



## 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

Advt. No: MMRCL/HR-Rect./2016-07

### MMRCL Recruitment Advertisement 2016-07

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. MMRCL intends to appoint qualified and experienced professionals for the following posts on Deputation/ Regular basis:

Sr. No.	Name of Posts	Unreserved (UR)	Total
1	<b>General Manager (HR)</b> Pay Scale: Rs. 51,300-73,000/-	01	01
2.	<b>General Manager (Accounts)</b> Pay Scale: Rs. 51,300-73,000/-	01	01
3.	<b>General Manager ( Internal Audit)</b> Pay Scale: Rs. 51,300-73,000/-	01	01
4.	<b>Deputy General Manager (HR)</b> Pay Scale: 32,900-58,000/-	01	01
	<b>Total</b>	<b>04</b>	<b>04</b>

• **Note:**

1. All the above posts are as per IDA pay scale.
2. Number of posts indicated in the advertisement may increase/ decrease depending on the MMRCL requirements.
3. MMRCL reserves the right to alter any of the advertised conditions depending upon the circumstances and the candidates are bound by the same.
4. Candidates employed in Govt. Dept. / PSU/ Autonomous Body must produce 'No Objection Certificate' (NOC) from the present employer on the date of interview.
5. Candidates who are applying under Ex-Servicemen Category have to submit their applications with all the required documents, by speed post or hand delivery.
6. Age, qualification and experience would be as on **30<sup>th</sup> November 2016**

For detailed advertisement, eligibility requirements and other instructions for filling the above posts please visit [www.mmrc.com](http://www.mmrc.com). Online registration will **start from 20<sup>th</sup> November 2016 at 10:00 Hrs.** and will **end on 20<sup>th</sup> December 2016 at 23:59 Hrs.**

**Date: 20<sup>th</sup> November 2016**

**Place: Mumbai**

**Sd/-**

**Managing Director**

**Mumbai Metro Rail Corporation Ltd**



**MUMBAI METRO RAIL CORPORATION LIMITED**

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

**RECRUITMENT RULES FOR THE POST OF GENERAL MANAGER (HR)**

1.	Name of post	:-	General Manager (HR)
2.	Number of Post	:-	01
3.	Category	:-	Unreserved (UR)
4.	Type of Employment	:-	Deputation/ Regular
5.	Grade	:-	E8 or equivalent in CDA Pay Scale
6.	Scale of Pay	:-	IDA Pay Scale - Rs. 51,300-73,000/-  Or  CDA Pay Scale- Rs. 37,400-67,000/- plus Grade Pay –Rs.10,000/- (applicable as per Govt. rules)
7.	*Age limit	:-	Not exceeding 53 years as on 31 <sup>st</sup> October 2016
8.	Responsibilities	:-	The incumbent shall work as Head of Department (HOD) and shall be responsible for cross functional areas of Human Resource (HR)/Industrial Relations (IR) and Administration
9.	Eligibility Criteria (Qualification/Mandatory Experience )	:-	a) Incumbent should be graduate with first class in any discipline from recognized university with a proven track record of minimum 18 (Eighteen) years of Group “A” service. SAG / Non-functional (NF)-SAG of IRPS (Indian Railways Personnel Services) or equivalent from other appropriate Government departments with minimum 02 (Two) years in next below grade in “Desirable Domain”  b) Incumbent from PSUs/Government companies/ Metro Rail Companies/ Other statutory bodies should be Graduate with

			<p>first class in any discipline with 02 (Two) years full time PG Degree/ Diploma in Personnel/ Human Resources (HR) / Industrial Relation (IR) or equivalent from recognized University / premier Institute in first class, with 18 (Eighteen) years of Executive Service with minimum 02 (Two) years in next below grade in “Desirable Domain”</p> <p>(Part time PG Degree/ Diploma is not acceptable)</p>
<b>10.</b>	Desirable Domain Experience	:-	<p>The incumbent should have strong communication and managerial skills with exposure to cross functional areas of HR/IR and Administration i.e. manpower planning, training, skill gap analysis identifying training needs, recruitment, Performance Management System (PMS), capacity building, employee engagement, employee retention, handling leased accommodation and quarters related matters, development and implementation of HR Policies, vehicle management, record management, tendering, statutory compliances, budgeting, RTI, handling all assembly matters, co-ordination with departments of Central &amp; State governments and other HR/ administrative matters</p>

