



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. Website: www.mmrc.com

Recruitment Advertisement 2017- 06

Mumbai Metro Rail Corporation Limited intends to appoint qualified and experienced professionals for the following posts on Regular/ Deputation / Contract basis:

Sr. No.	Name of Posts & Pay Scale (IDA)	Nature of appointment	Open	OBC	SC	ST	Total
1.	Senior Deputy General Manager (IT) Pay Scale: 36,600 – 62,000/-	Regular/ Deputation	1	-	-	-	1
2.	Assistant General Manager (IT) Pay Scale: 29,100 – 54,500/-	Contract (3 years)	1	-	-	-	1
3.	Assistant General Manager (Electrical) Pay Scale: 29,100 – 54,500/-	Contract (3 years)	1	-	-	-	1
4.	Assistant General Manager (Depot, M&P) Pay Scale: 29,100 – 54,500/-	Contract (3 years)	1	-	-	-	1
5.	Deputy Town Planner Pay Scale: 24,900 – 50,500/-	Contract (3 years)	1	-	-	-	1
6.	Deputy Engineer- I (Safety) Pay Scale: 24,900 – 50,500/-	Contract (3 years)	2	-	-	-	2
7.	Deputy Engineer (Safety) Pay Scale: 20,600 – 46,500/-	Contract (3 years)	1	-	-	-	1
8.	Assistant (IT) Pay Scale: 13,500 – 25,520/-	Contract (3 years)	1	-	-	-	1
9.	Assistant (Legal) Pay Scale: 13,500 – 25,520/-	Contract (3 years)	1	-	-	-	1
10.	Assistant Pay Scale: 10,170 – 18,500/-	Contract (1 year)	-	2	-	-	2
	Total		10	2	-	-	12

• **Note:**

- Age, qualification and experience would be as on 01st December, 2017.
- For detailed advertisement, Recruitment Rules, eligibility requirements and other instructions for filling the above posts please visit www.mmrc.com.
- Online registration will start from **16th December, 2017 at 10:00 Hrs.** and will end on **06th January, 2018 at 23:59 Hrs.**

Date: 16th December, 2017

Place: Mumbai

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



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Sr. No.	Designation	Grade/ Pay scale	No. of post	Roles and Responsibilities	Age	Qualification	Experience	
							Mandatory	Desirable
1.	Sr. Deputy General Manager (IT)	Grade (E6) 36,600-62,000/-	01	<p>a) Sr. DGM (IT) will be independent in-charge of IT department and administratively, reporting to Director (Systems).</p> <p>b) Sr. DGM (IT) will be responsible for taking initiatives and follow-up actions for speedy implementation of "IT Policy of MMRCL" under the directions from functional Directors and with the help of IT Consultants of MMRCL (namely M/s KPMG at present) as well as inputs from ED/Planning and ED/Electrical, as the case may be.</p> <p>c) Technically, reporting to ED/Planning for all matters related to "Project IT".</p> <p>d) Technically, reporting to ED/Electrical for all matters related to "MMRCL IT".</p> <p>e) Any other work assigned by Superiors, from time to time.</p>	<p>Maximum 50 years</p> <p>(Age limit is not applicable for MMRCL Employees.)</p>	<p>Degree in IT/ Computer/ other Engineering disciplines from recognized and reputed university.</p>	<p>JAG officer working in PB-3 and GP Rs.7600/- OR Sr. Scale Officer working in PB-3 and GP Rs.6600/- with 12 years of service in GROUP 'A' in CDA scale with minimum 3 years experience in "Desirable" domain for the post;</p> <p>or</p> <p>Total minimum 12 years of experience in Executive grade with minimum 3 years of experience in next below grade (Rs.32900-58000) in IDA pay scale in "Desirable" domain for the post;</p> <p>or</p> <p>Total minimum 12 years of experience in Executive grade in Government entities with minimum 3 years of experience in next below grade in "Desirable" domain for the post;</p> <p>or</p> <p>Total minimum 12 years of experience in reputed Private sector in Executive grade in "Desirable" domain for the post.</p>	<p>a) Candidate should have experience of working in construction projects of Railways/ Metros/ other PSUs/Private sector dealing in implementing Project Management and Enterprise Resource Planning Softwares etc.</p> <p>b) Candidate should be conversant with international competitive bidding, computerized environment of working.</p> <p>c) Candidates with experience of working of modern Urban Rail Systems with exposure to its related IT systems will be preferred.</p>



