



महाराष्ट्र मेट्रो रेल कॉर्पोरेशन लिमिटेड

MAHARASHTRA METRO RAIL CORPORATION LIMITED

(भारत सरकार आणि महाराष्ट्र शासनाचा संयुक्त उपक्रम)
Joint Venture of Govt. of India & Govt. of Maharashtra
PUNE METRO RAIL PROJECT

No. Maha-Metro/P/HR/Rectt/01(D)/2021/420

dated 26.08.2021

Under Secretary/D
Ministry of Railway, Railway Board,
New Delhi- 100001.

Sub: Vacancy Notice No. MAHA-Metro/P/HR/01(D)/2021 dated 26.08.2021.

The vacancy notification, as per details given below, inviting applications from the eligible experienced persons of Indian Railways on deputation basis is attached herewith for circulation through the official website of Railway Board.

1. Vacancy Notice No. - MAHA-Metro/P/HR/01 (D)/2021
2. Organization: - Maharashtra Metro Rail Corporation Limited
3. Service - Executive
4. Post - Sr. Dy. General Manager (Finance)
5. Location - Maha Metro, Pune (Maharashtra)
6. No. of posts - 1 (One)
7. Date of Issue - 26.08.2021
8. Date of Closing - 27.09.2021
9. Email Sending officer contact details - Name: Rajkumar Apotikar, Designation: Sr. Dy. General Manager (HR)
Contact No. 9175993378
Email Address: rajkumar.apotikar@mahametro.org

It is also submitted that,

1. All the contents of vacancy notice are being sent through email only.
2. All the documents pertaining to the above vacancy notice are in PDF format only.
3. The subject mentioned vacancy notice may please be uploaded on the concerned IR website for wide circulation among the IR officers of Finance department.
4. In this regard the following documents are attached herewith.

- (a) Vacancy Notice No. MAHA-Metro/P/HR/01(D)/2021
- (b) Application form

It is requested to give wide publicity among the officers of Indian Railways, who are fulfilling the criteria indicated in the attached vacancy notice, through your official website and advise the respective Zonal Railways/Units please.

Encl: As above


26-08-21
(Saharsh Bajpai), IRPS
General Manager (HR),
Maha-Metro, Pune

CORPORATE OFFICE: PUNE

MAHARASHTRA METRO RAIL CORPORATION LIMITED
(A JOINT VENTURE OF GOVT. OF INDIA AND GOVT. OF MAHARASHTRA)


Vacancy Notice No. MAHA-Metro/P/HR/01(D)/2021

Date: 26.08.2021

Maharashtra Metro Rail Corporation Ltd. (MAHA- Metro), a Joint Venture company with equal participation from Govt. of India and Govt. of Maharashtra is implementing Nagpur Metro Rail Project & Pune Metro Rail Project in the state of Maharashtra.

To meet with the immediate requirement of experienced personnel for Maharashtra Metro Rail Corporation Limited, Pune Metro Rail Project, applications are invited from the eligible officers Indian Railways having relevant experience, for the under-mentioned post on deputation basis.

| | |
|-----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Organization | Maharashtra Metro Rail Corporation Ltd. |
| Name of the Post | Sr. Dy. General Manager (Finance) – E4 |
| No. of Post | 01 (UR) |
| Pay Scale of the post | Pay in the parent organization and applicable allowances |
| Eligibility Criteria | |
| Minimum requirement | Group 'A' IRAS officer working in Pay Matrix Level 12 (7th CPC) on regular basis. Officer should have completed 5 (five) years of service in JAG (Regular + ad-hoc), of which at least 2 years should be in regular JAG Pay Matrix Level 12. |
| Maximum Age limit (as on closing date) | 50 years |
| Discipline/Department | Accounts/ Finance |
| Entitlements, if selected | |
| Allowances & Perks | 1. Deputation Allowance 2. Children Education Allowance 3. Transportation/Vehicle Allowance 4. Rented Lease Accommodation Facility/HRA 5. TADK Allowance, etc. |
| Location of posting | Maha Metro Pune |
| Tenure of Deputation | 03 years, extendable up to 5 years, on usual terms of deputation |
| Selection Criteria & Procedure | The selection method will comprise–Personal Interview followed by Medical Examination as per post's category. The selection process would judge different facets of knowledge, skills, experience, expertise, aptitude and physical fitness. The candidates will be shortlisted for interview, based on their eligibility /experience in the relevant field. |
| Closing Date | 27.09.2021 |


26-08-21

General Instructions:

1. The willing candidates, who fulfils the above mentioned eligibility criteria, may fill up details in the prescribed application form enclosed herewith as Annexure – 'A' and shall attach two copies of recent passport size photographs, all the relevant documents/testimonials along with the application form and send the same on or before the closing date by speed post to:

General Manager (HR)
Maharashtra Metro Rail Corporation Ltd.
1st floor, The Orion Building,
Arjun Mansukhani Marg,
Opposite St. Mira College,
Koregaon Park,
Pune 411001

2. A copy of application shall also be submitted by the respective Railway officers to their administrative office (HQ/Board etc.) for forwarding the application to MAHA-Metro, Pune indicating No Objection, Vigilance/DAR clearance, etc.
3. The shortlisted candidates will be called for personal interview on the scheduled date and time with all original documents/testimonials and experience certificates. The interview will be held at 1st Floor, The Orion, Koregaon Park Road, Opp. Don Bosco Youth Centre, Pune, 411001 or through Video Conferencing for which necessary link shall be sent to the shortlisted candidates at their registered mail address. No separate communication by post will be sent to the candidates individually. The candidates are required to go through the instructions for personal interview, when sent to him, and appear for the same accordingly.
4. The candidates, who qualify the selection process, will be informed through E-mail.
5. Incomplete application or applications received after the closing date will be summarily rejected. MAHA-Metro is not responsible for loss/delay in post.


