



मुंबई रेलवे विकास कॉर्पोरेशन लिमिटेड  
(भारत सरकार रेल मंत्रालय का एक सार्वजनिक उपक्रम)  
MUMBAI RAILWAY VIKAS CORPORATION LTD.  
(A PSU of Govt. of India, Ministry of Railways)

Notification No.MRVC/E/AM/2/2023 dated 05.09.2023

ENGAGEMENT OF ASSISTANT MANAGER (PLANNING) ON CONTRACT

DATE OF WALK-IN-INTERVIEW: 21<sup>st</sup> & 22<sup>nd</sup> SEPTEMBER 2023

1. **Mumbai Railway Vikas Corporation Ltd.(MRVC)**, a Public Sector Undertaking of Govt. of India under Ministry of Railways (MoR), incorporated on 12<sup>th</sup> July 1999 under Companies Act, 1956, executes the projects under Mumbai Urban Transport Project (MUTP). The Corporation already executed number of suburban rail improvement projects in Mumbai and extended suburbs for enhancing suburban rail transportation capacity. The corporation is also involved in the planning and development of Mumbai Suburban Rail system.
2. MRVC is looking for dynamic and result oriented candidates for manning one post of **Assistant Manager (Planning)** on **contract basis** for three years.
3. **Emoluments/Gratuity/Leave**

1	Pay Scale	Equivalent to IDA E-2 grade/Rs.50000-160000
2	Basic Pay	Rs.50,000/-
3	Annual Increment	3% of basic pay
4	Dearness Allowance	Rs.39.2% (will change as and when DA rate is revised)
5	Cafeteria Allowance	15% of basic pay
6	House Rent Allowance	27% of basic pay (30% when DA crosses 50%)
7	Reimbursement for mobile phone and laptop	As per the policy of the Corporation
8	Medical facilities	As per the policy of the Corporation
9	Sodexo meal pass	As per the policy of the Corporation
10	Leave Travel Concession	As per the LTC Policy of the Corporation
11	Leave	(1) CL : 8 days p.a. (2) RH : 2 days p.a. (3) 10 days sick leave for six months (like Half pay leave with provision for commutation) (4) 12 days special leave per annum
12	Maternity Leave	As applicable to the corresponding regular employees
13	Gratuity	As per Gratuity Act
14	Annual Award, if any	As and when declared

4. **Age Limit**

Not more than 50 years as on the date of issue of Vacancy Notification.

5. **Educational Qualification & Experience**

- i. The candidate should be minimum Graduate in any stream with a minimum 12 years of post-qualification work experience in any PSU (preferably Railway PSU) in the field of project planning, preparation of project progress reports, interaction with various stake holders such as Government of Maharashtra (GoM), MMRDA, CIDCO, Multi-lateral Development Banks (MDBs), Consultants etc., preparation of works programmes proposals, coordinating various meetings with Central/ State Govt. organization/ CPSEs/ PSUs/ Govt. instrumentalities, preparation of presentations.
- ii. The candidate must have dealt with at least two MDBs.

- iii. The candidate should have proficiency and experience in using MS Office and Govt. portals.
- iv. The candidate should have working knowledge in Finance Accounting.
- v. The candidate should be proficient in Marathi language.

#### 6. Service Agreement

The selected candidate will have to serve the Corporation for at least two years for which he/she should execute a Surety Bond of Rs.1 Lac. in favour of Mumbai Railway Vikas Corporation Ltd. on Rs. 100/- stamp paper to serve the Company at least for two years.

#### 7. Medical Examination

The candidate should have sound health. Before joining, candidates will have to undergo medical examination and produce the certificate of fitness for job issued by a Doctor (at least MBBS).

#### 8. Mode of selection : Walk-in-Interview

(A) Date, time and place of walk-in interview :

- i. Registration Time: 10.00 hrs to 11.30 hrs only on the date of walk-in-interview.
  - ii. Date of Walk-in-Interview : **21<sup>st</sup> and 22<sup>nd</sup> September 2023.**
  - iii. Venue : Manager (HR), MRVC Corporate Office, 2<sup>nd</sup> Floor, Churchgate Railway Station Building, Mumbai-400020.
- (a) The candidates can appear for the walk-in-interview on 21.09.2023 or 22.09.2023 according to their convenience.
  - (b) After preliminary screening of the applications submitted by the candidates in person, the eligible candidate(s) will only be interviewed.
  - (c) Candidates should come prepared to stay for minimum 2 days, if required, at their own cost. No train/bus fare/ TA/DA shall be payable by the Corporation.
  - (d) Applications should be complete in all respects and strictly as per the prescribed format (Annexure-I). Applications not conforming to the prescribed format or having illegible/ambiguous certificates or without certificates or incomplete will be summarily rejected.

(B) Self-attested documents to be attached with the filled application : Mandatory documents

- i. Copies of certificate in proof of qualification (As per the qualification specified in Notification)
- ii. Copy of Proof of Date of Birth (SSLC/SSC Certificate/Birth Certificate)
- iii. Two passport size recent photographs.
- iv. Copy of document regarding experience, last served and others.
- v. Candidates employed with Government Departments / PSUs / Autonomous Bodies have to produce NOC at the time of document verification, failing which they would not be allowed to appear for document verification.
- vi. Character certificate from Gazetted officer/Executive officers for certifying that he/she is bearing good moral character.

(C) Recommended documents

- i. Copy of employment letter issued by previous as well as present employer.
- ii. Copy of Form 16 issued by previous / present employer.
- iii. Copy of document indicating Employees Provident Fund (EPF) Number/PF Number.

