



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

Advt. No: MMRCL/HR-Rect./2017-01

Date: 01st February 2017

MMRCL Recruitment Advertisement 2017

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 posts on Deputation/ Regular basis:

Sr. No.	Name of Posts	Unreserved (UR)	Total
1.	General Manager (Internal Audits) Pay Scale: Rs. 51,300-73,000/-	01	01
2.	Deputy General Manager (Rolling Stock) Pay Scale: 32,900-58,000/-	01	01
3.	Deputy General Manager (Depot, M & P) Pay Scale: 32,900-58,000/-	01	01
	Total	03	03

• **Note:**

1. All the above posts are as per IDA pay scale.
2. Number of posts indicated in the advertisement may increase/ decrease depending on the MMRCL requirements.
3. MMRCL reserves the right to alter any of the advertised conditions depending upon the circumstances and the candidates are bound by the same.
4. Candidates employed in Govt. Dept. / PSU/ Autonomous Body must produce 'No Objection Certificate' (NOC) from the present employer on the date of interview.
5. Candidates who are applying under Ex-Servicemen Category have to submit their applications with all the required documents, by speed post or hand delivery.
6. Age, qualification and experience would be as on **01st February 2017**

For detailed advertisement, eligibility requirements and other instructions for filling the above posts please visit www.mmrc.com. Online registration will start from **01st February 2017 at 10:00 Hrs.** and will end on **26th February 2017 at 23:59 Hrs.**

Sd/-
Managing Director
Mumbai Metro Rail Corporation Ltd



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RECRUITMENT RULES FOR THE POST OF GENERAL MANAGER **(INTERNAL AUDIT)**

1.	Name of post	:-	General Manager (Internal Audit)
2.	Number of Post	:-	01
3.	Category	:-	Unreserved (UR)
4.	Type of Employment	:-	Deputation/ Regular
5.	Grade	:-	E8 or equivalent in CDA Pay Scale
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 53 years as on 30 th November 2016
8.	Responsibilities	:-	The incumbent shall work as Head of Department (HoD) and shall be responsible broadly covering the following: a) Obtain an understanding of the activities, accounting and internal control systems to plan the audit and develop an effective audit approach; and assess audit risk and design audit procedures to reduce the risk to an acceptable low level b) Develop an overall plan for the expected scope of internal audit and prepare internal audit programme stating the nature, timing and extent of internal audit procedures based on the understanding of the nature, functions and operations of the company

			<ul style="list-style-type: none"> c) Discuss important elements of the overall plan and procedures of internal audit with the competent authorities of company d) Ensure that the internal audit programme contains sufficient details to serve as a set of instructions to the staff involved in the internal audit and as a means to control the proper execution of work e) Revise and develop the internal audit plan from time to time as per the requirement of C&AG and statutory audit in consultation with the competent authority f) Communicate the policies and procedures to the staff in a manner that provides reasonable assurance that these policies and procedures are understood and implemented g) Implement policies and procedures designed to ensure that the internal audit is conducted in accordance with the requirement of C&AG and Statutory audit h) Supervise and review the work of internal audit at all levels to provide reasonable assurance that the work performed meets appropriate standards i) Ensuring of timely compliance of all matters related to C&AG and statutory audit, in consultation with the competent authority. j) Ensuring compliance related to various provisions under the scope of audit in Accounting Standards of ICAI
9.	Eligibility Criteria (Qualification/Mandatory Experience etc.)	:-	<ul style="list-style-type: none"> a) The incumbent should be graduate with first class in any discipline from recognized university with a proven track record of minimum 18 (Eighteen) years of Group "A" service in SAG / Non-functional (NF)-SAG of IRAS (Indian Railways Account Service), Indian Audit & Accounts Service (IAAS) or equivalent from other appropriate Government departments with minimum 02 (Two) years in next below grade in Audit Department

			<p>b) Incumbent from PSUs/Government companies/ Metro Rail Companies/ Other statutory bodies should be Graduate with first class in any discipline and 02 (Two) years full time PG Degree/ ICWA / CA from recognized University/ premier Institute in first class, with 18 (Eighteen) years of Executive Service with minimum 03 (Three) years of experience in next below grade in Audit Department</p> <p>(Part time PG Degree/ Diploma is not acceptable)</p>
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*** Age is relaxable for deserving/ internal /deputation candidates**