26-08-21
General Manager (HR)
Maha Metro, Pune

Annexure-I

MAHARASHTRA METRO RAIL CORPORATION LTD.
(A JOINT VENTURE OF GOVT. OF INDIA AND GOVT. OF MAHARASHTRA)



Vacancy Notice No. MAHA-METRO/P/HR/01(D)/2021, Dated 26.08.2021

Name of Post (On deputation): Sr. DGM (Fin)

Location: Pune Metro Rail Project

Passport size
self-attested
photograph
to be pasted
here

APPLICATION FORMAT

(TO BE FILLED IN BOLD ENGLISH CAPITAL LETTERS BY THE CANDIDATE IN HIS OWN HANDWRITING)

| (A) Personal Information: | | | | |
|----------------------------------|---------------------------------------------------|-------------------|--------------------|----------------------------|
| 1 | Name of the Candidate (Mr./Ms./Mrs.) | First Name | Middle Name | Last Name (Surname) |
| 2 | Gender & Nationality | Gender: | | Nationality: |
| 3 | Father's / Husband's Name (Shri / Mr.) | First Name | Middle Name | Last Name (Surname) |
| 4 | Date of Birth (DD/MM/YYYY) | | | |
| 5 | Age as on Closing date: | Years- | Months- | Days- |
| 6 | Correspondence Address | | | |
| 7 | Permanent Address | | | |
| 8 | Contact No. with STD Code | | | |
| 9 | Mobile Number | | | |
| 10 | Email ID | | | |
| 11 | Category (SC / ST / OBC / UR) | | | |

| | | | | | | |
|-----|----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|-----------------------------------|----------------------------------------|-----------------------------------|----------------------------------|
| (B) | Details of Education Qualification: from 10th Class Onwards | Name of Course | Examination Passed in year | Name of Institute | Name of University / Board | Percentage / Class / CGPA |
| 1 | Class 10 th / SSC | | | | | |
| 2 | Class 12 th / HSC | | | | | |
| 3 | Graduation (Bachelor's Degree) | | | | | |
| 4 | Post-Graduation Degree | | | | | |
| 5 | Diploma/ Computer Knowledge | | | | | |
| 6 | Any Other Qualification | | | | | |
| (C) | Service Details | | | | | |
| 1 | Name of Present Organization with Location | | | | | |
| 2 | Date of Joining | | | | | |
| 3 | Present Post/Post on which Working | | | | | |
| 4 | Present Grade/Pay Matrix | | | | | |
| 5 | Pay Scale (CDA) on which working (full pay scale with basic pay & Gross Per Month). | Pay Scale (IDA/CDA/7thCPC) | Basic Pay (in INR) | Gross Salary Per Month (in INR) | | |
| 6 | Date from which existing pay scale is applicable. | | | | | |
| 7 | Details of previous deputation/Foreign service, if any. | | | | | |
| 8 | Whether debarred from deputation? If yes, please furnish details. | | | | | |
| 10 | Whether cooling off period completed? If yes, date of return from previous deputation with details, whenever, applicable. | | | | | |

| | | |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| (D) | <p>Details of experience (Executive/ Supervisory / Non-Supervisory Service, (as applicable) with details of number of years in each grade/ post. (in chronological order) Please attach supporting documents</p> <p>*Separate sheet for experience post eligibility qualification with full details in the attached Annexure - II</p> | |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

Note: Strike off whichever is not applicable.

I hereby declare that all the information furnished by me above is true to my best belief. I understand that any false information / misrepresentation will lead to immediate cancellation of my candidature and termination in case of appointment at MAHA-Metro.

Date.....

Sign of Candidate:

Place.....

Name:

Enclosure (Self-Attested):

1. **Details of Educational Qualifications (Qualifying Examination, Other)**
2. **Details of Work Experience (Photocopy of office-order or Certificate of Employer)**
3. **Forwarding of Application/NOC from Current Employer (whichever applicable).**
4. **Caste Certificate (for SC/ST/OBC candidates)**
5. **Any other documents.**

Annexure-II

Format for details of experience:

Name of the Candidate/Applicant:

| Sl. | Name of Organization | Rly./Govt./ PSU | Designation/ Pay Scale | Period of Service | | Total Experience | | Job Profile |
|-----|----------------------|-----------------|------------------------|-------------------|----|------------------|-------|-------------|
| | | | | From | To | Year | Month | |
| | | | | | | | | |

Signature: