

ADVT NO: MAHA-Metro/N/HR/04/2022

Date: 16.09.2022

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| Online Application will Start on Website- www.mahametro.org After entering the website-click on "CAREERS" | 17/09/2022 from 10:00 hrs. |
| CLOSING DATE AND TIME FOR ONLINE APPLICATION | 01/10/2022 at 18:00 hrs. |

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 & 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, Pune Metro Rail Project and Navi Mumbai Metro Line-1**, applications are invited from experienced persons of Indian Nationality from Metro Rail/ Railway/ Railway PSUs/ Govt. Organizations/ PSUs/ Metro Related Infrastructure Industries for Civil Department, Finance Department & O&M wing of Nagpur Metro Rail Project, Pune Metro Rail Project and Navi Mumbai Metro Line-1 having relevant experience, for the under-mentioned posts on **Contract/ Deputation** for a 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. | Chief Project Manager (Civil)-E7 (For Nagpur Metro Rail Project) | 01 (UR-01) | Rs. 1,20,000-2,80,000/- | Full time B.E./ B.Tech. in Civil Engineering from a Govt. recognized Institute/ University. | <p>Candidate should have experience of review of DPR, Comprehensive Mobility Plan, Detailed Project Reports of Metro/ Metro Neo/ Double Decker Flyovers, Alignment Planning and Design, cost-estimation of Metro/ Metro Neo/ Double Decker flyover projects, Transit Oriented Development Policies, Co-ordination with State Government/ Central Government/ Stakeholders for necessary approvals and progress monitoring of Metro Project, handling of construction activities for Metro/ Railway/ Road Viaduct/ Flyover, Construction of RUB by box pushing method, construction experience of flyover and RUB with box pushing under rail running condition along with the following:</p> <p>A. <u>IDA Candidates from Metro Rail/ Railway PSUs/ PSUs:</u></p> <p>Total 19 years of Executive Experience and working in analogous Pay Scale of Rs. 1,20,000-2,80,000/- (E7) or Pay Scale of Rs. 1,00,000-2,60,000/- (E6).</p> <p style="text-align: center;">OR</p> <p>B. <u>CDA Candidates from Railways/ Govt. Organizations:</u></p> <p>i) Working in Pay Matrix Level 14 (SAG/ NFSAG) or working for 05 years in Level 13 or Level 13 and Level 13A combined as per 7th CPC.</p> <p>or</p> <p>ii) Total 19 years of Group A service and currently working in Level 13 or Level 13A as per 7th CPC.</p> | 55 Years |

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| | | | | | OR C. Candidates from Metro Related Infrastructure Industries: Total 19 years of Executive Experience and working with CTC of Rs. 2,50,000/- per month. | |
| 2. | Additional General Manager (Civil/ Environment) – E6 (For Nagpur Metro Rail Project) | 01 (UR-01) | Rs. 1,00,000-2,60,000/- | Full time B.E./ B.Tech. in Civil Engineering from a Govt. recognized Institute/ University. Preference: M.E./ M.Tech. in Environmental Engineering will be preferred. | Candidate should have experience in Metro Rail Project for Co-ordination & Implementation of Environmental & Social safeguard measures as per International Financial Institutions, planning & implementation of Green features, Conducted Environment Impact Assessment for infrastructure projects specially in transport sector such as Railways/ Highways/ Airports/ Metro rail with regulatory clearances. Familiarity with Environmental and Social Guidelines of International Financial Institutions is desirable. Knowledge of carrying out documentation & implementation of ISO 14001: EMS and implementation of Green Certification as per IGBC – MRTS norms, along with the following: A. IDA Candidates from Metro Rail/ Railway PSUs/ PSUs: Total 15 years of Executive Experience and working in analogous Pay Scale of Rs. 1,00,000-2,60,000/- (E6) or Pay Scale of Rs. 90,000-2,40,000/- (E5). OR B. CDA Candidates from Railways/ Govt. Organizations: i) Working for 03 years in Pay Matrix Level 13 or Level 13 and Level 13A combined as per 7 th CPC. or ii) Total 15 years of Group A service and currently working in Level 13 or Level 13A as per 7 th CPC. OR C. Candidates from Metro Related Infrastructure Industries: Total 15 years of Executive Experience and working with CTC of Rs. 2,20,000/- per month. | 53 Years |

