



MAHARASHTRA METRO RAIL CORPORATION LTD.



(Presently Operated as Nagpur Metro Rail Corporation Ltd.)

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

Annexure - I

ADVT NO: NMRCL/HR/03/2017

DATED: 16/01/2017

REQUIREMENT OF EXPERIENCED EMPLOYEES FROM GOVT.METRO RAIL / GOVT. ORGANIZATION/ PSU's ON CONTRACT BASIS FOR PERIOD OF FIVE YEARS.

Nagpur Metro Rail Corporation Ltd (NMRCL), A joint Venture Company with equal participation from Govt. of India and Govt. of Maharashtra and has been entrusted with the responsibility of Finance & HR of **Nagpur Metro project & Pune Metro Project**.

To meet with the immediate requirement of experienced personnel for NMRCL, applications are invited from experienced persons of Indian nationality from Govt. Metro Rails/Govt. Organizations/ PSU's for Finance & HR having relevant experience, for the under-mentioned posts on contract basis for a period of five years;

S N	Post Name / (Post Code)	No. of Vacancy	Pay Scale IDA Level (Rs.)	Minimum Educational Qualification	Minimum Experience (Post Qualification)	Maximum Age limit as on closing date
1.	GM (Finance) – E7	02 (1 for Nagpur Metro & 1 for Pune Metro)	51300-73000	CA/ICWA from a Govt. Recognized University / Institute. Desirable Knowledge of SAP & Computer.	Minimum 21 years Executive Experience in Finance & Account in Govt. Metro Rail/Govt. Organization/ PSUs. The candidate must be presently working in IDA pay scale of Rs. 43,200-66,000/- or in CDA pay Scale of PB-4 with GP.8900/- Experience should be in different areas of finance & Accounts Viz. Corporate Accounting, Financial Management, Taxation – Direct/ indirect, Treasury Management, Corporate Governance, Tender Evaluation, Vetting of Contracts / Offers / Estimates IND-AS implementation, Compliance of Company Act. 2013	55 years
2	AGM(Finance) – E6	02 (1 for Nagpur Metro & 1 for Pune Metro)	43200-66000	CA / ICWA from a Govt. Recognized University/ Institute. Desirable Knowledge of SAP & Computer.	Minimum 17 years Executive Experience in Finance & Account in Govt. Metro Rail/Govt. Organization/ PSUs. The candidate must be presently working in IDA pay scale of Rs. 36,600-62,000/- or in CDA pay Scale of PB-4 with GP.8700/- Experience should be in different areas of finance & Accounts Viz. Corporate Accounting, Financial Management, Taxation – Direct/ indirect, Treasury Management, Corporate Governance, Tender Evaluation, Vetting of Contracts / Offers / Estimates, IND-AS implementation, Compliance of Company Act. 2013.	52 years
3	DGM(HR) – E3	01	29100-54500	MBA(HR) Full time or Master Degree in personnel	Minimum 08 years Executive Experience in field of HR in Govt. Metro Rail/Govt. Organization/ PSUs out of which at least 01 years'	45 years



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				Management with 60% Marks from Recognized university /Institute	experience in IDA pay scale of Rs. 24,900-50,500/- or in CDA pay Scale of Rs.PB-3 with GP.6600/- . Knowledge of SAP will be preferred.	
4	AM(HR) – E1	02 (1 for NGP Metro and 1 for Pune Metro)	20600-46500	Full time MBA(HR) or Master Degree in personnel Management with 60% Marks from recognized university /Institute	Minimum 02 Years' Experience in the field of HR in IDA pay Scale of Rs.16000-30770 or CDA pay scale PB-2 with GP 4600 or above Scale in Govt. Metro Rail/Govt. organization / PSUs. Knowledge of SAP (HR) will be preferred.	30 years
5	Sr. Office Assistant (HR) – S1	04 (2 for NGP Metro & 2 for Pune Metro)	13500-25500	Graduate from a Govt. Recognized University/ nstt.	Minimum 1 year Experience in Govt. Metro Rail / Govt. Organization /PSU in the personnel or HR department in IDA Pay scale of Rs. 10170-18500 or CDA Pay scale PB-1 with GP 2400/-	30 Years.

- 1) Officers intending to come on deputation should obtain prior approvals for deputation as per the HR policy of their parent organization.
- 2) Candidates selected will be eligible for DA, Perks and other allowance as applicable in NMRCL.
- 3) Experience will be reckoned as on closing date.

SELECTION PROCESS:

The selection method will comprise– Written Test & / or Personal Interview followed by Medical Examination as per post's category. The selection process would judge different facets of knowledge, skills, experience, expertise, aptitude and physical fitness. The candidates will be shortlisted for interview, based on their eligibility /experience in the relevant field. If sufficient candidates are not available for advertised post, then candidates with lesser service length / higher age /lesser experience may be considered for short-listing in the lower Pay Scale and Designation in NMRCL. **Only SC/ST candidates are eligible for reimbursement of fare of 'to & fro' at the time of interview, maximum @ fare of sleeper class or by ordinary bus fare for the shortest route between his/her residential place to Nagpur, after production of valid tickets.**

MEDICAL EXAMINATION:

The selected candidate will have to under go medical fitness examination in NMRCL's nominated hospital as per the prescribed medical category. The details of medical standard can be seen on N M R C L W e b s i t e (Link—Career).