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Sr. No.	Designation	Grade/ Pay scale	No. of post	Roles and Responsibilities	Age	Qualification	Experience	
							Mandatory	Desirable
2.	Assistant General Manager (IT)	Grade (E4) 29,100-54,500/-	01	a) AGM (IT) will be reporting to Sr. DGM (IT). b) AGM (IT) will be responsible for daily coordination with GC-IT & MMRCL officials for all issues related to ensuring effective and efficient functioning of "Project-IT" related applications. c) Any other work assigned by Superiors, from time to time.	Maximum 40 years (Age limit is not applicable for MMRCL Employees)	Degree in IT / Computer / other Engineering disciplines from recognized and reputed university	Jr. Scale officer having total minimum 3 years of service in GROUP 'A' or officer in Sr. scale having total minimum 5 years of service in GROUP 'B' with minimum 2 years experience in "desirable" domain for the post; or Total minimum 5 years of experience in next below grade (20600 - 46500) in IDA pay scale with minimum 2 years experience in "desirable" domain for the post; or Total minimum 5 years of experience in Executive grade in Government entities in "desirable" domain for the post; or Total minimum 5 years of experience in reputed Private sector in Executive grade in "desirable" domain for the post.	a) Candidate should have experience of working in construction projects of railways / metros/ other PSUs/ private sector dealing with implementing Project Management Softwares. b) Candidate should be conversant with computerized designing & drawings Softwares. c) Candidates with experience of working of modern urban rail systems, mainly in the field of technology and Information Management Systems will be preferred.



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							Mandatory	Desirable
3.	Assistant General Manager (Electrical)	Grade (E4) 29,100-54,500/-	01	<p>a) To assist in design, planning & preparation of Tender documents for all Electrical works of Metro project.</p> <p>b) To execute electrical works in field related to Traction power, RSS, ASS, lifts/escalators, MEP works, TVS/ECS works.</p> <p>c) To co-ordinate with various Contractors and to monitor site progress and safety at site.</p> <p>d) To coordinate & assist in approvals of design documents/ layouts from EIG/CMRS/RDSO etc.</p> <p>e) To coordinate with Civil/other project officers for site related works.</p> <p>f) To assist in preparation of documentation as required from time to time.</p>	<p>Maximum 40 years</p> <p>(Age limit is not applicable for MMRCL Employees)</p>	<p>Degree in Electrical Engineering from recognized and reputed university</p>	<p>Jr. Scale officers of Electrical Engineering department having total minimum 3 years of service in GROUP 'A' or officers of Electrical Engineering department in Sr. scale having total minimum 5 years service in GROUP 'B';</p> <p>or</p> <p>Total minimum 5years experience in next below grade (20600 - 46500) in IDA pay scale;</p> <p>or</p> <p>Total minimum 5 year's experience in Executive grade in State Government entities like, State Electricity Companies, MMRDA, PWD (electrical department) etc. in "desirable" domain for the post;</p> <p>or</p> <p>Total minimum 5 years experience in reputed Private sector in Executive grade in "desirable" domain for the post.</p>	<p>a) Candidate should have experience of working in construction projects of Railways / Metros/ other PSUs/ Private sector dealing in Electrical.</p> <p>b) Candidate should be conversant with computerized designing& drawings, latest Traction/ E&M technologies.</p> <p>c) Candidates with experience of working of modern urban rail systems will be preferred.</p>



