



MAHARASHTRA METRO RAIL CORPORATION LTD.

(A JOINT VENTURE OF GOVT. OF INDIA AND GOVT. OF MAHARASHTRA)



ADVT NO: MAHA-Metro/P/HR/08/2021

Date: 27 November, 2021

REQUIREMENT OF DIRECTOR (FINANCE) FROM METRO RAIL / RAILWAY / RAILWAY PSU'S /GOVT. ORGANISATION ON CONTRACT / DEPUTATION BASIS FOR THE PERIOD OF FIVE YEARS FOR FINANCE DEPARTMENT OF MAHARASHTRA METRO RAIL CORPORATION LIMITED.

Maharashtra Metro Rail Corporation Limited (MAHA-Metro) a Joint Venture Company with equal participation (50:50) from Govt. of India and Govt. of Maharashtra is implementing Nagpur / Pune / Nasik Metro Rail Project in the state of Maharashtra.

To meet with the immediate requirement of experienced personnel for **Maharashtra Metro Rail Corporation Limited for Nagpur / Pune Metro Rail Projects**, applications are invited from experienced persons of Indian Nationality from Metro Rail / Railway / Railway PSU's / Govt. Organization, for Finance Department having relevant experience, for the under-mentioned posts on **Contract / Deputation** basis for the period of five years.

1. **DIRECTOR (Finance):**

Item	<u>Director (Finance)</u>						
Name of Organization	Maharashtra Metro Rail Corporation Limited (Maha-Metro)						
No. of Post	01 (One) post						
Location	Nagpur / Pune/ Other Metro Projects of Organization						
Scale of the Post	Rs. 1,80,000 – 3,40,000 (IDA Pay) and Other Allowances / Perks, admissible as per Policy of the Company.						
Duration of Appointment	The appointment will be on contract basis, initially for the period of 05 years or till the date of superannuation, whichever is earlier.						
Qualification	Essential : The applicant should have a full time Graduate and member of the Institute of Chartered Accounts of India/ The Institute of Costs and Works Accounts of India / MBA with specialization in Finance from reputed Institution.						
Age Limit (As on Closing Date)	Age of Superannuation: 62 Years <table border="1"><thead><tr><th colspan="2">Age Limit as on closing date of advertisement</th></tr><tr><th>Minimum (Years)</th><th>Maximum (Years)</th></tr></thead><tbody><tr><td>45</td><td>57</td></tr></tbody></table>	Age Limit as on closing date of advertisement		Minimum (Years)	Maximum (Years)	45	57
Age Limit as on closing date of advertisement							
Minimum (Years)	Maximum (Years)						
45	57						
Reporting	The incumbent to the above post shall be a member of the Board of Directors of MAHA-Metro and will report to the Managing Director of the Company.						

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JOB DESCRIPTION & RESPONSIBILITIES	
	<p>Director (Finance) will be responsible for all Finance and Accounts functions including but not limited to the following: -</p> <ul style="list-style-type: none">• Overall supervision of all the Finance and accounts Functions.• Fund Management (Receipt, payment, cash and bank Transaction, cash and fund flow including ensuring that the financial resources are secured and funds deployed effectively and efficiently).• Reporting of statements of P & L, Balance sheet duly audited by internal audit / statutory audit.• Project related Financial Planning. Follow up with funding agencies, submission of compliance, narrative reports and MIS.• Coordination with Govt. Maharashtra, Govt. of India, Financial institutions in India and overseas.• Putting in place “Financial Manuals”.• Overseeing installation of ERP in respect of modules relating Finance and Accounts.• Improving and implementing Financial Management Plan that will ensure and efficient, effective and sustainable programme consistent with projects and O&M policies.• Providing operational oversight with view of Finance and Accounting perspective for overall projects implementation and O&M.• Co-coordinating consolidation of annual, short and long term Financial Plans, budgets, forecast, prepare, analyze and report the result to the Management.• Optimizing deployment and ensuring adequacy of financial resources during the implementation of the projects and further operation & maintenance of the projects.• Appraisal of Financial Plans and Remedial Actions.

