

MAHA MUMBAI METRO OPERATION CORPORATION LIMITED

Fourth Floor, Namtree Building, Adjoining MMRDA New Administrative Building
Bandra Kurla Complex, E- Block, Bandra (East), Mumbai- 400 051

Recruitment Rules for the post of Assistant Manager (Accounts)

2	Asst. Manager (Accounts) PB III Rs. 15600-39100 (GP-5400)	1	<u>Required Qualification:</u> <u>Essential :</u> The candidate should be a B.Com Graduate. <u>Desirable:</u> CA/ICWA candidates with working knowledge of Tally, SAP & ERP <u>Experience Criteria:</u> At least 5 Years Experience in relevant Field. <u>Maximum age limit :</u> 38 years	Selection / Deputation
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Submission of Applications:

- i. Prospective candidates should send their applications furnishing comprehensive Bio-data including name, date of birth, address for communication, details of qualification and experience covering organization, position held, areas of responsibility and emoluments drawn etc. along with two copies of passport size photographs in prescribed format.
- ii. The applications should accompany, inter-alia, a write up on the significant contributions made by the candidates during their present/past assignments and their suitability for the post as per the eligibility requirements.
- iii. Additional information in support of their candidature may be provided by the candidates on plain sheets of paper.
- iv. Persons employed with Government/ PSUs/Metro Railway Corporations shall apply through proper channel and shall produce a 'No Objection Certificate' from their employers at the time of interview. Retired candidates can submit their applications directly.

- v. Applications in a sealed envelope superscribed as ‘Application for the post of AM (Accounts)’ should reach on or before 18-11-2019 at the office of Director (Admin), Maha Mumbai Operation Corporation Limited, Namtree Building, Adjoining New MMRDA Administrative Building, Bandra Kurla Complex, E-Block, Bandra (East), Mumbai – 400 051 and scanned copy of the application along with the scanned attested copies of all relevant documents (PDF only) on the email ID : dam3@mailmmrda.maharashtra.gov.in.
- vi. Applications received late or incomplete will not be entertained. The Maha Mumbai Metro Operation Corporation Limited reserves the right to shortlist candidates for interview. No correspondence in this connection shall be entertained.

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Recruitment Rules for the post of DGM (Finance & Marketing)

1	DGM (Finance) PB-III Rs 15600-39100 (GP-7600) and pay scale of 7th Pay Commission	1	<u>Required Qualification:</u> <u>Essential</u> : The candidate should be a Graduate along with MBA in Finance / Marketing with working Knowledge of Finance, Accounts & Marketing matters of a large Organisation. <u>Desirable:</u> i) Tally, SAP & ERP Financial Modules <u>Experience Criteria:</u> <ul style="list-style-type: none">• Minimum 7 years of service in Gazetted / Executive level also covering tenure in post of CDA Pay Scale Rs 15,600-39,100, Grade Pay Rs 6600 in a Government/ PSU equivalent IDA scale will be considered.• Should have worked in Revenue generation role including Non-fare Revenue. <u>Minimum age limit</u> : 45 years	Selection / Deputation
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Submission of Applications:

- i. Prospective candidates should send their applications furnishing comprehensive Bio-data including name, date of birth, address for communication, details of qualification and experience covering organization, position held, areas of responsibility and emoluments drawn etc. along with two copies of passport size photographs in prescribed format.
- ii. The applications should accompany, inter-alia, a write up on the significant contributions made by the candidates during their present/past assignments and their suitability for the post as per the eligibility requirements.
- iii. Additional information in support of their candidature may be provided by the candidates on plain sheets of paper.
- iv. Persons employed with Government/ PSUs/Metro Railway Corporations shall apply through proper channel and shall produce a 'No Objection Certificate' from their employers at the time of interview. Retired candidates can submit their applications directly.
- v. Applications in a sealed envelope superscribed as 'Application for the post of DGM (Finance & Accounting)' should reach on or before 18-11-2019 at the office of Director (Admin), Maha Mumbai Operation Corporation Limited, Namtree Building, Adjoining New MMRDA Administrative Building, Bandra Kurla Complex, E-Block, Bandra (East), Mumbai – 400 051 and scanned copy of the application along with the scanned attested copies of all relevant documents (PDF only) on the email ID: dsm3@mailmmrda.maharashtra.gov.in.
- vi. Applications received late or incomplete will not be entertained. The Maha Mumbai Metro Operation Corporation Limited reserves the right to shortlist candidates for interview. No correspondence in this connection shall be entertained.

