MAHARASHTRA METRO RAIL CORPORATION LTD.

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

ADVT NO: MAHA-Metro/P/HR/01/2021 **Date: 25/02/2021**

REQUIREMENT OF EXPERIENCED PERSONNEL FROM METRO RAIL / RAILWAY /RAILWAY PSU'S/ GOVT. ORGANIZATION / PSU'S / METRO RELATED INFRASTRUCTURE INDSTRIOUS/ INFRASTRUCTURE INDSTRIOUS (WHEREVER MENTIONED) ON CONTRACT / DEPUTATION BASIS FOR THE PERIOD OF FIVE YEARS/ THREE YEARS EXTENDABLE UPTO FIVE YEARS RESPECTIVELY FOR VARIOUS DEPARMENTS 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 persons of Indian Nationality from Metro Rail/ Railway /Railway PSU's/ Govt. Organization/ PSU's Metro related infrastructure industrious/ infrastructure industrious (wherever mentioned) 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 & Experience (Post Qualification)	Maximum Age limit as on closing date
1.	General Manager (HR) –E7 **(For Pune Metro Rail Project)**	01 (UR-01)	Rs. 1,20,000 -2,80,000/-	Minimum 21 years' of total Executive experience in the field of HR/Personnel in Metro Rail / Railway / Railway PSUs /Govt. Organization/PSU's/ Reputed Industries along with the following. **(A) <u>For candidates working in Railways</u>** Officers in Gr 'A' organised services HR/Personnel, Govt. of India, State Govt., Railways working in pay matrix level 13A (7th CPC) or is working for the at least 3 years in the IDA Pay Scale of Rs. 90000-240000/- or CDA pay matrix level 13 (7th CPC) as on closing date. **<u>OR</u>** **(B) <u>The candidates working in PSU/Govt.</u>**	55 Years

				Metro Railways, other Govt. Organisation: **i**. Educational Qualification – MBA (HR) Full time or Master's Degree in Personnel Management with 60% marks from Govt. recognised University/ Institute. **ii.** Candidates must be Presently working in the IDA Pay Scale Rs. 100000-260000/- or CDA pay matrix level 13A (7th CPC) or is working for the at least 3 years in the IDA Pay Scale of Rs. 90000-240000/- or CDA pay matrix level 13 (7th CPC) as on closing date. **OR** **(C). The Candidates from Reputed Industries:** **i**. Educational Qualification – MBA (HR) Full time or Master's Degree in Personnel Management with 60% marks from Govt. recognised University/ Institute. **ii.** The candidates from Reputed Industries who are drawing salary (CTC) of Rs. 3,00,000/- per month (approximately) are eligible to apply. The candidates either from 'A' or 'B' or 'C' should have knowledge of recruitment, HR policies, establishment matters and service matters etc. Preference: Candidate having knowledge of SAP / ERP will be preferred.	
02	Senior Dy. General Manager (Finance) –E4 **(For Pune Metro Rail Project)**	01 (UR-01)	Rs. 80,000 - 2,20,000/-	Minimum 12 years' of total Executive experience in the field of Finance department in Metro Rail / Railway / Railway PSUs /Govt. Organization/PSU's/ Metro related infrastructure industries along with the following.	50 Years

				(A) <u>For candidates working in Railways</u> Officers in Gr 'A' organised services in Finance & Account, Govt. of India, State Govt., Railways working in pay matrix level 12 (7th CPC) **<u>OR</u>** **(B) T<u>he candidates working in PSU/Govt. Metro Railways, other Govt. Organisation</u>** **i**. Educational Qualification - CA/ICWA from Govt. recognised University/Institute. **ii.** Candidates must be Presently working in the IDA Pay Scale Rs. 70000-200000/- or is working for the at least 3 years in the IDA Pay Scale of Rs. 60000-180000/- or CDA pay matrix level 11 (7th CPC) as on closing date. **<u>OR</u>** **(C). <u>The Candidates from Finance department of Industries:</u>** **i**. Educational Qualification - CA/ICWA from Govt. recognised University/ Institute. **ii.** The candidates from Finance Department of Industries who are drawing salary (CTC) of Rs. 2,00,000/- per month (approximately) are eligible to apply. The candidates either from 'A' or 'B' or 'C' should have experience in different areas of Finance & Account viz. Corporate Accounting, Financial Management, Taxation – Direct/Indirect, Treasury Management, Corporate Governance, Tender Evaluation Vetting of contracts/Offers/ Estimate etc.	

				Preference: Candidate having knowledge of SAP / ERP will be preferred.	