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							Mandatory	Desirable
4.	Assistant General Manager (Depot, M&P)	Grade (E4) 29,100-54,500/-	01	<p>a) AGM (Depot, M&P) will be responsible for all project related jobs design stage to commissioning stage including ICB based procurements, vendor approval, design finalization, interface with other disciplines, timely execution of works etc.</p> <p>b) Job will primarily entail working in the field of Rolling Stock Depot/ M&P Procurement/ Material Management.</p> <p>c) Role will involve liaising/ coordination with State/ Central Govt. agency, JICA, RDSO, CMRS etc. and intensive interface with Civil/ Track/ Signalling/ Traction/ Rolling Stock units of project, for which candidate should have basic functional knowledge.</p> <p>d) Any other tasks assigned from time to time.</p>	<p>Maximum 40 years</p> <p>(Age limit is not applicable for MMRC Employees)</p>	<p>Degree in Electrical / Mechanical Engineering from recognized and reputed university</p>	<p>Jr. Scale officers of Electrical Engineering department having total minimum 3 years of service in GROUP 'A' or officers of Electrical Engineering department in Sr. scale having total minimum 5 years service in GROUP 'B';</p> <p>or</p> <p>Total minimum 5 years experience in next below grade (20600 - 46500) in IDA pay scale;</p> <p>or</p> <p>Total minimum 5 years experience in Government entities or reputed private sector in Executive grade in "desirable" domain for the post.</p>	<p>a) Candidate should have experience of working in construction projects of Railways/ Metros/ other PSUs/ Private sector dealing in Rolling Stock systems/ Depot M&P's</p> <p>b) Candidate should be conversant with international competitive bidding, computerized environment working and latest Rolling stock technologies, Depot Plant and Equipment</p> <p>c) Candidates with experience of working of modern Urban Rail Systems will be preferred.</p>



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							Mandatory	Desirable
5.	Deputy Town Planner	Grade (E3) 24,900-50,500/-	01	a) Change of land use proposal required for project implementation. b) Processing and granting of NOC for building/ development proposal along project alignment. c) Maintain record of all NOC & Renewals d) Liaison with GOM & MCGM Town Planning unit. e) Any other functions requiring Town Planner functions.	Maximum 35 years (Age limit is not applicable for MMRCL Employees)	a) Degree in Architecture or Civil Engineering or Planning from recognized university or its equivalent degree and b) Post Graduate Degree in Urban Planning or Town Planning recognized by All India Council for Technical Education or its equivalent.	Experience- Nil. Fresher's can apply.	Candidates with experience in Government sector / Public Sector Companies/ Infrastructure Companies will be preferred.



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							Mandatory	Desirable
6.	Deputy Engineer- I (Safety)	Grade (E3) 24,900-50,500/-	02	a) Document supervision and Monitoring of Contractual Requirements- for Package 1 to 7 and all casting yards of packages. b) Any other tasks assigned from time to time.	Maximum 35 years (Age limit is not applicable for MMRCL Employees)	a) Full time degree in any branch of Engineering or Technology. Preferably Civil/ Mechanical/ Electrical Engineering, and b) Post Graduate Diploma in Industrial Safety from Central Labour Institute (CLI) or Regional Labour Institute (RLI) only.	Minimum 5 years working experience either in Government or reputed Private Organization of handling Occupational Health and Safety Regulations in accordance with Factories Act 1948/ BOCW Act 1996 after graduation.	Candidate should have minimum 5 years experience of working on construction safety in Railways/ Metros/ Other PSUs or other Govt./ Semi-Govt. organisations on major infrastructure work, directly or through consulting agencies