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Recruitment Rules for the post DGM(HR)

1	Recruitment Rules for the post of DGM(HR) PB-II Rs 15600-39100 (GP-7600) 7 th pay scale 78,000 – 2,09,200	1	<u>Qualification</u> : The candidate shall possess a degree in any discipline from a recognized University and shall possess masters in Human Resources / MMS (HR)/MBA (HR) from a Govt. Recognized University / Institute, with working knowledge of handling Human Resource Management matters in large projects / organizations in State Govt./Central Govt./Central/State/PSUs. <u>Experience</u> : Min. 7 years experience in Indian Railways or its subsidiary/ sister concerns, Metro Rail Corporation or any other Department / PSU / Board / Organization of Govt. of India/ State Government and working in equivalent or immediate lower grade pay. Equivalent IDA scale will be considered. <u>Maximum age limit</u> : 45 years
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Submission of Applications:

- i. Prospective candidates should send their applications furnishing comprehensive Bio-data including name, date of birth, address for communication, details of qualification and experience covering organization, position held, areas of responsibility and emoluments drawn etc. along with two copies of passport size photographs in prescribed format.
- ii. The applications should accompany, inter-alia, a write up on the significant contributions made by the candidates during their present/past assignments and their suitability for the post as per the eligibility requirements.

- iii. Additional information in support of their candidature may be provided by the candidates on plain sheets of paper.
- iv. Persons employed with Government/ PSUs/Metro Railway Corporations shall apply through proper channel and shall produce a 'No Objection Certificate' from their employers at the time of interview. Retired candidates can submit their applications directly.
- v. Applications in a sealed envelope superscribed as 'Application for the post of DGM (HR)' should reach on or before 18-11-2019 at the office of Director (Admin), Maha Mumbai Operation Corporation Limited, Namtree Building, Adjoining New MMRDA Administrative Building, Bandra Kurla Complex, E-Block, Bandra (East), Mumbai – 400 051 and scanned copy of the application along with the scanned attested copies of all relevant documents (PDF only) on the email ID: dam3@mailmmrda.maharashtra.gov.in.
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MAHA MUMBAI METRO OPERATION CORPORATION LIMITED

Fourth Floor, Namtree Building, Adjoining MMRDA New Administrative Building
Bandra Kurla Complex, E- Block, Bandra (East), Mumbai- 400 051

No:

Date:

Name of the Post : **Director (Maintenance)**
Number of Posts : **One**
Date of Vacancy : **New Post**
Scale of the Post : **Rs. 1,44,200/- – 2,18,200/- as per Pay Matrix 14 of 7th**
Pay : **Commission along with other allowances / perks /**
perquisites as applicable to other State Govt. PSUs.

Post Profile:

- i. The candidate of the above post shall be a member of the BoD and will report to the Managing Director of the Corporation. He will be responsible for Maintenance of Metro & Mono Rail systems of the Company.
- ii. He will be responsible to independently carry out business of **Maintenance** and related functions of all Metro lines in the Mumbai Metropolitan Region (MMR).
- iii. He will be responsible to undertake Maintenance of Monorail/Electrical vehicles, Feeder service vehicles linked with Metro.
- iv. He will be responsible for the maintenance of Metro Systems and Civil Works including Via-duct, Buildings and Interiors of Stations, Depot and RSS, MEP, E&M including Lifts and Escalators, BMS and Fire Safety Equipments, Rolling Stock including Driving Simulator, Signalling & Train Control, Telecommunications Systems, Power Supply, Traction & SCADA, Track Works (Ballast less), Automatic fare collection, Depot Equipments and Ticket Vending Machines etc.

1. The responsibilities shall include:

- a) Maintenance of all assets of Metro Railway Systems including Rolling Stock, Depot & RSS, Signalling & Telecommunication, Power Supply, Power Distribution, Traction & SCADA, E&M equipments, P-way, Via duct, Buildings, etc.
- b) Maintenance of Monorail/Electrical Vehicles/Feeder Service Vehicles linked with Metro Railways.
- c) Planning of recruitment and training of manpower for maintenance.
- d) Interacting with the project wing for planning of new Metro lines.
- e) Safety Audits.
- f) Stable financial health and viability of the Company.
- g) Maintaining quality of Metro Services including Punctuality, Safety, Reliability, Energy efficiency.
- h) Benchmarking of Key Performance Indicators (KPI).
- i) Any other activity required for maintenance of Metro Railway Network.

2. Eligibility:

Maximum Age Limit is 57 years as on 01.10.2019.

