

Vacancy Notice No.06/2023

**1. Details of the Vacancy and Job Description**

<b>Name of the Post/ Pay Scale/ Level</b>	Assistant Manager (Social) on Contract equivalent to IDA grade E2 / Rs. 50000-160000
<b>No. of vacancies</b>	01 (One)
<b>Maximum Age (years)</b>	45 years
<b>Qualification</b>	Masters Degree in Sociology / Social Science / any field of Social Science
<b>Minimum Post Qualification Experience (Years)</b>	<ol style="list-style-type: none"> <li>1. Should have at least 5 years of professional experience in the field of social management/SIA for infrastructure Projects with Central/State Government organisation/CPSEs/PSUs/Govt. Instrumentalities, out of which at least 3 years' experience in land acquisition and/or resettlement and rehabilitation activities for major infrastructure Projects.</li> <li>2. Experience on projects funded by Multi-national Funding Agencies/MDBs will be preferred.</li> <li>3. Preference may be given to candidates having good knowledge (speaking/writing) of Marathi language.</li> <li>4. Preference may be given to candidate willing to join immediately</li> </ol>
<b>Mode of Selection</b>	Walk-in-Interview based on the eligibility/ experience in the relevant field. (Candidate should bring all original certificates while attending interview).
<b>Window of interview</b>	<p>From 27-03-2023 to 28-03-2023</p> <p>Time: 10.30 hrs to 13.30 hrs</p> <p>VENUE: Mumbai Railway Vikas Corporation Ltd., 2<sup>nd</sup> Floor, Churchgate Station Building, Churchgate, Mumbai-400 020.</p>
<b>Contact official for interview</b>	APO

**2. Other terms and conditions of contract service will be as under:**

1. Designation	Assistant Manager (Social) - on Contract
2. Initial Basic Pay in IDA scale	Rs. 50000-160000 (E2)
3. Perks	As applicable to contractual employees of the corporation.
4. Provident Fund	MRVC will contribute Employer's share of Provident Fund @ 12% of Basic pay plus IDA. Matching contribution of Employee's share would be deducted from the salary of the contractual staff and deposited in his/her EPF Account.

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5. Annual Increment	Annual Increment would be admissible @ 3% on completion of 12 months of service in the relevant grade.
6. IDA	Index based quarterly DA as applicable to employees in IDA pay scale will be applicable.
7. Gratuity	Gratuity will be paid as per provision of the Gratuity Act.
8. Period of Contract	The engagement will be for a period of 3 years.
9. Extension of contract	The period of contract may be extended further period as per duration of the project at the sole discretion of MRVC as per project requirement provided services/ performance of the contractual staff are found to be satisfactory. However, MRVC may terminate the contract at any time during the contract period with a notice period of one month. In case of poor/non-performance/ misconduct on the part of the contract staff their services can be terminated by giving one month notice or remuneration in lieu thereof.
10. Counting of experience	The cut-off date for eligibility would be 31 <sup>st</sup> January 2023
11. Leave Travel Concession	Same as applicable to contractual employees of MRVC.
12. Facility to Indoor Treatment	Same as applicable to contractual employees of MRVC.
13. Mobile Phone Call/ Data Card charges.	Same as applicable to contractual employees of MRVC.
14. Leave	<p>a) 8 days Casual Leave + 2 days Restricted Holidays per annum (unutilised CL/RH if any would lapse at the end of one year)</p> <p>b) 10 days sick leave for six months (like Half Pay leave with provision of commutation)</p> <p>c) 12 days Special Leave per annum.</p> <p>However, grant of leave shall not be claimed as a matter of right and the Competent Authority has the right in its absolute discretion either to sanction or reject the leave applied for.</p>
15. Daily Allowance	Same as applicable to contractual employees of MRVC.
16. Duties and Responsibilities	<ol style="list-style-type: none"> <li>1. Liaison with various consultants/ sub-consultant engaged for ESIA activities.</li> <li>2. Overseeing implantation of the RAP;</li> <li>3. Maintaining/ upgrading the computerized database on LA and R&amp;R (delivery of LA compensation, R&amp;R entitlements, and data updates);</li> <li>4. Coordination with the CPM/ED offices in managing the activities of NGOs and MMRDA involved with the implementation and monitoring of R&amp;R process; managing the activities of land acquisition in coordination with CPM/ED Office and State Revenue Authorities, Forest &amp; other Government Authorities/ Agencies.</li> <li>5. Monitoring and review of NGO and consultant outputs;</li> <li>6. Preparing policy notes and implementation updates, reports/documents for the MOR and</li> </ol>