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7.	Deputy Engineer (Safety)	Grade (E2) 20,600-46,500/-	01	<p>a) Document supervision and Monitoring of Contractual Requirements- Supporting hand of all Administrative work of all contracts and communication to GC for compliance of Contractual Provisions.</p> <p>b) Any other tasks assigned from time to time.</p>	<p>Maximum 35 years</p> <p>(Age limit is not applicable for MMRCL Employees)</p>	<p>a) Full time degree in any branch of Engineering or Technology. Preferably Civil/ Mechanical/ Electrical Engineering, and</p> <p>b) Post Graduate Diploma in Industrial Safety from Central Labour Institute (CLI) or Regional Labour Institute (RLI) only.</p>	<p>Minimum 2 years working experience either in Government or reputed Private Organization of handling Occupational Health and Safety Regulations in accordance with Factories Act 1948/ BOCW Act 1996 after graduation</p>	<p>Candidate should have a minimum 2 years experience of working on construction safety in Railways/ Metros/ Other PSUs or other Govt./ Semi-Govt. Organisations on major infrastructure work, directly or through consulting agencies</p>



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							Mandatory	Desirable
8.	Assistant (IT)	Grade (W5) 13,5000- 25,520/-	01	To assist IT Dept. in carrying for following jobs. To assist IT Dept. in following functions of MMRC: a) To coordinate& monitor day to day functions of Hardware / Software/ Networking/Other IT related issues of MMRCL organisation. b) To ensure implementation of Primavera /DMS /other project related tools. c) To ensure implementation / monitor of e-Office and e-Dak. d) To ensure implementation of Video conferencing / Various Presentation etc. e) Any other tasks assigned from time to time.	Maximum 33 years (Age limit is not applicable for MMRCL Employees)	Full time 3 years Graduation i.e. B.Sc. (IT/ Computer) / BCA or equivalent from recognized College / University with Minimum 2 years' experience in IT related field or Diploma in computer science / application or equivalent from recognized university / college with minimum 4 years of experience IT related field.	Sound Knowledge of hardware/ software/ Networking / IT Literacy i.e. working skills in MS Office/ drafting skill and email management	a) Exposure to Primavera/ ERP/ e-Office. b) Working experience in reputed companies of Private/ Govt. Sector for IT related Fields.



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Sr. No.	Designation	Grade/ Pay scale	No. of post	Roles and Responsibilities	Age	Qualification	Experience	
							Mandatory	Desirable
9.	Assistant (Legal)	Grade (W5) 13,500- 25,520/-	01	<ul style="list-style-type: none"> a) Organize and maintain documents in a paper filing or electronic filing systems b) Input information into file database. c) Document actions, Update status report. d) Assist in coordination with Advocates/ Counsels on all legal matters and confirm case status with attorney. e) Assist in keeping track record of court cases. f) Assist in maintaining case costs, reconcile accounts of advocates with accounts. g) Prepare case summaries and materials for conferences. h) Assist in clearing orders, contracts, agreements from legal point of view. i) Perform legal research. j) Assist Legal Manager in any tasks assigned. 	<p>Maximum 35 years</p> <p>(Age limit is not applicable for MMRCL Employees)</p>	Bachelor Degree in Law or its equivalent from a recognized university under UGC.	Minimum 1 to 2 years experience in handling Legal matters in Legal Department in any Law firm/ Solicitor firm or Associated with advocate.	Candidate should have good experience of drafting MoUs, conveyance, litigation work and legal advice etc. Reporting skills, Legal administration skills etc.



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							Mandatory	Desirable
10.	Assistant	Grade (W4) 10,170- 18,500/-	02	<p>1. To assist the following work of <u>Planning Unit</u>-</p> <p>a) Organizing day to day works of Planning Unit</p> <p>b) No Objection Certificate file management</p> <p>c) Applications received under Right to Information Act, 2005</p> <p>d) Collating data for uploading on the website</p> <p>e) Other planning unit related works</p> <p>2. To assist the following work of <u>Land department</u>-</p> <p>a) Correspondents related with Land allotment with respective Govt. departments</p> <p>b) Conducting hearings in the matters of Land acquisition</p> <p>c) Making arrangements for various meetings</p>	<p>Maximum 33 years</p> <p>(Age limit is not applicable for MMRC Employees.)</p>	<p>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</p>	<p>Minimum 3 years' experience in clerical cadre or equivalent</p>	<p>Candidates with experience of Government sector/ PSU's will be preferred</p>