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|---------|---|-----------------------|-----------------------|---|---|--------------------------------------|
| 3. | Senior Deputy Chief Project Manager (Civil) - E4 (For Nagpur Metro Rail Project & Navi Mumbai Metro Line-1) | 04 (UR-03, OBC-01) | Rs. 80,000-2,20,000/- | Full time B.E./ B. Tech. in Civil Engineering from a Govt. recognized Institute/ University. | <p>Candidates should have experience in construction of Metro Viaduct including double decker, Metro Stations, pre-stressed concrete railway bridges, including ROB and RUB, Construction of steel bridges. Construction of RCC BOX including pushing using RH girder along with the following:</p> <p>A. <u>IDA Candidates from Metro Rail/ Railway PSUs/ PSUs:</u> Total 11 years of Executive Experience and working in analogous Pay Scale of Rs. 80,000-2,20,000/- (E4) or Pay Scale of Rs. 70,000-2,00,000/- (E3).</p> <p style="text-align: center;">OR</p> <p>B. <u>CDA Candidates from Railways/ Govt. Organizations:</u> Working in Pay Matrix Level 12 as per 7th CPC.</p> <p style="text-align: center;">OR</p> <p>C. <u>Candidates from Metro Related Infrastructure Industries:</u> Total 11 years of Executive Experience and working with CTC of Rs. 1,80,000/- per month.</p> | 48 Years |
| 4. | Senior Deputy Chief Project Manager (Electrical) - E4 (For Pune Metro Rail Project) | 01 (UR-01) | Rs. 80,000-2,20,000/- | Full time B.E./ B. Tech. in Electrical Engineering from Govt. recognized University/ Institute. | <p>Candidates should have experience in MEP system of Metro Railway, Operation & Maintenance of Various Plants and Machineries, Erection of Lifts & Escalators, E&M Services, General Services, Lighting of Stations, Installation, Testing & Commissioning of E&M equipment, Earth-Mat & HVAC Design, Drawing of Stations/ Depots, Fire Fighting & Plumbing System of Stations/ Depots, Power Generation and Distribution Network, Power Backup like Solar/ Diesel Generation Set etc. along with the following:</p> <p>A. <u>IDA Candidates from Metro Rail/ Railway PSUs/ PSUs:</u> Total 11 years of Executive Experience and working in analogous Pay Scale of Rs. 80,000-2,20,000/- (E4) or Rs. 70,000-2,00,000/- (E3).</p> <p style="text-align: center;">OR</p> <p>B. <u>CDA Candidates from Railways/ Govt. Organization:</u> Working in Pay Matrix Level 12 as per 7th CPC.</p> | 48 Years |

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| | | | | | <p style="text-align: center;">OR</p> <p>C. <u>Candidates from Metro Related Infrastructure Industries:</u> Total 11 years of Executive Experience and working with CTC of Rs. 1,80,000/- per month.</p> | |
| 5. | Senior Deputy General Manager (Finance) - E4 (For Navi Mumbai Metro Line -1) | 01 (UR-01) | Rs. 80,000-2,20,000/- | CA / ICWA | <p>Candidates should have experience 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. along with the following:</p> <p>A. <u>IDA Candidates from Metro Rail/ Railway PSUs/ PSUs:</u> Total 11 years of post qualification Executive Experience and working in analogous Pay Scale of Rs. 80,000-2,20,000/- (E4) or Pay Scale of Rs. 70,000-2,00,000/- (E3).</p> <p style="text-align: center;">OR</p> <p>B. <u>CDA Candidates from Railways/ Govt. Organizations:</u> Working in Pay Matrix Level 12 as per 7th CPC.</p> <p style="text-align: center;">OR</p> <p>C. <u>The Candidates from Private Sector:</u> Total 11 years of post qualification Executive Experience and working with CTC of Rs. 1,80,000/- per month. Note: Candidates having experience in Metro / Infrastructure Industries will be given preference.</p> | 48 Years |
| 6. | Deputy General Manager (Procurement)- E3 (For Nagpur Metro Rail Project & Navi Mumbai Metro Line-1) | 02 (UR-02) | Rs. 70,000-2,00,000/- | Full time B.E./ B.Tech. in any discipline from a Govt. recognized Institute/ University. | <p>Candidates should have experience of Contract Administration, Project Management, Estimation, Tendering, Quantity Survey, Store Management, Tender, Inventories and Procurement of stores items etc. along with the following:</p> <p>A. <u>IDA Candidates from Metro Rail/ Railway PSUs/ PSUs:</u> Total 07 years of Executive Experience and working in analogous Pay Scale of Rs. 70,000-2,00,000/- (E3) or Pay Scale of Rs. 60,000-1,80,000/- (E2).</p> <p style="text-align: center;">OR</p> <p>B. <u>CDA Candidates from Railways/ Govt. Organizations:</u> Working in Pay Matrix Level 11 as per 7th CPC.</p> | 45 Years |