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
03	Senior Deputy General Manager (O&M)- E4 **(For Pune Metro Rail Project)**	01 (UR-01)	Rs. 80,000-2,20,000/-	Full time B. E. / B. Tech. in Mechanical Engineering from a Govt. recognized Institute University.	Minimum 12 years' of Executive experience in Operation & Maintenance Management in Metro Rail / Railway / Railway PSU's / Metro Related Infrastructure Industries along with following; **(A). The candidates having the experience in Metro Rail / Railway / Railway PSU's/ Govt. Organization/ PSU's:** The candidates must be presently working in the IDA Pay Scale of Rs.70000-200000 or CDA Pay Matrix with Level-12 OR is working for at least 03 years in the IDA Pay Scale of Rs. 60000-200000/- or CDA Pay Matrix with Level-11 (7th CPC), as on closing date. **OR** **(B). The candidates from Metro Related Infrastructure Industries:** The candidates from Metro Related Infrastructure Industries, having more than 12 years of Executive experience in Operation Management of Metro Rail and is drawing	48 Years

					salary (CTC) of Rs. 200000/- Per Month (approximately) are eligible to apply. The candidates either from 'A' or 'B' should be well conversant with Train Operation, Maintenance, Training, Traffic works etc. of Railway / Metro Rail. Specific Experience in Training of operation Staff, Documentation for various statutory approvals, risk management is desirable. Professional Certifications of PMP, IAPM, CAPM or any other shall be an added advantage.	
04.	Assistant Manager (Labour Welfare)– E1	01 (UR)	Rs.50,000 - 1,60,000 /-	Two years full time Post Graduate degree in Labour Studies from a Govt. recognized Institute / University.	Minimum 05 years' experience in the field of Labour Welfare and HR Department of Govt. Metro Rail / Railway/ Railway PSU's/ Govt. Organization / PSU's/ Reputed Industries along with the following: **(A).** Candidate must be presently working in the IDA pay scale of Rs. 46,000 – 1,45,000/- or CDA Pay Scale of Pay Matrix Level-08 (7th CPC) OR worked at least 03 years in the IDA Pay Scale of Rs. 40,000 – 1,25,000/- or CDA Pay Scale of Pay Matrix Level-07 (7thCPC) or above pay scale, as on closing date. **OR** **(B).** The Candidates from reputed Industries, who are drawing salary (CTC) of Rs. 80,000/- (approximately) per month are eligible to apply.	40 Years (as on closing date)

					The candidates either from 'A' or 'B' should have knowledge of labour welfare and labour management and HR policies, establishment matters and service matters etc.	
05.	Assistant Manager (Finance) E1 – (Pune Metro Rail Project)	02 (UR – 02)	Rs. 50,000 - 1,60,000 /-	CA / ICWA from a Govt. recognized University / Institute.	Minimum 5 years' of total Supervisory experience in the field of Finance Department in Govt. Metro Rail / Railway / PSU's / Govt. Organization. In addition to above, the candidate must be presently working in the IDA pay scale of Rs. 46,000 — 1,45,000/- or CDA Pay Matrix Level-08 (7th CPC) OR is working for at least 03 years in the IDA Pay Scale of Rs. 40,000 – 1,25,000/- or CDA. Pay Matrix Level-07 (7th CPC), as on closing date. The candidates should have experience in different areas of Finance & Accounts viz. Corporate Accounting, Financial Management, 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.	40 Years (as on closing date)
06.	Sr. Senior Section Engineer (Rolling Stock) – S4 (Pune)	01 (UR=01)	Rs. 46,000 – 1,45,000/-	Full time BE / B. Tech. in Electrical /Mechanical Engineering from a Govt. recognized University/Institute.	Minimum 4 years of Supervisory experience in field of Metro Rolling Stock department in Metro Rail/ Railways/ Railway PSU's/ Metro related Infrastructure Industries along with following:	40 Years

					(A). the candidates from Metro Rail/ Railways/ railway PSU's: The candidates must be presently working in the IDA Pay Scale of Rs.40000-125000 or CDA Pay Matrix with Level-7 **OR** have worked at least 03 years in the IDA Pay Scale of Rs. 35000-110000/- or CDA Pay Matrix with Level-6 (7th CPC), as on closing date. **OR** **(B). The candidates from Metro Related Infrastructure Industries/ Infrastructure Industries:** The candidates from Metro Related Infrastructure Industries/ Infrastructure Industries who are drawing salary (CTC) of Rs. 60000/- Per Month (approximately) are eligible to apply. The candidates either from 'A' or 'B' should have experience of Installation, Operation and Maintenance of Rolling Stock subsystems like Propulsion, Convertor Invertor, TCMS etc.	
07.	Section Engineer (Rolling Stock) - S3 (Pune)	04 (UR=03, OBC=1)	Rs. 40,000 – 1,25,000/-	Full time BE / B. Tech in Mechanical/ Electrical Engineering from a Govt. recognized	Minimum 5 years of experience in case of Diploma/ Minimum 3 years of experience in case of Full time BE / B. Tech in field of Metro Rolling Stock department in Metro Rail/ Railways/	UR - 40 Years, OBC – 43 Years