HOWTOAPPLY:

Eligible and interested candidates may apply as per the application format at **Annexure-I**. All relevant documents should be attached with the application.



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Schedule of Selection Process:

1. The complete filled in application form should reach this office latest **by 06/02/2017**.
2. Names of shortlisted candidates will be informed through E-mail provided in the application. The shortlisted candidates will have to appear for Written Test / Personal Interview on the scheduled dates and time with all original documents/ testimonials and experience certificates. The interview will be held at **Metro House, 28/2, Anand Nagar, C K Naidu Rd, Civil Lines, Nagpur - 440001**. No separate communications by post will be sent to the candidates individually. The candidates are required to go through the instructions for Written Test /Personal Interview sent along with E-mail and appear for the said test accordingly along with original copies of testimonials. The candidates should be in constant touch with NMRCL website www.metroinagpur.com for updated information.
3. The candidates, who qualify the selection process, will be informed through E-Mail.
4. The short listed candidates will be sent for medical examination as per the medical standards mentioned on NMRCL website.
5. The details are to be filled up in the format given and attach two copies of recent passport size photos and all the relevant documents and testimonials.
6. Incomplete Applications or applications received after the due date will be summarily rejected. NMRCL is not responsible for Loss / delay in post.
7. NMRCL is not responsible for any printing error that might have in advertently crept in.
8. Candidates applying from Govt. organizations / PSUs etc. will have to submit NO OBJECTION CERTIFICATE from parent department at the time of Interview.
9. SC,ST and women candidate are exempted from fees, however UR & OBC (including Ex-servicemen) candidates are required to pay a non-refundable fee of Rs. 400/- in form of Demand Draft or in favour of NMRCL, payable at Nagpur.
10. Kindly write Name, Date of Birth, Post Name & Post Code on reverse side of DD.
11. OBC candidates are required to submit the latest OBC caste certificate in Central Govt. Format only.
12. SC/ST certificate are requested to submit caste certificate at the time of interview.
13. Candidates after selection are likely to be posted at Nagpur/Pune or any other project of NMRCL, anywhere in India.

The eligible and willing candidates who fulfil the above mentioned eligibility criteria may apply along with their detailed particulars in the enclosed format by 06/02/2017, positively by speed post to:

THE ENVELOPES HOULD BE PROPERLY SEALED AND SUPERSCRIBED WITH
Name of the post-----, Post Code-----Category-----

To,

Jt. General Manager (HR)
Nagpur Metro Rail Corporation Ltd.
Metro House, 28/2 Anand Nagar, CK
Naidu Road, Civil Lines
Nagpur – 440001.



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ADVT No. NMRCL/HR/03/2017, Dated 16/01/2017

Recent
Passport size
self-attested
photograph to
be pasted
here

APPLICATION FORMAT

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

1	Name of the Post			
2	Post Code Option for joining NMRCL on (please tick)	Contract		Deputation
3	Name of the Candidate (Mr./Ms./Mrs.)			
4	Gender			
5	Father /Husband's Name (Shri /Mr.)			
6	Date of Birth (dd/mm/yyyy)			
7	Age as on Closing date	Years-	Months-	Days-
8	Address for correspondence			
9	Permanent Address			
10	Contact No. with STD Code			
11	Mobile Number			
12	Email ID			
13	Category (SC/ST/OBC/General)			

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14	Details of Education Qualification from 10 th Class Onwards	Examination Passed in year	Name of Institute	Name University/Board	Percentage / Class / CGPA
A	Class 10th/SSC				
B	Class 12th/HSC				
C	Engineering Degree/ Graduate Degree				
D	Post – Graduation Degree				
E	Computer Knowledge /Diploma				
F	Any Other Qualification				
15	Presently Employed in Metro Rail/ Govt. Organization/PSU (Central / State Govt.)				
A	Name of Present Organization				
B	Date of Joining				
C	Present Post/Post on which Working				
D	Pay Scale on which working (full pay scale with basic pay) CDA/IDA or Gross Per Month.	Basic Pay	Pay Scale (IDA/CDA/7 th CPC)	Gross Salary Per Month	
E	Date from which existing pay scale is applicable.				
F	Total number of years in Executive Service starting from Asst. Manager/any Other level as applicable with details of number of years in each grade/post.				
16	Details of DD/Banker's Cheque. Like, DD No. / Drawn on Bank / Amount/ DD Date.	(Write your Name, Date of Birth, Post Name & Post Code on reverse side of DD)			
17	Details of experience, (In chronological orders) *Separate sheet for experience after eligibility qualification with full details to be enclosed				

Note: Strike off whichever is not 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 NMRCL.

Date.....

Place.....

Name & Sign of Candidate

Enclosure (Self attested):

1. Details of Educational Qualifications (Qualifying Examination, Other)
2. Details of Work Experience.
3. NOC from Current Employer (if applicable).
4. Details of DD/Banker's Cheque.