**\* Age is relaxable for deserving/ internal /deputation candidates**



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**RECRUITMENT RULES FOR THE POST OF GENERAL MANAGER**  
**(ACCOUNTS)**

1.	Name of post	:-	General Manager (Accounts)
2.	Number of Post	:-	01
3.	Category	:-	Unreserved (UR)
4.	Type of Employment	:-	Deputation/ Regular
5.	Grade	:-	E8 or equivalent in CDA Pay Scale
6.	Scale of Pay	:-	IDA Pay Scale - Rs. 51,300-73,000/-  Or  CDA Pay Scale- Rs. 37,400-67,000/- plus Grade Pay – Rs.10,000/-  (applicable as per Govt. rules)
7.	*Age limit	:-	Not exceeding 53 years as on 30 <sup>th</sup> November 2016
8.	Responsibilities	:-	The incumbent shall work as Head of Department (HOD) and shall be responsible for overall Financial and Accounting Management of Corporation
9.	Eligibility Criteria (Qualification/Mandatory Experience etc.)	:-	a) The incumbent should be graduate with first class in any discipline from recognized university with a proven track record of minimum 18 (Eighteen) years of Group “A” service in SAG / Non-functional (NF)-SAG of IRAS (Indian Railways Account Service) or equivalent from other appropriate Government departments with minimum 02 (Two) years in next below grade in “Desirable Domain”  b) Incumbent from PSUs/Government companies/ Metro Rail Companies/ Other statutory bodies should be Graduate with first class in any discipline and 02 (Two) years full time PG Degree/ Diploma in Finance/ ICWA / CA from recognized University/ premier Institute in first class, with 18 (Eighteen) years of Executive

			<p>Service with minimum 02 (Two) years in next below grade in “Desirable Domain”</p> <p>(Part time PG Degree/ Diploma is not acceptable)</p>
<b>10.</b>	Desirable Domain Experience	:-	<p>a) The incumbent should have experience in design, development and implementation of financial and accounting policies, procedures and systems, financial appraisals of large infrastructure project to banks and financial institutions, experience on working projects funded by banks/ bilateral/ multilateral funding agencies like WB/ADB/JICA etc.</p> <p>b) The Candidate shall be responsible for overall financial and accounting management of corporation, Budgeting, taxation, strategic financial, finalization of Company Accounts, Compliances as per Accounting Standards including GAAP, and developments related to IFRS, Investment planning, management accounting conformity with commercial and Government Accounting principles as well as resource mobilization and deployment, fund raising, Internal Audit, Revenue Management, dealing with C&amp;AG reports etc. Working Capital Management, Financial Planning and Analysis, Preparation of Annual Reports etc.</p>

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## MUMBAI METRO RAIL CORPORATION LIMITED

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### **RECRUITMENT RULES FOR THE POST OF GENERAL MANAGER** **(INTERNAL AUDIT)**

1.	Name of post	:-	General Manager (Internal Audit)
2.	Number of Post	:-	01
3.	Category	:-	Unreserved (UR)
4.	Type of Employment	:-	Deputation/ Regular
5.	Grade	:-	E8 or equivalent in CDA Pay Scale
6.	Scale of Pay	:-	IDA Pay Scale - Rs. 51,300-73,000/-  Or  CDA Pay Scale - Rs. 37,400-67,000/- plus Grade Pay - Rs.10,000/-  (applicable as per Govt. rules)
7.	*Age limit	:-	Not exceeding 53 years as on 30 <sup>th</sup> November 2016
8.	Responsibilities	:-	The incumbent shall work as Head of Department (HoD) and shall be responsible broadly covering the following:  a) Obtain an understanding of the activities, accounting and internal control systems to plan the audit and develop an effective audit approach; and assess audit risk and design audit procedures to reduce the risk to an acceptable low level  b) Develop an overall plan for the expected scope of internal audit and prepare internal audit programme stating the nature, timing and extent of internal audit procedures based on the understanding of the nature, functions and operations of the company

