

Vacancy Notice

Executive Assistant to Director (Finance)

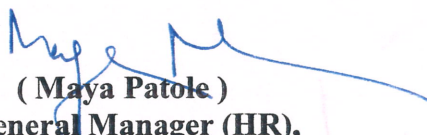
Mumbai Metro Rail Corporation Ltd. is a Joint Venture Company of Govt. of India and Govt. of Maharashtra implementing Metro Line- 3 from Colaba to SEEPZ fully underground requires experienced Finance/ Accounts personnel of Central/ State Govt. & PSU on usual terms of deputation/ absorption. The level of posts and eligibility conditions are as under –

Sr. No.	Post Name, Grade & Pay Scale	Eligibility Condition as regards experience
1.	Assistant General Manager - (E4), IDA Scale: (29,100 – 54,500)	i) Working in the same grade, OR ii) Working in Senior Scale with GP of Rs. 6,600/-

Note: The vacancy locations and number of vacancies are liable to change.

1. The period of deputation will be initially for three (03) years and can be extended by two more years if required in the exigencies of services.
2. Officers will be entitled to draw parent department cadre pay + usual deputation allowance. In addition, they are eligible for perks & allowances as applicable to the deputationists in MMRCL and Company/ Self-leased accommodation. They can opt for MMRCL, medical benefit, if desired.
3. The age of applicant should be below 56 years as on closing date of receipt of application. Age relaxation can be considered for deserving applicants.
4. The format of application is appended as Annexure 'A'. Willing and eligible officers should apply through proper channel. Their applications duly forwarded by their cadre controlling authorities, certifying the entries, along with attested copies of ACR's/ APR's for the last 5 years, Integrity certificate and Vigilance clearance, should reach MMRCL on or before 25th September, 2017 at the following address :-

General Manager (HR),
Mumbai Metro Rail Corporation Limited,
NaMTTRI Building, Plot # R13, E Block,
Bandra Kurla Complex, Bandra (East),
Mumbai- 400051


(Maya Patole)
General Manager (HR),
Mumbai Metro Rail Corporation Ltd.



MUMBAI METRO RAIL CORPORATION LIMITED
(A JV company of Govt. of India and Govt. of Maharashtra)
Namttri Building, 3rd Floor, Plot # R 13, E Block, Bandra Kurla Complex,
Bandra (E), Mumbai – 400 051.
Website: www.mmrcl.com

Application Form

Recent
Passport size
photo to be
uploaded

1. *Name in full (In Block Letters) : _____
2. *Post Applied for : _____
3. *Father's /Husband Name : _____
4. *Date of Birth: _____
5. *Age as on 01/02/2017 : _____
6. *Gender (Male/ Female) : _____
7. *Nationality: _____
8. *Mention whether SC/ST/OBC/PwD/Ex-Servicemen _____
10. a) *Phone Number : Mobile _____ Landline _____
- b) Alternate Number : Mobile _____ Landline _____
11. *Email-Address: _____
12. *Educational Qualification (Begin with highest qualification):

Sr. No	Name of Examination Degree	Name Board/University / Institute	Specialization / Branch	Month and Year of passing	% of Marks obtained

*Fields are mandatory

15. a) *Permanent Address: _____

Dist.: _____ State: _____ Pin-code: _____

b) *Present Address : _____

Dist.: _____ State: _____ Pin-code: _____

16. *Relevant professional experience as per desirable experience stated in the advertisement

17. *Any other relevant information/ achievements: _____

Note:

Documents to be attached: **Pay Slip and Resume**

***DECLARATION**

I, Mr/ Ms. _____ certify that the above information is correct and true to the best of my knowledge and belief and I have not willfully suppressed any material information relevant to my selection/ appointment in MMRCL.

In the event of any information being found false or incorrect, action can be taken against me.

Place:

Date: _____

(Name and Signature of the applicant)

*Fields are mandatory