated persons who possess the prescribed qualification for the post of Company Secretary and meet other eligibility criteria for the Direct Recruitment in Jaipur Metro Rail Corporation Ltd. (JMRC).

This recruitment is being undertaken under the provisions of the JMRC Recruitment & Service Rules, 2012, hereinafter referred to as 'the Rules', available on JMRC websites: www.jaipurmetrorail.in or <http://transport.rajasthan.gov.in/jmrc> and Recruitment Portal, i.e., www.jmrcrecruitment.in. This recruitment is being made against the vacant post in JMRC, given the transitory nature of the mode of project, operations & maintenance, the nature of service is temporary, as explained in the Rules, especially Preamble thereof.

Important dates for Application Submission		
Activity	Opening Date	Last Date
Publication of Detailed Advertisement on JMRC Website / Recruitment Portal	15/03/2021	
Submission of Application Form and Application Fee: a) Through JMRC Recruitment Portal [www.jmrcrecruitment.in] OR b) Through e-Mitra Kiosk [within Rajasthan]	22/03/2021	20/04//2021 [up to 11:55 PM]
Note: 1. The dates mentioned above are indicative, and JMRC reserves the right to change the dates at its sole discretion. Candidates are advised to regularly visit JMRC website/Recruitment Portal for updates. 2. Dates for Computer Based Test (CBT), downloading of admit cards, and/or, Interview etc., will be announced later on JMRC's Website/ Recruitment Portal.		

Information about the post, pay, qualification and other eligibility criteria, application process, screening methodology and other terms & conditions of recruitment is given in the following Sections (For more details on any aspect, candidates are encouraged to refer to the Rules):

1. POST AND NUMBER OF VACANCIES

Recruitment would be made for the following post:

S.N.	Name of the Post	No. of vacant post
01.	Company Secretary	01

Note:

Number of vacancies indicated above are provisional. JMRC reserves the right to continue the recruitment process or cancel at any stage as per requirement.

2. RESERVATION OF POST (S)

JMRC follows the extant reservation policy of Government of Rajasthan. Accordingly, since the number of sanctioned and vacant post is limited to 1, the number of posts worked out to be Nil for SC/ST/OBC/EWS/MBC, Women/Widows/Divorcees, or Persons with Disabilities / Sportspersons / Ex-servicemen. Thus, the above post is available for Open Competition and is not reserved for any category. Nonetheless, Persons with Disabilities and those belonging to other reserved categories are encouraged to apply and seek selection in Open Competition.

3. EDUCATIONAL QUALIFICATION

- a) An applicant for the above post should possess the qualification for the post, as specified in the following table:

Qualification
A qualified Company Secretary who is a member of the Institute of Company Secretaries of India With A total experience of at least 3 years of working in company affairs in Departments/ PSUs/ Boards/ Organisations of Government of India/ State Governments or in any reputed company/ firm or of practice as a Company Secretary.

- b) The cut-off date for determining eligibility with respect to qualification shall be the Last Date for Submission of Applications, i.e., **20.04.2021**.
- c) If a candidate claims his/her qualification to be equivalent to the qualification prescribed for a post, the candidate may apply appear in CBT/Interview, but the onus of proving equivalence shall lie on the candidate and he/she will have to produce evidence, at the stage of interview/appointment or at any other stage of recruitment to the satisfaction of JMRC, failing which his/her candidature will stand cancelled. Decision of JMRC in this regard will be final and binding.

4. AGE LIMITS

A candidate must have attained the age of 21 years and must not have attained the age of 44¹ years as on 1st January, 2022.

Note: Since the vacant post is for General Category (Open Competition) and as per the reservation rules of Government of Rajasthan, the reserved category candidates can also apply for the above post. However,

¹ Under the Rules, the usual upper age limit is 40 years. However, as at least 3 years experience is required for the above post and also because none of the posts/ vacancies advertised herein could be advertised in previous 1 year (2020), the upper age limit has been increased by four years for the posts advertised herein, in terms of the provisos included in Rule 8.1 of the Rules.

their candidature will be considered only if they have not availed any benefits of reservation available to them (like Age relaxation etc.) except Application Fee. Therefore, no age relaxation is provided to reserved category candidates for this recruitment.

