



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./2016-06
Recruitment Advertisement 2016

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 Contract basis:

Sr. No.	Name of Posts	Open	SC	ST	OBC	Total
1.	Deputy Engineer (Electrical) Pay Scale: 20,600 – 46,500/- <u>Qualification:</u> Degree in Electrical Engineering	01	-	-	-	01
2.	Jr. Engineer- II (Traction/ Power supply) Pay Scale: 14,000 – 26,950/- <u>Qualification:</u> Degree/ Diploma in Electrical Engineering	01	-	-	-	01
3.	Jr. Engineer- II (MEP) Pay Scale: 14,000 – 26,950/- <u>Qualification:</u> Degree/ Diploma in Mechanical Engineering or Degree/ Diploma in Electrical Engineering	02	01	-	-	03
4.	Jr. Engineer-II (TVS/ECS) Pay Scale: 14,000 – 26,950/- <u>Qualification:</u> Degree/ Diploma in Mechanical Engineering or Degree/ Diploma in Electrical Engineering	01	01	-	-	02
5.	Jr. Engineer- II (Rolling Stock) Pay Scale: 14,000 – 26,950/- <u>Qualification:</u> Degree/ Diploma in Electrical Engineering	01	-	-	-	01
6.	Deputy Accountant Pay Scale: 13,500 – 25,520/- <u>Qualification:</u> Degree in commerce or equivalent.	01	-	01	03	05
7.	PA/Personal Secretary Pay Scale: 13,500 – 25,520/- <u>Qualification:</u> Graduate from a recognized university	02	01	01	-	04
8.	Assistant Pay Scale: 10,170-18,500/- <u>Qualification:</u> Graduate in any discipline	01	-	-	-	01
	Total	10	03	02	03	18

• **Note:**

- All the above posts are as per IDA pay scale.
- The posts at **Sr. No. 01 & 06** of the advertisement are to be filled on **5 years Contract basis**. While, posts at **Sr. No. 07 to 08** are to be filled on **1 year Contract basis**. Online Computer based Assessment Test is **applicable** for all the above post. (**Sr. No. 01 to 08**)
- Number of posts indicated in the advertisement may increase/decrease depending on the MMRCL requirements.
- MMRCL reserves the right to shortlist candidates for Online Computer based Assessment Test, reschedule the Test date, venue etc. or alter any of the advertised conditions depending upon the circumstances and the candidates are bound by the same.

5. Open and OBC (including ex-servicemen) category candidates are required to pay a non-refundable fee of Rs. 400/- and SC, ST category candidates are required to pay a non-refundable fee of Rs. 150/- as examination fee for Computer based Assessment Test.
6. Candidates employed in Govt. Dept./ PSU/ Autonomous Body must produce '**No Objection Certificate**' (NOC) from the present employer on the date of interview.
7. Candidates who are applying under **Ex-Servicemen Category** have to submit their applications with all the required documents, by speed post or hand delivery.
8. Age, qualification and experience would be as on **01st August, 2016**.

For detailed advertisement, eligibility requirements and other instructions for filling the above posts please visit www.mmrcl.com. Online registration will **start from 13th August 2016 at 10:00 Hrs.** and will **end on 02nd September, 2016 at 23:59 Hrs.**

Date: 13th Aug. 2016

Place: Mumbai

Sd/-
(Ashwini Bhide, I.A.S)
Managing Director
Mumbai Metro Rail Corporation Ltd



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Website: www.mmrccl.com

Sr. No.	Designation	Grade/ Pay scale	No. of post	Roles and Responsibilities	Age	Qualification	Experience	
							Mandatory	Desirable
1.	Deputy Engineer (Electrical)	Grade (E2) 20,600-46,500	01	<ul style="list-style-type: none"> a) To assist in design, planning & preparation of Tender documents for all Electrical works of Metro project. b) To execute electrical works in field related to Traction power, RSS, ASS, lifts/escalators, MEP works, TVS/ECS works c) To co-ordinate with various Contractors and to monitor site progress and safety at site d) To coordinate & assist in approvals of design documents/layouts from EIG/CMRS/RDSO etc. e) To coordinate with Civil/other project officers for site related works f) To assist in preparation of documentation as required from time to time 	Maximum 35 years	Degree in Electrical Engineering from recognized and reputed university	Experience- Nil. Fresher's can apply.	<ul style="list-style-type: none"> a) Candidate should have experience of working in construction projects of railways / metros/ other PSUs/ private sector dealing in electrical / PST / TVS /ECS /Lifts / Escalators / MEP b) Candidate should be conversant with computerized designing & drawings, latest Traction / TVS /ECS /Lifts / Escalators technologies and should be conversant with international bidding procedure. c) Candidates with experience of working of modern urban rail systems will be preferred.



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2.	Jr. Engineer- II (Traction/Power supply)	Grade (W6) 14,000-26,950	01	<ul style="list-style-type: none"> a) To handle, control and maintain initial design documentation b) To handle and control field work related documentation c) Coordinate and supervise field work related to provision of power supply at sites, installation and maintenance of distribution transformers, cables and switch gears d) Assist in liaisoning with various Govt. and municipal authorities for execution of field work e) Monitoring of safety at site f) Any other work as given by respective Officers 	Maximum 35 years	Degree/ Diploma in Electrical Engineering from recognized institute / university / college	<p>For Government Employee: Total minimum 05 years of experience in desirable domain with minimum 03 years' experience in next below grade (Rs. 13500-25520) in IDA pay scale after acquiring required qualification.</p> <p>For Private Sector Employee: Total minimum 08 years of experience in reputed private sector in responsible position in "Desirable" domain for the post after acquiring required qualification.</p>	<ul style="list-style-type: none"> a) Candidate should have experience of working in construction projects of Railways/Metro/other PSUs/Private sector dealing with electrical power supply, traction power supply system b) Adequate experience in supervising electrical work, coordination between various contractors at site c) Should have exposure in managing and controlling various types of documentation. d) Candidates with experience of working on projects for urban rail systems will be preferred.



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							Mandatory	Desirable
3.	Jr. Engineer-II (MEP)	Grade (W6) 14,000-26,950	02	a) To handle, control and maintain initial design documentation, b) To handle and control field work related documentation c) Coordinate and supervise field work related to provision of drainage systems, plumbing, fire hydrant system, installation of pumps and related piping, ventilation system d) DG set maintenance, UPS and industrial lighting e) Monitoring safety at site f) Assist in liaisoning with various Govt. and municipal authorities for execution of field work g) Any other work as given by respective Officers	Maximum 35 years	Degree/ Diploma in Mechanical Engineering or Degree/ Diploma in Electrical Engineering from recognized institute/ university/ college	For Government Employee: Total minimum 05 years of experience in desirable domain with minimum 03 years' experience in next below grade (Rs 13500-25520) in IDA pay scale after acquiring required qualification. For Private Sector Employee: Total minimum 08 years of experience in reputed private sector in responsible position in "Desirable" domain for the post after acquiring required qualification.	a) Candidate should have experience of working in construction projects of Railways/Metro/other PSUs/Private sector dealing with MEP systems. b) Adequate experience in supervising MEP work, electrical work, coordination between various contractors at site. c) Should have exposure in managing and controlling various types of documentation d) Candidates with experience of working on projects for urban rail systems will be preferred.



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							Mandatory	Desirable
4.	Jr. Engineer- II (TVS/ECS)	Grade (W6) 14,000-26,950	02	a) To handle, control and maintain initial design documentation b) To handle and control field work related documentation c) Coordinate and supervise field work related to installation of reversible fans, air ducts & shafts, AHUs, compressors d) Exposure in trouble shooting of Tunnel Ventilation System (TVS)/ Environmental Control System (ECS) and interfaces e) Monitoring safety at site Assist in liaisoning with various Govt. and municipal authorities for execution of field work f) Any other work as given by respective Officers	Maximum 35 years	Degree/ Diploma in Mechanical Engineering Degree/ Diploma in Electrical Engineering from recognized institute/ university/ college	For Government Employee: Total minimum 05 years of experience in desirable domain with minimum 03 years' experience in next below grade (Rs 13500-25520) in IDA pay scale after acquiring required qualification. For Private Sector Employee: Total minimum 08 years of experience in reputed private sector in responsible position in "Desirable" domain for the post after acquiring required qualification.	a) Candidate should have experience of working in construction projects of Railways/Metro/other PSUs/Private sector dealing with TVS & ECS systems b) Adequate experience in supervising installation of tunnel ventilation and air-conditioning equipment's and controls, coordination between various contractors at site c) Should have exposure in managing and controlling various types of documentation d) Candidates with experience of working on projects for urban rail systems will be preferred.



