

**MUMBAI METROPOLITAN REGION DEVELOPMENT AUTHORITY**

(Govt. of Maharashtra Undertaking)

New MMRDA Office Building,

Bandra Kurla Complex, Bandra (E), Mumbai-400 051

website: <https://mmrda.maharashtra.gov.in> Telephone No. : 022-2659 4030.

MMRDA is looking out for professionals/experts as Consultants to assist in its endeavour for fund raising/resource mobilization/borrowing from domestic as well as international agencies to implement its prestigious infrastructure projects. The applications are called from qualified individuals as following :-

Particulars	No.
<p style="text-align: center;"><u>TECHNO-LEGAL CONSULTANT</u></p> <p>i) Educational Qualification : B.E. in Construction with Project Management (Full Time) of recognized University with additional Degree of LLB/LLM (Full Time).</p> <p>ii) Age : Not more than 45 years</p> <p>iii) Experience : Having minimum 5 years experience in handling Techno-Legal aspect with respect to project financing/raising funds/loans/borrowings from markets.</p> <p>iv) Lumsum Salary : Rs.2,00,000/- per month (all inclusive)</p>	1 (One)
<p style="text-align: center;"><u>FINANCE CONSULTANT</u></p> <p>i) Educational Qualification : MBA (with Finance/Banking/Accounts as specialization) full time course of reputed University/Institution. Preferably with additional qualification as CA/CFA.</p> <p>ii) Age : Not more than 45 years</p> <p>iii) Experience : Having minimum 5 years experience of Investment-banking/Merchant-banking/financial modeling/fund raising/borrowing from markets with technical knowledge in Project Financing.</p> <p>iv) Lumsum Salary : Rs. 2,00,000/- per month (all inclusive)</p>	1 (One)
<p style="text-align: center;"><u>FINANCE & ACCOUNTS CONSULTANT</u></p> <p>i) Educational Qualification : MBA (with Finance /Banking/Accounts as specialization) full time course of reputed University/Institution. Preferably with additional qualification as CA/CFA.</p> <p>ii) Age : Not more than 45 years</p> <p>iii) Experience : Having minimum 5 years experience of Investment-banking/Merchant-banking/fund raising/borrowing from markets with fair knowledge of International Accounting and Auditing Standards.</p> <p>iv) Lumsum Salary : Rs. 2,00,000/- per month (all inclusive)</p>	1 (One)

General Conditions :-

- 1) Application form and work profile are available at MMRDA website <https://mmrda.maharashtra.gov.in>. Applicant should attach certified copies of education qualification, age and experience along with application, in absence of which application will be rejected.
- 2) The appointment of consultant will be for minimum 6 months and can be extended from time to time for a maximum period of 2 years depending upon the quality of work. Also, if the work is unsatisfactory during the period, the appointment of consultant will be terminated without any prior notice.
- 3) The service rules of the Authority will not be applicable to the consultant during this period. This appointment will be on a purely temporary basis. Since the appointment is for a maximum period of 2 years, consultant cannot claim any position in the Authority and no other financial benefits and service benefits will be applicable.

P.T.O.

- 4) If self attested documents are not attached with the application or the application is incompletely filled or not legible or not in the prescribed format or without photo or signature, such incomplete application will be rejected and no further correspondence will be entertained.
- 5) Only full time work experience in related field will be considered. Part-time or honorary service experience will not be considered. Consultant must have knowledge of Marathi language.
- 6) If at any stage the information or details shared by the candidate are found to be false/incorrect/misleading, then the application of the consultant shall be rejected/or if appointed then the appointment shall be terminated and further disciplinary action as deemed fit may also be initiated.
- 7) Details of interviews and other instructions will be provided separately, by telephone and e-mail. No travel expenses will be reimbursed to the consultant for attending the interview.
- 8) Consultant is required to submit all original certificates at the time of the verification process.
- 9) Depending the number of applications received and the number of vacancies, the selection list for interview will be prepared on the basis of merit and experience of eligible consultants.
- 10) Recommendation and pressure for selection of consultant will not be entertained at any point of time. On the contrary, the said consultant will be treated as ineligible for selection/appointment.
- 11) The Authority reserves its rights either to relax any of the condition or to cancel/postpone the entire procedure and reject the application/applications in accordance with the advertisement without any justification.

