



MAHARASHTRA METRO RAIL CORPORATION LTD.

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



ADVT NO: MAHA-Metro/P/HR/04/2021

Date: 28/04/2021

REQUIREMENT OF EXPERIENCED PERSONNEL FROM METRO RAIL / RAILWAY /RAILWAY PSU'S/ GOVT. ORGANIZATION/ PSU'S/ METRO RELATED INFRASTRUCTURE INDUSTRIES ON CONTRACT / DEPUTATION BASIS FOR THE PERIOD OF FIVE YEARS/ THREE YEARS EXTENDABLE UPTO FIVE YEARS RESPECTIVELY FOR OPRATIONS AND MENTENANCE (O&M) AND FINANCE DEPARMENT OF MAHARASHTRA METRO RAIL CORPORATION'S PUNE PROJECT.

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

To meet with the immediate requirement of experienced personnel for **Maharashtra Metro Rail Corporation Limited's, Pune Metro Rail Project, Nagpur Metro or any upcoming project of MAHA-Metro** applications are invited from experienced persons of Indian Nationality from Metro Rail/ Railway /Railway PSU's/ Govt. Organization/ PSU's/ Metro related infrastructure industries having relevant experience, for the under-mentioned posts on **Contract / Deputation** basis 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	General Manager (O&M) -E7 (For Pune Metro Rail Project)	01 (UR-01)	Rs. 1,20,000-2,80,000/-	Four year B.E./ B. Tech. in Mechanical/ Electrical/ Civil/ Signal discipline from a Government recognised University/ Institute	Minimum 21 Years of total Executive experience in Train Operation and Maintenance, Train running and its simulation in Metro Rail / Railway / Railway PSUs / Govt. Organization / Metro Related Infrastructure Industries along with the following: A. The candidates from Metro Rail / Railway / Railway PSUs/Govt. Organization/PSUs: Candidates must be presently working in IDA Pay Scale Rs.1,00,000-2,60,000/-or CDA Pay Matrix Level 13A (7th CPC) OR is working at least 03 years in the	55 years

					<p>IDA pay scale Rs. 90000-240000/- or CDA Pay Matrix Level 13 (7th CPC) as on closing date.</p> <p><u>OR</u></p> <p>B. The Candidates from Metro Related Infrastructure Industries: The candidates from Metro Related Infrastructure Industries who are drawing CTC of Rs. 3,00,000/- per month (approximately) are eligible to apply.</p> <p>The candidate either from 'A' or 'B' should be well conversant with Operation and Maintenance of Trains.</p>	
2	<p>General Manager (Finance) –E7</p> <p>(2 For Pune Metro Rail Project, 1 for Nagpur Metro Project)</p>	03 (UR-03)	Rs. 1,20,000-2,80,000/-	CA / ICWA from a Govt. recognized University / Institute.	<p>Minimum 21 years' of total Executive experience in the field of Finance department in Govt. Metro Rail / Railway / PSU's / Govt. Organization.</p> <p>In addition to above, the candidate must be presently working in the IDA Pay Scale of Rs. 1,00,000-2,60,000/- or CDA Pay Matrix with level-13A (7th CPC) OR is working for at least 03 years in the IDA Pay Scale of Rs. 90,000 – 2,40,000 or CDA Pay Matrix level-13 (7th CPC) (NFSAG or SG), as on closing date.</p> <p>The candidates should have experience in different areas of Finance & Accounts viz. Corporate Accounting, Financial Management,</p>	55 years

					Taxation - Direct / Indirect, Treasury Management, Corporate Governance, Tender Evaluation, Vetting of Contracts / Offers / Estimates etc. Preference: Candidate having knowledge of SAP / ERP will be preferred.	
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- 1) Employee 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) Experience and Age will be reckoned as on closing date.
- 4) The vacancies given above may increase/decrease as per requirement of MAHA Metro.
- 5) The selected candidates may be posted at Pune, Nagpur or any upcoming project of MAHA-Metro.

SELECTION PROCESS:

The selection method will comprise–Personal Interview followed by Document Verification and 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.** Ineligible/incomplete application will be rejected summarily.

SCHEDULE OF SELECTION PROCESS:

1. The complete filled in application form should reach this office latest **by 28/05/2021**.
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 prescribed for the post, as also mentioned on MAHA-Metro website.
 5. The details are to be filled up in the given format and attach all the relevant documents and testimonials. Also attach two copies of recent passport size photos, one of which to be pasted on application form, duly self-attested.
 6. Incomplete/ineligible 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. **Fee:** SC, ST and women candidates are exempted from fees, however UR & OBC candidates are required to pay a non-refundable fee of Rs. 400/- through internet banking:
Name of Bank: State Bank of India
Name of Beneficiary: MMRCL PUNE APPLICATION FEES
Account No.: 39212070140
ISFC Code: SBIN0000454
 10. Applicant must submit copy of payment receipt / reference number with application form.
 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 candidates are required to produce original caste certificate at the time of interview/document verification.
 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 fill up the enclosed Application Form as per Annexure-A and send the scanned copy of the same in a single PDF file along with the relevant documents through e-mail at mail address - recruitment.hrpune@mahametro.org positively by 28/05/2021. If application is sent through multiple e-mails, the first application received shall only be considered and subsequent application(s) will be ignored. Also send the hard copy of the application by speed post 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.**

THE ENVELOPES SHOULD BE PROPERLY SEALED AND SUPERSCRIBED WITH

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

Annexure-I

MAHARASHTRA METRO RAIL CORPORATION LTD.
(A JOINT VENTURE OF GOVT. OF INDIA AND GOVT. OF MAHARASHTRA)
ADVT NO. MAHA-METRO/HR/04/2021, DATED 28/04/2021

**APPLICATION FORMAT**

(TO BE FILLED IN BOLD ENGLISH CAPITAL LETTERS BY THE CANDIDATE IN HIS OWN HANDWRITING)

Passport
size self-
attested
photograph

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 & Nationality	Gender	Nationality	
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 / EWS)			

MAHARASHTRA METRO RAIL CORPORATION LTD.

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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	Diploma/ Computer Knowledge					
F	ITI (NCVT/SCVT)					
G	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 (in INR)		Gross Salary Per Month (in INR)	
E	Date from which existing pay scale is applicable.					
F	Total number of years' in Supervisory / Non-Supervisory Service (As applicable) with details of number of years in each grade/post.					

16	Details of online transaction/Reference Number for payment of application fees	
17	<p>Details of experience with supporting documents (in chronological order)</p> <p>*Separate sheet for experience post eligibility qualification with full details in the attached Annexure - II</p>	

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 and termination in case of appointment at MAHA-Metro.

Date.....

Sign of Candidate:

Place.....

Name:

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. **Forwarding of Application/NOC from Current Employer, whichever applicable).**
4. **Details of online transaction/FEE**
5. **Caste Certificate (SC/ST/OBC).**
6. **Any other documents.**

Details of Experience in chronological order

Sr. No	Name of Organization	Govt./PSU/Private	Designation	Pay scale/CTC per month	Period of Service		Total Experience (in years & months)	Job profile
					From	To		