



MUMBAI METRO RAIL CORPORATION LIMITED

(A JV company of Govt. of India and Govt. of Maharashtra)

NaMTTRI Building, Plot # R-13, 'E' Block, Bandra-Kurla Complex, Bandra (E),
Mumbai - 400 051

Phase – I of the Recruitment Advertisement 2016

Mumbai Metro Rail Corporation Limited a Joint Venture company of Govt. of India and Govt. of Maharashtra is implementing Colaba-Bandra-Andheri (SEEPZ) Metro Line-3 in Mumbai. MMRCCL intends to appoint qualified and experienced professionals for the following posts on Regular/ Deputation / Contract basis:

| Sr. No. | Name of Posts | Open | SC | ST | Total |
|---------|---|-----------|----------|----------|-----------|
| 1. | Senior Deputy General Manager (Rolling Stock) Pay Scale: 36,600 - 62,000/- | 1 | - | - | 1 |
| 2. | Deputy Chief Account Officer Pay Scale: 32,900-58,000/- | 1 | - | - | 1 |
| 3. | Deputy General Manager (Rolling Stock/ Depot) Pay Scale: 32,900 - 58,000/- | - | 1 | - | 1 |
| 4. | Assistant General Manager (Electrical) Pay Scale: 29,100-54,500/- | 1 | - | 1 | 2 |
| 5. | Assistant General Manager (Town Planner) Pay Scale: 29,100-54,500/- | 1 | - | - | 1 |
| 6. | Assistant General Manager (Accounts) Pay Scale: 29,100-54,500/- | 1 | - | - | 1 |
| 7. | Assistant General Manager (Finance) Pay Scale: 29,100-54,500/- | - | 1 | - | 1 |
| 8. | Deputy Town Planner Pay Scale: 24,900-50,500/- | 1 | 1 | - | 2 |
| 9. | Manager (Legal) Pay Scale: 24,900-50,500/- | 1 | - | - | 1 |
| 10. | Assistant Manager (IT) Pay Scale: 20,600 – 46,500/- | 1 | - | - | 1 |
| 11. | Assistant Manager (HR/Administration) Pay Scale: 20,600 – 46,500/- | 1 | 1 | - | 2 |
| 12. | Environmental Scientist Pay Scale : 20,600 -46,500/- | 1 | 1 | - | 2 |
| 13. | Horticulturist Pay Scale: 20,600-46,500/- | 1 | - | - | 1 |
| 14. | Account Officer* Pay Scale: 20,600-46,500/- | 1 | 1 | - | 2* |
| 15. | Sr. Assistant (HR/Administration) Pay Scale: 13,500-25,520/- | 1 | 1 | - | 2 |
| 16. | Assistant (IT) Pay Scale: 10,170-18,500/- | 1 | 1 | - | 2 |
| | Total | 14 | 8 | 1 | 23 |

• **Note:**

- All the above posts are as per IDA pay scale.
- The posts at **Sr. No. 1, Sr. No. 2 and Sr. No. 3** of the advertisements are to be filled on **Deputation /Regular basis** and Online Computer Based Assessment Test is **NOT** applicable.
- Posts from **Sr. No 4 to Sr. No 14** of the advertisement are to be filled on **Deputation/ 05 years Contract basis**. While, posts **Sr. No. 15** and **Sr. No. 16** are to be filled on **01 year Contract basis**. Online Computer Based Assessment Test is **applicable** for post from **Sr. No 4 to Sr. No. 16**.
- *Out of two (02) posts of Account Officer, one (01) post is reserved for **Person with Disability (PWD)** with minimum 40% disability.

5. Number of posts indicated in the advertisement may increase/ decrease depending on the MMRCL requirements.
6. MMRCL reserves the right to shortlist candidates for Online Computer Based Assessment Test, reschedule the Test date, venue etc. or alter any of the advertised conditions depending upon the circumstances and the candidates are bound by the same.
7. For the post from **Sr. No. 4** to **Sr. No. 16** of the advertisement, Open candidates (including ex-servicemen) are required to pay a non-refundable fee of Rs.400/- and SC/ST/PWD candidates are required to pay a non-refundable fee of Rs.150/- as examination fee for Online Computer Based Assessment Test.
8. For the post at **Sr. No. 1, Sr. No. 2 and Sr. No. 3** of the advertisement where the Online Computer Based Assessment Test is not eligible, the candidates have to pay the non-refundable fees of Rs.100/- as application processing fees.
9. Candidates employed in Govt. Dept. / PSU/ Autonomous Body must produce 'No Objection Certificate' (NOC) from the present employer on the date of interview.
10. Age, qualification and experience would be as on **1st May, 2016**.
11. Age limit is not applicable for MMRCL Employees.