3. Qualification & Experience:

Essential:

- i. The applicant should be an Engineering graduate of Electrical/ Mechanical/ Electronics/ Electronics & Telecommunication discipline with good academic record from a recognized University/Institution of repute. Preference will be given to candidates belonging to Indian Railway Service of Electrical Engineers (IRSEE) or Indian Railway Service of Mechanical Engineers (IRSME) or Indian Railway Service of Signal Engineers (IRSSE).
- ii. An applicant from Government or Public Sector Undertaking should have a minimum 25 years of experience in Group – A or equivalent Executive grade. Out of the above minimum 5 yrs should be in one or more areas as mentioned below:
 - a. Maintenance of major Rail based transportation systems and other similar large scale multi-disciplinary systems in Urban Environment.
 - b. Maintenance of Metro / EMU in a large suburban system.

The candidate will be appointed on deputation/absorption/selection basis.

- iii. Applicants should have worked for at least five years in the Pay Matrix Level 13 and above of 7th Pay Commission or equivalent in the grade pay of Rs.8,700/- in the pay band of Rs. 37400-67000 as per 6th Pay Commission of Government / PSUs or equivalent IDA Pay scale.
- iv. The applicant should have extensive experience of Maintenance of Railway System in Indian Railways or Metro Railways.
- v. The applicant should be conversant in interacting and dealing with Local Authority as well as related authorities in Central and State Government.

4. Duration of Appointment:

The appointment shall be for a period of Three years and further one time extension for a term of Two years can be given with the approval of Board of Directors of the Company.

5. Submission of Applications:

- i. Prospective candidates should send their applications furnishing comprehensive Bio-data including name, date of birth, address for communication, details of qualification and experience covering organization, position held, areas of responsibility and emoluments drawn etc. along with two copies of passport size photographs in prescribed format.

- ii. The applications should accompany, inter-alia, a write up on the significant contributions made by the candidates during their present/past assignments and their suitability for the post as per the eligibility requirements.
- iii. Additional information in support of their candidature may be provided by the candidates on plain sheets of paper.
- iv. Persons employed with Government/ PSUs/Metro Railway Corporations shall apply through proper channel and shall produce a 'No Objection Certificate' from their employers at the time of interview. Retired candidates can submit their applications directly.
- v. Applications in a sealed envelope superscribed as 'Application for the post of Director (Maintenance) should reach on or before 18-11-2019 at the office of Director (Admin), Maha Mumbai Operation Corporation Limited, Namittri Building, Adjoining New MMRDA Administrative Building, Bandra Kurla Complex, E-Block, Bandra (East), Mumbai – 400 051 and scanned copy of the application along with the scanned attested copies of all relevant documents (PDF only) on the email ID: dam3@mailmmrda.maharashtra.gov.in.
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(Dilip Kawathkar)
Director (Admin)
Maha Mumbai Metro Operation Corporation Ltd.

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Fourth Floor, Namtree Building, Adjoining MMRDA New Administrative Building
Bandra Kurla Complex, E- Block, Bandra (East), Mumbai- 400 051

No:

Date:

Name of the Post : **Director (Operation)**
Number of Posts : **One**
Date of Vacancy : **New Post**
Scale of the Post : **Rs.1,44,200 – 2,18,200/- as per Pay Matrix 14 of 7th Pay Commission along with other allowances / perks / perquisites as applicable to other State Govt. PSUs.**

Post Profile:

- i. The candidate of the above post shall be a member of the BoD and will report to the Managing Director of the Corporation. He will be responsible for Operation & Safety of Metro & Mono Rail systems of the Company.
- ii. He will be responsible to independently carry out business of **Operation & Safety** and related functions of all Metro lines in the Mumbai Metropolitan Region (MMR).
- iii. He will be responsible to undertake Operation of Monorail/Electrical vehicles, Feeder service vehicles linked with Metro.
- iv. He will be responsible to carry out Planning, Identification, Development And Operation of all Non-fare box Revenue measures & Property Development and to construct or maintain or lease various facilities in relation to the transport system such as restaurants, refreshment rooms, cafeteria, rest rooms, book stalls, reading rooms, information centers, retail outlets, advertising and entertainment facilities or such other facilities, if any, required for the sustainability of the Metro running on long term basis; and to undertake, render, deliver, perform, provide all other ancillary allied services which is or may be necessary for operations of the Mono, Metro Railways on sustainable basis.

1. The responsibilities shall include:

- a) Operations of Metro Sections opened for commercial services.
- b) Operation of Monorail/Electrical Vehicles/Feeder Service Vehicles linked with Metro Railways.
- c) Planning of recruitment and training of manpower in operations.
- d) Interacting with the project wing for planning of new Metro lines.
- e) Safety of Operations and Safety Audits.
- f) Maximizing revenue through Non-Fare Box Collections, Advertisements and Property Development.
- g) Stable financial health and viability of the Company.
- h) Maintaining quality of Metro Services including Punctuality, Safety, Energy efficiency of Operations.
- i) Benchmarking of Key Performance Indicators (KPI).