			<ul style="list-style-type: none"> <li>c) Discuss important elements of the overall plan and procedures of internal audit with the competent authorities of company</li> <li>d) Ensure that the internal audit programme contains sufficient details to serve as a set of instructions to the staff involved in the internal audit and as a means to control the proper execution of work</li> <li>e) Revise and develop the internal audit plan from time to time as per the requirement of C&amp;AG and statutory audit in consultation with the competent authority</li> <li>f) Communicate the policies and procedures to the staff in a manner that provides reasonable assurance that these policies and procedures are understood and implemented</li> <li>g) Implement policies and procedures designed to ensure that the internal audit is conducted in accordance with the requirement of C&amp;AG and Statutory audit</li> <li>h) Supervise and review the work of internal audit at all levels to provide reasonable assurance that the work performed meets appropriate standards</li> <li>i) Ensuring of timely compliance of all matters related to C&amp;AG and statutory audit, in consultation with the competent authority.</li> <li>j) Ensuring compliance related to various provisions under the scope of audit in Accounting Standards of ICAI</li> </ul>
9.	Eligibility Criteria (Qualification/Mandatory Experience etc.)	:-	<ul style="list-style-type: none"> <li>a) The incumbent should be graduate with first class in any discipline from recognized university with a proven track record of minimum 18 (Eighteen) years of Group "A" service in SAG / Non-functional (NF)-SAG of IRAS (Indian Railways Account Service), Indian Audit &amp; Accounts Service (IAAS) or equivalent from other appropriate Government</li> </ul>

		<p>departments with minimum 02 (Two) years in next below grade in Audit Department</p> <p>b) Incumbent from PSUs/Government companies/ Metro Rail Companies/ Other statutory bodies should be Graduate with first class in any discipline and 02 (Two) years full time PG Degree/ ICWA / CA from recognized University/ premier Institute in first class, with 18 (Eighteen) years of Executive Service with minimum 03 (Three) years of experience in next below grade in Audit Department</p> <p>(Part time PG Degree/ Diploma is not acceptable)</p>
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**RECRUITMENT RULES FOR THE POST OF DEPUTY GENERAL MANAGER (HR)**

1.	Name of post	:-	Deputy General Manager (HR)
2.	Number of Post	:-	01
3.	Category	:-	Unreserved (UR)
4.	Type of Employment	:-	Deputation/ Regular
5.	Grade	:-	E5 or equivalent in CDA Pay Scale
6.	Scale of Pay	:-	IDA Pay Scale - Rs. 32,900-58,000/- or Equivalent CDA pay scale (applicable as per Govt. rules)
7.	*Age limit	:-	Not exceeding 40 years as on 30 <sup>th</sup> November 2016
8.	Responsibilities	:-	The incumbent shall work as Deputy Head of Department (Dy. HOD) and shall be responsible for cross functional areas of Human Resources (HR)/Industrial Relations (IR) and Administration
9.	Eligibility Criteria (Qualification/Mandatory Experience etc.)	:-	a) Incumbent should be graduate with first class in any discipline from recognized university with a proven track record of minimum 09 (Nine) years of Group "A" service with minimum 04 (Four) years in next below grade in Senior Scale Officers of IRPS (Indian Railways Personnel Services) or equivalent from other appropriate Government departments in "Desirable Domain"  b) Incumbent from PSUs/Government companies/ Metro Rail Companies/

			<p>Other statutory bodies should be Graduate with first class in any discipline with 02 (Two) years full time PG Degree/ Diploma in Personnel/ Human Resources (HR) / Industrial Relation (IR) or equivalent from recognized University / premier Institute in first class, with 09 (Nine) years of Executive Service with minimum 04 (Four) years in next below grade in “Desirable Domain”</p> <p>(Part time PG Degree/ Diploma is not acceptable)</p>
<b>10.</b>	<b>Desirable Domain Experience</b>	<b>:-</b>	<p>a) Incumbents with experience of working in HR/ IR in metro rail industry especially with experience of training, recruitment (Projects and O&amp;M employees) and Co-ordination with Departments of Central &amp; State Governments will be preferred</p> <p>b) Incumbents should have strong communication and managerial skills with exposure to cross functional areas of HR/IR and Administration</p> <p>c) Expertise in manpower planning, training, skill gap analysis, identifying training needs, recruitment, ,Performance Management System (PMS), capacity building, employee engagement, employee retention, handling leased accommodation and quarters related matters, development and implementation of HR Policies, vehicle management, record management, tendering, statutory compliances, budgeting, RTI, handling all assembly matters, Govt. correspondence and other HR/ administrative matters</p> <p>d) Demonstrated ability to drive HR processes and to deliver high quality HR services in a fast paced, high change environment etc.</p>

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## **Recruitment Guidelines**

### **1) Selection Procedure:**

Incumbents applying for the posts mentioned in the advertisement will be called for Personal Interview. MMRCL reserves the right to shortlist the incumbents for Personal Interview. The incumbents will be shortlisted for interview, based on their eligibility/ experience in the relevant field. Incumbent may be asked to submit any other documents required by the scrutiny committee and he/ she is liable to produce same. Selection criteria are relaxable for deserving incumbents with very sound background on discretion of committee for Scrutiny/ Selection.