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| | | | | | <p style="text-align: center;">OR</p> <p>C. <u>Candidates from Metro Related Infrastructure Industries:</u> Total 07 years of Executive Experience and working with CTC of Rs. 1,50,000/- per month.</p> | |
| 7. | Manager (Planning) - E2 (For Nagpur Metro Rail Project) | 01 (UR-01) | Rs. 60,000 - 1,80,000/- | Full time B.E./ B.Tech. in Civil Engineering from a Govt. recognized Institute/ University | <p>Candidates should have the experience of review of DPR, Comprehensive Mobility Plan, Detailed Project Reports of Metro/ LRT/ Double Decker Flyovers, Alignment Planning and Design, cost-estimation of Metro/ LRT/ Double Decker flyover projects, Transit Oriented Development Policies, co-ordination with State Government/ Central Government/ Stakeholders for necessary approvals, construction of Civil works and progress monitoring of Metro project, along with the following:</p> <p>A. <u>IDA Candidates from Metro Rail/ Railway PSUs/ PSUs:</u> Total 04 years of Executive Experience and working in analogous Pay Scale of Rs. 60,000-1,80,000/- (E2) or Pay Scale of Rs. 50,000-1,60,000/- (E1).</p> <p style="text-align: center;">OR</p> <p>B. <u>CDA Candidates from Railways/ Govt. Organizations:</u> Working in Pay Matrix Level 10 as per 7th CPC.</p> <p style="text-align: center;">OR</p> <p>C. <u>Candidates from Metro Related Infrastructure Industries:</u> Total 04 years of Executive Experience and working with CTC of Rs. 1,30,000/- per month.</p> <p>Preference: Candidates having experience of Preparation of CMP, DPR of Metro/ LRT and DPR of Double Decker Flyover will be preferred.</p> | 40 Years |
| 8. | Assistant Manager (Signaling)- E1 (For Pune Metro Rail Project) | 01 (UR-01) | Rs. 50,000- 1,60,000/- | Full time B.E./ B.Tech. in Electronics/ Electronics & Telecommunication Engineering from a Govt. recognized Institute/ University | <p>Candidates should have experience in the field of Signaling along with the following:</p> <p>A. <u>IDA Candidates from Metro Rail/ Railway PSUs/ PSUs:</u> Total 05 years of Supervisory Experience and working in Pay Scale of Rs. 46,000-1,45,000/- (S4) or Total 05 years of supervisory experience including 03 Years of experience in Pay Scale of Rs. 40,000-1,25,000/- (S3).</p> <p style="text-align: center;">OR</p> <p>B. <u>CDA Candidates from Railways/ Govt. Organization:</u> Minimum 03 years of Supervisory Experience in Pay Matrix Level 7/8 as per 7th CPC.</p> | 35 Years |