For detailed advertisement, eligibility requirements and other instructions for filling the above posts please visit www.mmrc.com. Online registration will **start from 12th May 2016 at 10:00 Hrs.** and will **end on 31st May 2016 at 23:59 Hrs.**

Date: 11th May 2016

Place: Mumbai

Sd/-
(Ashwini Bhide, I.A.S)
Managing Director
Mumbai Metro Rail Corporation Ltd.



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| Sr. No. | Designation | Grade/ Pay scale | No. of post | Roles and Responsibilities | Age | Qualification | Experience | |
|---------|-------------------------|-------------------------------|-------------|---|---|---|--|---|
| | | | | | | | Mandatory | Desirable |
| 1. | Sr. DGM (Rolling Stock) | Grade (E6) 36,600-62,000/- | 01 | <p>a) Sr. DGM (Rolling Stock) will be responsible for all project related jobs from design stage to commissioning stage including ICB based procurements, vendor approval, design finalization, interface with other disciplines, timely execution of works etc.</p> <p>b) Job will primarily entail working in the field of Rolling Stock/ Depot./ Prototype Approval/ M & P Procurement/ Material Management etc.</p> <p>c) Role will involve liaising /coordination with state/ central govt. agency, JICA, RDSO, CMRS etc. and intensive interface with civil/ track/ signalling /traction/ Rolling stock units of project, for which candidates should have basic functional knowledge.</p> <p>d) Any other task assigned from time to time.</p> | <p>Maximum 50 years</p> <p>(Age limit is not applicable for MMRCL Employees.)</p> | <p>Degree in Electrical Engineering from recognized and reputed university.</p> | <p>JAG officer of Electrical Engineering department working in PB-3 and GP Rs.7600/- OR Sr. Scale Officer working in PB-3 and GP Rs.6600/- with 12 years of service in GROUP 'A' in CDA scale;</p> <p>or</p> <p>Total minimum 12 years' experience of in executive grade with minimum 3 years of experience in next below grade (Rs.32900-58000) in IDA pay scale;</p> <p>or</p> <p>Total minimum 12 years of experience in executive grade in Government entities like MMRDA etc., with minimum 3 years' experience in next below grade in "desirable" domain for the post;</p> <p>or</p> <p>Total minimum 12 years of experience in reputed private sector in Executive grade in "Desirable" domain for the post.</p> | <p>a) Candidate should have experience of working in construction projects of Railways/ Metros/ other PSUs/Private sector dealing in Rolling Stock systems, Rolling Stock Depot (Plant & Equipment) etc.</p> <p>b) Candidate should be conversant with international competitive bidding, computerized environment working and latest Rolling stock & Rolling Stock Depot (Plant & Equipment) technologies etc.</p> <p>c) Candidates with experience of working of modern Urban Rail Systems will be preferred.</p> |



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|---------|------------------------------|-------------------------------|-------------|---|--|--|---|---|
| | | | | | | | Mandatory | Desirable |
| 2. | Deputy Chief Account Officer | Grade (E5) 32,900-58,000/- | 01 | a) To finalise on accounts of corporation b) To monitor accounts, taxation & regular financial audit c) To deal with various kinds of audits viz Internal, CAG & Statutory Audits. d) To process tendering, financial concurrence Budgeting, MIS, Investing as per financial laws. e) To work on all kinds of latest ERP. f) To co-ordinate with central Govt. & state Govt. & Tax Authorities. g) Any other role assigned from time to time. | Maximum 40 years (Age limit is not applicable for MMRCL Employees.) | Degree in Commerce plus CA/ICWA from a recognized and reputed university or its equivalent | Minimum 9 year's executive grade experience with 4 years experience in next below grade of Account officer (Finance) in IDA pay scale (29100-54500) or Total minimum 9 year's executive grade experience with 4 years' experience in next below grade of executive in state government in executive service. or Total minimum 9 years 'experience in reputed private sector in executive grade in "desirable" domain for the post. Note: Experience after post qualification shall be considered. | Candidates with experience in Government sector /Public Sector Companies/ Infrastructure Companies will be preferred. |