### **2) Concession & Relaxations:**

- a) Age relaxation is applicable for Ex-servicemen as per GoI Rules.

### **3) How to Apply**

- a) Incumbents other than ex-serviceman are required to apply online only through MMRCL official website: [www.mmrc.com](http://www.mmrc.com) ---> **Careers--> Apply Online**. No other means/ mode of application will be accepted except in case of Ex- Servicemen. ( Refer para 3 (g) below for ex-Servicemen)
- b) Incumbents are required to have valid personal E-mail ID & Mobile No. It should be kept active during the recruitment process. *MMRCL will send intimation of personal interview and any other information regarding your application only through the registered E-mail ID.*
- c) The online registration will remain active **from 20<sup>th</sup> November 2016 to – 20<sup>th</sup> December 2016 only.** In order to avoid last minute rush, the incumbents 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.
- d) 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 incumbent before submitting the application, so that it can be edited. After submission of application, no modification will be permitted.
- e) Incumbents will have to upload scanned copy of passport size colour photo and signature. Size of these scanned copies should be less than 80 kb and in .jpeg or .pdf or .doc format only.
- f) Incumbents will have to upload scanned copy of resume and recent pay slip. The size of resume and pay slip should be less than 150 kb and in .pdf or .doc or .docx format only.

- g) Incumbents who are applying under **Ex-Servicemen Category** have to submit their applications in the prescribed format (to be downloaded from MMRCL website under career section) of hard copy along with updated CV and recent pay slip, on or before last date of submission of form as per advertisement to the address given at para 3 (j) below
- h) Incumbent who are applying on **Deputation** are required to forward application in prescribed format through proper channel on postal address given below along with (i) Latest Resume (ii) Attested copies of ACRs of last 05 (five) years (iii) Certificate stating that no vigilance case is either pending or contemplated against the officer (iv) No Penalty Certificate stating that no major/ minor penalty has been imposed on the officer or a statement giving details of major/ minor penalties imposed on the officer, if any, during the last 10 years.

**Note:** Incumbents are also required to fill online application form. However, applications will be considered for scrutiny only on receipt of application through proper channel along with complete set of documents.

j) **Postal Address:**

THE ENVELOPE SHOULD BE PROPERLY SEALED AND SUPERSCRIBED

WITH

Name of the post \_\_\_\_\_

**To,**

**HR Department,**

1<sup>st</sup> Floor, MMRCL, NaMTTRI Building, Plot # R13, E Block,

Bandra Kurla Complex, Bandra (East),

Mumbai- 400051

**4) General: Most Important**

- a) Age, qualification and experience would be as on 30<sup>th</sup> November 2016.
- b) 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.
- c) For all above posts, incumbents should be proficient in working with computers and should have exposure in handling software packages like Windows, MS-Office etc.
- d) 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 incumbent 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.
- e) 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.
  - f) Incomplete applications or applications received after the due date will be summarily rejected. MMRCL is not responsible for Loss/delay in post.
  - g) MMRCL is not responsible for any printing error that might have inadvertently crept in.
  - h) **Incumbents employed in Govt. Dept. / PSU/ Autonomous Body must produce “NOC” from the present employer on the date of interview.**
  - j) No Travelling Allowances/ reimbursement will be paid to the incumbent for appearing in the Test/Interview and pre-appointment medical examination.
  - k) For any enquiry, incumbents should mail query to [contact.hr@mmrcl.com](mailto:contact.hr@mmrcl.com). Applicant will get reply between 10:00 AM to 6:00 PM in 02 (Two) working days

#### 5) Important Dates:

a)	Starting date for submitting online applications through website	<b>20<sup>th</sup> November 2016</b>
b)	Closing date for submitting applications along with the acceptance of fee through website	<b>20<sup>th</sup> December 2016</b>

**Date: 20<sup>th</sup> November 2016**

**Place: Mumbai**

**Sd/-**  
**Managing Director**  
**Mumbai Metro Rail Corporation Ltd**