Item	<u>Director (Finance)</u>
	<p style="text-align: center;">1. ESSENTIAL EXPERIENCE</p> <p>a) Should be graduate and Member of the Institute of Chartered Accounts of India / the Institute of Costs & Works Accounts of India / MBA with specialization in Finance from reputed Institution.</p> <p>b) At least 25 years post qualification experience in Project Finance / Accounting / Audit / Setting up financial, Accounting and Audit Systems and procedures in a large public sector or private sector organization of repute with a turnover of not less than Rs. 2,500 Crore per annum.</p> <p style="text-align: center;">Out of the above, at least 05 years's Executive Experience in the following Pay Scale: For Public Sector Executives in the Pay Scale of Rs. 1,20,000- 2,80,000 (Revised) & above or Officer's working (CDA) in Pay Matrix Level-14 i.e. Senior Administrative Grade (as per 07th CPC) & above.</p> <p style="text-align: center;"><u>OR</u></p> <p style="text-align: center;">At least 02 years' services at Executive Director level, equivalent to IDA Pay - Scale of Rs. 1,50,000 – 3,00,000/- & above; along with 01-year service at General Manager level equivalent to IDA Pay-Scale of Rs. 1,20,000 - 2,80,000/- & above.</p> <p>c) Experience of arranging funding from the Global Multilateral and bilateral funding agencies and appraisal exercise & negotiations thereof, FEMA guidelines, ECB Norms & RBI Compliance and related issues.</p> <p>d) Should have worked in a computerized environment and should be-familiar with available accounting-and-financial-management softwares.</p> <p>e) Should be well versed with the accounting standards including GAAP, latest developments in tax and financial areas like IFRA etc. Funds Managements, raising of funds, tender processes, contract terms and conditions.</p> <p>f) International competitive bid-processing based on global funding agency guidelines.</p>
	<p style="text-align: center;">2. DESIRABLE EXPERIENCE:</p> <p>Experience of working in Metro Rail Organization.</p>

- 1) Officer intending to come on deputation should obtain prior approvals for deputation, as per the HR Policy of their parent organization.
- 2) Candidate selected will be eligible for DA, Perks and other allowance as applicable in MAHA-Metro.
- 3) Experience will be reckoned as on closing date.

SELECTION PROCESS:

The selection method will comprise—Personal Interview followed by Medical Examination as per post's category. The selection process would judge different facets of knowledge, skills, experience, expertise, aptitude and physical fitness. The candidates will be shortlisted for interview, based on their eligibility / experience in the relevant field.

MEDICAL EXAMINATION:

The selected candidate will have to undergo medical fitness examination in MAHA-Metro's nominated hospital as per the prescribed medical category. The details of medical standard can be seen on M A H A - M e t r o W e b s i t e (Link—Career).

HOW TO APPLY:

Eligible and interested candidates may apply as per the application format at **Annexure-I. All relevant documents should be attached with the application.**

Schedule of Selection Process:

1. The complete filled in application form should reach this office latest **by 18/12/2021.**
2. Names of shortlisted candidates will be informed through registered e-mail id provided in the application. The shortlisted candidates will have to appear for Personal Interview on the scheduled dates and time with all original documents / testimonials and experience certificates. The place of interview will be informed separately at the time of Interview. No separate communications by post will be sent to the candidates individually. The candidates are required to go through the instructions for Personal Interview sent along with e-mail and appear for the said test accordingly along with original copies of testimonials with one set of Xerox copy. The candidates should be in constant touch with MAHA-Metro website www.mahametro.org for updated information.
3. The candidates, who qualify the selection process, will be informed through registered e-mail id.
4. The provisionally shortlisted candidate shall be sent for medical examination as per the medical standards mentioned on MAHA-Metro's website.
5. The details are to be filled up in the format given and attach two copies of recent passport size photographs, all the relevant documents and testimonials.
6. Incomplete application or applications received after the due date will be summarily rejected. MAHA-Metro is not responsible for loss / delay in post.
7. MAHA-Metro is not responsible for any printing error that might have in advertently crept in.
8. Candidates applying from Metro Rail / Railway / Govt. organization / PSU's etc. will have to forward application through proper channel or need to submit **"NO OBJECTION CERTIFICATE"** from parent department at the time of Interview. Candidates, who are on deputation should intimate their parent department before apply.
9. The Disciplinary and Vigilance clearance of the candidates, certified by Present Employer should be enclosed with application.
10. OBC candidates are required to submit the latest OBC caste certificate in Central Govt. Format only at the time of interview
11. SC/ST certificate are requested to submit caste certificate at the time of interview.
12. The service bond policy of MAHA-Metro will be applicable to all the selected candidates.
13. TA reimbursement will be limited to Flight Charges (Economy Class only) to the candidates shortlisted for interview, subjected to submission of relevant proof of journey.
14. However, candidates after selection are likely to be posted at Nagpur/Pune or any other project of MAHA-Metro, anywhere in India during their services in MAHA-Metro.