#### 9. General Instructions

- i. Candidates who fulfill the eligibility criteria only, will be interviewed.
- ii. Candidates are advised to check their eligibility before walk-in-interview.
- iii. The candidates must bring with them original certificates, along with one set of self-attested photocopy in proof of age, educational qualification and experience on the date of interview, failing which candidate will not be eligible for interview.
- iv. Candidate should bring one character certificate from Gazetted Officers/Executives Officers for certifying

- that he is bearing good moral character.
- v. Incomplete or vague educational qualification will be invalid.
  - vi. 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.
  - vii. 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 therefore.
  - viii. The outstation candidates must come prepared to stay for minimum 2 days at their own expenses, if required, at their own cost. No train/bus fare/ TA/DA shall be payable by the Corporation.
  - ix. The selected candidates should join within maximum 30 days after issuing of offer of appointment by MRVC. Any deviation in the said policy will be dealt on case to case basis, based on the merits of the case.
  - x. If Candidate is already working in MRVC and selected against this notification, he/she does not require to follow the condition of notice period for joining new post.

#### 10. Selection Process

- i. The candidates shall arrive at the time and venue and get registered with Manager (HR)/Contact No.022-22071885 for the walk-in interview as indicated.
- ii. The candidate will be interviewed by a nominated Committee and the selection will be finalized on merit based on the performance in the interview, qualification and post qualification experience gained by the Candidate.
- iii. The decision of the Nominated Committee of MRVC shall be final and binding.
- iv. The other broad terms of contract are given below for information of the candidate which are subject to changes at the time of actually entering into the contract, at the discretion of MRVC, which may please be noted.
- v. The period of contract will be initially for a period of three years, extendable further on yearly basis on satisfactory performance and mutual consent.
- vi. The candidate selected for the above contractual agreement shall not be absorbed in MRVC regular service. The candidate therefore shall not have right to claim for permanent absorption in MRVC and shall be required to give an undertaking in writing to MRVC to that effect.
- vii. The Corporation reserves the right to terminate the contract if the contract appointee is found unsuitable, by giving one month notice or payment in lieu thereof. Similarly, the appointee will be required to give one month notice to MRVC for termination of contract.
- viii. The selected candidate on engagement should also attend emergencies and other calls of duties, as demanded and expected, during their day to day activities.
- ix. 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, insubordination or breach of any of the terms of contract without prejudice to the right to initiate civil/criminal proceedings, the contract appointment shall be terminated.
- x. Selected candidates shall use electronic resources of MRVC in strict adherence to the policies and guidelines issued by MRVC from time to time. The email account and user ID's created for official purposes shall always be used in a responsible, effective, ethical and lawful manner. Any misuse of these resources and / or putting the Corporation at risk of any liability based on such misuse shall result in termination of employment and appropriate legal action.

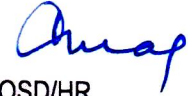
#### 11. The termination of contract and its consequences:-

- (a) 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 the one month notice period of termination issued by either side or payment in lieu thereof by either party.
- (b) 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.
- (c) 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 own working papers which are derived or based upon such documents.

- (d) They will have to clear all their advance(s) or due(s), if any cash or vouchers or if any financial outstanding liabilities etc.
- (e) Contract appointee will be responsible for the acts and omission(s) in the course of contractual service during the period and thereafter.

Annexure : Application Format (Annexure-I)



OSD/HR

Mumbai Railway Vikas Corporation Ltd.

## APPLICATION FORMAT

NOTIFICATION NO &amp; DATE: \_\_\_\_\_

POST APPLIED FOR: \_\_\_\_\_

Affix recent  
passport size  
photo and sign  
across

All columns given below should be filled in.

1	Name of the Candidate Mr/Mrs/Ms	
2	Father's/Husband's name	
3	Full Postal address with pin code	
4	Mobile number	
5	E-mail address	
6	Date of Birth (DD/MM/YYYY)	
7	Age as on 05.09.2023	.....Years.....months.....days.
8	Gender: Male/Female	
9	Current place of working, post held and pay level	

## Education Qualifications:

Name of Examination	Year of passing	Name of Board/University	Aggregate % of marks obtained

Other Qualifications: \_\_\_\_\_

*One*

**Work Experience:**

Sr. No.	Posts held	From	To	No. of years	Pay scale/Monthly remuneration	Organization and brief description of job	Any other details

I hereby declare and certify that the above information is true and correct to the best of my knowledge. If any information furnished by me is found to be incorrect /false, my application shall be liable to be rejected/my services are liable to be terminated at any stage, if recruited.

Signature of the applicant :

Name :

Date:

Place:

List of documents enclosed (Please indicate 'tick' [✓] in the box  
(Note : Failure to attach any of these documents may render the applicant ineligible )

**MANDATORY DOCUMENTS**

- Self attested copies of certificate in proof of qualification (As per the qualification specified in Notification)
- Self attested copy of Proof of Date of Birth (SSLC/SSC Certificate/Birth Certificate)
- Two passport size photographs.
- Self attested copy of document regarding experience, last served and others.
- Character certificate from Gazetted officer/Executive officers for certifying that he/she is bearing good moral character.

**RECOMMENDED DOCUMENTS**

- Self attested copy of employment letter issued by previous as well as present employer.
- Self attested copy of Form 16 issued by previous / present employer.
- Self attested document indicating Employees Provident Fund (EPF) Number/PF Number.

I hereby certify that I have read and understood all the instructions regarding the Notification for this Post as given on website [www.mrvc.indianrailways.gov.in](http://www.mrvc.indianrailways.gov.in)

Signature of Applicant :

Name of Applicant :

Date: