



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

Recruitment Advertisement 2018 – 04

Mumbai Metro Rail Corporation Limited intends to appoint qualified and experienced professionals for the following posts on Deputation / Contract basis:

Sr. No.	Name of Posts & Pay Scale (IDA) / Grade	Nature of appointment	Open	OBC	SC	ST	Total
1.	Executive Assistant to Managing Director Rs. 70,000 – 2,00,000/- (E4)	Contract (4 years)	1	-	-	-	1
2.	Executive Assistant to Director (Projects) Rs. 70,000 – 2,00,000/- (E4)	Contract (4 years)	1	-	-	-	1
3.	Executive Assistant to ED (Planning) Rs. 50,000 – 1,60,000/- (E2)	Contract (4 years)	1	-	-	-	1
4.	Accounts Officer Rs. 50,000 – 1,60,000/- (E2)	Contract (4 years)	1	1	-	-	2
5.	Dy. Engineer (Track) Rs. 50,000 – 1,60,000/- (E2)	Contract (4 years)	1	-	-	-	1
6.	Dy. Engineer (Civil) Rs. 50,000 – 1,60,000/- (E2)	Contract (4 years)	-	1	-	-	1
7.	Jr. Engineer- II (TVS/ ECS) Rs. 35,280 – 67,920/- (W6)	Contract (4 years)	1	-	-	-	1
8.	Jr. Engineer- II (Civil) Rs. 35,280 – 67,920/- (W6)	Contract (4 years)	3	-	-	-	3
9.	Jr. Engineer- II (Rolling Stock) Rs. 35,280 – 67,920/- (W6)	Contract (4 years)	1	-	-	-	1
10.	Sr. Assistant (HR) Rs. 34,020 – 64,310/- (W5)	Contract (4 years)	2	-	-	-	2
11.	Driver Rs. 20,160 – 35,640/- (W3)	Contract (1 year)	1	1	-	-	2
	Total		13	3	-	-	16

• **Note:**

- Age, qualification and experience would be as on **01st July, 2018.**
- The posts mentioned at **Sr. No. 01, 02, 03, 04 & 10** shall be filled on Deputation / Contract basis.
- The remaining posts as mentioned above shall be filled on Contract basis only.
- For detailed advertisement, Recruitment Rules, eligibility requirements and other instructions for filling the above posts please visit www.mmrc.com.
- Online registration will start from **11th July, 2018 at 10:00 Hrs.** and will end on **10th August, 2018 at 23:59 Hrs.**

Date: 11th July, 2018

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	Age	Qualification	Experience	
						Mandatory	Desirable
1.	Executive Assistant to Managing Director	Grade (E4) Rs.70,000 – Rs.2,00,000/- (IDA Pay scale)	01	Maximum 40 years (Age limit is not applicable for MMRCL Employees.)	Degree in Electrical/ Electronics/ Telecom/ Civil/ Mechanical Engineering from recognised and reputed university with MBA in HR / Personnel Management / PMIR/ IRPM.	<ul style="list-style-type: none"> Jr. Scale officer having total minimum 05 years of service with Grade Pay of Rs. 5,400/- with minimum 02 year experience in “desirable” domain for the post; or Sr. Scale Officer working in Grade Pay-Rs.6,600/- with minimum 02 year experience in “desirable” domain for the post; or Executive working in PSU’s / CPSU’s / Autonomous Bodies with minimum 05 years’ experience in the IDA pay scale of Rs. 20,600 - 46,500/- (pre-revision) and currently in next below grade of Rs. 24,900 - 50,500/- (pre-revision) in IDA pay scale with minimum 02 years post qualification experience in “desirable” domain for the post; or Total minimum 05 years of post-qualification experience in Executive grade in Government entities in “desirable” domain for the post; or Total minimum 07 years of post qualification experience in reputed Private sector in Executive grade in “desirable” domain for the post with minimum CTC of Rs. 10 Lacs. 	<ul style="list-style-type: none"> Candidate having experience in preparing schedules, Agenda of meeting, brief of meeting will be preferred. Candidate should be technically sound and be able to communicate in Marathi and English.



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						Mandatory	Desirable
2.	Executive Assistant to Director (Projects)	Grade (E4) Rs.70,000 – Rs.2,00,000/- (IDA Pay scale)	01	Maximum 40 years (Age limit is not applicable for MMRCL Employees.)	Degree in Civil Engineering from recognised and reputed university.	<ul style="list-style-type: none"> Jr. Scale officer having total minimum 05 years of service with Grade Pay of Rs. 5,400/- with minimum 02 year experience in “desirable” domain for the post; or Sr. Scale Officer working in Grade Pay-Rs.6,600/- with minimum 02 year experience in “desirable” domain for the post; or Executive working in PSU’s / CPSU’s / Autonomous Bodies with minimum 05 years’ experience in the IDA pay scale of Rs. 20,600 - 46,500/- (pre-revision) and currently in next below grade of Rs. 24,900 - 50,500/- (pre-revision) in IDA pay scale with minimum 02 years post qualification experience in “desirable” domain for the post; or Total minimum 05 years of post-qualification experience in Executive grade in Government entities in “desirable” domain for the post; or Total minimum 07 years of post-qualification experience in reputed Private sector in Executive grade in “desirable” domain for the post with minimum CTC of Rs. 10 Lacs. 	<ul style="list-style-type: none"> Candidate having experience in preparing schedules, Agenda of meeting, brief of meeting will be preferred. Candidate should be technically sound and be able to communicate in Marathi and English.



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						Mandatory	Desirable
3.	Assistant to Executive Director (Planning)	Grade (E2) Rs.50,000 – Rs.1,60,000/- (IDA Pay scale)	01	Maximum 35 years (Age limit is not applicable for MMRC Employees.)	Degree in Engineering / Degree in Architecture or Civil Engineering or Planning from recognized university or its equivalent degree and Post Graduate Degree in Urban Planning recognized by All India Council for Technical Education from recognised and reputed university.	<ul style="list-style-type: none"> • Sr. Supervisor having total minimum 04 years of service with Grade Pay of Rs. 4,600/- or • Officer currently working in Jr. Scale with Grade Pay of Rs. 5,400/- with minimum 02 year experience in “desirable” domain for the post; or • Total minimum 04 years of experience in Supervisory grade of Rs. 18,500-35,600/- (pre-revision) in IDA pay scale with minimum 02 years post qualification experience in “desirable” domain for the post; or • Total minimum 04 years of post-qualification experience in Executive grade in Government entities in “desirable” domain for the post; or • Total minimum 05 years of post-qualification experience in reputed Private sector in Executive grade in “desirable” domain for the post with minimum CTC of Rs. 08 Lacs. 	<ul style="list-style-type: none"> • Candidate having experience in preparing schedules, Agenda of meeting, brief of meeting will be preferred. • Candidate should be technically sound and be able to communicate in Marathi and English.



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Sr. No.	Designation	Grade/ Pay scale	No. of post	Age	Qualification	Experience	
						Mandatory	Desirable
4.	Accounts Officer	Grade (E2) Rs.50,000 – Rs.1,60,000/- (IDA Pay scale)	02	Maximum 40 years	Degree in Commerce from recognised and reputed university and knowledge of Indian Accounting Standards.	Employees of Central Govt./ CPSU, State Govt./ State PSU's in the GP of Rs. 4800/- and above with minimum 10 years of post qualification experience in Finance & Accounts department. OR Employees in equivalent IDA Scale of Rs. 18,500 - 35,600/- (Pre-revision) with minimum 10 years of post qualification experience in Finance & Accounts department.	<ul style="list-style-type: none"> • Candidates with experience in Govt. sector/ Public sector companies/ infrastructure companies will be preferred. • Candidates should have basic knowledge of Indian Accounting Standards.
				Maximum 35 years (Age limit is not applicable for MMRCL Employees.)	CA/ ICWA / MBA in Finance from recognised and reputed university	<ul style="list-style-type: none"> • Sr. Supervisor having total minimum 04 years of service with Grade Pay of Rs. 4,600/- or • Officer currently working in Jr. Scale with Grade Pay of Rs. 5,400/- with minimum 02 year experience in “desirable” domain for the post; or • Total minimum 04 years of experience in Supervisory grade of Rs. 18,500-35,600/- (pre-revision) in IDA pay scale with minimum 02 years post qualification experience in “desirable” domain for the post; or • Total minimum 04 years of post-qualification experience in Executive grade in Government entities in “desirable” domain for the post; or • Total minimum 05 years of post-qualification experience in reputed Private sector in Executive grade in “desirable” domain for the post with minimum CTC of Rs. 08 Lacs. 	



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						Mandatory	Desirable
5.	Deputy Engineer (Track)	Grade (E2) Rs.50,000 – Rs.1,60,000/- (IDA Pay scale)	01	Maximum 35 years (Age limit is not applicable for MMRCL Employees.)	Degree in Civil Engineering from a recognized and reputed university.	<ul style="list-style-type: none"> • Sr. Supervisor having total minimum 04 years of service with Grade Pay of Rs. 4,600/- or • Officer currently working in Jr. Scale with Grade Pay of Rs. 5,400/- with minimum 02 year experience in “desirable” domain for the post; or • Total minimum 04 years of experience in Supervisory grade of Rs. 18,500-35,600/- (pre-revision) in IDA pay scale with minimum 02 years post qualification experience in “desirable” domain for the post; or • Total minimum 04 years of post-qualification experience in Executive grade in Government entities in “desirable” domain for the post; or • Total minimum 05 years of post-qualification experience in reputed Private sector in Executive grade in “desirable” domain for the post with minimum CTC of Rs. 08 Lacs. 	<ul style="list-style-type: none"> • Candidate should have experience of Construction and Maintenance of Track in Railways/ Metro. • Experience of working on projects of stations of Urban Railways/ viaduct and bridges/ballast-less track works. • Candidate should be conversant with international competitive bidding, computerized environment working. • Adequate experience in planning, designing, supplying, testing & commissioning of Civil Engineering works for elevated Metro/ Rail Projects in Urban & Suburban environment including consultancy works related to Urban Rail projects. • Candidates with experience of working of modern Urban Rail systems will be preferred. • Candidate should have experience and knowledge of inter-face with Railway related disciplines such as Track laying works, Signalling, Electrification and Rolling Stock etc.



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Sr. No.	Designation	Grade/ Pay scale	No. of post	Age	Qualification	Experience	
						Mandatory	Desirable
6.	Deputy Engineer (Civil)	Grade (E2) Rs.50,000 – Rs.1,60,000/- (IDA Pay scale)	01	Maximum 35 years (Age limit is not applicable for MMRCL Employees.)	Degree in Civil Engineering from a recognized and reputed university	<ul style="list-style-type: none"> • Sr. Supervisor having total minimum 04 years of service with Grade Pay of Rs. 4,600/- or • Officer currently working in Jr. Scale with Grade Pay of Rs. 5,400/- with minimum 02 year experience in “desirable” domain for the post; or • Total minimum 04 years of experience in Supervisory grade of Rs. 18,500-35,600/- (pre-revision) in IDA pay scale with minimum 02 years post qualification experience in “desirable” domain for the post; or • Total minimum 04 years of post-qualification experience in Executive grade in Government entities in “desirable” domain for the post; or • Total minimum 05 years of post-qualification experience in reputed Private sector in Executive grade in “desirable” domain for the post with minimum CTC of Rs. 08 Lacs. 	<ul style="list-style-type: none"> • Experience of working on projects of tunnelling/ underground stations of urban railways/ other major underground works/ viaduct and bridges/ ballast-less track works. • Candidate should be conversant with international competitive bidding, computerized environment working etc. • Adequate experience in planning, designing, construction, integration and commissioning of civil engineering works for underground/ elevated metro/ rail projects in urban & suburban environment including consultancy works related to urban rail projects. • Candidates with experience of working of modern urban rail system will be preferred.



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Sr. No.	Designation	Grade/ Pay scale	No. of post	Age	Qualification	Experience	
						Mandatory	Desirable
7.	Jr. Engineer- II (TVS/ ECS)	Grade (W6) Rs.35,280 – Rs.67,920/- (IDA Pay scale)	01	Maximum 35 years (Age limit is not applicable for MMRCL Employees.)	Degree/ Diploma in Mechanical Engineering or Electrical Engineering from recognized and reputed university.	<p>For Diploma holders- Total minimum 08 years post-qualification experience with minimum 03 years' service in the grade of Rs. 10,170 – 18,500/- (pre-revised) in IDA pay scale in desirable domain or Supervisor currently working in the Grade Pay of Rs. 4,200/- or Total minimum 08 years post-qualification experience with minimum 03 years' service in Supervisory grade in reputed private sector in responsible position in "Desirable" domain for the post.</p> <p>For Degree holders- Total minimum 05 years' experience with minimum 02 years' service in next below grade of Rs. 13,500-25,520/- (pre-revised) in IDA pay scale in desirable domain or Supervisor currently working in the Grade Pay of Rs. 4,200/- or Total minimum 06 years post-qualification experience with minimum 03 years' service in Supervisory grade in reputed private sector in responsible position in "Desirable" domain for the post.</p>	<ul style="list-style-type: none"> • Candidate should have experience of working in construction projects of Railways/ Metro/ other PSUs/ Private sector dealing with TVS & ECS systems • Adequate experience in supervising installation of tunnel ventilation and air-conditioning equipment's and controls, coordination between various contractors at site • Should have exposure in managing and controlling various types of documentation • Candidates with experience of working on projects for urban rail systems will be preferred.