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|---------|----------------------------|-------------------------------|-------------|---|---|---|--|---|
| | | | | | | | Mandatory | Desirable |
| 3. | DGM (Rolling Stock/ Depot) | Grade (E5) 32,900-58,000/- | 01 | <p>a) DGM (Rolling Stock/ Depot) will be responsible for all project related job for setting up of Depot and commissioning of M&P activity including vendor approval, design finalization, interface with other disciplines, timely execution of works.</p> <p>b) Job will primarily entail working in the field of Rolling Stock/Depot/Prototype Approval/ M&P Procurement/ Material Management.</p> <p>c) Role will involve liaising/Co-ordination with state/ Central Govt. agency, JICA, RDSO, CMRS etc. and intensive interface with Civil/Track/Signalling/Traction/Rolling Stock units of project for which candidates should have basic functional knowledge.</p> | Max40 years (Age limit is not applicable for MMRCL Employees.) | Degree in Electrical Engineering from recognized and reputed university | <p>Sr. Scale officers of Electrical Engineering department having total minimum 6 years of service in GROUP 'A' OR officers of Electrical Engineering department in Sr. scale having total minimum 9 years' service in GROUP 'B'</p> <p>or</p> <p>Total minimum 9 years of experience with minimum 4 years experience in next below grade (Rs.29100-54500) in IDA pay scale;</p> <p>or</p> <p>Total minimum 9 years experience in executive grade in state government entities like PWD(electrical department), State Electricity Companies, MMRDA etc. in "desirable" domain for the post;</p> <p>or</p> <p>Total minimum 9 years' experience in reputed private sector in executive grade in "desirable" domain for the post.</p> | <p>a) Candidate should have experience of working in construction projects of railways / metros/ other PSUs/ private sector dealing in electrical / Rolling Stock.</p> <p>b) Candidate should be conversant with international competitive bidding, computerized environment working and latest rolling stock technologies etc.</p> <p>c) Candidates with experience of working of modern urban rail systems will be preferred.</p> |



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| | | | | | | | Mandatory | Desirable |
| 4. | AGM (Electrical) | Grade (E4) 29,100-54,500/- | 02 | a) To assist in design, planning & preparation of Tender documents for all Electrical works of Metro project. b) To execute electrical works in field related to Traction power, RSS, ASS, lifts/escalators, MEP works, TVS/ECS works. c) To co-ordinate with various Contractors and to monitor site progress and safety at site. d) To coordinate & assist in approvals of design documents/layouts from EIG/CMRS/RDSO etc. e) To coordinate with Civil/other project officers for site related works. f) To assist in preparation of documentation as required from time to time. | Max 40 years (Age limit is not applicable for MMRCL Employees) | Degree in Electrical Engineering from recognized and reputed university | Jr. Scale officers of Electrical Engineering department having total minimum 3 years of service in GROUP 'A' or officers of Electrical Engineering department in Sr. scale having total minimum 5 years service in GROUP 'B'; or Total minimum 5 years experience in next below grade (20600-46500) in IDA pay scale; or Total minimum 5 year's experience in executive grade in state government entities like, State Electricity Companies, MMRDA, PWD (electrical department) etc. in "desirable" domain for the post; or Total minimum 5 years experience in reputed private sector in executive grade in "desirable" domain for the post. | a) Candidate should have experience of working in construction projects of railways / metros/ other PSUs/ private sector dealing in electrical / rolling Stock. b) Candidate should be conversant with computerized designing & drawings, latest traction/E&M/ rolling stock technologies. c) Candidates with experience of working of modern urban rail systems will be preferred. |



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| | | | | | | | Mandatory | Desirable |
| 5. | Assistant General Manager (Town Planner) | Grade (E4) 29,100-54,500/- | 01 | a) Discharging Town Planner functioning in relation to the project(s). b) Change of land use proposal required for project implementation. c) Processing and granting of NOC for building/ development proposal along project alignment. d) Any other functions requiring Town Planner functions. | Maximum 40 Years (Age limit is not applicable for MMRCL Employees.) | a) Degree in Architecture or Civil Engineering or Planning from recognized university or its equivalent degree and b) Post Graduate Degree in Urban Planning recognized by All India Council for Technical Education. | Minimum 5 years' experience in Town /Urban Planning and Development officer acquiring PG qualification. | 5 years' experience in the Town Planning unit of infrastructure project or PIA/ handling various Town Planning cases with a Metropolitan city. |