5. NATIONALITY

A candidate for entry into the service of the Corporation must be:

- i. a citizen of India, or
- ii. a subject of Nepal, or
- iii. a subject of Bhutan, or
- iv. a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India, or
- v. a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India:

Provided that a candidate belonging to categories (ii), (iii), (iv) and (v) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

6. MEDICAL STANDARDS

- a) **Applicable Medical Standards:** The Medical Standards applicable for the post shall be as per the *JMRC Medical Fitness Standards*, which can be accessed at JMRC website.
- b) **Medical Fitness Test(s):**
 - i) All candidates shall have to undergo the medical fitness test(s) and meet the medical standards prescribed by JMRC for this post. These standards also provide for certain allowances / relaxations for Persons with Disabilities.
 - ii) Expenses for medical fitness test of the candidates for the purpose of determining their suitability for the post (and, if appointed, continuance thereon) will be borne by JMRC. However, in case a candidate seeks extension for joining, the cost of such test will be borne by the candidate himself/herself.
 - iii) Candidates who fail in the prescribed medical fitness test will not be given any alternative employment in JMRC.
 - iv) The decision of JMRC as to whether a candidate meets the prescribed Medical Standard shall be final and binding.

7. DISQUALIFICATION

- a) A person being a partner or a relative of a Director of JMRC within the meaning of Section 188 of the Companies Act, 2013, shall be disqualified for appointment, unless the Board of Directors accords consent by special resolution. Every person on first appointment to a post under JMRC shall sign a declaration to the effect that he/she is not a partner or a relative of a Director of JMRC, within the meaning of Section 188 of the Companies Act, 2013, and that in the event of his/her acquiring such relationship, would notify the fact to JMRC. List of Directors of JMRC, as on date, is available on JMRC website.
- b) A person who has been dismissed or removed or whose services have been terminated by the Central Government or State Government or Public Sector Undertaking as a measure of penalty for any act involving moral turpitude or declared guilty of impersonation or of submitting fabricated documents or documents which have been tampered with or of making statements which are incorrect or false or of suppressing material information or using or attempting to use unfair means in the examination or interview, or for any act causing loss to or destruction of property belonging to his/her ex-employer, as the case may be, shall not be eligible for appointment.

- c) No candidate who has more than one spouse living shall be eligible for appointment unless JMRC, after being satisfied that there are special grounds permissible under the personal law for doing so, exempt her from the operation of this rule.
- d) No female candidate who is married to a person having already a wife living shall be eligible for appointment unless JMRC, after being satisfied that there are special grounds for doing so, exempt any female candidate from the operation of this rule.
- e) No married candidate shall be eligible for appointment if he/she had at the time of his/her marriage accepted dowry.

Explanation - For the purpose of this rule, 'dowry' has the same meaning as in the Dowry Prohibition Act, 1961 (Central Act 28 of 1961).

- f) No candidate shall be eligible for appointment who has more than two children on or after 1st June, 2002.

Provided that the candidate having more than two children shall not be deemed to be disqualified for appointment so long as the number of children he/she has on 1st June, 2002 does not increase.

Provided further that where a candidate has only one child from earlier delivery but more than one child are born out of a single subsequent delivery, the children so born shall be deemed to be one entity while counting the total number of children.

Provided also that while counting the total number of children of a candidate, the child born from earlier delivery and having disability shall not be counted.