RECRUITMENT RULES FOR THE POST OF DEPUTY GENERAL MANAGER
(Rolling Stock)

1.	Name of post	:-	Deputy General Manager (Rolling Stock)
2.	Number of Post	:-	01
3.	Category	:-	Unreserved (UR)
4.	Type of Employment	:-	Deputation/ Regular
5.	Grade	:-	E5 or equivalent in CDA Pay Scale
6.	Scale of Pay	:-	IDA Pay Scale - Rs. 32,900-58,000/- or Equivalent CDA pay scale (applicable as per Govt. rules)
7.	*Age limit	:-	Not exceeding 40 years as on 31 January 2017 (Age may be relaxed for internal candidates)
8.	Responsibilities	:-	<p>a) DGM (Rolling Stock) will be responsible for all project related jobs from design stage to commissioning stage including ICB based procurements, vendor approval, design finalization, interface with other disciplines, timely execution of works etc.</p> <p>b) Job will primarily entail working in the field of Rolling Stock/ Prototype Approval / Material Management.</p> <p>c) Role will involve liaising /coordination with state/ central govt. agency, JICA, RDSO, CMRS etc. and intensive interface with civil/ track/ signalling /traction/ Rolling stock units of project, for which candidates should have basic functional knowledge.</p> <p>d) Any other task assigned from time to time.</p>

9.	Eligibility Criteria (Educational Qualification)	: -	Degree in Electrical Engineering from recognized and reputed university
10.	Mandatory Experience etc.)	:-	<p>a) Sr. Scale officers of Electrical Engineering department having total minimum 6 years of service in GROUP 'A' (Indian Railways Services of Electrical Engineers) OR officers of Electrical Engineering department in Sr. scale having total minimum 9 years' service in GROUP 'B'(Indian Railways)</p> <p style="text-align: center;">or</p> <p>b) Total minimum 9 years of experience with minimum 4 years' experience in next below grade (Rs.29100-54500) in IDA pay scale in "desirable" domain for the post (may be relaxed for deserving candidates)</p> <p style="text-align: center;">or</p> <p>c) Total minimum 9 years of experience in Government entities or reputed private sector in Executive grade in "desirable" domain for the post.</p>
11.	Desirable Domain Experience	:-	<p>a) Candidate should have experience of working in construction projects of Railways/ Metros/ other PSUs/Private sector dealing in Rolling Stock systems,</p> <p>b) Candidate should be conversant with international competitive bidding, computerized environment working and latest Rolling stock technologies etc.</p> <p>c) Candidates with experience of working of modern Urban Rail Systems will be preferred.</p>

*** Age is relaxable for deserving/ internal /deputation candidates**



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RECRUITMENT RULES FOR THE POST OF DEPUTY GENERAL MANAGER (Depot, M & P)

1.	Name of post	:-	Deputy General Manager (Depot, M & P)
2.	Number of Post	:-	01
3.	Category	:-	Unreserved (UR)
4.	Type of Employment	:-	Deputation/ Regular
5.	Grade	:-	E5 or equivalent in CDA Pay Scale
6.	Scale of Pay	:-	IDA Pay Scale - Rs. 32,900-58,000/- or Equivalent CDA pay scale (applicable as per Govt. rules)
7.	*Age limit	:-	Not exceeding 40 years as on 31 January 2017
8.	Responsibilities	:-	<p>a) DGM (Depot, M & P) will be responsible for all project related jobs from design stage to commissioning stage including ICB based procurements, vendor approval, design finalization, interface with other disciplines, timely execution of works etc.</p> <p>b) Job will primarily entail working in the field of Rolling Stock Depot / M & P Procurement / Material Management.</p> <p>c) Role will involve liaising /coordination with state/ central govt. agency, JICA, RDSO, CMRS etc. and intensive interface with civil/ track/ signalling /traction/ Rolling stock units of project, for which candidates should have basic functional knowledge.</p> <p>d) Any other task assigned from time to time.</p>

