



MAHARASHTRA METRO RAIL CORPORATION LTD.



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

ADVT NO: MAHA-Metro/HR/11/2017

DATE: 09th August, 2017

REQUIREMENT OF EXPERIENCED EMPLOYEES FROM GOVT. METRO RAIL / GOVT. ORGANIZATION / PSU's ON CONTRACT BASIS FOR THE PERIOD OF FIVE YEARS FOR FINANCE DEPARTMENT.

Maharashtra Metro Rail Corporation Ltd (MAHA-Metro), A Joint Venture Company with equal participation from Govt. of India and Govt. of Maharashtra is implementing Nagpur Metro project & Pune Metro Project in the state of Maharashtra.

To meet with the immediate requirement of experienced personnel for **Maharashtra Metro Rail Corporation Limited for Nagpur Metro Project and Pune Metro Project**, applications are invited from experienced persons of Indian nationality from Govt. Metro Rails / Govt. Organizations / PSU's for Finance department, having relevant experience, for the under-mentioned posts on Contract Basis for the period of five 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	Assistant Manager (Finance)-E1	06 (UR-03 OBC-02 SC-01)	Rs. 20,600 - 46,500/-	CA / ICWA from a Govt. recognized Institute/University, Desirable:-Knowledge of SAP & Computer.	Minimum 02 years of experience in Govt. Metro Rail / Govt. Organization / PSU's, at Supervisory level. Experience should be in different areas of Finance & Accounts viz. Corporate Accounting, Financial Management, Taxation - Direct / indirect, Treasury Management, Corporate Governance, Tender Evaluation, Vetting of Contracts /Offers /Estimates etc. OR should have worked with statutory Auditor/ Internal Auditor of Govt. Metro Rail Companies for more than 3 years.	32 years
2	Accountant - S1	03 (2-UR &1- OBC)	Rs. 13,500 - 25,520/-	Commerce Graduate from recognized Institute / University. Candidates having Inter CA / ICWA / CS / MBA(Finance) / MFC will be given preference. Desirable:-Knowledge of SAP & Computer.	Minimum 03 years' experience in Account / Finance department in IDA Pay- Scale of Rs. 10,170 - 18,500/- or CDA Pay Scale PB -1 of Rs. 5200 - 20200 (GP-2400) or above in any Govt. Metro Rail / Govt. Organization / PSU's OR should have worked with statutory Auditor / Internal Auditor of Govt. Metro Rail Companies for more than 3 years	32 years

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3	Account Assistant – NS4	05 (UR-03 OBC-01 SC-01)	Rs. 10,170 - 18,500/-	Commerce Graduate from recognized Institute / University. Candidates having Inter CA / ICWA / CS / MBA (Finance) / MFC will be given preference. Desirable:- Knowledge of SAP & Computer.	Minimum 01 year experience in Account / Finance Department in any Govt. Metro Rail / Govt. Organization / PSU's / worked indirectly with PSU's / Metro Rail Companies in Finance / Accounts Department OR should have worked with statutory Auditor/ Internal Auditor of Govt. Metro Rail Companies for more than 3 years	32 years
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- 1) Officers intending to come on deputation should obtain prior approvals 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) 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. If sufficient candidates are not available for advertised post, then candidates with lesser service length / higher age / lesser experience/ relaxed qualification may be considered for short-listing in same post / appropriate lower post as per performance during interview. **SC/ST candidates are eligible for reimbursement of fare of 'to & fro' at the time of interview, maximum @ fare of sleeper class or by ordinary bus fare for the shortest route between his / her residential place to Nagpur, after production of valid tickets (Only for specified post of SC/ST).**

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 MAHA - Metro Website (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 29/08/2017**.
2. Names of shortlisted candidates will be informed through E-mail 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 House**”, **28/2, C K Naidu Marg, Anand Nagar, Civil Lines, Nagpur – 440 001**. 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.metrotrainnagpur.com for updated information.

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3. The candidates, who qualify the selection process, will be informed through E-Mail.
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 Govt. Metro Rail / Govt. organizations / 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 MAHA-Metro, payable at Nagpur.
10. Kindly write Name, Date of Birth, Post Name and Post Code on reverse side of DD.
11. OBC candidates are required to submit the latest OBC caste certificate in Central Govt. Format only.
12. SC/ST certificate are requested to submit caste certificate at the time of interview.
13. Candidates after selection are likely to be posted at Nagpur / Pune or any other project of MAHA-Metro, anywhere in India.

The eligible and willing candidates who fulfil the above mentioned eligibility criteria may apply along with their detailed particulars in the enclosed format by 29/08/2017, positively by speed post to :

THE ENVELOPES HOULD BE PROPERLY SEALED AND SUPERSCRIBED WITH

Name of the post-----, Post Code----- Category-----

To,

**Addl. General Manager (HR)
Maharashtra Metro Rail Corporation Ltd.
Metro House, 28/2, C K Naidu Marg,
Anand Nagar, Civil Lines,
Nagpur – 440 001.**



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ADVT NO. MAHA-METRO/HR/11/2017, DATED 09TH AUGUST, 2017

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)	Contract		Deputation
3	Name of the Candidate (Mr./Ms./Mrs.) (As per SSC / Matriculation Certificate)	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 / General)			

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14	Details of Education Qualification from 10th Class Onwards	Examination Passed in year	Name of Institute	Name University/Board	Percentage / Class / CGPA
A	Class 10 th / SSC				
B	Class 12 th / HSC				
C	Graduation/CA/ICWA (Bachelor's Degree)				
D	Post-Graduation Degree				
E	Computer Knowledge/ Diploma (in information system Audit.)				
F	Any Other Qualification				
15	Presently Employed in Govt. Metro Rail/ Govt. Organization/PSU's)				
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.	Basic Pay	Pay Scale (IDA/CDA/7 th CPC)	Gross Salary Per Month	
E	Date from which existing pay scale is applicable.				
F	Total number of years in Executive Service starting from Asst. Manager/any Other level 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, (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.
3. NOC from Current Employer (if applicable).
4. Details of DD.