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| | | | | | <p style="text-align: center;">OR</p> <p>C. <u>Candidates from Metro Related Infrastructure Industries:</u> Total 05 years of Supervisory Experience and working with CTC of minimum Rs. 1,00,000/- per month.</p> | |
| 9. | Assistant Manager (AFC)-E1 (For Pune Metro Rail Project) | 01 (UR-01) | Rs. 50,000-1,60,000/- | Full time B.E./ B.Tech. in Electronics/ Electronics & Telecommunication Engineering from a Govt. recognized Institute/ University | <p>Candidates should have experience in the field of AFC Systems along with the following:</p> <p>A. <u>IDA Candidates from Metro Rail/ Railway PSUs/ PSUs:</u> Total 05 years of Supervisory Experience and working in Pay Scale of Rs. 46,000-1,45,000/- (S4) or Total 05 years of supervisory experience including 03 Years of experience in Pay Scale of Rs. 40,000-1,25,000/- (S3).</p> <p style="text-align: center;">OR</p> <p>B. <u>CDA Candidates from Railways/ Govt. Organization:</u> Minimum 03 years of Supervisory Experience in Pay Matrix Level 7/8 as per 7th CPC.</p> <p style="text-align: center;">OR</p> <p>C. <u>Candidates from Metro Related Infrastructure Industries:</u> Total 05 years of Supervisory Experience and working with CTC of minimum Rs. 1,00,000/- per month.</p> | 35 Years |
| 10. | Assistant Manager (Procurement)-E1 (For Pune Metro Rail Project) | 01 (UR-01) | Rs. 50,000-1,60,000/- | Full time B.E./ B.Tech. in any discipline from a Govt. recognized Institute/ University | <p>Candidates should have experience in Civil and Procurement Department along with the following:</p> <p>A. <u>IDA Candidates from Metro Rail/ Railway PSUs/ PSUs:</u> Total 05 years of Supervisory Experience and working in Pay Scale of Rs. 46,000-1,45,000/- (S4) or Total 05 years of supervisory experience including 03 Years of experience in Pay Scale of Rs. 40,000-1,25,000/- (S3).</p> <p style="text-align: center;">OR</p> <p>B. <u>CDA Candidates from Railways/ Govt. Organization:</u> Minimum 03 years of Supervisory Experience in Pay Matrix Level 7/8 as per 7th CPC.</p> <p style="text-align: center;">OR</p> <p>C. <u>Candidates from Metro Related Infrastructure Industries:</u> Total 05 years of Supervisory Experience and working with CTC of minimum Rs. 1,00,000/- per month.</p> | 35 Years |

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|---------|---|----------------|-----------------------|---|--|--------------------------------------|
| 11. | Assistant Manager (Traction)-E1 (For Pune Metro Rail Project) | 01 (UR-01) | Rs. 50,000-1,60,000/- | Full time B.E./ B.Tech. in Electrical Engineering from a Govt. recognized Institute/ University | <p>Candidates should have experience in the latest technology of Metro Rail/ Railway, Traction Designing and Construction, Power Supply, OHE, International Competitive Bidding, Computerized Designing and Drawing etc. along with the following:</p> <p>A. IDA Candidates from Metro Rail/ Railway PSUs/ PSUs: Total 05 years of Supervisory Experience and working in Pay Scale of Rs. 46,000-1,45,000/- (S4) or Total 05 years of supervisory experience including 03 Years of experience in Pay Scale of Rs. 40,000-1,25,000/- (S3).</p> <p style="text-align: center;">OR</p> <p>B. CDA Candidates from Railways/ Govt. Organization: Minimum 03 years of Supervisory Experience in Pay Matrix Level 7/8 as per 7th CPC.</p> <p style="text-align: center;">OR</p> <p>C. Candidates from Metro Related Infrastructure Industries: Total 05 years of Supervisory Experience and working with CTC of minimum Rs. 1,00,000/- per month.</p> | 35 Years |
| 12. | Assistant Manager (MEP)-E1 (For Pune Metro Rail Project) | 02 (UR-02) | Rs. 50,000-1,60,000/- | Full time B.E./ B.Tech. in Electrical/ Mechanical Engineering from a Govt. recognized University/ Institute | <p>Candidates should have experience in the field of MEP system of Metro, Operation & Maintenance of Various Plant and Machineries, Erection of Lifts & Escalators, E&M, General Services, Lighting of Stations, Installation, Testing & Commissioning of E&M, Earth-Mat & HVAC Design, Drawing of Stations/ Depots, Fire Fighting & Plumbing System of Stations/ Depots, Power Generation and Distribution Network, Power Backup like Solar/ Diesel Generation Set, etc. along with the following:</p> <p>A. IDA Candidates from Metro Rail/ Railway PSUs/ PSUs: Total 05 years of Supervisory Experience and working in Pay Scale of Rs. 46,000-1,45,000/- (S4) or Total 05 years of supervisory experience including 03 Years of experience in Pay Scale of Rs. 40,000-1,25,000/- (S3).</p> <p style="text-align: center;">OR</p> <p>B. CDA Candidates from Railways/ Govt. Organization: Minimum 03 years of Supervisory Experience in Pay Matrix Level 7/8 as per 7th CPC.</p> | 35 Years |