				University / Institute **OR** Three year diploma in Electrical / mechanical Engineering from a Govt. recognized Board/ Institute.	Railway PSU's/ Metro related Infrastructure Industries along with following: **(A). the candidates from Metro Rail/ Railways/ railway PSU's:** The candidates must be presently working in the IDA Pay Scale of Rs.33000-110000 or CDA Pay Matrix with Level-06 **OR** **(B). The candidates from Metro Related Infrastructure Industries/ Infrastructure Industries:** The candidates from Metro Related Infrastructure Industries/ Infrastructure Industries who are drawing salary (CTC) of Rs. 55000/- Per Month (approximately) are eligible to apply. The candidates either from 'A' or 'B' should have experience of Installation, Operation and Maintenance of Rolling Stock subsystems like Bogie, Axle brakes, Car body analysis, coupler arrangement.	
08.	Junior Engineer (Rolling Stock) - S1 (Pune)	01 (UR=01)	Rs. 33,000 – 1,00,000/-	Three years diploma in Mechanical /Electrical Engineering from a Govt. recognized Board/University/ Institute.	Minimum 3 years of experience in case of Diploma/ Minimum 1 year of experience in case of full time BE/B Tech in field of Metro Rolling Stock department in Metro Rail/ Railways/ Railway PSU's/ Metro related Infrastructure	40 Years

					Industries along with following: **(A). the candidates from Metro Rail/ Railways/ railway PSU's:** The candidates must be presently working in the IDA Pay Scale of Rs.25000-80000 or CDA Pay Matrix with Level-04 **OR** **(B). The candidates from Metro Related Infrastructure Industries/ Infrastructure Industries:** The candidates from Metro Related Infrastructure Industries/ Infrastructure Industries, who are drawing salary (CTC) of Rs. 30000/- Per Month (approximately) are eligible to apply. The candidates either from 'A' or 'B' should have experience of Installation, Operation and Maintenance of Rolling Stock subsystems like Propulsion, Convertor invertor, TCMS, Axel brake, Bogie, etc.	

09.	Senior Technician (Rolling Stock) - S1 (Pune)	11 (UR=07, OBC=02, SC=1, EWS=01)	Rs. 33,000 – 1,00,000/-	ITI (NCVT / SCVT) in Electrical Fitter/ Electronics/ Mechanical Fitter/ Equivalent from Govt. recognized Board/University/ Institute.	Minimum 3 years of experience in field of Metro Rolling Stock department in Metro Rail/ Railways/ Railway PSU's/ Metro related Infrastructure Industries along with following: The candidates must be presently working in the IDA Pay Scale of Rs.25000-80000 or CDA Pay Matrix with Level-04 **OR** The Candidates must be presently working as fitter/technician/skilled worker in Metro related industries.	UR - 40 Years, OBC – 43 Years, SC - 45 Years
10.	Office Assistant (HR)-NS4 (Pune)	02 (UR-02)	Rs. 25,000 - 80,000/-	Graduate with 02 years full time MBA (HR) from a Govt. recognized Institute/ University.	Candidate should have Minimum 02 year working experience in the IDA Pay Scale of Rs. 20,000 – 60,000/- or CDA Pay Matrix Level-2 (7th CPC) in the field of HR Department of Govt. Metro Rail / Railway / Railway PSU's/ Govt. Organization / PSU's, as on closing date. **OR** Candidates working in HR/Personal department of Metro related Infrastructure Industries/ Industries who are drawing salary (CTC) of Rs. 30000/- Per Month (approximately) are eligible to apply. **Preference:** Candidate having knowledge of SAP / ERP will be preferred.	32 Years

11.	Office Assistant (Public Relation) -NS4 (Pune)	01 (UR-01)	Rs. 25,000 - 80,000/-	Master Degree in Mass Communication / Journalism / Public Relation / Public Administration from a Govt. recognized Institute / University.	Candidate should have minimum 02 year working experience in the IDA Pay Scale of Rs. 20,000 – 60,000/- or CDA Pay Matrix Level-2 (7th CPC) in the field of PR Department of Govt. Metro Rail / Railway / Railway PSU's / Govt. Organization / PSU's, as on closing date **OR** **For Candidates presently working in Corporate Industries:** Candidate should have minimum 07 year's working experience in the field of advertising and PR, experience of handling Central and State Govt. Projects, Metro Rail Projects, writing reports and Press releases, carrying out promotion activities. Out of which 05 years' experience in Corporate Communication media, advertising reporter in reputed or leading news print media (English and Marathi).	32 years

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.

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 SelectionProcess:

1. The complete filled in application form should reach this office latest **by 18/03/2021.**
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-Metrowebsite 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 though 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/- though 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 apply along with their detailed particulars in the enclosed format positively by 18/03/2021 by speed post to:

General Manager (HR),
Maharashtra Metro Rail Corporation Ltd.,
First Floor, The Orion Building,
Arjun Mansukhani Marg, Opp. St. Mira's 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/---/2021, DATED---------, 2021

Passport size self-attested photograph

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 (√))	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)			

14	Details of Education Qualification from 10th Class Onwards	Name of Course	Examination Passed in year	Name of Institute	Name University / Board	Percentage / Class / CGPA
A	Class 10th / SSC					
B	Class 12th / 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/7thCPC)		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 Executive/ 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	**Details of experience with supporting documents (in chronological order)** ***Separate sheet for experience post eligibility qualification with full details in the attached Annexure - II**	

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:**

<u>Enclosure (Self-Attested):</u>

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.**

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:**