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|---------|--------------------------------------|-------------------------------|-------------|---|--|---|---|---|
| | | | | | | | Mandatory | Desirable |
| 6. | Assistant General Manager (Accounts) | Grade (E4) 29,100-54,500/- | 01 | a) To finalise on accounts of the corporation. b) Adhering to financial laws imparting to government rules and regulations c) To monitor regular financial activities as per rules and regulation of MMRCL d) To manage financial work in ERP environment e) Any other role assigned from time to time. | Maximum 40 years (Age limit is not applicable for MMRCL Employees.) | Degree in Commerce plus CA/ICWA from a recognized and reputed university or its equivalent. | Minimum 5 years executive grade experience in next below grade of Assistant Manager (Finance) (20600-46500) in IDA pay scale; or Total minimum 5 years executive grade experience (Post graduation) in next below equivalent grade of executive service in state government; or Total minimum 5years' experience (Post graduation) in reputed private sector in executive grade in "desirable" domain for the post. Note: Experience post qualification should be considered. | Candidates with experience in Government sector /Public Sector Companies/ Infrastructure Companies will be preferred. |



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|---------|-------------------------------------|-------------------------------|-------------|---|--|---|--|---|
| | | | | | | | Mandatory | Desirable |
| 7. | Assistant General Manager (Finance) | Grade (E4) 29,100-54,500/- | 01 | a) To finalise on accounts of the corporation. b) Adhering to financial laws imparting to government rules and regulations c) To monitor regular financial activities as per rules and regulation of MMRCL d) To manage financial work in ERP environment e) Any other role assigned from time to time. | Maximum 40 years (Age limit is not applicable for MMRCL Employees.) | Degree in Commerce plus CA/ICWA/MBA from a recognized and reputed university or its equivalent. | Minimum 5 years executive grade experience in next below grade of Assistant Manager (Finance) (20600-46500) in IDA pay scale; or Total minimum 5 years executive grade experience (Post graduation) in next below equivalent grade of executive service in state government; or Total minimum 5 years' experience (Post graduation) in reputed private sector in executive grade in "desirable" domain for the post. | Candidates with experience in Government sector /Public Sector Companies/ Infrastructure Companies will be preferred. |



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|---------|---------------------|---------------------------------|-------------|--|--|--|---|---|
| | | | | | | | Mandatory | Desirable |
| 8. | Deputy Town Planner | Grade (E3) 24,900 – 50,500/- | 02 | a) Change of land use proposal required for project implementation. b) Processing and granting of NOC for building/ development proposal along project alignment. c) Maintain record of all NOC & Renewals d) Liaison with GOM & MCGM Town Planning unit. e) Any other functions requiring Town Planner functions. | Maximum 35 Years (Age limit is not applicable for MMRCL Employees.) | a) Degree in Architecture or Civil Engineering or Planning from recognized university or its equivalent degree and b) Post Graduate Degree in Urban Planning recognized by All India Council for Technical Education. | Experience- Nil. Fresher's can apply. | Candidates with experience in Government sector /Public Sector Companies/ Infrastructure Companies will be preferred. |



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|---------|--------------------|-----------------------------------|-------------|---|---|--|---|--|
| | | | | | | | Mandatory | Desirable |
| 9. | Manager (Legal) | Grade (E3) 24,900- 50,500/- | 01 | <ul style="list-style-type: none"> a) Overall liasoning with Solicitors, Advocates & Management for legal issues. b) Giving opinions on legal matters (General Advice) c) Compliance of Mandatory Laws with timely checking (supervision) d) Vetting of the Legal Drafts with regards to various Agreements, MOUs e) Preparation of Legal Affidavits, Replies, Written statements, Rejoinders etc. f) Overseeing of all legal matters of corporation before different authorities | Maximum 35 Years (Age limit is not applicable for MMRC Employees.) | Bachelor of Law or LLB with min 55% marks or equivalent CGPA of 3 years or 5 years from a Government recognised University / institute | Knowledge of drafting or affidavits, deeds, conveyances legislations etc. Registration from Bar council is mandatory. Other requirement are as follows: For Private sector candidates : 03 years post qualification Experience of Administration cum Legal work holding in a responsible/ executive position in a solicitors' firm of repute or person practicing in city civil court and high court with a proven track record. For candidates from Govt. sector/PSUs Min: 3 years post qualification experience in Executive grade in IDA Pay scale (Rs.20600-46500) or equivalent CDA pay scale | <ul style="list-style-type: none"> a) PG in Law or LLM from a recognized institute will be given preference b) Property law practice 3 years |