- j) Security of the systems.
- k) Public Relation for the Revenue operating sections.
- l) Any other activity required for operation of Metro Railways Network.

2. Eligibility:

Maximum Age Limit is 57 years as on 01.10.2019.

3. Qualification & Experience:

Essential:

- i. The applicant should be a graduate - including graduate of Electrical/ Mechanical/ Electronics/ Electronics & Telecommunication discipline - with good academic record from a recognized University/Institution of repute. Preference will be given to candidates belonging to Indian Railway Traffic Service (IRTS), Indian Railway Service of Electrical Engineers (IRSEE) or Indian Railway Service of Mechanical Engineers (IRSME) or Indian Railway Service of Signal Engineers (IRSSE).
- ii. An applicant from Government or Public Sector Undertaking should have a minimum 25 years of experience in Group – A or equivalent Executive grade. Out of the above minimum 5 yrs should be in one or more areas as mentioned below:
 - a. Operation of major Rail based transportation systems and other similar large scale multi-disciplinary systems in Urban Environment.
 - b. Operation of Metro / EMU in a large suburban system.

The candidate will be appointed on deputation/absorption/selection basis.

- iii. Applicants should have worked for at least five years in the Pay Matrix Level 13 and above of 7th Pay Commission or equivalent in the grade pay of Rs.8,700/- in the pay-band of Rs. 37400-67000 as per 6th Pay Commission of Government / PSUs or equivalent IDA Pay scale.
- iv. The applicant should have extensive experience of Operation & Safety of Railway System in Indian Railways or Metro Railways.
- v. The applicant should be conversant in interacting and dealing with Local Authority as well as related authorities in Central and State Government.

4. Duration of Appointment:

The appointment shall be for a period of Three years and further one time extension for a term of Two years can be given with the approval of Board of Directors of the Company.

5. Submission of Applications:

- i. Prospective candidates should send their applications furnishing comprehensive Bio-data including name, date of birth, address for communication, details of qualification and experience covering organization, position held, areas of responsibility and emoluments drawn etc. along with two copies of passport size photographs in prescribed format.

- ii. The applications should accompany, inter-alia, a write up on the significant contributions made by the candidates during their present/past assignments and their suitability for the post as per the eligibility requirements.
- iii. Additional information in support of their candidature may be provided by the candidates on plain sheets of paper.
- iv. Persons employed with Government/ PSUs/Metro Railway Corporations shall apply through proper channel and shall produce a 'No Objection Certificate' from their employers at the time of interview. Retired candidates can submit their applications directly.
- v. Applications in a sealed envelope superscribed as 'Application for the post of Director (Operation) should reach on or before 18-11-2019 at the office of Director (Admin), Maha Mumbai Operation Corporation Limited, Namitri Building, Adjoining New MMRDA Administrative Building, Bandra Kurla Complex, E-Block, Bandra (East), Mumbai – 400 051 and scanned copy of the application along with the scanned attested copies of all relevant documents (PDF only) on the email ID: dam3@mailmmrda.maharashtra.gov.in.
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Fourth Floor, Namitree Building, Adjoining MMRDA New Administrative Building
Bandra Kurla Complex, E- Block, Bandra (East), Mumbai- 400 051

No:

Date:

Name of the Post : **Director (Finance)**
Number of Posts : **One**
Date of Vacancy : **New Post**
Scale of the Post : **Rs.1,44,200 – 2,18,200/- as per Pay Matrix 14 of 7th Pay Commission along with other allowances / perks / perquisites as applicable to other State Govt. PSUs.**

Job Description and Responsibilities:

The candidate of the above post shall be a member of the Board of Directors and will report to the Managing Director of the Corporation. He will be responsible for evolving , formulating and implementing policies related to Finance and Accounts.

The candidate shall be responsible for the overall Financial and Accounting management of the Corporation, Budgeting, Taxation, Strategic Financial Finalization of Company accounts, compliance as per Accounting Standards (including IND-AS, GAAP, and development related to IFRS.), Investment Planning, Management Accounting, conformity with Commercial and Government Accounting Principles as well as Resource Mobilisation and Deployment, Fund Raising , Internal Audit, Revenue Management, dealing with C& AG reports, Working Capital Management, Financial Planning, and Analysis.

He will liaise with the concerned agencies for disbursement of the money obtained for execution of the business of the Corporation, obtaining/sanctioning reimbursement of funds against expenditure incurred.

He will coordinate with State/ Central Government and other national / International financial institutions and will optimize deployment while ensuring accuracy of financial resources during the implementation of the business of the Company.

