



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

Advt. No: MMRCL/HR-Rect./2017-03

MMRCL Recruitment Advertisement 2017-03

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 for the following post on Deputation/ Regular basis:

Sr. No.	Name of Post	Pay Scale (IDA)	Unreserved (UR)	Total
1.	General Manager (Accounts)	Rs. 51,300 – 73,000/-	01	01

• **Note:**

1. MMRCL reserves the right to alter any of the advertised conditions depending upon the circumstances and the candidates are bound by the same.
2. Candidates employed in Govt. Dept. / PSU/ Autonomous Body should forward their application through proper channel and must produce 'No Objection Certificate' (NOC) from the present employer on the date of interview.
3. Age, qualification and experience would be as on **09th August, 2017**.

For detailed advertisement, eligibility requirements and other instructions for filling the above post please visit www.mmrc.com/en/careers. Last date for receiving applications is **08th September, 2017**.

Date: 09th August, 2017

Place: Mumbai

Sd/-

(Ashwini Bhide)

Managing Director

Mumbai Metro Rail Corporation Ltd.



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RECRUITMENT RULES FOR THE POST OF GENERAL MANAGER (ACCOUNTS)

1.	Name of post	:-	General Manager (Accounts)
2.	Number of Post	:-	01
3.	Category	:-	Unreserved (UR)
4.	Type of Employment	:-	Deputation/ Regular
5.	Grade	:-	E8
6.	Scale of Pay	:-	IDA Pay Scale - Rs. 51,300-73,000/- or CDA Pay Scale- Rs. 37,400-67,000/- plus Grade Pay – Rs.10,000/- (applicable as per Govt. rules)
7.	*Age limit	:-	Not exceeding 55 years as on 09 th August, 2017 (Age is relaxable for deserving/ internal /deputation candidates)
8.	Eligibility Criteria (Qualification/Mandatory Experience etc.)	:-	<p>a) Must be a Graduate and Member of the institute of Chartered Accountants of India or Member of the Institute of Cost Accountants of India or MBA with specialization in Finance from a reputed Institute or a Member of Group “A” Service of Government of India in JAG with 5 years experience or in SG/SAG Grade. Appointment on deputation in case of Government Officers may also be considered.</p> <p>b) He/She must possess minimum of 18 years of post-qualification executive grade experience and dealt with areas like Project Finance, Finance, Accounting and Audit, setting up of Financial, Accounting Audit Systems and procedures in a Central/ State Govt. Organizations or large public or private sector organization of repute.</p>

9.	Responsibilities	:- <ol style="list-style-type: none"> a) He/She shall be responsible to monitor entire Finance & Accounts of the company and ensure proper accounting procedures, systems, budgeting and ensure to computerise the accounts regularly. b) He/She shall ensure to effect the payment of all vendors / service providers on time after scrutinizing their claims/ bills. c) He/She shall provide the requisite MIS and other information to the management, statutory authorities and other funding agencies. d) He/She shall ensure to submit claims periodically to the funding agencies to get the funds replenished on time. e) He/She shall co-ordinate with Government agencies to get the funds for the project. f) He/She shall be responsible for the management of the Finance & Accounts of the entire organization- Accounting of all Receipts and Payments of the company. g) He/She shall be responsible for setting up a formal system for budgeting and conduct review on monthly, quarterly and annual basis. h) He/She shall ensure the maintenance and updation of books of accounts under the companies Act and other statutes. i) He/She shall be in charge for the preparation of revenue, capital budgets and MIS systems. j) He/She shall Ensure Strict Adherence of Compliance and Ensure the Filling of Various Returns / Documents to the statutory authorities such as Professional Tax / Income Tax, Service Tax. k) He/She shall be in charge for the corporate payroll of the company- preparation, disbursement, Compliance- TDS, Professional Tax etc. and shall possess sound knowledge of GST. l) He/She shall be in charge for the filling of all statutory returns including ROC, RBI, IT, Sales Tax, Service Tax, Professional Tax, GST etc. m) He/She shall assist in providing inputs in developing long term corporate plans. n) He/She shall perform any other assignments as and when entrusted by the superiors.
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Recruitment Guidelines

1) Selection Procedure:

Candidates applying for the post 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) How to Apply

- a) Candidates are required to send application via post in the prescribed format along with copies of all relevant documents pertaining to Age, Educational Qualification and Experience on the following address- Mumbai Metro Rail Corporation Limited, NaMTTRI Building, Plot# R13, E Block, Bandra Kurla Complex, Bandra (East), Mumbai- 400051.
- b) 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.
- c) Candidates will have to send copy of updated Resume, recent pay slip and passport size photograph along with their application.
- d) Candidate who are applying on **Deputation** are required to forward application in prescribed format through proper channel on postal address given below along with (i) Latest Resume (ii) Attested copies of ACRs of last 05 (five) years (iii) Certificate stating that no vigilance case is either pending or contemplated against the officer (iv) 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.
- e) **Postal Address:**

THE ENVELOPE SHOULD BE PROPERLY SEALED AND SUPERSCRIBED
WITH

Name of the post _____

To,
The Managing Director,
Mumbai Metro Rail Corporation Limited,
NaMTTRI Building, Plot # R13, E Block,
Bandra Kurla Complex, Bandra (East),
Mumbai- 400051

3) General: Most Important

- a) Age, qualification and experience would be as on 09th August, 2017.
- b) 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.
- c) 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.
- d) MMRCL reserves the right to change the number of vacancies and cancel / restrict/ modify/ alter the recruitment process, if required, without issuing any further notice or assigning any reason thereof.
- e) Incomplete applications or applications received after the due date will be summarily rejected. MMRCL is not responsible for Loss/delay in post.
- f) MMRCL is not responsible for any printing error that might have inadvertently crept in.
- g) **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.**
- j) No Travelling Allowances/ reimbursement will be paid to the Candidate for appearing for Interview and pre-appointment medical examination.

4) Important Dates:

a)	Starting date for accepting applications	09th August, 2017
b)	Closing date for accepting applications	08th September, 2017

Date: 09th August, 2017

Place: Mumbai

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



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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

13.*Experience (Beginning with current employment):

Sr. No.	Name of organization	Post held	Period of Service		Basic Pay (Govt. employee)/ Gross monthly emoluments (others)	Pay Scale (Govt. employee) or CTC (others)	No. of years' experience or CTC		Nature of Work
			From	To			Executi ve	Non-Executiv e	

Note: In case of candidate from Central Dearness Allowance (CDA) pay scale, the pay scale including Grade Pay should be clearly indicated.

14. a) *Number of years of experience in Executive service: _____
(If applicable)

b) *Number of years of experience in next Below Grade _____
(For IDA/CDA Pay scale employee - if applicable)

*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)