Vacancy Notice

Executive Assistant to Director (Finance)

Mumbai Metro Rail Corporation Ltd. is a Joint Venture Company of Govt. of India and Govt. of Maharashtra implementing Metro Line-3 from Colaba to SEEPZ fully underground requires experienced Finance/Accounts personnel of Central/State Govt. & PSU on usual terms of deputation/absorption. The level of posts and eligibility conditions are as under:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Post Name, Grade &amp; Pay Scale</th>
<th>Eligibility Condition as regards experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Assistant General Manager - (E4), IDA Scale: (29,100 – 54,500)</td>
<td>i) Working in the same grade, OR ii) Working in Senior Scale with GP of Rs. 6,600/-</td>
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Note: The vacancy locations and number of vacancies are liable to change.

1. The period of deputation will be initially for three (03) years and can be extended by two more years if required in the exigencies of services.
2. Officers will be entitled to draw parent department cadre pay + usual deputation allowance. In addition, they are eligible for perks & allowances as applicable to the deputationists in MMRCL and Company/Self-leased accommodation. They can opt for MMRCL, medical benefit, if desired.
3. The age of applicant should be below 56 years as on closing date of receipt of application. Age relaxation can be considered for deserving applicants.
4. The format of application is appended as Annexure ‘A’. Willing and eligible officers should apply through proper channel. Their applications duly forwarded by their cadre controlling authorities, certifying the entries, along with attested copies of ACR’s/APR’s for the last 5 years, Integrity certificate and Vigilance clearance, should reach MMRCL on or before 25th September, 2017 at the following address:-

General Manager (HR),
Mumbai Metro Rail Corporation Limited,
NaMTTRI Building, Plot # R13, E Block,
Bandra Kurla Complex, Bandra (East),
Mumbai-400051

( Maya Patole )
General Manager (HR),
Mumbai Metro Rail Corporation Ltd.
Application Form

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):

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<tr>
<th>Sr. No</th>
<th>Name of Examination Degree</th>
<th>Name Board/University / Institute</th>
<th>Specialization / Branch</th>
<th>Month and Year of passing</th>
<th>% of Marks obtained</th>
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*Fields are mandatory
13. *Experience (Beginning with current employment):

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<th>Sr. No.</th>
<th>Name of organization</th>
<th>Post held</th>
<th>Period of Service</th>
<th>Basic Pay (Govt. employee)/ Gross monthly emoluments (others)</th>
<th>Pay Scale (Govt. employee) or CTC (others)</th>
<th>No. of years’ experience or CTC</th>
<th>Nature of Work</th>
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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)

*Fields are mandatory