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Sr. No.	Designation	Grade/ Pay scale	No. of post	Age	Qualification	Experience	
						Mandatory	Desirable
8.	Jr. Engineer- II (Civil)	Grade (W6) Rs.35,280 – Rs.67,920/- (IDA Pay scale)	03	Maximum 35 years (Age limit is not applicable for MMRCL Employees.)	Degree/ Diploma in Civil Engineering from a recognized and reputed university.	<p>For Diploma holders- Total minimum 08 years post-qualification experience with minimum 03 years' service in the grade of Rs. 10,170 – 18,500/- (pre-revised) in IDA pay scale in desirable domain or Supervisor currently working in the Grade Pay of Rs. 4,200/- or Total minimum 08 years post-qualification experience with minimum 03 years' service in Supervisory grade in reputed private sector in responsible position in "Desirable" domain for the post.</p> <p>For Degree holders- Total minimum 05 years' experience with minimum 02 years' service in next below grade of Rs. 13,500-25,520/- (pre-revised) in IDA pay scale in desirable domain or Supervisor currently working in the Grade Pay of Rs. 4,200/- or Total minimum 06 years post-qualification experience with minimum 03 years' service in Supervisory grade in reputed private sector in responsible position in "Desirable" domain for the post.</p>	<ul style="list-style-type: none"> • Experience of working on projects of tunnelling/ underground stations of urban railways/ other major underground works/ viaduct and bridges/ ballast-less track works. • Should have exposure in managing and controlling various types of documentation • Adequate experience in planning, designing, construction, integration and commissioning of civil engineering works for underground/ elevated metro/rail projects in urban & suburban environment including consultancy works related to urban rail projects. • Candidates with experience of working of modern urban rail system will be preferred.



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Sr. No.	Designation	Grade/ Pay scale	No. of post	Age	Qualification	Experience	
						Mandatory	Desirable
9.	Jr. Engineer- II (Rolling Stock)	Grade (W6) Rs.35,280 – Rs.67,920/- (IDA Pay scale)	01	Maximum 35 years (Age limit is not applicable for MMRCL Employees.)	Degree/ Diploma in Electrical Engineering from a recognized and reputed university.	<p>For Diploma holders- Total minimum 08 years post-qualification experience with minimum 03 years' service in the grade of Rs. 10,170 – 18,500/- (pre-revised) in IDA pay scale in desirable domain or Supervisor currently working in the Grade Pay of Rs. 4,200/- or Total minimum 08 years post-qualification experience with minimum 03 years' service in Supervisory grade in reputed private sector in responsible position in "Desirable" domain for the post.</p> <p>For Degree holders- Total minimum 05 years' experience with minimum 02 years' service in next below grade of Rs. 13,500-25,520/- (pre-revised) in IDA pay scale in desirable domain or Supervisor currently working in the Grade Pay of Rs. 4,200/- or Total minimum 06 years post-qualification experience with minimum 03 years' service in Supervisory grade in reputed private sector in responsible position in "Desirable" domain for the post.</p>	<ul style="list-style-type: none"> • Candidate should have experience of working in construction projects of Railways/Metro/other PSUs/Private sector dealing with commissioning of rolling stock and maintenance vehicles • Adequate experience in supervising TCMS, traction power, motoring and braking, coordination between various contractors at site • Should have exposure in managing and controlling various types of documentation • Candidates with experience of working on projects for urban rail systems will be preferred.



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Website: www.mmrc.com

Sr. No.	Designation	Grade/ Pay scale	No. of post	Age	Qualification	Experience	
						Mandatory	Desirable
10.	Sr. Assistant (HR)	Grade (W5) Rs.34,020 – Rs.64,310/- (IDA Pay scale)	02	Maximum 35 years (Age limit is not applicable for MMRC Employees.)	Graduate in any discipline with 02 years full time Post Graduate Degree in PMIR / IRPM / LSW/ MSW/ HRM from recognized and reputed university.	<ul style="list-style-type: none"> • Supervisor working in Central / State Govt. / PSU's / CPSU's / Autonomous Bodies in the Grade Pay of Rs. 4,200/- or • Total minimum 03 years of experience in Rs. 10,170-18,500/- (pre-revision) in IDA pay scale with minimum 02 years post qualification experience in “desirable” domain for the post; or • Total minimum 03 years of post-qualification experience in Executive grade in Government entities in “desirable” domain for the post; or • Total minimum 05 years of post-qualification experience in reputed Private sector in “desirable” domain for the post. 	<ul style="list-style-type: none"> • Full time Management graduates from reputed institute/ University with work experience of PSU's / Govt. offices. • Experience of Maintaining records, email management, day to day HR/ Administration operations etc. • Experience of handling RTI, Labour law Compliances, HRM functions, Legal issues, Service matters, Govt. Correspondences, Reservation Policy , Cadre Formation & Roster Management, HR Policy formulation, Employee Grievance Management. • High Performer in a relevant domain in a reputed organisation • Good command over English language (read and write) and ability to read write and comprehend proposals, mails and reports. • Drafting skill and typing in English/ Marathi /Hindi language • Ability to handle work pressure in a challenging environment • Adapt effectively to multitasking and dynamic environment.



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Sr. No.	Designation	Grade/ Pay scale	No. of post	Age	Qualification	Experience		Mode of Selection
						Mandatory	Desirable	
11.	Driver	Grade (W3) Rs.20,160 – Rs.35,640/- (IDA Pay scale)	02	Maximum 40 years (Age limit is not applicable to drivers working on contract/ consolidated pay in MMRC)	S.S.C. or any other equivalent exam from recognised board. Should possess Light-Motor Vehicle Driving Licence without any adverse remarks.	Experience of having driven LMV in Mumbai for last 02 years.	<ul style="list-style-type: none"> • Must have sufficient knowledge of roads in Mumbai • Knowledge of Motor Mechanism (The candidate should be able to attend and solve minor defects in vehicle) • Candidates should be able to understand and communicate in English/ Marathi/ Hindi language. 	Personal Interview and Driving Test

Recruitment Guidelines

1) Selection Procedure :

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

2) Surety Bond :

The candidates selected for the above posts will have to execute a **surety bond of stipulated amount as mentioned below as per MMRCL Surety & Training Cost Recovery Bond Policy** –

Sr. No.	Grade	Applicable Surety Bond	Applicable Training cost	Applicable service period in lieu of Surety Bond
1	E4	Rs.2,00,000/-	Rs. 43,000/-	3 years
2	E2	Rs.1,50,000/-	Rs. 43,000/-	3 years
3	W6	Rs,50,000/-	Rs.22000/-	3 years
4	W5	Rs,50,000/-	Rs.22000/-	3 years
5	W3	Rs,30,000/-	Rs.15000/-	3 years

3) How to Apply :

1. Candidates are required to apply online only through MMRCL official website: **www.mmrc.com --->Careers --> MMRCL Recruitment Advertisement 2018-04**. (No other modes 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 of personal interview and any other information regarding your application only through the registered E-mail ID.
3. The online registration will remain active from **11th July, 2018 to 10th August, 2018 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. All the fields in the online application form should be filled up carefully. There will be a preview 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 scan copy of updated Resume, and passport size photograph (.jpg/ .jpeg) and recent pay slip in .pdf format along with their application.
6. Candidate are required to clearly indicate whether they are applying against the vacancy for consideration **on Deputation or on Contract basis**.
7. Candidates applying on Deputation basis are required to forward their application in prescribed format on postal address given below along with (i) Latest Resume, photograph, all educational qualification certificates and all work experience certificates. (ii) No Objection Certificate (iii) Attested copies of ACR's/APR's of last 05 (five) years (iv) Certificate stating that no vigilance case is either pending or contemplated against the officer (v) 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.

8. **Postal Address :**

<p><u>THE ENVELOPE SHOULD BE PROPERLY SEALED AND SUPERSCRIBED</u></p> <p><u>WITH</u></p> <p>Name of the post _____</p> <p>To, The Managing Director, Mumbai Metro Rail Corporation Limited, NaMTTRI Building, Plot # R13, E Block, Bandra Kurla Complex, Bandra (East), Mumbai- 400051</p>
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4) **General: Most Important**

1. Age, qualification and experience would be as on **01st July, 2018.**
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. While applying for the above post, 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.
4. MMRCL reserves the right to change the number of vacancies and cancel/ restrict/ modify/ alter and modify the recruitment criteria's during the recruitment process if required, without issuing any further notice or assigning any reason thereof.
5. Incomplete applications or applications received after the due date will be summarily rejected. MMRCL is not responsible for Loss/ delay in post.
6. MMRCL is not responsible for any printing error that might have inadvertently crept in.
7. **Candidates employed in Govt. Dept. / PSU/ Autonomous Body should forward their application through proper channel and must produce "NOC" from the present employer on the date of interview.**
8. No Travelling Allowances/ reimbursement will be paid to the candidate for appearing for Interview and pre-appointment medical examination.

5) **Important Dates:**

a)	Starting date for accepting applications	11th July, 2018
b)	Closing date for accepting applications	10th August, 2018

Date: 11th July, 2018

Place: Mumbai

Sd/-
(Ashwini Bhide)
Managing Director
Mumbai Metro Rail Corporation Ltd.