



# MAHARASHTRA METRO RAIL CORPORATION LTD.



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

**ADVT NO: MAHA-Metro/P/HR/03/2021**

**Date: 16/04/2021**

**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 OPERATION & MAINTENANCE AND FINANCE DEPARTMENT 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, Pune Metro Rail Project**, applications are invited from experienced person of Indian Nationality from Metro Rail/Railway/Railway PSU's/Govt. Organization/PSU's/Metro related infrastructure industries for **Operation & Maintenance and Finance Department** of Pune Metro Rail Project having relevant experience, for the under-mentioned post 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) (in Rs.)	Minimum Educational Qualification	Minimum Experience (Post Qualification)	Maximum Age limit as on closing date
1	Dy. General Manager (Finance)-E3  (For Pune Metro Rail Project)	02 (UR=1, OBC=1)	70,000-2,00,000/-	CA/ICWA from Govt. recognised Institute/ University	Candidate should have minimum 8 Years of Executive experience in the Finance department of Govt. Metro Rail / Railway / PSUs / Govt. Organization along with the following:  The candidate must be presently working in IDA Pay Scale of Rs. 60,000 - 1,80,000/- or CDA Pay Matrix Level 11 (7th CPC) <b>OR</b> is working at least 03 years in the IDA pay scale of Rs. 50,000 - 1,60,000/- or CDA Pay Matrix Level 10 (7th CPC) as on closing date.  The candidates should have experience in different areas of Finance & Accounts viz. Corporate Accounting, Finance management, Taxation-Direct/indirect, Treasury Management, Corporate Governance, Tender Elevation, Vetting of	45 Years

					Contracts/offers/Estimates etc. Preference: Candidate having knowledge of SAP/EPR will be preferred.	
2	Jr. Engineer (Signal & Telecom) – S1 (For Pune Metro Rail Project)	02 (UR)	33,000-1,00,000/-	4 years engineering degree <b>or</b> 3 years engineering diploma in Electronics/ Electronics & Telecom branch from a Govt. recognized University/ Institution.	Minimum 2 years' experience in Signaling & Telecom department in Govt./Metro Rail/ Railway/ Railway PSUs, along with the following. 1. The candidates having the experience in Govt./ Metro Rail/ Railway/ Railway PSUs: must be presently working in the IDA Pay Scale of Rs. 25,000-80,000/- or CDA Pay Matrix in Level-4 (7 <sup>th</sup> CPC) as on closing date. OR 2. The candidates having an experience in Govt. Metro Rail Project: must be presently working as JE/Technical Assistant for Govt. Metro Rail Project for at least 2 years directly or indirectly.	32 years
3	Jr. Engineer (Mechanical) – S1 (For Pune Metro Rail Project)	02 (UR)	33,000-1,00,000/-	4 years engineering degree or 3 years engineering diploma in Mechanical Engineering from a Govt. recognized University/ Institution.	Minimum 2 years' experience in Mechanical/Maintenance department in Govt./Metro Rail/ Railway/Railway PSUs, along with the following. 1. The candidates having the experience in Govt./ Metro Rail/ Railway/ Railway PSUs: must be presently working in the IDA Pay Scale of Rs. 25,000-80,000/- or CDA Pay Matrix in Level-4 (7 <sup>th</sup> CPC) as on closing date. OR 2. The candidates having an experience in Govt. Metro Rail Project: must be presently working as JE/Technical Assistant for Govt. Metro Rail Project for at least 2 years directly or indirectly.	32 years
4	Account Assistance (Fin) – NS4 (For Pune Metro Rail Project)	5 (UR=3, OBC=1, SC=1)	25,000-80,000/-	B. Com degree from Govt. recognised Institute/ University.	Minimum 1 (one) years' working in the IDA Pay Scale of Rs. 20,000-60,000/- or CDA Pay Matrix in Level-3 (7 <sup>th</sup> CPC) in the Field of Finance department of Govt. Metro	32 years

				Preference: Inter CA/ICWA/Full time MBA (Fin), from Govt. recognised Institute/ University, candidates will be preferred.	Rail/ Railway/PSUs/Govt organization as on closing date.  Preference: Candidate having knowledge of SAP/EPR will be preferred.	
--	--	--	--	---	--	--

- 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) Age and Experience will be reckoned as on closing date.
- 4) The vacancies given above may increase/decrease as per requirement of Maha Metro.

#### **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.** Ineligible/incomplete application will be rejected summarily.

#### **Schedule of Selection Process:**

1. The complete filled in application form should reach this office latest **by 15/05/2021.**
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](http://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 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 / PSUs etc. will have to forward application through proper channel or need to submit **"NO OBJECTION CERTIFICATE"**, Vigilance/DAR clearance, ETC. from parent department at the time of Interview.
9. **Fee:** SC, ST and women candidates are exempted from fees, however UR & OBC (including Ex-servicemen) 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. Kindly write Name, Date of Birth, Post Name and Post Code on reverse side of DD.
12. OBC candidates are required to submit the latest OBC caste certificate in Central Govt. Format only at the time of interview.
13. SC/ST certificate are requested to submit caste certificate at the time of interview.
14. The service bond policy of MAHA-Metro will be applicable to all the selected candidates.
15. 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 15.05.2021, 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.**



**MAHARASHTRA METRO RAIL CORPORATION LTD.**  
**(A JOINT VENTURE OF GOVT. OF INDIA AND GOVT. OF MAHARASHTRA)**  
**ADVT No. MAHA-METRO/HR/03/2021, DATED 16.04.2021**

**Annexure-I**



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 (v))	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-
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)			

14	<b>Details of Education Qualification from 10<sup>th</sup> Class Onwards</b>	Name of Course	Examination passed in year	Name of Institute	Name of University/ Board	Percentage/ Class/ CGPA
A	<b>Class 10<sup>th</sup> / SSC</b>					
B	<b>Class 12<sup>th</sup> / HSC</b>					
C	<b>Graduation (Bachelor's Degree)</b>					
D	<b>Post-Graduation Degree</b>					
E	<b>Computer Knowledge/ Diploma</b>					
F	<b>Any Other Qualification</b>					
15	<b>Presently Employed in Metro Rail / Railway / Railway PSU's / Metro Related Industries</b>					
A	<b>Name of Present Organization</b>					
B	<b>Date of Joining</b>					
C	<b>Present Post/Post on which working</b>					
D	<b>Pay Scale on which working (full pay scale with basic pay) CDA/IDA, Basic Pay, Gross Salary Per Month.</b>	Pay Scale (IDA/CDA/7 <sup>th</sup> CPC)	Basic Pay		Gross Salary Per Month	
E	<b>Date from which existing pay scale is applicable.</b>					
F	<b>Total number of years' in Executive / Supervisory / Non-Supervisory Service (As applicable) with details of number of years in each grade/post.</b>					
16	<b>Details of online transaction</b>					

17	<p><b>Details of experience with supporting documents (In chronological orders)</b></p> <p><b>*Provide full details of experience after minimum required qualification in the attached separate sheet-Annuxure-II</b></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 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. Caste certificate (if applicable)**
- 4. Forwarding/NOC from Current Employer (if applicable).**
- 5. Details of Fee.**

**Annexure - II**

**Details of Experience in Chronological Order**

**Name of Candidate:**

Sr. No.	Name of Organization	Govt/PSU/Private	Designation	Executive/Non-Executive/Supervisory/Non-Supervisory	Pay Scale/CTC per Month	Period of Service		Total Experience (in years & month)
						From	To	

**Place:**

**Date:**

**Signature:**