



MAHARASHTRA METRO RAIL CORPORATION LTD.

(A JOINT VENTURE OF GOVT. OF INDIA AND GOVT. OF MAHARASHTRA)

No.: MAHA-Metro/HR/Deputation/IR/AGM/PROC/02/2020

Date:19.10.2020

VACANCY NOTICE NO. MAHA-Metro/HR/DEPU/IR/AGM/PROC/02/2020

Maharashtra Metro Rail Corporation Limited (MAHA-Metro), Nagpur 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 for **Nagpur Metro Rail Project**, applications are invited from Indian Railway having relevant experience, for the under-mentioned post on deputation basis:

Organization	Maharashtra Metro Rail Corporation Limited
Name of the Post	Additional General Manager (Procurement) – E6
No. of Post	01 Post
Scale of Pay	IDA Pay Scale of Rs. 1,00,000 – 2,60,000 /- (As per 3 rd PRC) or Pay Matrix Level -13A (As per 7 th CPC) in CDA Pay Scale.
Grade	Dy. HoD Level (E6)
Maximum Age (as on Closing Date)	55 years
Discipline	Procurement / Material Management.
Allowances & Perks	Key Allowances are as under: - 1. Deputation Allowance. 2. Children Education Allowance. 3. Transportation / Vehicle Allowance. 4. HRA as per city category.
Location	Nagpur.
Tenure of Deputation	Deputation (On usual terms & conditions for the period of 05 years)
Minimum Experience	1. Candidate from IRSS Cadre should have working experience of minimum 17 years at Gazetted (Executive) level in Material Management / Procurement Department of Railways / Metro Rail / Railway PSU's. Out of which, at least 03 years working experience in Selection Grade in the pay scale of Level-13 (as per 7 th CPC) or in the Pay Scale of Rs. 37,400- 67,000/- with GP-8,700/- (as per 6 th CPC) in Indian Railway. 2. Candidate should be well conversant with Store Management, Sales, Purchase, Tender, Auctions, Inventories, Procurement of Stores Items, Scrap Disposal, Depot Management, HRD, Inventory Management etc. 3. Knowledge of Computer, SAP and ERP.
Selection Criteria & Procedure	The selection method will comprise - Personal Interview as per post's category. The selection process would judge different facets of knowledge, skills, experience, expertise & aptitude. The candidates will be shortlisted for interview, based on their eligibility /experience in the relevant field. Officer should be free from DAR & Vigilance enquiry.
Closing Date	21 days for submission of application from the date of issuance of Vacancy Notice.

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General Instructions:

1. The complete filled in application form should sent to GM (HR), Maharashtra Metro Rail Corporation Ltd., "**Metro-Bhawan**", **Maharashtra Metro Rail Corporation Limited, VIP Road, Near Dikshabhoomi, Ramdaspath, Nagpur- 440 010**".
2. A copy of application shall also be submitted by Railway officers to their administrative officer (HQ / Board etc.) for forwarding the application to MAHA-Metro, Nagpur indicating "No Objection", Vigilance / DAR / SPE clearance etc. through proper channel.
3. The shortlisted candidates will have to appear for Personal Interview on the scheduled dates and time with all original documents / testimonials and experience certificates. The interview will be held at "**Metro - Bhawan**", **Maharashtra Metro Rail Corporation Limited, VIP Road, Near Dikshabhoomi, Ramdaspath, Nagpur- 440 010**". No separate communications by post will be sent to the candidates individually. The candidates are required to go through the instructions for Personal Interview sent along with E-mail and appear for the said test accordingly along with original copies of testimonials with one set of photo copy.
4. The candidates, who qualify the selection process, will be informed through their registered e-mail id.
5. The details are to be filled up in the format given and attach two copies of recent passport size photos and copy of all the relevant documents and testimonials in support of their education qualification and experience.
6. Incomplete application or applications received after the due date will be summarily rejected. MAHA-Metro is not responsible for loss / delay in post.
7. **The eligible and willing candidates, who fulfil the above mentioned eligibility criteria may apply along with their detailed particulars in the enclosed format by 09.11.2020, positively by speed post to:**

THE ENVELOPES SHOULD BE PROPERLY SEALED AND SUPERSCRIBED WITH

Name of the Post _____, Post Code _____, Category _____

To,

**General Manager (HR),
Metro - Bhawan,
Maharashtra Metro Rail Corporation Limited,
VIP Road, Near Dikshabhoomi,
Ramdaspath,
Nagpur- 440 010.**

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Vacancy Notice No. : MAHA-Metro/HR/DEPU/IR/AGM/PROC/02/2020
Post : Additional General Manager (Procurement) - E6
Location : Nagpur Metro Rail Project

Photograph

APPLICATION FORMAT

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

PERSONAL INFORMATION				
1	Name of the Candidate (Mr./Ms./Mrs.)	First Name	Middle Name	Last Name (Surname)
2	Gender			
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	Address for Correspondence			
7	Permanent Address			
8	Contact No. with STD Code			
9	Mobile Number			
10	Email ID			
11	Category (SC / ST / OBC / UR)			

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(Handwritten signature)



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EDUCATIONAL QUALIFICATION

	Details of Education Qualification from 10 th Class Onwards	Name of Course	Examination Passed in year	Name University/ Board	Percentage / Class / CGPA
1	Class 10 th / SSC				
2	Class 12 th / HSC / Diploma				
3	Graduation (Bachelor's Degree)				
4	Post-Graduation (Master's Degree)				
5	Computer Knowledge/ Diploma				
6	Any Other Qualification				

EXPERIENCE DETAILS

1	Name of Present Organization with Location			
2	Date of Joining			
3	Present Post / Post on which Working			
4	Present Grade			
5	Pay Scale on which working (full pay scale with basic pay) CDA.	Basic Pay	Pay Scale (CDA/7 th CPC)	Gross Salary Per Month
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			
9	Whether cooling off period completed: If yes, date of return from previous Deputation with details, whenever applicable.			

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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 at MAHA-Metro.

Date.....

Place.....

Name & Signature of Candidate