8. APPLICATION PROCESS

- a) Applications shall be submitted online on JMRC Recruitment Portal (www.jmrcrecruitment.in). Applicants may submit applications on their own on JMRC recruitment portal, if they have internet facility with reasonable speed and online payment facility OR they may submit through e-Mitra kiosk within Rajasthan. For this purpose, a candidate has to initially register on the Recruitment Portal which is a onetime activity. At the time of registration, candidates must provide correct information regarding personal details like Name, Date of Birth, Category, Mobile Number & E-mail ID etc. This basic information cannot be changed once submitted. After that the candidate shall receive a message on his/her above mobile and E-mail ID regarding Registration ID & Password for login. The Registration ID and password shall be used by the candidate to login on the JMRC recruitment portal throughout the process of the recruitment.
- b) The candidate will have to login into the Recruitment Portal using above Registration ID and other details to fill the personal details and application form. After filling an application form, candidate can review the filled information. In case of any error, the candidate can edit the filled information before final submission of application form, except the basic information submitted at the time of registration in above step. After that, the candidate will have to submit the filled application.

HOW TO FILL THE APPLICATION FORM

Instructions for filling the Application are available on the JMRC Recruitment Portal.

- c) After submission of the form, the candidates who are filling applications on their own will be able to deposit application fee online and those who are using e-Mitra kiosk services will have to deposit application fee at e-Mitra kiosk only. **An application will be considered submitted for the recruitment only after prescribed fee deposition.**
- d) Candidates must carefully choose the category under which they wish to apply and seek relaxation in application fee. ***If due to furnishing of wrong particulars, application fee remains underpaid, the candidature will stand cancelled and the defect cannot be remedied by depositing the balance amount after the last date prescribed for submission of application form.***
- e) Candidates should have a valid personal e-mail ID & active mobile number, as the same is mandatory for submitting an application. These should be kept active during the currency of this recruitment

process since *all important communication will be sent on this e-mail ID and Mobile Number. The candidates are, therefore, requested to check their e-mail and Mobile regularly for any communication from JMRC.* The candidate must not share the password for this e-mail ID with any other candidate/ person.

- f) *The Admit card for CBT will neither be sent by post nor by email; it will only be downloadable from JMRC Recruitment Portal. Also, the Call Letter for interview will NOT be issued in paper form by post; these will only be e-mailed or made downloadable from JMRC Recruitment Portal.*
- g) Candidates are advised in their own interest to register online much before the last date, as per the time schedule mentioned in this advertisement and not to wait till the last date, so as to avoid the possibility of disconnection, inability or failure to log on to the application module on account of heavy load.
- h) JMRC does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of JMRC.
- i) A candidate shall be permitted in the CBT / interview venue only if he/she possesses the Admit Card / Call Letter, as applicable, along with a original photo identity card as mentioned at the time of registration.
- j) The Admit Cards / Call Letters issued to the candidates shall be provisional. In case any ineligible candidate is issued an Admit Card and is able to appear in the CBT or is called for an interview/ medical fitness test, or is even allowed to join, JMRC will be entitled to cancel his/her candidature or appointment at any stage, on grounds of ineligibility.
- k) The issue of an Admit Card/Call letter to appear in the CBT / interview/ medical fitness test or the fact of having passed these tests or having been placed on the final merit list, will not be a proof of any candidate's eligibility. Candidature will be purely provisional subject to eligibility and other verifications before or after appointment in JMRC. The onus of ensuring that he/she meets all the eligibility requirements will rest on the candidate himself/herself all through the recruitment process. Candidates will be allowed to appear in CBT / interview/ medical fitness test purely on provisional basis and no candidate will have a right to appointment or any compensation only on the ground of having appeared in or passed the CBT or any other screening test.
- l) The decision of JMRC about the eligibility of a candidate shall be final and binding. No correspondence will be entertained in this regard.
- m) If the candidature of a candidate is rejected at any stage due to incomplete/incorrect information filled in the Application, it shall be his/her sole responsibility.
- n) Candidates are advised not to submit multiple applications against any one post, as it may result in cancellation/rejection of the candidature without any notice/ intimation. **Exception:** In circumstances of inadvertent error discovered by a candidate after submission, he/she is free to submit another application afresh on or before **20/04/2021**. In such cases, Application Fee and other Charges for the new Application will also be deposited afresh, even if Application Fee had already been deposited for the earlier Application.