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|---------|--|----------------|-----------------------|---|--|--------------------------------------|
| | | | | | <p style="text-align: center;">OR</p> <p>C. <u>Candidates from Metro Related Infrastructure Industries:</u> Total 05 years of Supervisory Experience and working with CTC of minimum Rs. 1,00,000/- per month.</p> | |
| 13. | Senior Section Engineer (Procurement)-S4 (For Nagpur Metro Rail Project) | 01 (UR-01) | Rs. 46,000-1,45,000/- | Full time B.E./ B.Tech. in any discipline from a Govt. recognized Institute/ University | <p>Candidates should have experience of RFP management, procurement process optimization, Risk and Cost management, Contract management, Planning & Purchase of Equipment, Services and Supplies, Preparing budget, Cost analysis and reports, Contract negotiation, EOT, Projects funded by international agencies along with the following:</p> <p>A. <u>IDA Candidates from Metro Rail/ Railway PSUs/ PSUs:</u> Total 03 years of Supervisory Experience and Working in analogous Pay Scale of Rs. 46,000-1,45,000/-(S4) or Rs. 40,000-1,25,000/-(S3).</p> <p style="text-align: center;">OR</p> <p>B. <u>CDA Candidates from Railways/ Govt. Organization:</u> Working in Pay Matrix Level 7 as per 7th CPC.</p> <p style="text-align: center;">OR</p> <p>C. <u>Candidates from Metro Related Infrastructure Industries:</u> Total 03 years of Supervisory Experience and working with CTC of minimum Rs. 40,000/- per month.</p> | 32 Years |
| 14. | Section Engineer (Civil)-S3 (For Pune Metro Rail Project) | 01 (UR-01) | Rs. 40,000-1,25,000/- | Full time B.E./ B. Tech. in Civil Engineering from a Govt. recognized University/ Institute | <p>Candidates should have minimum 03 years of total Supervisory experience in the field of Civil Department along with the following:</p> <p>A. <u>IDA candidates from Metro Rail/ Railway PSUs/ PSUs:</u> Working in analogous Pay Scale of Rs. 40,000-1,25,000/-(S3) or working for at least 03 years in Pay Scale of Rs. 35,000-1,10,000/-(S2).</p> <p style="text-align: center;">OR</p> <p>B. <u>CDA candidates from Railways/ Govt. Organizations:</u> Working in Pay Matrix Level 6 or Level 7 as per 7th CPC for at least 03 years.</p> <p style="text-align: center;">OR</p> <p>C. <u>The candidates from Metro Related Infrastructure Industries:</u> Total 03 years of Supervisory Experience and working with the CTC of Rs. 35,000/- per month.</p> | 40 Years |