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5.	Jr. Engineer- II (Rolling Stock)	Grade (W6) 14,000-26,950	01	<ul style="list-style-type: none"> a) To handle, control and maintain initial design documentation, To handle and control field work related documentation b) Coordinate and supervise field work related to commissioning, testing of rolling stock, maintenance vehicles c) Exposure for Train Control Management System (TCMS), Traction power system, motoring & braking system d) Assist in liaisoning with various Govt. and municipal authorities for execution of field work e) Monitoring of safety at site f) Any other work as given by respective Officers 	Maximum 35 years	Degree/ Diploma in Electrical Engineering from recognized institute/ university/ college	<p>For Government Employee: Total minimum 05 years of experience in desirable domain with minimum 03 years' experience in next below grade (Rs 13500-25520) in IDA pay scale after acquiring required qualification.</p> <p>For Private Sector Employee: Total minimum 08 years of experience in reputed private sector in responsible position in "Desirable" domain for the post after acquiring required qualification.</p>	<ul style="list-style-type: none"> a) Candidate should have experience of working in construction projects of Railways/Metro/other PSUs/Private sector dealing with commissioning of rolling stock and maintenance vehicles b) Adequate experience in supervising TCMS, traction power, motoring and braking, coordination between various contractors at site c) Should have exposure in managing and controlling various types of documentation d) Candidates with experience of working on projects for urban rail systems will be preferred.



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6.	Deputy Accountant	Grade (W5) 13,500-25,520/-	05	a) Knowledge of Accounting packages i.e. Tally, ERP, etc. b) Practical Experience of handling Service tax, Income tax, MVAT, Professional Tax, Provident fund, Works Contract Tax, etc. c) To process the suppliers bills as per rules of Corporation. d) Experience of Treasury management, Fund management, etc. e) Practical Experience of finalization of Accounts will be added advantage. f) Any other role assigned from time to time.	Maximum 33 years	Degree in commerce or equivalent. from recognized and reputed university	Minimum 3 years' experience in commercial undertaking.	Candidate with experience in Government sector/ Public Sector/ Infrastructure Company will be preferred.



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							Mandatory	Desirable
7.	PA/Personal Secretary	Grade (W5) 13,500-25,520	04	<ul style="list-style-type: none"> a) Screening telephone calls and handling enquiries b) Organising your Officer's diary and making appointments c) Dealing with letters and emails d) Writing letters and producing reports and presentations e) Arranging meetings f) Organising and maintaining office systems g) Taking notes at meetings h) Making travel arrangements i) Looking after visitors 	Maximum 33 years	Graduate in any discipline from a recognized university and should possess a typing speed 40 w.p.m/English, Shorthand Speed- 100 w.p.m./English (Eligible candidates will have to appeared for Stenography Test. Candidates should possess MS-CIT or should have passed the "CCC" examination conducted by DOEACC Society, at "0" level or "A" level or "B" level or "C" level or equivalent.)	Minimum 5 years experience as PA.	Candidates worked in establishment matters in Government sector/ PSU's will be preferred



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							Mandatory	Desirable
8.	Assistant	Grade (W4) 10,170-18,500	01	<ul style="list-style-type: none"> a) Service Book preparation & maintenance b) Handling end to end recruitment process c) Resignation/ Superannuation/ Premature retirement/ Claims/ Advance d) End to end assistance in Performance Management System e) Sanctioning of Company leased accommodation/Quarter allocation and its roster management f) Leave Management g) Managing entry /exit formalities of employee h) Assisting senior HR officials in day to day HR functions. 	Maximum 33 years	Graduate in any discipline from a recognized university. Candidates should possess MS-CIT or should have passed the "CCC" examination conducted by DOEACC Society, at "0" level or "A" level or "B" level or "C" level or equivalent.	Minimum 3 years' experience in clerical cadre or equivalent	<p>Candidates worked in establishment matters in Government sector/ PSU's will be preferred</p> <p>Work experience in HR field in reputed private sector will be advantageous</p>

- **Selection Procedure:**

1. Candidates applying for the posts mentioned in the advertisement, there will be Computer based Assessment Test of 100 marks consisting of Common Aptitude Test.
2. Aptitude test will consist of Quantitative Aptitude, Numerical Ability, Reasoning, General Awareness and English Proficiency.
3. Test duration will be of 90 minutes & only candidates qualifying in the online test will be called for Personal Interview keeping in view the provision of reservation for SC/ST/OBC.
4. The candidates will be shortlisted for interview, based on the marks obtained by them in online examination on the basis of merit list. If sufficient candidates are not available for advertised post, then selection criteria may be revised on discretion of Selection Committee.