	<p>the external funding agencies.</p> <ol style="list-style-type: none"> <li>7. Undertaking regular field visits as appropriate to review the progress on ground and provide technical support and guidance to ED/CPMSs office in the implementation of land acquisition and resettlement;</li> <li>8. Coordinating the preparation of additional Resettlement Action Plans and other studies as needed;</li> <li>9. Designing and implementing the capacity building/ training programme for the field staff; and</li> <li>10. Undertaking any other tasks required to realize the objectives of social safeguard management.</li> <li>11. Coordinating with PMC and getting position of Social monitoring activities, including land acquisition position.</li> <li>12. Coordinating with AIIB/ other funding agencies and forwarding reports through proper channel.</li> <li>13. Coordinating with AIIB / other funding agencies and forwarding reports through proper channel.</li> <li>14. Any other duty assigned by CPM/ED related to Social aspects.</li> </ol>
17. Performance Appraisal	Annual Performance review through a working report be written every year ending 31 <sup>st</sup> March by the Appropriate Authority

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**The details of selection process, benefits, instructions and other terms and conditions**

**A) Selection process:-**

1. Walk-in-Interview based on the eligibility/experience in the relevant field. (Candidate should bring all original certificates while attending interview along with application for the post/CV). The candidature of the candidate will summarily be rejected in case of illegible/ ambiguous certificates or without certificates.
2. The selection will be by the way of walk-in-interview by a nominated Committee by the Corporation.

**Note:** The candidate should bring one set of self-attested copies of certificates for verification. The candidate selected will be engaged on the post subject to their Medical Examination.

3. The decision of the management shall be final and binding.
4. No train/bus fare/TA/DA shall be payable by the Corporation.

**B) The benefits :**

1. The salary and various benefits available are detailed in the notification.
- Note : 1. No accommodation shall be provided.

**C) General Information to all applicants:-**

1. Even after contractual agreement, if any document/ certificate/ information are found incorrect or false in any scrutiny or verification, then the contractual service will be immediately terminated forthwith without assigning any reason and prior notice, besides legal action which may also be initiated.
2. The Corporation reserves the right to cancel/ restrict/ curtail/ enlarge the contract engagement process, if need so arises, without any prior notice and without assigning any reasons thereof.
3. The selected candidate will be required to execute agreement and indemnity bond of Rs. 50,000/- in favor of Mumbai Railway Vikas Corporation Ltd. on Rs.100/- stamp paper to serve the Corporation for a period of 2 years.
4. The selected candidate should join within maximum 30 days after issuing of contract engagement offer by MRVC.

**D) The other broad terms of contract are given below for information of the candidate which are subject to changes at the time of entering into the contract, at the discretion of MRVC, which may please be noted:-**

- a. The candidates selected for the above contractual agreement shall not be absorbed in MRVC regular service. The candidate, therefore, shall not have any right to claim for permanent absorption in MRVC and shall be required to give an undertaking in writing to MRVC to that effect.
- b. On engagement, candidate should also attend emergencies and other calls of duties, as demanded and expected, during their day today activities.

**c. The termination of contract and its consequences:-**

- (1) The appointment is purely temporary and on contract basis and the Corporation reserves the right to terminate the contract at any time without

assigning any reason either on giving one month notice or without any notice on payment of one month salary in lieu of notice. The appointee shall in the event of resignation give the Corporation one month notice of his/her intention to resign.

- (2) In addition to the above conditions, the contract agreement shall be terminated on:-
- (i) Completion of last day of contract period or any extended period thereon.
  - (ii) The breach of any terms of contract of employment by contract employee.
  - (iii) The last day of notice period of termination issued by either side or payment in lieu thereof by either party.
  - (iv) In the event the appointee is found involved in undesirable activities such as embezzlement, unlawful activities (including passing on confidential information of MRVC), unauthorized absence, in-subordination or breach of any of the terms of contract without prejudice to the right to initiate civil/criminal proceedings.
- (3) If any litigation on whatsoever account is initiated by or against MRVC, the cause of which lies in contract period, the presence of contract appointee will be required, even after termination or expiry of the contract agreement.
- (4) Upon any premature termination or expiration of contract for any reason, the contract appointee shall return to MRVC any property belonging to MRVC, all tools and plants, documents, any passwords or user ids etc. under his control. This will include all confidential information regarding work, hard and soft copies of documents and information of whatever description of whatever form, tangible, or intangible in his possession, together with copies, notes or summaries of such documents and his ownworking papers which are derived or based upon such documents.
- (5) They will have to clear all their advance(s) or due(s), if any cash or vouchers or if any financial outstanding liabilities etc.
- (6) The Contract appointee will be responsible for the acts and omission(s) in the course of contractual service during the period and thereafter.
- (7) The Contract Appointee shall be governed by Indian Laws and shall be subject to the judicial courts in the concerned state.
- (8) Statutory Income Tax, Professional Tax and other taxes will be deducted at source, as applicable from time to time.
- E) ANY KIND OF CANVASSING WILL RESULT IN DISQUALIFICATION OF CANDIDATE AT ANY STAGE OF SELECTION WITHOUT ASSIGNING ANY REASON. NO FURTHER CORRESPONDENCE WILL BE ENTERTAINED IN THIS REGARD.

The above terms are broad in nature and only for guidance and are subject to change while entering into agreement at the time of contract appointment.

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