Special Notice :

- 1 It is mandatory to clearly state the field for which the application has been made on the application form.
- 2 Consultant who meet the prescribed qualifications should submit their application in the prescribed form to the Financial Adviser, Mumbai Metropolitan Region Development Authority, New Office Building, 4th Floor, Bandra Kurla Complex, Bandra (East) -400 051 by registered post or hand delivery before- dated 10th January, 2022 by 5.00 pm.

Date : December,2021
Place : Mumbai

Sd/-
Metropolitan Commissioner
M.M.R.D.A.

Application Form

For office use only
Application No. & Date of receipt :

Please affix passport size photograph and sign across
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To,
Financial Advisor,
 Finance & Accounts Division,
 Mumbai Metropolitan Region Development Authority,
 New Administrative Building, 4th Floor, Bandra-Kurla Complex,
 Bandra (East), Mumbai - 400 051. MAHARASHTRA.

- 1 Name of post applied for :- _____
- 2 Full Name (CAPITAL) :-
 (In English) :- _____
 (In Marathi) :- _____

(Surname)
(Name)
(Middle Name)
- 3 Date of Birth :- _____ Age :- _____ Yrs. _____ Months.
- 4 Gender :- _____ Nationality :- _____ Religion :- _____ Caste :- _____
- 5 Permanent Address :- _____

- 6 Correspondence Address :- _____

- 7 Email ID :- _____
- 8 Mobile No :- _____ Alternate Contact No. :- _____
- 9 Educational /Professional Qualifications :- _____ Date of Sanad :- _____

Sr. No.	Education	Board / University	Month & Year of passing	Percentage obtained

10	Experience :- WORKING/SELF PRACTICING				
	Name of Organization/ Court Name	Period		No. of years & months of Service	Brief description of duties
From		To			
			Total		

11 Specific experience in :- _____

12 Specific knowledge in :- _____

13 Specialized Field, if any - _____

14 Any other information which you would like to share - _____

DECLARATION :

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

I have read and understood clearly the advertisement and fulfill all the terms & conditions stipulated therein. I affirm, I fulfill the requisite criteria prescribed for the post. I further declare that neither dues of my employer organization, Legal Proceedings of any nature are pending against me nor I have been penalised under any Act in the last ten years.

Place :

Date:

Signature of candidate

PROFILE REQUIREMENT FOR FINANCE & ACCOUNTS CONSULTANT

A) JOB DESCRIPTION

1. Ability to evaluate business plan and detailed financial analysis.
2. In-depth knowledge on financial modelling and ability to independently prepare detailed financial model for infrastructure Projects viz. Metro, Roads, etc.
3. Ability to prepare Information Memorandum on Projects/ Transactions
4. Coordination with consultants (legal, techno economic viability, legal, etc.)/advisors/potential lenders & investors
5. Coordination with various internal teams/ departments for providing information to external consultants (legal, techno economic viability, legal, etc.)/ advisors/ potential lenders & investors
6. Engage and manage the external rating agencies including the fresh ratings and annual surveillance
7. Assist in various discussions during the process of fund raising with various external consultants/ advisors/ potential lenders & investors
8. Execution of financing documents for debt and/or equity tie-up
9. Co-ordination for meeting conditions precedent to drawdown of debt as stipulated in the loan documents
10. Ensuring compliance with covenants stipulated in the financing documents

B) PERFORMANCE GOALS AND INDICATORS FOR THE ROLE

1. Timely communication of requisite information to banks/investors/other external parties
2. Timely preparation of business plan/financial model/information memorandum
3. Timely execution of financing/ other documents post thorough due diligence
4. Compliance with covenants stipulated in the financing documents
5. Timely satisfaction of conditions precedent to drawdown of debt as stipulated in loan documents

PROFILE REQUIREMENT FOR TECHNO-LEGAL CONSULTANT

A) JOB DESCRIPTION

1. First point of contact for all legal requirement of MMRDA with regard to metro and road projects.
2. Assisting MMRDA on day-to-day legal issues;
3. Acting as bridge between MMRDA officials and legal advisors;
4. Assist MMRDA officials in understanding complex legal issues in simple words;
5. Assist MMRDA in finalising Information Memorandum, financing agreement and other such documents from legal perspective;
6. Assist MMRDA in coordination with various stake holders such as banks and financial institution, consultants (legal, financial, technical etc) on legal issues.
7. Co-ordination with various internal teams/ departments for providing information to external consultants (financial, legal etc.)/ advisors/ potential lenders & investors
8. Assist in various discussions during the process of fund raising with various external consultants/ advisors/ potential lenders & investors
9. Assist in various discussions during the process of fund raising with various external consultants/ advisors/ potential lenders & investors