Recruitment Guidelines

1) Selection Procedure:

Candidates applying for the post mentioned in the advertisement will be called for Personal Interview. MMRCL reserves the right to shortlist the Candidates for Personal Interview. The Candidates will be shortlisted for interview, based on their eligibility/ experience in the relevant field. Candidate may be asked to submit any other documents required by the Scrutiny Committee and he/ she is liable to produce the same. Selection criteria are relaxable for deserving Candidates with very sound background on discretion of committee for Scrutiny/ Selection.

2) Surety Bond :

- a. The candidates selected for the above posts at Sr. No. 1 to 4 will have to execute a surety bond of Rs. 2,00,000/- & Cost of training to serve the corporation for a minimum period of three years (exclusive of the period in which one remained on LWP or EOL) and also a three months prior notice, will be required before seeking resignation from the corporation.
- b. The candidates selected for the above posts at Sr. No. 5 to 7 will have to execute a surety bond of Rs. 1,50,000/- & Cost of training to serve the corporation for a minimum period of three years (exclusive of the period in which one remained on LWP or EOL) and also a three months prior notice, will be required before seeking resignation from the corporation.
- c. The candidates selected for the above posts at Sr. No. 8 & 9 will have to execute a surety bond of Rs. 50,000/- & Cost of training to serve the corporation for a minimum period of three years (exclusive of the period in which one remained on LWP or EOL) and also a one month prior notice, will be required before seeking resignation from the corporation.
- d. The candidates selected for the above post at Sr. No. 10 will have to execute a surety bond of Rs. 30,000/- & Cost of training to serve the corporation for a minimum period of three years (exclusive of the period in which one remained on LWP or EOL) and also a one month prior notice, will be required before seeking resignation from the corporation.

(Training cost recovery may be done as per Clause 4.21 as mentioned above from the regular and contract Employees as applicable to their Post/ Grade/ Level. Further a primary training cost recovery from MMRCL Employees will be recovered in the event of pre-mature separation/ resignation/ termination of an amount of Rs. 15,000/- for Non-Supervisors, Rs. 22,000/- for Supervisors and Rs. 43,000/- for Executives).

3) How to Apply :

1. Candidates are required to apply online only through MMRCL official website: **www.mmrc.com --->Careers --> MMRCL Recruitment Advertisement 2017-06**. No other means/ mode of application will be accepted.
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 personal interview and any other information regarding your application only through the registered E-mail ID.
3. The online registration will remain active **from 16th December, 2017 to 06th January, 2018 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 format. All the fields in the online application format 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 submission of application, no modification will be permitted.
5. Candidates will have to upload scan copy of updated Resume, recent pay slip and passport size photograph (.jpg/ .jpeg) along with their application in .pdf format.
6. Candidate who are applying on **Deputation** are required to forward application in prescribed format through proper channel on postal address given below along with (i) Latest Resume (ii) No Objection Certificate (iii) Attested copies of ACR's/APR's of last 05 (five) years (iv) Certificate stating that no vigilance case is either pending or contemplated against the officer (v) No Penalty Certificate stating that no major/ minor penalty has been imposed on the officer or a statement giving details of major/ minor penalties imposed on the officer, if any, during the last 10 years.