2. Eligibility:

Maximum Age Limit is 57 years as on 01.10.2019.

3. Qualification & Experience:

Essential:

Should be a Graduate and Member of the Institute of Chartered Accountants of India/ Institute of Cost And Works Accountants of India/ MBA with specialization in Finance from a reputed Management Institute such as the Indian Institute of Management.

- i) Applicant should have experience of working in Government Finance or Company Finance
- ii) All Group-A Central Government Accounts & Finance Services, viz. IA & AS, IRAS, IDAS, IRS, officers with 25 years experience are eligible to apply.
- iii) All State Govt. Officers who fulfill the required criteria are eligible to apply.
- iv) An applicant from Government or Public Sector should have a minimum 25 years of experience in Accounts & Finance in Group-A or equivalent Executive grade in Pvt. Sector. The candidate will be appointed on deputation/absorption/selection basis. Absorption will be given preference over deputation.
- v) Applicants should have worked for at least five years in the Pay Matrix Level 13 and above of 7th Pay Commission or equivalent with Grade pay of Rs.8,700/- in the Pay Band of Rs. 37400-67000 as per 6th Pay Commission of Government / PSUs or equivalent in IDA pay scale.
- vi) The applicant should be conversant in interacting and dealing with Local Authorities as well as related authorities in Central and State Government.
- vii) Should have experience in design, development and implementation of financial and accounting policies, procedures and systems, financial appraisals of large infrastructure project to banks and financial institutions, experience on working projects funded by banks/bilateral/multilateral funding agencies like WB/ADB/JICA etc.
- viii) Should have experience in resources mobilization, project financing, Budget, financial control, cash flow projects evaluation, taxation, fund management, finalization of accounts, Internal audits, preparation of budget, Direct and indirect Taxes, Financial vetting of proposals, coordination with statutory/Govt. Auditors and monitoring of receivables in projects of repute.
- ix) Should have experience of dealing with international funding agencies, international contract management including global tenders.
- x) Private Sector Executive must fulfill all the three criteria listed below:-
 - Should be working in companies where the annual turnover is in excess of Rs. 5,000 Crore.
 - Should be working in private companies listed on at least one Stock Exchange.
 - Should be working at a Board level position.

4. **Duration of Appointment:**

The appointment shall be for a period of 3 Years and further one time extension for a term of two years can be given with the approval of Board of Directors of the Company.

5. **Functional Reporting:**

Director (Finance) will be in-charge of Finance & Accounts of Maha Mumbai Metro Operation Corporation Limited. He will be reporting to the Managing Director of Maha Mumbai Metro Operation Corporation Limited.

6. Submission of Applications:

- i. Prospective candidates should send their applications furnishing comprehensive Bio-data including name, date of birth, address for communication, details of qualification and experience covering organization, position held, areas of responsibility and emoluments drawn etc. along with two copies of passport size photographs in prescribed format.
- ii. The applications should accompany, inter-alia, a write up on the significant contributions made by the candidates during their present/past assignments and their suitability for the post as per the eligibility requirements.
- iii. Additional information in support of their candidature may be provided by the candidates on plain sheets of paper.
- iv. Persons employed with Government/ PSUs/Metro Railway Corporations shall apply through proper channel and shall produce a 'No Objection Certificate' from their employers at the time of interview. Retired candidates can submit their applications directly.
- v. Applications in a sealed envelope superscribed as 'Application for the post of Director (Finance)' should reach on or before 18-11-2019 at the office of Director (Admin), Maha Mumbai Operation Corporation Limited, NamtreeBuilding, Adjoining New MMRDA Administrative Building, Bandra Kurla Complex, E-Block, Bandra (East), Mumbai – 400 051 and scanned copy of the application along with the scanned attested copies of all relevant documents (PDF only) on the email ID: dam3@mailmmrda.maharashtra.gov.in.
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Fourth Floor, Namtree Building, Adjoining MMRDA New Administrative Building
Bandra Kurla Complex, E- Block, Bandra (East), Mumbai- 400 051

No:

Date:

Name of the Post : **General Manager (Maintenance)**
Number of Posts : **One**
Date of Vacancy : **New Post**
Scale of the Post : **Rs.1,18,500 – 2,14,100/-** as per Pay Matrix **13** of 7th Pay
Commission along with other allowances / perks /
perquisites as applicable to other State Govt. PSUs.