9.	Eligibility Criteria (Educational Qualification)	:-	Degree in Electrical Engineering from recognized and reputed university
10.	Mandatory Experience etc.)	:-	<p>a) Sr. Scale officers of Electrical Engineering department having total minimum 6 years of service in GROUP 'A' (Indian Railway Services of Electrical Engineers) OR officers of Electrical Engineering department in Sr. scale having total minimum 9 years' service in GROUP 'B'(Indian Railway)</p> <p>or</p> <p>b) Total minimum 9 years of experience with minimum 4 2 years' experience in next below grade (Rs.29100-54500) in IDA pay scale;</p> <p>or</p> <p>c) Total minimum 9 years of experience in Government entities or reputed private sector in Executive grade in "desirable" domain for the post.</p>
11.	Desirable Domain Experience	:-	<p>a) Candidate should have experience of working in construction projects of Railways/ Metros/ other PSUs/Private sector dealing in Rolling Stock systems,</p> <p>b) Candidate should be conversant with international competitive bidding, computerized environment working and latest Rolling stock technologies</p> <p>c) Candidates with experience of working of modern Urban Rail Systems will be preferred.</p>

*** Age is relaxable for deserving/ internal /deputation candidates**

Recruitment Guidelines

1) Selection Procedure:

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

2) Concession & Relaxations:

- a) Age relaxation is applicable for Ex-servicemen as per GoI Rules.

3) How to Apply

- a) Incumbents other than ex-serviceman are required to apply online only through MMRCL official website: www.mmrc.com --->Careers--> [Apply Online](#) . No other means/ mode of application will be accepted except in case of Ex- Servicemen. (Refer para 3 (g) below for ex-Servicemen)
- b) Incumbents 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) The online registration will remain active **from 01st February 2017 to – 26th February 2017 only.** In order to avoid last minute rush, the incumbents 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.
- d) Select the posts applied and fill in the requisite details in the online application format. All the fields in the online application format should be filled up carefully. There will be a pre-view of the application filled in by the incumbent before submitting the application to enable editing if any. After submission of application, no modification will be permitted.
- e) Incumbents will have to upload scanned copy of passport size colour photo and signature. Size of these scanned copies should be less than 80 kb and in .jpeg or .pdf or .doc format only.
- f) Incumbents will have to upload scanned copy of resume and recent pay slip. The size of resume and pay slip should be less than 150 kb and in .pdf or .doc or .docx format only.

- g) Incumbents who are applying under **Ex-Servicemen Category** have to submit their applications in the prescribed format (to be downloaded from MMRCL website under career section) of hard copy along with updated CV and recent pay slip, on or before last date of submission of form as per advertisement to the address given at para 3 (j) below
- h) Incumbent 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.

Note: Incumbents are also required to fill online application form. However, applications will be considered for scrutiny only on receipt of application through proper channel along with complete set of documents.

j) **Postal Address:**

THE ENVELOPE SHOULD BE PROPERLY SEALED AND SUPERSCRIBED
WITH

Name of the post _____

To,
HR Department,
1st Floor, MMRCL, NaMTTRI Building, Plot # R13, E Block,
Bandra Kurla Complex, Bandra (East),
Mumbai- 400051

4) General: Most Important

- a) Age, qualification and experience would be as on **01st February 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) For all above posts, incumbents should be proficient in working with computers and should have exposure in handling software packages like Windows, MS-Office etc.
- d) While applying for these posts, 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 incumbent 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.

- e) 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.
- f) Incomplete applications or applications received after the due date will be summarily rejected. MMRCL is not responsible for Loss/delay in post.
- g) MMRCL is not responsible for any printing error that might have inadvertently crept in.
- h) **Incumbents employed in Govt. Dept. / PSU/ Autonomous Body must produce “NOC” from the present employer on the date of interview.**
- j) No Travelling Allowances/ reimbursement will be paid to the incumbent for appearing in the Test/Interview and pre-appointment medical examination.
- k) For any enquiry, incumbents should mail query to contact.hr@mmrcl.com. Applicant will get reply between 10:00 AM to 6:00 PM in 02 (Two) working days

5) Important Dates:

a)	Starting date for submitting online applications through website	01st February 2017
b)	Closing date for submitting applications along with the acceptance of fee through website	26th February 2017

Date: 01st February 2017

Place: Mumbai

Sd/-

Managing Director

Mumbai Metro Rail Corporation Ltd