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|---------|------------------------|---------------------------------|-------------|---|--|---|---|---|
| | | | | | | | Mandatory | Desirable |
| 10. | Assistant Manager (IT) | Grade (E2) 20,600 – 46,500/- | 01 | <p>To assist IT Dept. in performance of following Duties:</p> <ul style="list-style-type: none"> a) To coordinate & monitor day to day functioning of Hardware/software/Networking/Other IT related issues of MMRCL organisation. b) To ensure implementation of Primavera/DMS/other project related tools. c) To ensure implementation / monitoring of e-Office and e- Dak. d) To ensure implementation of Video conferencing /various presentation etc. e) To Monitor e-Tendering implementation systems f) To ensure implementation of IT policy & IT security plan. g) To monitor implementation of ERP modules in MMRC h) To ensure security of IT Hardware/ Software. i) Any other works related to IT | <p>Max 35yrs</p> <p>(Age limit is not applicable for MMRCL Employees.)</p> | <p>B.E (IT or computer Science) or MCA or equivalent degree with minimum 60% marks (from recognized College / University)</p> <p>Experience: (Fresher can apply)</p> | <p>Knowledge of Prima-Vera/ ERP etc. and Sound Knowledge of hardware/software/ Networking / IT Literacy i.e. working skills in MS Office /drafting skill and email management with Organisational/ Leadership skills.</p> | <ul style="list-style-type: none"> a) Working experience of at least one year in executive capacity in Govt. Sector/PSUs /reputed private sector / IT Consultancy /IT projects etc. in the IT domain will be advantageous b) Exposure to IT Policy of GOI, knowledge of e-Tendering, e-Procurement, e-Governance and e-Office, MS Access, Java and Cyber Security Laws. |



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| | | | | | | | Mandatory | Desirable |
| 11. | Assistant Manager (HR/ Administration) | Grade (E2) 20,600 – 46,500/- | 02 | <ul style="list-style-type: none"> a) Facilitates the development of appropriate organisation structure with clearly defined roles and responsibilities and manpower requirements. b) Managing End-to-end recruitment c) Maintain updates on various Government Rules and regulations related to employment and to be aware of RTI, Labour Law, etc. d) Monitoring the execution of well-planned induction programmes to enable the new employees reach productivity levels faster. e) Identification of critical employee training needs across the Company, designing the annual training calendar, supervises its execution and monitor the effectiveness of training. f) Performance Management System – Coordination with HOD's of all departments for preparation of KRA's and appraisals from start to end. g) Sanctioning of Company Leased accommodation for employees. h) Formulation /implementation/ Updation on HR policies, forms and procedures on HR policy and keeping relevant records i) Preparation of HR budget and controlling HR costs to derive maximum benefit j) Contract Management, coordinating with hospitals for tie-ups for cashless treatment and managing any other tendering process k) Co-ordination for RTI, stay updated on various Govt. rules and regulations related to employment and to be aware of RTI, labour law, etc. l) Management of employees' working hours, Attendance Management, Leave Management, Management of Company vehicle, canteen, various claims, stationary, etc m) Conduct discipline and appeal n) Any other HR/Administration tasks assigned from time to time. | Max 35yrs (Age limit is not applicable for MMRCL Employees.) | <p>Qualification: Graduate in any discipline and Full-time Masters or Post Graduate degree in Human Resource Management or Personnel Management from a recognised Management institute approved by the A.I.C.T.E.</p> <p>Experience: (Fresher can apply)</p> | <ul style="list-style-type: none"> a) Knowledge of Organisation development, Recruitment, Training and development and employee management. b) Excellent organisational and leadership skills, decision making skills, ability to handle work pressure and produce proven results in challenging environment. c) Computer literacy and hands on experience with MS-Office with recognized certifications d) Excellent Networking and communication skills. | <ul style="list-style-type: none"> a) Work experience in Human Resources Domain in reputed organisation will be preferred. b) High Performer/ rewards and recognition in the past in a relevant domain of a reputed company. c) Certification in relevant and recognized training programmes. d) Knowledge of maintaining service record and handling establishment/ administration matters in Govt./PSUs. e) Hands on experience on HRIS/HRMS |



