



MAHARASHTRA METRO RAIL CORPORATION LTD.



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

ADVT NO: MAHA-Metro/N/HR/02/2024

Date: 09.10.2024

CLOSING DATE AND TIME FOR APPLICATION	30.10.2024 at 18:00 hrs.
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Maharashtra Metro Rail Corporation Limited (MAHA-Metro), a Joint Venture Company with equal participation from the Govt. of India and the Govt. of Maharashtra is implementing Nagpur Metro Rail Project, Pune Metro Rail Project, Thane Integral Ring Metro Rail Project & deposit works of Navi Mumbai Metro Line-1 in the state of Maharashtra.

To meet with the immediate requirement of experienced personnel for **Maharashtra Metro Rail Corporation Limited at Nagpur Metro Rail Project, and Pune Metro Rail Project** applications are invited from experienced persons of Indian Nationality from Metro Rail/ Railway/ Railway PSUs/ Govt. Organizations/ PSUs/ Metro Related Infrastructure Industries for various departments of Nagpur Metro Rail Project and Pune Metro Rail Project having relevant experience for the posts as mentioned below on **Contract/ Deputation** for a period of **Three (03) years**.

Sr. No.	Post & Post Code	No. of Vacancy	Pay-Scale (IDA)	Minimum Educational Qualification	Minimum Experience (Post Qualification)	Maximum Age limit as on closing date
1.	Office Assistant (Project)- NS4 (For Nagpur Metro Rail Project)	01 (UR-01)	Rs. 25,000-80,000/-	Graduate in any discipline from a Govt. recognized Institute/ University	Candidate should have minimum 03 years of experience of working in the field Office of Govt. Organizations as a Document Controller, Record Keeping etc. along with the following: A. <u>IDA Candidates from Metro Rail/ Railway PSUs/ PSUs:</u> Working in the IDA Pay Scale of Rs. 20,000-60,000/- . OR B. <u>CDA Candidates from Railways/ Govt. Organizations:</u> Working in Pay Matrix Level 3 or Level 4 as per 7 th CPC. OR C. <u>Candidates from Metro Related Infrastructure Industries:</u> Having minimum 03 year of experience and working with CTC of minimum Rs. 22,000/- per month.	50 years
2.	Office Assistant (O&M)- NS4 (For Pune Metro Rail Project)	01 (UR-01)	Rs. 25,000-80,000/-	Graduate in any discipline from a Govt. recognized Institute/ University	Candidate should have minimum 03 years of experience of day-to-day office work such as maintaining inward-outward correspondence, record keeping including contract agreement, Tender/ Quotation/ Work Order documents, preparing reports, handling E-Office Software, updating and maintaining backup server etc. along with the following: A. <u>IDA Candidates from Metro Rail/ Railway PSUs/ PSUs:</u> Working in the IDA Pay Scale of Rs. 20,000-60,000/- .	50 years

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Sr. No.	Post & Post Code	No. of Vacancy	Pay-Scale (IDA)	Minimum Educational Qualification	Minimum Experience (Post Qualification)	Maximum Age limit as on closing date
					<p style="text-align: center;"><u>OR</u></p> <p>B. <u>CDA Candidates from Railways/ Govt. Organizations:</u> Working in Pay Matrix Level 3 or Level 4 as per 7th CPC.</p> <p style="text-align: center;"><u>OR</u></p> <p>C. <u>Candidates from Metro Related Infrastructure Industries:</u> Having minimum 03 year of experience and working with CTC of minimum Rs. 22,000/- per month.</p>	
3.	Office Assistant (Administration)- NS4 (For Pune Metro Rail Project)	01 (UR-01)	Rs. 25,000-80,000/-	Graduate in any discipline from a Govt. recognized Institute/ University	<p>Candidate should have minimum 03 years of experience of Administrative work, handling the Office Reception of Govt. Organizations and also as a Personal Secretary etc. along with the following:</p> <p>A. <u>IDA Candidates from Metro Rail/ Railway PSUs/ PSUs:</u> Working in the IDA Pay Scale of Rs. 20,000-60,000/- .</p> <p style="text-align: center;"><u>OR</u></p> <p>B. <u>CDA Candidates from Railways/ Govt. Organizations:</u> Working in Pay Matrix Level 3 or Level 4 as per 7th CPC.</p> <p style="text-align: center;"><u>OR</u></p> <p>C. <u>Candidates from Metro Related Infrastructure Industries:</u> Having minimum 03 year of experience and working with CTC of minimum Rs. 22,000/- per month.</p>	50 years

NOTE:

- 1) Candidates intending to come on deputation should obtain prior approval for deputation as per the HR Policy of their parent organization.
- 2) Candidates selected will be eligible for DA, Perks and other allowance as applicable in MAHA-Metro.
- 3) The Number of vacancies mentioned above may increase or decrease as per the requirement of MAHA- Metro.
- 4) Age Limits and Experience will be reckoned as on the Closing Date of the application.

