



# 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./2017-04

Date: 07<sup>th</sup> August 2017

## MMRCL Recruitment Advertisement 2017- 04

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, retired from PSUs /Metro rail / Railways / Government Organisation** for the following post on Consolidated Pay Scale Basis for the period of min. 06 (Six) months and extendable thereafter on review:

Sr. No.	Name of Posts	Total	Age	Recruitment Rules
1.	<b>Senior Assistant (HR)</b> Consolidated Pay Scale: Rs.32,000/- OR Rs.27,000/-  *Pay will be fixed as per Last Pay Certificate	<b>02</b>	Maximum Age Limit: 65 years	<ul style="list-style-type: none"><li>• <b>Eligibility Criteria:</b> Retired employees from Metro Rail/ Government Organization / PSUs or Railways in CDA Pay Scale - Rs. 9300-34800; Grade pay Rs. 4600 to 4200/- OR Equivalent in IDA Pay Scale - Rs. 16000 - 30770/- ; Rs. 14000 - 26950/-</li><li>• <b>Experience in dealing with following subjects:</b><ol style="list-style-type: none"><li>1) HR Policy formulation and implementation</li><li>2) Cadre Formation &amp; Reservation Roster Management</li><li>3) Preparation of Seniority List</li><li>4) Recruitment of Consolidated Pay Scale and Agency Employees</li><li>5) Leave Management</li><li>6) Performance management system</li><li>7) Biometric System and Attendance Management</li><li>8) Increment &amp; Confirmation</li><li>9) Assistance in RTI related matters</li><li>10) Representation Management</li><li>11) Trainings &amp; Internship</li><li>12) Revision and implementation of various policies</li><li>13) Hospital Empanelment</li></ol></li></ul>

- Application shall reach by post or by hand delivery on or **27<sup>th</sup> August 2017**

Date: 07<sup>th</sup> August 2017

Place: Mumbai

Sd/-

**General Manager (HR)**  
**Mumbai Metro Rail Corporation Ltd**



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Mumbai - 400 051

**PROCEDURE FOR SUBMISSION OF APPLICATION**

1. Candidates who are applying for the above said post are required to submit following documents:
  - i) Updated Resume
  - ii) Last Pay Certificate/pay slip
  - iii) Copy of Pension Pay Order (PPO) if any
  - iv) Copy of Service Certificate
  - v) write up on the significant contributions made by the candidates during their present and past assignments and their suitability for the post as per the eligibility requirements
2. Documents should be submitted on or before the last date as indicated in the advertisement at the following address:

**Postal Address:**

**THE ENVELOPE SHOULD BE PROPERLY SEALED AND SUPERSCRIBED**  
**WITH**

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

**To,**

**AGM (HR)**

**HR Department,**

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

Bandra Kurla Complex, Bandra (East),

3. Candidates are required to have valid personal E-mail ID & Mobile No and should be kept active during the recruitment process. MMRCL will send intimation regarding your application only through the registered E-mail ID.