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|---------|-------------------------|---------------------------------|-------------|---|--|--|---|--|
| | | | | | | | Mandatory | Desirable |
| 12. | Environmental Scientist | Grade (E2) 20,600 – 46,500/- | 02 | <ul style="list-style-type: none"> a) Monitor Implementation of Environment Management plan during construction and operational phase to ensure compliance with Environment regulations. b) Monitor and Ensure Implementation of Environmental Monitoring programme. c) Co-ordinate & Assist in providing Technical support for mitigation of Environmental problems. d) Co-ordinate & Assist in obtaining various permissions under Environmental legislations. e) Prepare review and update Environmental reports timely submission to regulatory authorities/other agencies. f) Perform works related with other Environmental issues and Administrative issues related with it. | <p>Maximum 35 Years</p> <p>(Age limit is not applicable for MMRC Employees.)</p> | <p>Post Graduate in environmental Engineering/M.Sc. in Environmental Science from a recognized and reputed university or its equivalent.</p> | <p>3 year work Experience in Environmental field/ Regulatory/ Implementing authorities related with Environmental/ Pollution control issues after acquiring PG qualification.</p> | <p>Work Experience in Infrastructure/ Rail Projects.</p> |



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| | | | | | | | Mandatory | Desirable |
| 13. | Horticulturist | Grade (E2) 20,600 – 46,500/- | 01 | a) Monitor and Ensure Implementation of Tree afforestation/ Tree Transplantation & other Horticultural Activity programme. b) Provide Technical support in Implementation of Horticultural activity programme. c) Monitor and Ensure tree maintenance/ case programme. d) Prepare, review and update the Inventory of Trees planted/ transplanted and other Horticultural activity programme under taken and prepare reports for submission to concerned authorities. e) Co-ordinate and assist in procuring permissions under Environmental legislations. f) Perform work related with other Environmental Issues and Administrative Issues related with it as assigned. | Maximum 35 Years (Age limit is not applicable for MMRC Employees.) | Master's degree in horticultural science from recognized university or its equivalent. | 3 years' work experience in Horticultural and Landscaping activities after acquiring PG qualification. | Work experience in Infrastructure/ Rail Projects. |



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|---------|-----------------|-----------------------------|-------------|--|--|---|---|---|
| | | | | | | | Mandatory | Desirable |
| 14. | Account officer | Grade (E2) 20,600-46,500 | 02* | a) To finalise on daily day to day accounts as per financial rules b) To maintain transparent financial records & accounts of all transactions c) To monitor & co-ordinate with the Auditors. d) To process TDS, service tax, VAT & Income tax. e) Filling e-TDS, Income tax returns etc. f) To process vendor payment as per the rules of corporation g) Any other tasks assigned from time to time. *Note- Out of 02 posts of Account officer 01 (one) post is reserved for Person with Disability (PWD) with minimum 40% disability. | Maximum 35 years (Age limit is not applicable for MMRCL Employees.) | Degree in Commerce plus CA/ICWA/MBA from a recognized and reputed university or its equivalent. | Experience- Nil. Fresher's can apply. | Candidates with experience in Government sector /Public Sector Companies/ Infrastructure Companies will be preferred. |



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|---------|---------------------------------------|-------------------------------|-------------|--|---|--|---|---|
| | | | | | | | Mandatory | Desirable |
| 15. | Senior Assistant (HR/ Administration) | Grade (W5) 13,500-25,520/- | 02 | <ul style="list-style-type: none"> a) Management of expenses of vehicle, medical, etc. b) Coordination with the Website team and Advertising Agency c) Handling complaints and RTI of Recruitment / Training d) Assisting in various appointments and joining formalities of employees. e) Co-ordination with various training institutes for conduct of training programme, preparation of training calendar. f) Leave, Contract & Attendance Management. g) HR policy implementation, timely execution of the revision and Updation of HR policies h) Handling Medical expenses of employees & tie-up with hospitals i) Maintain discipline and appeal j) Coordinating and tying up with hospitals for cashless treatment of employees k) Preparation of Holiday list l) Assisting senior's in day to day HR functions. m) Any other HR/Administration task assigned from time to time. | <p>Maximum 35 years</p> <p>(Age limit is not applicable for MMRCL Employees.)</p> | <p>Graduate in any discipline from recognized university.</p> <p>*Experience: - Minimum 5 years full time experience in Human Resources /Personnel management of PSU's</p> <p>or Government Offices</p> <p>or reputed corporate office.</p> | <ul style="list-style-type: none"> a) Knowledge of end to end recruitment, analysing & identifying training needs, and facilitating training programs and Knowledge of performance management system. b) Experience of Maintaining records, email management, day to day HR/ Administration operations etc. c) Good command over English language (read and write) and ability to read write and comprehend proposals, mails and reports. d) Typing speed 45 words/min on PC. Hands-on / working experience of MS Office with recognised certification from institute of repute | <ul style="list-style-type: none"> a) Full time Management graduates from reputed institute/ University with work experience of PSU's / Govt. offices b) High Performer in a relevant domain in a reputed organisation c) Drafting skill and typing in Marathi /Hindi language d) Ability to handle work pressure in a challenging environment e) Adapt effectively to multitasking and dynamic environment. |