Post Profile:

- v. He will be responsible to carry out business of Maintenance of all metro and related functions of all Metro lines in the Mumbai Metropolitan Region (MMR).
- vi. He will be responsible for the maintenance of Monorail/Electrical vehicles, Feeder service vehicles linked with Metro.
- vii. He will be responsible to carry out business of Maintenance of Metro Systems and Civil works including Via-duct Buildings and Interiors of Stations, Depot and RSS, MEP, E&M including Lift and Escalators, BMS and Fire Safety Equipments, Rolling Stock including Driving Simulator, Signalling & Train Control; Telecommunication System, Power Supply, Traction and SCADA; Track works (Ballast less); Automatic Fare Collection, Depot Equipment and Ticket Vending Machines etc.

1. Job Description and Responsibilities:

The incumbent of the post shall be General Manager (Maintenance) of Maha Mumbai Metro Operation Corporation Limited. He will be responsible to carry out the Maintenance of Rolling Stock, Power Supply, Traction, Signalling and Telecom, other E&M equipments, Building & via Duct and any other asset on Metro Systems.

The responsibilities shall include:

- m) Maintenance of rolling stock operated by MMMOCL.
- n) Maintenance of Monorail/Electrical Vehicles/Feeder Service Vehicles linked with Metro Railways.
- o) Maintaining quality of Metro Services including Punctuality, Safety, Energy efficiency.
- p) Bench marking of Key Performance Indicators (KPI).
- q) Planning of recruitment and training of manpower.
- r) Interacting with the project wing for planning of rolling stock of new Metro lines.

- s) Any other activity required for maintenance of rolling stock.

2. Eligibility:

Maximum Age Limit is 50 years as on 01.10.2019.

3. Qualification & Experience:

Essential:

- i. The applicant should be an Engineering graduate of Electrical / Mechanical / Electronics and Communication discipline with good academic record from a recognized University/Institution of repute. Preference will be given to candidates belonging to Indian Railway Service of Electrical Engineers (IRSEE), Indian Railway Service of Signal Engineer (IRSSE) & Indian Railway Service of Mechanical Engineer (IRSME) or those candidates having experience in Metro Railways.
- ii. An applicant from Government or Public Sector having a minimum 15 years of experience in Group – A or equivalent Executive grade. The candidate will be appointed on absorption / deputation / selection basis.
- iii. Applicants should have worked for at least five years in the Pay Matrix **Level 12** and above of 7th Pay Commission or equivalent IDA Pay Scale will be considered.
- iv. The applicant should have extensive experience of maintenance / Production of EMU / Rolling Stock of Railways / Modern Metro Rolling Stock interface with other discipline such as Track, Traction & Signaling and Train Operations.

4. Rules and Regulations:

MMMOCL shall be governed by Maharashtra Civil Service Rules (MCSR) and accordingly the retirement age shall be 58 yrs.

5. Functional Reporting:

General Manager (Maintenance) will be in-charge of Operation of Maha Mumbai Metro Operation Corporation Limited. He will be reporting to the Director (O&M) of Maha Mumbai Metro Operation Corporation Limited.

6. Submission of Applications:

- i. Prospective candidates should send their applications furnishing comprehensive Bio-data including name, date of birth, address for communication, details of qualification and experience covering organization, position held, areas of responsibility and emoluments drawn etc. along with two copies of passport size photographs in prescribed format.

- ii. The applications should accompany, inter-alia, a write up on the significant contributions made by the candidates during their present/past assignments and their suitability for the post as per the eligibility requirements.
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Director (Admin)
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Bandra Kurla Complex, E- Block, Bandra (East), Mumbai- 400 051

No:

Date:

Name of the Post : **General Manager (Operation)**
Number of Posts : **One**
Date of Vacancy : **New Post**
Scale of the Post : **Rs.1,18,500 – 2,14,100/-** as per Pay Matrix **13** of 7th Pay Commission along with other allowances / perks / perquisites as applicable to other State Govt. PSUs.

Post Profile:

- viii. He will be responsible to carry out business of Operation and Safety related functions of all Metro lines in the Mumbai Metropolitan Region (MMR).
- ix. He will be responsible for Operation of Mono Rail/Electrical vehicles, Feeder service vehicles linked with Metro.
- x. He will be responsible to carry out Planning, Identification, Development & Operation of all non-fare box revenue measures & Property development and to construct or maintain or lease various facilities in relation to the transport system such as restaurant, refreshment rooms, cafeteria, rest rooms, book stall, reading rooms, information centre, retail outlets, advertising and entertainment facilities or such other facilities, if any, required for sustainability of the Metro running on the long term basis; and to undertake render, deliver, perform, provide all other ancillary allied services which is or may necessary for operation of the Mono, Metro Railways on sustainable basis.

