



# MAHARASHTRA METRO RAIL CORPORATION LTD.



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

ADVT NO: NMRCL/HR/09/2017

DATED: 31<sup>st</sup> May, 2017

## REQUIREMENT OF EXPERIENCED EMPLOYEES FROM GOVT. ORGANIZATION/ PSU's / REPUTED OR LEADING NATIONAL NEWS PRINT MEDIA ON CONTRACT BASIS FOR THE PERIOD OF FIVE YEARS

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 **Maha Metro, Nagpur**, applications are invited from experienced persons of Indian nationality from Govt. Organizations/ PSU's for Corporate Communication having relevant experience, for the under-mentioned posts on Contract Basis for the period of five years:

S N	Post (Post Code)	No. of Vacancy	Pay-scale (IDA)	Minimum Educational Qualification	Minimum Experience (Post Qualification)	Maximum Age limit as on closing date
1	JGM (Corporate Communication) – E5	01	36600 - 62000	Master Degree in Mass Communication/ Journalism / Public Relation/ Public Administration from a Govt. Recognized University/ Institute.  Additional Diploma/ PG Diploma in any of the above subject or in Advertising / Marketing will be given preference.	Minimum 15 Years' Professional Executive Experience in Corporate Communication, Media, Advertising, Public Relation in Govt. Organization/PSU. Out of which Govt. /PSU candidates must have at least 3 years' experience in CDA scale of PB3 with GP 7600 or at least 2 years' experience in IDA pay Scale of Rs. 32900-58000.  OR Candidates working in Reputed or Leading National Newsprint Media must have minimum 17 years of professional experience in Corporate Communication, Media, Advertising, Public Relation, including 5 years' experience in Editing work and 5 years' in journalism. The Minimum CTC must be of Rs. 12 Lacs Per annum.	50 Years

- 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 of 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. **Only 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.**

### **MEDICAL EXAMINATION:**

The selected candidate will have to under go medical fitness examination in NMRCL's nominated hospital as per the prescribed medical category. The details of medical standard can be seen on Company's 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 SelectionProcess:**

1. The complete filled in application form should reach this office latest **by 21/06/2017**.
2. Names of shortlisted candidates will be informed through E-mail provided in the application. The shortlisted candidates will have to appear for written Test &/ or 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, Anand Nagar, C K Naidu R d , Civil Lines, Nagpur - 440001**. No separate communications by post will be sent to the candidates individually. The candidates are required to go through the instructions for written Test &/ or Personal Interview sent along with E-mail and appear for the said test accordingly along with original copies of testimonials. The candidates should be in constant touch with MAHA METRO website [www.metroinagpur.com](http://www.metroinagpur.com) for updated information.
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 Applications or applications received after the due date will be summarily rejected. MAHA METRO is not responsible for Loss / delay in post.
7. NMRC is not responsible for any printing error that might have in advertently crept in.
8. Candidates applying from Govt. organizations / PSUs 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 or 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 or any other project of MAHA METRO, anywhere in India.

**The eligible and willing candidates who fulfil the above mentioned eligibility criteria may apply alongwith their detailed particulars in the enclosed format by 21/06/2017, 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)  
Nagpur Metro Rail Corporation Ltd.  
Metro House, 28/2 Anand Nagar, CK  
Naidu Road, Civil Lines  
Nagpur – 440001.



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ADVT No. NMRCL/HR/09/2017, Dated 31-05-2017

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	<b>Name of the Post</b>			
2	<b>Post Code</b>			
	<b>Option for joining NMRCL on ( please tick )</b>	Contract	Deputation	
3	<b>Name of the Candidate (Mr./Ms./Mrs.)</b>			
4	<b>Gender</b>			
5	<b>Father /Husband's Name (Shri /Mr.)</b>			
6	<b>Date of Birth (dd/mm/yyyy)</b>			
7	<b>Age as on Closing date</b>	Years-	Months-	Days-
8	<b>Address for correspondence</b>			
9	<b>Permanent Address</b>			
10	<b>Contact No. with STD Code</b>			
11	<b>Mobile Number</b>			
12	<b>Email ID</b>			
13	<b>Category (SC/ST/OBC/General)</b>			



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14	Details of Education Qualification from 10 <sup>th</sup> Class Onwards	Examination Passed in year	Name of Institute	Name University/Board	Percentage / Class / CGPA
A	Class 10th/SSC				
B	Class 12th/HSC				
C	Engineering Degree/ Graduate Degree/CA/ICWA				
D	Post-Graduation Degree				
E	Computer Knowledge /Diploma (in information system Audit.)				
F	Any Other Qualification				
15	Presently Employed in Metro Rail/ Govt. Organization/PSU/Central or State Govt.)				
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 <sup>th</sup> 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)			
17	Details of experience, (In chronological orders)  *Separate sheet for experience after eligibility qualification with full details to be enclosed				



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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.**