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|---------|---|----------------|-------------------------|--|--|--------------------------------------|
| 15. | Senior Accountant-S2 (For Navi Mumbai Metro Line -1) | 01 (UR-01) | Rs. 35,000 - 1,10,000/- | Bachelor of Commerce degree from Govt. recognized University/ Institute, along with at least Inter CA/ ICWA. Preference: Candidate having knowledge of SAP/ ERP will be preferred. | Candidates should have at least 04 years of experience (including at least 02 years post qualification experience after Inter CA / ICWA) in the field of Finance Department (i.e. Contractor Bills, Bank Reconciliations, Payroll, Taxation and Annual Accounts Closing, etc.) along with the following: A. <u>IDA Candidates from Metro Rail/ Railway PSU / PSU:</u> Working in analogous Pay Scale of Rs. 35,000-1,10,000/- or working for at least 03 Years in the IDA pay scale of Rs. 33,000-1,00,000/- OR B. <u>CDA Candidates from Railways/ Govt. Organization:</u> Working in Pay Matrix Level 6 or Level 7 as per 7 th CPC for at least 03 years. OR C. <u>The candidates from Private Sector:</u> Working with the CTC of Rs. 30,000/- per month. Note: Candidates having experience in Metro / Infrastructure Industries will be given preference. | 35 Years |
| 16. | Accountant - S1 (For Navi Mumbai Metro Line- 1) | 01 (UR-01) | Rs. 33,000 - 1,00,000/- | Bachelor of Commerce degree from Govt. recognized University/ Institute, along with at least Inter CA/ ICWA. Preference: Candidate having knowledge of SAP/ ERP will be preferred. | Candidates should have at least 03 years of experience (including at least 01 year post qualification experience after Inter CA / ICWA) in the field of Finance Department (i.e. Contractor Bills, Bank Reconciliations, Payroll, Taxation and Annual Accounts Closing etc.) along with the following: A. <u>IDA Candidates from Metro Rail/ Railway PSUs/ PSUs:</u> Working in Pay Scale of Rs. 25,000-80,000/- or above for at least 03 years. OR B. <u>CDA Candidates from Railways/ Govt. Organization:</u> Working in Pay Matrix Level 5 or Level 6 as per 7 th CPC for at least 03 years. OR C. <u>The candidates from Private Sector:</u> Working with the CTC of Rs. 25,000/- per month. Note: Candidates having experience in Metro / Infrastructure Industries will be given preference. | 32 Years |

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| 17. | 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 01 year of experience of working in Administration Department along with the following:</p> <p>A. IDA Candidates from Metro Rail/ Railway PSUs/ PSUs: Working in the IDA Pay Scale of Rs. 20,000-60,000/- .</p> <p style="text-align: center;">OR</p> <p>B. CDA Candidates from Railways/ Govt. Organizations: Working in Pay Matrix Level 3 or Level 4 as per 7th CPC.</p> <p style="text-align: center;">OR</p> <p>C. Candidates from Metro Related Infrastructure Industries: Having minimum 01 year of experience and working with CTC of minimum Rs. 25,000/- per month.</p> | 45 years |
| 18. | Technician (Civil)-NS3 (For Pune Metro Rail Project) | 01 (UR-01) | 20,000-60,000/- | ITI (NCVT/ SCVT) in Fitter/ Mason trade from a Govt. recognized Institute or Diploma in Civil Engineering from a Govt. recognized Board/ Institute | <p>Candidate should have minimum 03 years (01 year for Diploma holder candidates) of experience of working in Civil Department along with the following:</p> <p>A. IDA candidates from Metro Rail / Railway PSUs / PSUs: Must be presently working in IDA Pay Scale of Rs. 20,000-60,000/- or Rs 16,000-50,000/-</p> <p style="text-align: center;">OR</p> <p>B. CDA candidates from Railways / Govt. Organizations: Must be presently working in CDA Pay Matrix Level 2 or Level 1 as per 7th CPC.</p> <p style="text-align: center;">OR</p> <p>C. The candidates from Metro Related Infrastructure Industries: Must have overall 03 years of experience (01 year for Diploma holder candidates) and should be drawing Salary (CTC) of minimum Rs. 25,000/- per month.</p> | 30 Years |

UR = Unreserved, SC= Scheduled caste, ST = Scheduled Tribe, OBC = Other Backward Class, EWS= Economically Weaker Section

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.

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 link CAREERS.