MUMBAI METRO RAIL CORPORATION LIMITED

(A JV company of Govt. of India and Govt. of Maharashtra)

NaMTTRI Building, Plot # R-13, 'E' Block, Bandra-Kurla Complex, Bandra (E), Mumbai - 400 051

Website: www.mmrc.com

| Sr. No. | Designation | Grade/ Pay scale | No. of post | Roles and Responsibilities | Age | Qualification | Experience | |
|---------|----------------|---------------------------------|-------------|--|---|---|--|--|
| | | | | | | | Mandatory | Desirable |
| 16. | Assistant (IT) | Grade (W4) (10,170-18,500/-) | 02 | <p>To assist IT Dept. in carrying for following jobs. To assist IT Dept. in following functions of MMRC:</p> <p>a) To coordinate& monitor day to day functions of Hardware / Software/ Networking/Other IT related issues of MMRCL organisation.</p> <p>b) To ensure implementation of Primavera /DMS /other project related tools.</p> <p>c) To ensure implementation / monitor of e-Office and e-Dak.</p> <p>d) To ensure implementation of Video conferencing / Various Presentation etc.</p> <p>e) Any other tasks assigned from time to time.</p> | <p>Maximum 28 years</p> <p>(Age limit is not applicable for MMRCL Employees.)</p> | <p>Full time 3 years Graduation i.e. B.Sc. (IT/Computer)/ BCA or equivalent from recognized College / University with Minimum 2 years' experience in IT related field</p> <p>or</p> <p>Diploma in computer science / application or equivalent from recognized university / college with minimum 4 years of experience IT related field.</p> | <p>Sound Knowledge of hardware/software/Networking / IT Literacy i.e. working skills in MS Office /drafting skill and email management</p> | <p>a) Exposure to Primavera/ERP/e-Office.</p> <p>b) Working experience in reputed companies of Private/Govt. Sector for IT related Fields.</p> |

- **SELECTION PROCEDURE:**

- 1) For Candidates applying for the post of **Sr. No. 1, Sr. No. 2 and Sr. No. 3** mentioned in the advertisement the selection will be on the basis of personal interview.
- 2) For the candidates applying for the posts from **Sr. No 4 to Sr. No. 16** mentioned in the advertisement there will be Online Computer Based Assessment Test of 100marks consisting of Domain Knowledge Test and Aptitude Test. Aptitude test will consist of Quantitative Aptitude, Numerical Ability, Reasoning, General Awareness and English Proficiency. The candidates qualifying in the online test will be called for Personal Interview keeping in view the provision of reservation for SC/ST.
- 3) MMRCL reserves the right to shortlist the candidates for Online Computer Based Assessment Test and Personal Interview.

- **PAYMENT OF APPLICATION FEES (NON REFUNDABLE):**

- 1) In view of Online Computer Based Assessment Test for posts from **Sr. No.4 to Sr. No. 16**, candidates of Open category are required to pay a non-refundable fee of Rs.400/- and for SC/ST and PWD candidates are required to pay a non-refundable fee of Rs.150/- .
- 2) For the post **Sr. No. 1, Sr. No. 2 and Sr. No.3** of the advertisement where the Online Computer Based Assessment Test is not eligible, the candidates have to pay the non-refundable fees of Rs.100/- as application processing fees.

- **CONCESSION & RELAXATIONS:**

1. Upper age relaxation by 5 years for SC/ST and 3 years for OBC (Non Creamy Layer) candidates (of central list) for reserved posts.
2. Upper age relaxation by 10 years for PWD* Unreserved candidates, 15 years for PWD SC/ST candidates and 13 years for PWD* OBC (Non Creamy Layer) candidates (of central list) for posts where reservation for PWD* is admissible.
3. Age relaxation is applicable for Ex-servicemen as per GOI Rules.