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The eligible and willing candidates, who fulfil the above mentioned eligibility criteria may apply along with their detailed particulars in the enclosed format positively by 18/12/2021, by speed post to the General Manager (HR) at the following address:

THE ENVELOPE SHOULD BE PROPERLY SEALED AND SUPERSCRIBED WITH

Name of the Post _____, Category _____

To,

General Manager (HR),
Maharashtra Metro Rail Corporation Limited,
1st Floor, The Orion Building,
Arjun Mansukhani Marg, Opp. St. Mira College,
Koregaon Park, Pune – 411001.



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ADVT NO. MAHA-METRO/P/HR/08/2021, DATED 27 November, 2021



Recent passport
size self –
attested
photograph to be
pasted here

APPLICATION FORMAT

(TO BE FILLED IN BOLD ENGLISH CAPITAL LETTERS BY THE CANDIDATE IN HIS OWN HANDWRITING)

1	Name of the Post			
2.	Option for joining MAHA-Metro on (please tick (✓))	Contract	Deputation	
3	Name of the Candidate (Mr./Ms./Mrs.)	First Name	Middle Name	Last Name(Surname)
4	Gender			
5	Father's / Husband's Name (Shri / Mr.)	First Name	Middle Name	Last Name(Surname)
6	Date of Birth (DD/MM/YYYY)			
7	Age as on Closing date:	Years-	Months-	Days-
8	Address for Correspondence			
9	Permanent Address			
10	Contact No. with STD Code			
11	Mobile Number			
12	Email ID			
13	Category (SC / ST / OBC / UR)			

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MAHARASHTRA METRO RAIL CORPORATION LTD.



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14	Details of Education Qualification from 10 th Class Onwards	Name of Course	Examination Passed in year	Name of Institute	Name University / Board	Percentage / Class / CGPA
A	Class 10 th / SSC					
B	Diploma / Class 12 th / HSC					
C	Graduation (Bachelor's Degree)					
D	Post-Graduation Degree					
E	Computer Knowledge/ Diploma					
F	Any Other Qualification					
15	Presently Employed in Metro Rail / Railway / Railway PSU's / Infrastructure Industries					
A	Name of Present Organization					
B	Date of Joining					
C	Present Post/Post on which Working					
D	Pay Scale on which working (full pay scale with basic pay) CDA/IDA or Gross Per Month.	Pay Scale (IDA/CDA/CTC)		Basic Pay		Gross Salary Per Month
E	Date from which existing pay scale is applicable.					
F	Total number of years in Executive Service with details of number of years in each grade/post.					

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16	Details of experience with supporting documents (In chronological orders) *Separate sheet for experience after eligibility qualification with full details to be enclosed in the following format	
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Positions held during Gazetted/Executive service (since date of initial appointment):

S. No.	Designation and Place of Posting	Organization	From (dd/mm/yy)	To (dd/mm/yy)	Pay Scale	Description of Work
1.						
2.						
3.						
4.						
5.						
6.						

(Separate sheet may be attached, if necessary)

Note: Strike off whichever is not applicable.

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I hereby declare that all the information furnished by me above is true to my best belief. I understand that any false information / misrepresentation will lead to immediate cancellation of my candidature at MAHA-Metro.

Date.....

Place.....

Name & Sign. of Candidate

Enclosure (Self-Attested):

1. Details of Educational Qualifications (Qualifying Examination, Other)
2. Details of Work Experience (Photocopy of office-order or Certificate of Employer)
3. NOC from Current Employer (if applicable).
