MMRCL Recruitment Advertisement 2017-04

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, retired from PSUs/Metro Rail / Railways / Government Organisation for the following post on Consolidated Pay Scale Basis for the period of min. 06 (Six) months and extendable thereafter on review:

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<th>Sr. No.</th>
<th>Name of Posts</th>
<th>Total</th>
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<th>Recruitment Rules</th>
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<td>1.</td>
<td>Senior Assistant (HR)</td>
<td>02</td>
<td>Maximum Age Limit: 65 years</td>
<td><strong>Eligibility Criteria:</strong> Retired employees from Metro Rail/Government Organization/PSUs or Railways in CDA Pay Scale - Rs. 9300-34800; Grade pay Rs. 4600 to 4200/- OR Equivalent in IDA Pay Scale - Rs. 16000 - 30770/-; Rs. 14000 - 26950/-</td>
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*Pay will be fixed as per Last Pay Certificate

**Experience in dealing with following subjects:**
1. HR Policy formulation and implementation
2. Cadre Formation & Reservation Roster Management
3. Preparation of Seniority List
4. Recruitment of Consolidated Pay Scale and Agency Employees
5. Leave Management
6. Performance management system
7. Biometric System and Attendance Management
8. Increment & Confirmation
9. Assistance in RTI related matters
10. Representation Management
11. Trainings & Internship
12. Revision and implementation of various policies
13. Hospital Empanelment

- Application shall reach by post or by hand delivery on or **27th August 2017**

Date: 07th August 2017

Sd/-
General Manager (HR)

Place: Mumbai
PROCEDURE FOR SUBMISSION OF APPLICATION

1. Candidates who are applying for the above said post are required to submit following documents:
   i) Updated Resume
   ii) Last Pay Certificate/pay slip
   iii) Copy of Pension Pay Order (PPO) if any
   iv) Copy of Service Certificate
   v) write up on the significant contributions made by the candidates during their present and past assignments and their suitability for the post as per the eligibility requirements

2. Documents should be submitted on or before the last date as indicated in the advertisement at the following address:

Postal Address:

THE ENVELOPE SHOULD BE PROPERLY SEALED AND SUPERSCRIBED WITH

Name of the post___________________

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

3. Candidates are required to have valid personal E-mail ID & Mobile No and should be kept active during the recruitment process. MMRCL will send intimation regarding your application only through the registered E-mail ID.