1. The responsibilities shall include:

- t) Operations of Metro Sections opened for commercial services, including Station, Operation Control Centre, Rolling Stock, Signal & Telecommunication, Power Supply, Power Distribution, other E&M equipment.
- u) Operation of Monorail/Electrical Vehicles/Feeder Service Vehicles linked with Metro Railways.
- v) Planning of recruitment and training of manpower in operations.
- w) Interacting with the project wing for planning of new Metro lines.
- x) Maximizing revenue through Non-Fare Box Collections, Advertisements and Property Development.
- y) Maintaining quality of Metro Service including Punctuality, Safety, Energy efficiency of Operations.
- z) Bench marking of Key Performance Indicators (KPI).

- aa) Security of the systems.
- bb) Public Relation for the Revenue operating sections.
- cc) Any other activity required for operation of Metro Railways Network.

2. Eligibility:

Maximum Age Limit is 50 years as on 01.10.2019.

3. Qualification & Experience:

Essential:

- i. The applicant should be a graduate - including an Engineering graduate of Electrical/Mechanical discipline with good academic record from a recognized University/Institution of repute. Preference will be given to candidates belonging to India Railway Traffic Service (IRTS), Indian Railway Service of Electrical Engineers (IRSEE) or Indian Railway Service of Mechanical Engineers (IRSME) or candidates having Metro Railway experience.
- ii. An applicant from Government or Public Sector should have a minimum 15 years of experience in Group – A or equivalent Executive grade. The candidate will be appointed on deputation / absorption / selection basis.
- iii. Applicants should have worked for at least five years in the Pay Matrix **Level 12** and above of 7th Pay Commission or equivalent in IDA Pay Scale.
- iv. The applicant should have extensive experience of Operation & Safety including experience and knowledge in handling Metro Railways or Suburban (EMU) system of Indian Railways.

4. Rules and Regulations:

MMMOCL shall be governed by Maharashtra Civil Service Rules (MCSR) and accordingly the retirement age shall be 58 yrs.

5. Functional Reporting:

General Manager (Operation) will be in-charge of Operation of Maha Mumbai Metro Operation Corporation Limited. He will be reporting to the Director (O&M) of Maha Mumbai Metro Operation Corporation Limited.

6. Submission of Applications:

- i. Prospective candidates should send their applications furnishing comprehensive Bio-data including name, date of birth, address for communication, details of qualification and

experience covering organization, position held, areas of responsibility and emoluments drawn etc. along with two copies of passport size photographs in prescribed format.

- ii. The applications should accompany, inter-alia, a write up on the significant contributions made by the candidates during their present/past assignments and their suitability for the post as per the eligibility requirements.
- iii. Additional information in support of their candidature may be provided by the candidates on plain sheets of paper.
- iv. Persons employed with Government/ PSUs/Metro Railway Corporations shall apply through proper channel and shall produce a 'No Objection Certificate' from their employers at the time of interview. Retired candidates can submit their applications directly.
- v. Applications in a sealed envelope superscribed as 'Application for the post of GM (Operation)' should reach on or before 18-11-2019 at the office of Director (Admin), Maha Mumbai Operation Corporation Limited, Namtree Building, Adjoining New MMRDA Administrative Building, Bandra Kurla Complex, E-Block, Bandra (East), Mumbai – 400 051 and scanned copy of the application along with the scanned attested copies of all relevant documents (PDF only) on the email ID: dam3@mailmmrda.maharashtra.gov.in.
- vi. Applications received late or incomplete will not be entertained. The Maha Mumbai Metro Operation Corporation Limited reserves the right to shortlist candidates for interview. No correspondence in this connection shall be entertained.

(Dilip Kawathkar)
Director (Admin)
Maha Mumbai Metro Operation Corporation Ltd.

TO BE FILLED IN BOLD ENGLISH CAPITAL LETTERS BY THE CANDIDATE ONLY

(* marked fields are mandatory. Candidates are advised to fill up the detailed information in the prescribed format and at relevant place only. No separate sheet attached will be considered.)

**Please affix
passport size
photograph
and sign
across**

To,
The Managing Director,
Maha Mumbai Metro(M³) Operation Corporation Ltd. &
Metropolitan Commissioner, MMRDA
New Administrative Building, 8th Floor, Bandra-Kurla Complex,
Bandra (East), Mumbai - 400 051. MAHARASHTRA.