MMRCL reserves the right to shortlist the candidates for Online Test and Personal Interview.

- **Payment of Application Fees (Non-refundable):**

In view of Computer based Assessment Test, candidates of Open and OBC (including ex-servicemen) category are required to pay a non-refundable fees of Rs. 400/- and SC, ST category candidates are required to pay a non-refundable fees of Rs. 150/-.

- **Concession & Relaxations:**

1. Upper age relaxation by 5 years for SC/ST category and 3 years for OBC (Non Creamy Layer) category candidates (of central list) for reserved posts.
2. Age relaxation is applicable for Ex-servicemen as per GoI Rules.

- **How to Apply**

1. Candidates are required to apply online only through MMRCL official website: www.mmrccl.com → **Careers** → Apply **Online**. No other means/ modes of application will be accepted except in case of Ex- Servicemen. (Refer para 7 below for Ex-Servicemen)
2. 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 Online Examination, Personal Interview and any other information regarding your application only through the registered E-mail ID/ SMS.
3. The online registration will remain active **from - 13th August, 2016 to 02nd September, 2016 only.** In order to avoid last minute rush, the candidates 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.
4. Select the posts applied and fill in the requisite details in the online application form. All the fields in the online application form should be filled up carefully. There will be a pre-view of the application filled in by the candidate before submitting the application, so that it can be edited. After final submission of application, no modification will be permitted.

5. Candidates will have to upload scanned copy of passport size colour photo signature. Size of these scanned copies should be less than 80 kb and in .jpeg or .jpg format only.
6. Candidates will have to upload scanned copy of their resume and recent pay slip. The size of resume and pay slip should be less than 150 kb and in .pdf / .doc / .docx format only.
7. Candidates 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) and hard copies of the all relevant documents along with updated CV and recent pay slip, on or before last date of submission of form as per advertisement by speed post or hand delivery:-

THE ENVELOPE SHOULD BE PROPERLY SEALED AND SUPERSCRIBED
WITH

Application under Ex-servicemen category

Name of the post _____

To,
General Manager (HR), MMRCL
NaMTTRI Building, Plot # R13, E Block,
Bandra Kurla Complex, Bandra (East),
Mumbai- 400051

- **Mode of Payment:**

- **ONLINE PAYMENT:-**

1. The payment can be made by using MASTER/ VISA debit/ credit cards by providing information as asked on the screen.
2. On successful completion of the transaction, e-receipt & application form will be generated; you may take its print out for your record.

Note: - There is also a provision to reprint the e-receipt and application form containing fee details at later stage. Once e-receipt is generated, registration is confirmed.

- **General: Most Important**

1. Age, qualification and experience would be as on **01st August, 2016.**
2. 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.
3. For all above posts, candidates should be proficient in working with computers and should have exposure in handling software packages like Windows, MS-Office etc.

4. While applying for these posts, the applicant should ensure that he/she fulfils the eligibility criteria and the norms mentioned above on the specified dates and the particulars furnished by him/her are correct in all respects.
5. 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.
6. 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.
7. The MMRCL reserves the right to shortlist candidates for online test, reschedule the test date, venue etc. or to alter any of the advertised conditions depending upon the circumstances and the candidates are bound by the same.
8. Incomplete applications or applications received after the due date will be summarily rejected. MMRCL is not responsible for Loss/delay in post.
9. MMRCL is not responsible for any printing error that might have inadvertently crept in.
10. Candidates employed in Govt. Dept. / PSU/ Autonomous Body must produce "NOC" from the present employer on the date of interview.
11. The SC/ST/PWD certificate should be as per the format available with this advertisement and as applicable for employment under Central Government. No other format will be accepted.
12. No Travelling Allowances/ reimbursement will be paid to the candidate for appearing in the Test/ Interview and pre-appointment medical examination.
13. For any enquiry, candidates can call on Helpdesk number after online registration opens.

• **Important Dates:**

1.	Starting date for submitting online applications through website	13-08-2016
2.	Closing date for submitting applications along with the acceptance of fee through website	02-09-2016

Date: 13th Aug. 2016

Place: Mumbai

Sd/-
(Ashwini Bhide, I.A.S)
Managing Director
Mumbai Metro Rail Corporation Ltd