9. APPLICATION FEE

- a) An Application shall be deemed as valid only if the prescribed Application Fee is deposited by the last date prescribed for the purpose, i.e., **20/04/2021**, and in the specified manner.
- b) In case the candidate registers and submits application on its own, after submission of application form he/she will be directed to payment gateway where he/she can deposit application fee online. In this case; bank charges shall be payable extra, as applicable.
- c) In case the candidate opts to submit application from at e-Mitra kiosk, he/she will have to submit the fee and e-Mitra service charges personally at e-Mitra kiosk.
- d) Online application form shall be accepted only after deposition of prescribed application fee by prescribed date.
- e) Once the prescribed application fee is deposited, he/she will get message on mobile / E-mail regarding acceptance of the application form for the JMRC recruitment.
- f) The Application Fee shall be as under:
- i) **Application Fee:**

For Persons with Disabilities (OL – R or L)	Rs. 250
For SC/ST candidates of Rajasthan	Rs. 250
For Non-Creamy Layer OBC/EWS/MBC candidates of Rajasthan	Rs. 400
For all other candidates	Rs. 500

ii) Service Charges:

a)	Application form filling through e-Mitra kiosk in Rajasthan	Rs. 50 per transaction
b)	Deposition of fees through e-Mitra kiosk in Rajasthan	Rs. 10 per transaction
c)	Payment of fees online by Credit Card / Debit Card / Net banking / UPI / Other online mode	Rs. 10*

*Transaction Processing Fees charged by respective Bank / Aggregator will be paid extra by the Applicant.

- g) The Application Fee and Service Charges are completely non-refundable and will not be held in reserve for any other test or selection. Also, these will not be refunded in case the candidature of a candidate is rejected at any stage.

10. SCHEME OF EXAMINATION

For the advertised post, a Computer Based Test (CBT) will be held to shortlist the candidates for interview.

The screening process for above post is detailed below:

Stage – I: [Computer Based Test – Maximum Marks: 100]

The maximum time permitted for the CBT shall be 120 minutes, and it shall carry 100 questions for a total of 100 marks. The questions shall be multiple choice objective type, with 1 mark to be awarded for each right answer and 0.25 marks to be deducted for each wrong answer. Minimum pass marks shall be 40% for all candidates other than SC/ST/PwD/ESM Category candidates and 35% for SC/ST/PwD/ESM Category candidates. The indicative scheme of the question paper shall be as follows:

- i. Domain/Discipline related – 60 questions
- ii. General Knowledge & Awareness – 10 questions
- iii. Computer Awareness -10 questions
- iv. English – 10 questions
- v. Hindi – 10 questions

Stage – II: [Interview - 10 marks]

The focus of interview will be on experience profile and personality traits, including communication skills, of the candidates. There will be no minimum pass marks for the interview, but failure to appear in interview will disqualify the candidate.

Stage – III: Medical Fitness Test (Qualifying Test)

All candidates placed on the final merit list or panel of listed candidates shall have to undergo and pass medical fitness test as prescribed by JMRC. Failure to appear in medical fitness test at the appointed date and time will disqualify the candidate.

Note:

- a. The CBT will carry maximum 100 marks, while interview shall carry maximum 10 marks.

- b. Representations or complaints regarding any error/ discrepancy in the question paper may be submitted online as per schedule to be made available on JMRC Recruitment Portal after completion of CBT.
- c. The CBT and other screening tests shall be aimed at testing the skills of the candidate in languages, general knowledge & awareness, computer proficiency and/or his/her domain knowledge, skills, competencies, personality traits and job-related specific abilities. Medical Fitness Test will form an integral part of the selection process.
- d. Failure to appear in medical fitness test at the appointed date and time may disqualify the candidate.
- e. A call list for Interview would be limited to the number of candidates who have obtained minimum pass marks in the CBT, subject to a maximum of 5 times the number of vacancies, in order of marks obtained in the CBT.