1. *Name of Post applied for :- _____
2. Mode of Selection :- **(a) Nomination / (b) Deputation /**
3. *Candidate's Full Name :- _____
(Surname) (Name) (Middle Name)
4. *Date of Birth :- _____ *Age:- ____ *Yrs. ____ *Months.
5. *Gender :- M/F *Nationality :- _____ *Religion :- _____
6. *Permanent Address :- _____

7. *Correspondence Address :- _____

8. *Email ID :- _____
9. *Mobile No :- _____ 10. Alternate Contact No. :- _____
11. *Educational /Professional Qualifications acquired :-

Sr. No	Details of Educational Qualification	Year of passing	Grade/ Percentage	Board/University/Institute

12. * General Experience gained :-

Sr. No	Name of Organization	Period			Post held & Type of appointment	Pay Band/CTC (Rs). With Pay Scale under IDA/CDA	Nature of duties performed	Reasons for leaving.
		From	To	Total years				
TOTAL								

***Need detailed information i.e. post at the time of joining, promotions received, if any - at each stage during the total tenure.**

13. *Specific working experience gained as under:-

Sr. No.	Name of organization	Position /Designation	Period	no. of years
1.				
2.				
3.				
4.				
5.				
6.				
	Total No. of years			

14. Parent Department Name, Address, Phone No., Competent Authority, :- _____
 15. Whether one copy of application has been sent to parent department well in advance :- _____
 16. Present Pay Scale with GP (details along with VI/VII th Pay Commission and CDA/IDA/Other Scale, if any) :- _____
 17. Present Basic, GP with designation held :- _____
 18. Present employer's name, address, Phone number & key person. :- _____

19. Details of deputation during the entire service till date :-

Sr. No	Name of the organization	Post held	Pay Scale	Period			Remarks, if any
				From	To	Total	

20. Date of return from earlier deputation organization, (in case of deputation candidates) :- _____
 21. Whether Departmental Enquiry, if any is pending, proposed, initiated against you in last 10 years :- YES/No
 22. Whether your Parent Dept. will relieve you in case if you are selected on Nomination/Deputation?
 *If so, the maximum period required for joining the duties

On Nomination/deputation, by complying all necessary formalities: - _____

23. Whether you have applied to
Competent Authority for issue of
Vigilance Clearance Certificate :- Yes/No
24. Whether you have applied to
Competent Authority for issue of
Last five years Performance Appraisal :- Yes/No
25. Whether you have applied to
Competent Authority for issue of
NOC (in the format attached) :- Yes/No
26. Names of two reputed references except political
and relatives preferably Gazetted Officers in the Class I rank :- 1. _____
2. _____

Enclosures in support of statement duly self attested

(Denotes strike out whichever not applicable)

- i. Age Proof (Birth Certificate/SLC) :- Yes/No
- ii. Educational/Professional qualifications :- Yes/No (Nos.____)
(Passing certificate necessary)
- iii. Experience certificates :- Yes/No (Nos.____)
- iv. NOC issued by parent Department :- Yes/No

DECLARATION:

I hereby declare that all the statements made by me in this application form are true and correct to the best of my knowledge and belief that nothing has been concealed or suppressed. I have enclosed necessary documents/certificates to this effect. I also understand that in case, any of my statements is found untrue during any stage of recruitment and thereafter, I shall be disqualified for the post applied for and I shall be liable for any penal action.

I have read the advertisement and the relevant GRs mentioned hereinabove and made aware myself about all the terms & conditions stipulated therein and affirm to abide by them. I affirm I fulfill the requisite criteria that that no any Departmental Enquiry is live/pending/proposed against me as on today. I further affirm that there are No Dues, No Legal Proceedings of any nature are pending against me as of date.

Date:

Place:

Signature of candidate with name & date

(To be given on Company's letterhead)

Date :

To,
The Managing Director,
Maha Mumbai Metro(M³) Operation Corporation Ltd. &
Metropolitan Commissioner, MMRDA
New Administrative Building, 8th Floor,
Bandra-Kurla Complex,
Bandra (East), Mumbai - 400 051.
MAHARASHTRA.

No Objection Certificate

This is to certify that Shri/Smt./Kumari _____ is working in this _____ office from _____ to till date as _____ (post) in the pay scale of _____ having present basic is Rs. _____ & GP in Rs. _____ as per our official record, his/her date of birth is _____

Further it is certified that he/she has applied for the post of _____ in MMMOCL on deputation/nomination basis and we found him/her is entitled to the said post as per prevailing norms of deputation. He/She fulfills the qualification, experience and prescribed criteria as specified in the advertisement as per recruitment rules for the said post in MMMOCL.

We ensure that if he/she selected, we will spare the services of Shri/Smt./Kum. _____ within 30 days.

We also certify that No Departmental Enquiry is pending, initiated, proposed and he/she never been penalized in the last 5 years.

This NOC is issued on his/her request.

Place :

Date:

Authorized Signatory
Name
Company seal with address
Phone No/Email.id