HOW TO APPLY:

- a. Candidates are required to apply online through MAHA-Metro's website www.mahametro.org only. No other means/ mode of application will be accepted.
- b. Candidates are required to have a valid personal Email ID and mobile number. They should be kept the same active during the entire period of this recruitment process. In case a candidate does not have a valid personal email ID, he/she should create his/her new Email ID before applying online. **Under no circumstances, he/she should share/mention the Email ID and its login password to any other person. Also, the candidate should have a functional mobile number to complete the application process.**
- c. To access the online application, candidates are required to visit MAHA-Metro's website www.mahametro.org and click on the link "CAREERS" Thereafter, he/ she may open the desired recruitment notification for which online application is to be filled.
- d. Candidates are required to read the entire vacancy notification and its instructions carefully to make themselves familiar with the eligibility, age criteria, other conditions, norms, etc. for the desired post and all the related information, instructions of this recruitment process.
- e. Candidates shall apply online by going to sub link titled as "Apply Online" and follow the instructions given therein carefully for Online registration and application.
- f. The Online applications shall remain active from 10:00 hrs. of 17/09/2022 to 18:00 hrs. of 01/10/2022 only. In order to avoid last minute rush and inconvenience, the candidates are advised to apply sufficiently before the closing time and the date of the online application process. MAHA-Metro will not be responsible for any network problems/interruptions in the submission of online applications due to any reasons whatsoever or any other problem which arises at the candidate's end, during the entire period of online application on the website of MAHA- Metro.
- g. Candidates registering by entering requisite details on the online registration form shall get a Login ID and Password on their Email ID and a One Time Password (OTP) on their Mobile number provided by the applicant in the online registration form.
- h. Thereafter Candidate will be required to log in again with the received Login ID & Password, enter the OTP received on mobile and change the password. After that the candidate can proceed with the Login ID and new password for filling of the online application form.
- i. Candidate shall select the post applied and fill in the requisite details in the online application form.
- j. The candidates will have to upload the soft copies of the required documents in the online application form.
- k. The candidates will have to make online payment for the application fee wherever applicable, as part of the online application process. The fee for online application is Rs. 400.00 (Application Fees Rs. 300 + Processing fees Rs. 100). **However, Rs 100/- only is payable in respect of SC / ST and Women candidates as processing fees.**
- l. All the fields in the online application form should be filled up carefully. After filling in all the required information by the candidate, a preview of the filled application can be generated before submitting the application, and candidate can edit the information at that stage. After submission of the application, no modification will be permitted.

- m. **If at any stage of recruitment or thereafter, it is found that any information furnished by the candidate in his/her application is false/incorrect or the candidate has suppressed any relevant information or the candidate does not satisfy the eligibility criteria for the post(s), his/her candidature will be rejected.**
- n. A dedicated Email Helpdesk is being setup. The candidates facing any difficulty during the online application process can contact on email **support.recruitment@mahametro.org** by providing following information:
- i. MAHA- Metro's Advertisement No.:
 - ii. Name of Candidate:
 - iii. Mobile Number:
 - iv. Email ID:
 - v. Registration ID:
 - vi. Post applied for:
 - vii. Problem faced in brief along with relevant screenshots to be sent as email attachment:
- o. Candidates who are eligible and wish to apply for more than one post will have to submit separate applications, along with the applicable application / processing fee.
- p. Candidates once selected are liable to be posted at any place where MAHA- Metro project is in operation or is likely to be started.
- q. **Candidates need NOT send printouts of application or certificates to MAHA-Metro, Nagpur by post.**
- r. However, the candidates who are currently working in Government organizations/ PSUs etc. shall give intimation to their organization as per rules and shall be required to produce NOC from their organization by a stipulated date decided by MAHA-Metro before the interview. The candidates applying for deputation should submit online application and should also route their application through proper channel such that it reaches MAHA-Metro within 15 days after the last date of online application. The proper channel application should reach at the following address:
General Manager (HR)
Maharashtra Metro Rail Corporation Ltd.
Metro Bhawan,
Near Dikshabhoomi,
NAGPUR – 440 010
- s. This is a serious recruitment process. Any objectionable or obscene attachments uploaded during the application process will invite criminal action apart from the cancellation of candidature.

**General Manager (HR)
MAHA-Metro**