Note: If more than one candidate is placed at the cut-off point (rounded off to two decimal points) of the merit list of CBT, all such candidates would be included in the call list for Interview.

- f. Final merit list for the above post shall be prepared as under:
 - i) From among candidates who have obtained minimum pass marks in the CBT, in order of the total marks obtained in (a) CBT and (b) interview, and after disqualifying candidates who have not appeared in the interview, subject to their passing the medical fitness test. If more than one candidate is placed at the cut-off point (without any rounding off) of the final merit list, the candidate who is senior in age would be preferred.

A Panel of Wait Listed Candidates may also be prepared on these very lines.
- g. Dates of CBT / interview, results thereof and all other recruitment related information shall be available on JMRC Recruitment Portal. Candidates are required to regularly visit the Recruitment Portal and check for updates.
- i. The question papers for the CBT shall be bilingual (i.e., in Hindi and English). However, Hindi Comprehension Questions shall be in Hindi and English Comprehension Questions shall only be in English.

11. INDICATIVE SYLLABUS:

- a) The standard of domain related questions will be commensurate with the educational qualification and experience specified for the concerned post. The standard of other questions would also be such as may be reasonably expected of a candidate having educational qualification specified for the post.
- b) The CBT would mainly cover the subjects/ topics/ activities indicated as follows:
 - i) **Domain/ Discipline related:**
 - a) Forms of Business Organisations-registered companies, LLP, partnership, etc, Scale of Business.
 - b) Elements of Company Law: Principles & Concept, Shares and Share capital, Members and Shareholders, Debt instruments, CSR, etc.
 - c) Accounts, Audit & Auditors, Transparency and Disclosures, Registers & Records and maintenance, Board Constitution and its powers, Directors, their appointment and cessation, KMP's and their Remuneration, Meeting of Board and its Committees, General Meeting.
 - d) Legal Framework of governing Company Secretaries, Charter Documents of Companies, Legal status of registered companies.
 - e) Corporate Accounting, financial statements' interpretation, consolidated accounts as per companies act.
 - f) Governance, Compliances and Ethics: Corporate & legislative framework of Corporate Governance, Board effectiveness, Corporate policies and disclosures, Directors' training, development, familiarization, Ethics & Business, Sustainability, Corporate Social Responsibility.

- g) Drafting, pleadings and appearances, general principles of drafting, secretarial practices, drafting of agreements, document and deeds, Compliances and framework, Secretarial Audit and due diligence.
 - h) Specific provisions w.r.t. government companies, filing of various returns & forms, Annual Report.
 - ii) **General Knowledge & Awareness:** Current Affairs, Economy, Polity, Culture, History, Geography and Natural Resources of India. Special focus on Rajasthan.
 - iii) **Computer Awareness:** Input and Output devices, Latest trends in IT, Computer Networks, Operating System, E- Mail and Internet, MS-Office.
 - iv) **English:** Questions based on comprehension passage in English, basic English grammar.
 - v) **Hindi:** Questions based on comprehension passage in Hindi, basic Hindi grammar.
- d) All applicants are advised to regularly visit the JMRC Recruitment Portal www.jmrcrecruitment.in for updates.

12. CENTRES AND VENUES FOR CBT/ INTERVIEW

The CBT/Interview will be conducted at **Jaipur**. JMRC reserves the right to cancel or add CBT centres and venues for any reason whatsoever. JMRC also reserves the right to allot and change centres and venues at its discretion, which would be informed to a candidate in the Admit Card issued to him/her.