***(PWD – Person with Disability)**

- **RESERVATION FOR PERSON WITH DISABILITY:**

- 1) Vacancies are reserved for disable (physically challenged) persons under section 33 of the persons with disabilities (equal opportunities, protection of rights and full participation) Act, 1995 (1 of 1996) as per Govt. guidelines. Candidates with following disabilities are eligible to apply as per the definitions given in the above Act:
 - a) One Arm (OA)
 - b) One Leg (OL)
 - c) BL (Both Leg)

- 2) Only such person would be eligible for reservations in services/ posts who suffer from not less than 40% of the relevant disability. A person who wants to avail the benefit of reservation will have to submit a disability certificate issued by Medical board duly constituted by Central or State Govt. The certificate should be dated on or before late date of registration of application. As per Govt. of India norms, the following 01 post is identified and reserved for PWD.

| Post | Category of disability | No. of Posts reserved |
|-----------------|------------------------|-----------------------|
| Account Officer | OA, OL, BL | 01 |

- **HOW TO APPLY**

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1. Candidates are required to apply online only through MMRCL official website: www.mmrc.com --->Careers --> Recruitment ---> [Online Application Form](#). No other means/ mode of application will be accepted.
2. Candidates are required to have valid personal E-mail ID & Mobile No. It should be kept active during the recruitment process. MMRCL will send intimation and call letters of personal interview only through the registered E-mail ID.
3. The online registration will remain active **from 12th May 2016 to – 31st May 2016 only.** In order to avoid last minute rush, the candidates are advised to apply early enough. MMRCL will not be responsible for network problem or any other problem of this nature & non submission of online application during the last days due to heavy rush etc.
4. Select the posts applied and fill in the requisite details in the online application format. All the fields in the online application format should be filled up carefully. There will be a pre-view of the application filled in by the candidate before submitting the application, so that it can be edited. After submission of application, no modification will be permitted.
5. Candidates will have to upload scanned copy of passport size colour photo and signature scan copy. The size of these scanned copies should be within 80kb and in JPEG format only.

- **MODE OF PAYMENT:**

Online Payment:-

1. The payment can be made by using MASTER/VISA debit/credit cards by providing information as asked on the screen.
2. On successful completion of the transaction, e-receipt & application form will be generated; you may take its print out for your record.

Note: - There is also a provision to reprint the e-receipt and application form containing fee details at later stage. Once e-receipt is generated, registration is confirmed.

- **GENERAL: MOST IMPORTANT**

1. Age, qualification and experience would be as on **1st May, 2016**.
2. In case of educational qualifications, in addition to an institute being approved by UGC/ AICTE; the particular Degree/ Diploma awarded by that institute is also required to be an approved Degree/ Diploma.
3. For all above posts, candidates should be proficient in working with computers and should have exposure in handling software packages like Windows, MS-Office etc.
4. While applying for these posts, the applicant should ensure that he/she fulfils the eligibility and the norms mentioned above on the specified dates and the particulars furnished by him/her are correct in all respects. In case, it is detected at any stage of recruitment that candidate does not fulfil the eligibility norms and /or that he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after appointment his/her services are liable to be terminated.
5. MMRCL reserves the right to change the number of vacancies and cancel / restrict/ modify/ alter the recruitment process, if required, without issuing any further notice or assigning any reason thereof.
6. The MMRCL reserves the right to shortlist candidates for online test, reschedule the test date, venue etc. or to alter any of the advertised conditions depending upon the circumstances and the candidates are bound by the same.
Candidates employed in Govt. Dept. / PSU/ Autonomous Body must produce “NOC” from the present employer on the date of interview.
7. The SC/ST/PWD certificate should be as per the format available with this advertisement and as applicable for employment under Central Government. No other format will be accepted.
8. No Travelling Allowances will be paid to the candidate for appearing in the Test/Interview.
9. For any enquiry, candidates should call only on Helpdesk number after online registration opens.

- **IMPORTANT DATES:**

| | | |
|----|---|---------------------------------|
| 1. | Starting date for submitting online applications through website | 12th May 2016 |
| 2. | Closing date for submitting applications along with the acceptance of fee through website | 31st May 2016 |

Date: 11th May 2016

Place: Mumbai

Sd/-
(Ashwini Bhide, I.A.S)
Managing Director
Mumbai Metro Rail Corporation Ltd.