



MAHARASHTRA METRO RAIL CORPORATION LTD.



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

ADVT NO: MAHA-Metro/HR/01/2019

Date: 27th February, 2019

REQUIREMENT OF EXPERIENCED EMPLOYEES FROM METRO RAIL / RAILWAY / RAILWAY PSU'S / GOVT. ORGANIZATION / PSU'S ON CONTRACT / DEPUTATION BASIS FOR THE PERIOD OF FIVE YEARS / THREE YEARS EXTENDABLE UPTO FIVE YEARS RESPECTIVELY FOR HUMAN RESOURCE DEPARTMENT AND PUBLIC RELATIONS DEPARTMENT.

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

To meet with the immediate requirement of experienced personnel for Maharashtra Metro Rail Corporation Limited, **for Pune Metro Rail Project**, applications are invited from experienced persons of Indian Nationality from Metro Rail / Railway / Railway PSU's / Govt. Organization/ PSU's for Human Resource Department and Public Relation Department having relevant experience, for the under-mentioned posts on **Contract / Deputation** for the period of five years / three years extendable up to five years respectively;

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 (HR)-E1 (Pune)	01 (UR-1)	Rs. 50,000 - 1,60,000/-	Graduate with 02 years full time MBA (HR) from a Govt. recognized Institute / University.	<p>Minimum 02 years' experience in the field of HR Department of Govt. Metro Rail / Railway/ Railway PSU's/ Govt. Organization / PSU's.</p> <p>Candidate must be presently working in the IDA pay scale of Rs. 46,000 – 1,45,000/- or CDA Pay Scale of Pay Matrix Level-08 (7th CPC) OR worked at least 03 years in the IDA Pay Scale of Rs. 40,000 – 1,25,000/- or CDA Pay Scale of Pay Matrix Level-07 /-(7th CPC) or above pay scale, as on closing date.</p> <p>The candidate should have knowledge of recruitment, HR policies, establishment matters and service matters etc.</p> <p>Preference: Candidate having knowledge of SAP / ERP will be preferred.</p>	35 Years
2.	Office Assistant (HR)-NS4 (Pune)	02 (UR-02)	Rs. 25,000 - 80,000/-	Graduate with 02 years full time MBA (HR) from a Govt. recognized	Candidate should have minimum 01 year working experience in the IDA Pay Scale of Rs. 20,000 – 60,000/- or CDA Pay Matrix Level-2 (7 th CPC) in the field of HR Department of Govt.	32 Years

				Institute/ University.	Metro Rail / Railway / Railway PSU's/ Govt. Organization / PSU's, as on closing date OR should have worked in Govt. Metro Rail Project for at least 01 Years directly / indirectly. Preference: Candidate having knowledge of SAP / ERP will be preferred.	
3.	Office Assistant (Public Relation) -NS4 (Pune)	01 (UR-01)	Rs. 25,000 - 80,000/-	Master Degree in Mass Communication / Journalism / Public Relation / Public Administration from a Govt. recognized Institute / University.	Candidate should have minimum 01 year working experience in the IDA Pay Scale of Rs. 20,000 – 60,000/- or CDA Pay Matrix Level-2 (7 th CPC) in the field of PR Department of Govt. Metro Rail / Railway / Railway PSU's / Govt. Organization / PSU's, as on closing date OR <u>For Candidates presently working in Corporate Industries:</u> Candidate should have minimum 07 year's working experience in the field of advertising and PR, experience of handling Central and State Govt. Projects, Metro Rail Projects, writing reports and Press releases, carrying out promotion activities. Out of which 05 years' experience in Corporate Communication media, advertising reporter in reputed or leading news print media (English and Marathi).	32 years

- 1) Employee 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.

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 30/03/2019.**
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 **“Maharashtra Metro Rail Corporation Limited”, First Floor, The Orion Building, Arjun Mansukhani Marg, Opp. St. Mira College, Koregoan Park, Pune-411 001.** 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.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 / Railway PSU's/ 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 Pune.**
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 at the time of interview.
12. SC/ST certificate 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 30/03/2019, 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 Ltd.,
First Floor, The Orion Building,
Arjun Mansukhani Marg,
Opp. St. Mira College,
Koregoan Park,
Pune – 411 001.**



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ADVT NO. MAHA-METRO/HR/01/2019, DATED 27th February, 2019

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.)	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-
	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	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 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.