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SELECTION PROCESS: The selection process will comprise of Personal Interview followed by Document Verification and Medical Examination as per the 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 an interview, based on their eligibility/ qualifications/ experience in the relevant field. Age Relaxation (If any) for SC/ ST/ OBC (NCL) will be as per the Govt. guidelines. If sufficient candidates are not available for the advertised post, then candidates with lesser service length/ higher age/ lesser experience/ relaxed qualification etc. may be considered for short-listing in the same post/ appropriate lower grade post, and based on the performance during the interview.

MEDICAL EXAMINATION: The selected candidates will have to undergo medical fitness examination in MAHA-Metro's nominated hospital as per the prescribed medical category. The details of medical standards can be seen on MAHA-Metro's website www.mahametro.org (under the heading careers).

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 **30/10/2024**.
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 interview will be held at "**Metro-Bhawan**", Maharashtra Metro Rail Corporation Limited, VIP Road, Near Dikshabhoomi, Ramdaspath, Nagpur- 440 010". 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 short listed candidates will be sent for medical examination as per the medical standards mentioned on MAHA-Metro website.
5. The details are to be filled up in the format given and attach two copies of recent passport size photos and 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.
9. SC, ST and women candidate are exempted from fees, however UR & OBC (including Ex-servicemen) candidates are required to pay a non-refundable fee of Rs. 400/- in form of Demand Draft in favour of **Maharashtra Metro Rail Corporation Limited, payable at Nagpur**. Candidate can also pay the non-refundable fees of Rs. 400/- through online payment in MAHA-Metro's SBI Account No. 37044386397 and IFSC Code No. SBIN0000432 or through UPI App BHIM SBI Pay.
10. Kindly write Name, Date of Birth, Post Name and Post Code on reverse side of DD / attach the proof of online payment / receipt of UPI App BHIM SBI Payment.
11. OBC candidates are required to submit the latest OBC caste certificate in Central Govt. Format only at the time of interview.

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12. SC/ST candidates are requested to submit caste certificate at the time of interview.
13. The service bond policy of MAHA-Metro will be applicable to all the selected candidates.
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.

The eligible and willing candidates who fulfil the above mentioned eligibility criteria may apply along with their detailed particulars in the enclosed format by 30/10/2024, positively by speed post to:

THE ENVELOPES SHOULD BE PROPERLY SEALED AND SUPERSCRIBED WITH

Name of the Post _____, Post Code _____, Category _____

**To
General Manager (HR),
Maharashtra Metro Rail Corporation Limited,
Metro - Bhawan,
VIP Road, Near Dikshabhoomi,
Ramdaspath,
Nagpur- 440 010.**

BHIM 
SBI Pay 



Scan & Pay Using Any UPI App to

UPI ID: collectionfeesmahametro@sbi

MERCHANT NAME: MAHARASHTRA METRO RAIL

CORPORA

BHIM  **UPI** 
भारत में पहला ए-एन-एन डिजिटल पेमेंट्स इंटरफेस



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

ADVT NO. MAHA-METRO/N/HR/02/2024, DATED 09th October, 2024

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	Post Code			
	Option for joining MAHA-Metro on (please tick (v))	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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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 / Metro Related 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/7 th CPC)	Basic Pay		Gross Salary Per Month	
E	Date from which existing pay scale is applicable.					
F	Total number of years in Executive / Supervisory / Non-Supervisory Service (As applicable) with details of number of years in each grade/post.					
16	Details of DD like DD No. / Drawn on Bank / Amount/ DD Date.	(Kindly write Name, Date of Birth, Post Name & Post Code on reverse side of DD)				



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17	<p>Details of experience with supporting documents (In chronological orders)</p> <p>*Separate sheet for experience after eligibility qualification with full details to be enclosed</p>	
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Note: Strike off whichever is not applicable.

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).
4. Details of DD/ Online Payment of fees.
5. Caste Certificate for SC/ST/OBC, if applicable.