13. GENERAL INSTRUCTIONS FOR COMPUTER BASED TEST (CBT)/ INTERVIEW

- a) Candidates will not be permitted entry into the CBT/ interview venue without the Admit Card and a Photo Identity Card. The photo identity card should be in original & should be the same as provided by him/her during registration.
- b) Candidates are advised to carefully read the Admit Card / Call Letter and comply with the instructions given therein, as also the instructions given by the Invigilator/ Venue Superintendent/ Observer at the CBT/ interview venue.
- c) Watch, purse / wallet, calculator, mobile phone, pager, Bluetooth device, headphone, earplug, laptop, ipad and/or other computing/ communication devices will not be permitted inside the CBT/ interview venue. Candidates themselves shall be responsible for safe-keeping of such devices because arrangement for keeping these devices safe cannot be assured by JMRC.
- d) All candidates will be required to give bio-metric attendance and frisking will be done at the time of entry to the venue of examination.
- e) Insolent behaviour or disorderly conduct or using/attempting to use unfair practices by a candidate shall render the candidate liable for disqualification and legal action under the Rajasthan Public Examination (Prevention of Unfair Means) Act, 1992 and other laws, as applicable.

14. VERIFICATION OF DOCUMENTS

- a) The claim of candidates in respect of category, age (or relaxation in age), nationality, qualification, recognition of the University/ Board/ Institute they have obtained the qualification from, equivalence of their qualification with the prescribed qualification or any other eligibility criteria may be checked at any stage(s) of the recruitment process & during the employment in JMRC.
- b) Eligibility of candidates for appointment will be decided as per the prescribed eligibility criteria only after the result of CBT/ interview/ medical fitness test, as applicable, and verification of original documents and of identity. The candidature of candidates who do not possess requisite qualification or fail to meet any other eligibility criterion or have filled wrong information in the application is liable to be rejected/ cancelled at any stage of the recruitment & during the employment in JMRC.
- c) The eligibility with regard to documentary evidence in respect of Age, Qualification, Category, Fee relaxation, etc. shall be physically checked/verified by JMRC prior to interview and/or issue of offer of appointment to the candidates. For this purpose, the candidates shall be advised to produce certain documents for verification in original and also to submit the self attested photocopies thereof. JMRC may seek original or photocopies or scanned/ electronic version of the essential documents at its

discretion, and the candidates may be asked to submit them by mail/e-mail or through personal appearance at JMRC office, within the time that may be allowed for the purpose.

- d) Candidates will have to submit Matriculation/10th Standard certificate/mark sheet indicating date of birth, issued by a recognised Board, in support of their claim of age. Where date of birth is not available in such certificate/mark sheet, School leaving certificate indicating Date of Birth will be considered.
- e) JMRC reserves the right to disqualify a candidate for appointment/employment if the identity of the candidate is in doubt or he/she is not able to produce the requisite documents or there is mismatch of information in the documents. Decision of JMRC shall be final and binding in such cases.
- f) In case candidates are not able to produce their final mark-sheet and final certificate/ provisional certificate on the date of their interview or they have not secured the minimum qualifying marks or they are not able to produce original copies of certificates regarding date of birth/ qualification/ reservation status/ disability/ age relaxations/ experience, etc., they may NOT be allowed to appear in the interview and their candidature may be treated as cancelled.

15. SELECTION, PROBATION AND TRAINING

- a) Selection shall be provisional, subject to fulfilling all the requirements applicable for appointments under the JMRC Recruitment & Service Rules, 2012, including verification of character and antecedents of the candidate, submission of Indemnity Bond, verification of the requisite documents submitted by the candidate and him/her meeting the requisite medical standards for the post.
- b) The selected candidates shall on appointment be placed on probation for a period of 24 months. During the period of probation each probationer trainee may be required to pass such examination and to undergo such training as may be prescribed from time to time.
- c) Probation related provisions of the JMRC Recruitment & Service Rules, 2012 shall apply.

16. PANEL OF WAIT LISTED CANDIDATES

- a) Selection Committee will also prepare a panel of wait listed candidates for the post advertised as mentioned in the “Scheme of Examination”
- b) Such panel would remain valid for the current year and would be utilised restricted to the number of vacancies originally determined and advertised within the same year and it would be used for the vacancies remained unfilled from the original list.

Here, the current year is defined as “one year from the date of notification of waiting list”.

17. PAY AND EMOLUMENTS

- a) During probation an employee shall be entitled only to fixed remuneration, and only after successful completion of probation period, shall he/she be paid as per the level in the pay matrix as applicable for the post at entry level. The amount of fixed remuneration during probation period, as well as the pay scale of entry after completion of the probation period are tabulated below:

Name of Post	Level	Fixed Remuneration per month during Probation Period (Rs)	Basic Pay on completion of probation	
			Basic Pay (Rs)	Monthly Salary comprising Basic Pay & DA @ 17% applicable as on date (Rs)
Company Secretary	L-14	39300	56100	65637

- b) For other allowances, honorariums and reimbursements payable to the employees please refer to the JMRC Recruitment & Service Rules, 2012, especially Chapter IX thereof.
- c) It may be noted that during the probation period, only the fixed remuneration will be payable and no DA or other allowances shall be payable. After completion of probation, in addition to the Basic Pay indicated above, DA (as applicable) and other allowances as given in the Rules will be payable.
- d) For an existing employee of a Department/Board/ Public Sector Undertaking/ Organisation/ Metro Rail Corporation of Government of India/Government of Rajasthan or any other State

Government, who has been recruited by the Corporation, an option shall be given to opt either for the 'Fixed Remuneration' or the existing pay scale (not the scale of his/her new appointment), whichever is beneficial to him/her while he/she is under probation. After successful completion of probation period, entry pay will be fixed in the Running Pay Bands and Grade Pays as per Appendix-VI of these rules where he/she will get due advantage of being in a regular pay scale earlier, and will get due protection of his/her pay.

- e) Annual increments, as per rules, shall be allowed after completion of Probation.

18. JOB PROFILE

- a) Indicative job profiles for the advertised post is as under:
- i) The job of Company Secretary includes coordination of Board Meetings and compliance of requirements under the Companies Act, etc.
- b) Notwithstanding the indicative job profiles detailed above, JMRC reserves the right to modify, restrict, enlarge or amend the duties and responsibilities of its employees as it may deem fit from time to time.

19. MISCELLANEOUS

- a) Notwithstanding anything in this advertisement, the JMRC Recruitment & Service Rules, 2012 shall apply to the recruitment process, the terms of appointment and to service conditions. Candidates are advised to carefully go through these Rules as hosted on JMRC Recruitment Portal.
- b) **Information on Recruitment Portal only:** Any further information / corrigendum/ clarification/ Frequently Asked Questions (FAQs)/ details regarding applications or applicants/ any other information regarding schedule of CBT or interviews/ call letters for interviews/ notices/ results, etc. shall be posted only on JMRC Recruitment Portal (www.jmrcrecruitment.in). No publication in any other media will be made. The FAQs available on JMRC Recruitment Portal may be updated/added regularly as per requirement or as per the queries being received from candidates. Thus, the candidates are advised to keep updating themselves by checking JMRC Recruitment Portal very frequently.
- c) No recommendation for recruitment either written or oral other than that required under the rules shall be taken into consideration. Any canvassing attempt on the part of a candidate shall disqualify him/her for appointment.
- d) Falsification of any information and/or documentation provided and/or Malpractices during the recruitment process shall disqualify a candidate for appointment/employment.
- e) The jurisdiction for all issues/disputes related to this recruitment process will be that of Courts at Jaipur.

IMPORTANT

JMRC has not authorised any publisher/ website or coaching centres to sell text-books, guide books or other examination/ test related material. Further, JMRC has not appointed any Agents / Coaching Centres for recruitment on its behalf. Also, JMRC has not authorised any website, agency to collect application fees except for e-Mitra Kiosk. The candidate shall be solely responsible for implications arising from the use of any such information/ material/ website/ agents etc.

In case any one comes across any such unscrupulous person / agencies, please inform the police so that they may take appropriate action.

All correspondence with regard to the recruitment process shall be addressed at email ID: careers@jaipurmetrorail.in.