7. Candidates applying under OBC category should have valid caste certificate to be produced by the Other Backward Classes applying for appointment to the posts under the Govt. of India and Non-creamy layer Certificate.
8. **Postal Address:**

<p><u>THE ENVELOPE SHOULD BE PROPERLY SEALED AND SUPERSCRIBED</u> <u>WITH</u></p> <p style="text-align: center;">Name of the post _____</p> <p>To, The Managing Director, Mumbai Metro Rail Corporation Limited, NaMTTRI Building, Plot # R13, E Block, Bandra Kurla Complex, Bandra (East), Mumbai- 400051</p>

4) General: Most Important :

1. Age, qualification and experience would be as on 01st December, 2017.
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. While applying for the above post, the applicant should ensure that he/she fulfils the eligibility and the norms mentioned above on the specified dates and the particulars furnished by him/her are correct in all respects. 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.
4. 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.
5. Incomplete applications or applications received after the due date will be summarily rejected. MMRCL is not responsible for Loss/delay in post.
6. MMRCL is not responsible for any printing error that might have inadvertently crept in.
7. Candidates applying for the post under reserved category are required to submit the Caste certificate along with Validity Certificate (if applicable) only as per the format of Central Government applicable for employment. No other format will be accepted.
8. **Candidates employed in Govt. Dept. / PSU/ Autonomous Body should forward their application through proper channel and must produce "NOC" from the present employer on the date of interview.**
9. No Travelling Allowances/ reimbursement will be paid to the Candidate for appearing for Interview and pre-appointment medical examination.

5) Important Dates :

a)	Starting date for accepting applications	16th December, 2017
b)	Closing date for accepting applications	06th January, 2018

Date: 16th December, 2017

Place: Mumbai

Sd/-
(Ashwini Bhide)
Managing Director
Mumbai Metro Rail Corporation Ltd.



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Application Form

ANNEXURE I

AFFIX A RECENT PASSPORT SIZE SELF ATTESTED PHOTOGRAPH

(TO BE FILLED IN CAPITAL LETTERS BY THE APPLICANT)

Sr.No.	DETAILS	PARTICULARS				
1	POST NAME					
2	APPLICANT NAME (Sh./Smt./Ms.)					
3	FATHER'S / HUSBAND'S NAME (Sh.)					
4	DATE OF BIRTH (dd/mm/yyyy)					
5	AGE as on 01st December, 2017	YEARS	MONTHS	DAYS		
6	CORROSPONDENCE ADDRESS					
		STATE:		PINCODE:		
7	CONTACT NUMBER WITH STD CODE					
8	MOBILE NUMBER					
9	EMAIL ID					
10	CATEGORY (SC/ST/OBC/Unreserved)					
11	EDUCATIONAL QUALIFICATIONS					
	Qualification	Particulars	Specialization	Institute / University	% or Grade	Passing Year
A	GRADUATION					
B	POST GRADUATION					
C	OTHER					

12	WORK EXPERIENCE (AS ON LAST DATE OF APPLICATION) (FILL ONLY THE APPLICABLE COLUMNS)			
I	TOTAL EXECUTIVE EXPERIENCE	YEARS	MONTHS	DAYS
	DETAILS OF EXPERIENCE(separate sheet may be attached if required)			
	Post held	Organization Name	Pay Scale/ Net Pay	Period (To — From) dd/mm/yy— dd/mm/yy
A				
B				
C				
D				
E				
F				
II	BRIEF DESCRIPTION OF THE WORK EXPERIENCE OF CURRENT ORGANIZATION			
13	WHETHER ANY PUNISHMENT WAS AWARDED TO APPLICANT IN LAST 10YEARS		YES/NO	
	IF YES, DETAILS OF CASE			
14	WHETHER ANY ACTION OR INQUIRY IS GOING ON AGAINST APPLICANT		YES/NO	
	IF YES, DETAILS OF INQUIRY			
15	NOC FROM CURRENT EMPLOYER ENCLOSED (IN CASE OF GOVT. OR PSU APPLICANT)		YES / NO	

16	ANNUAL PERFORMANCE APPRAISAL REPORT FOR LAST 5 YEARS ENCLOSED (IN CASE OF GOVT. OR PSU APPLICANT)	
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I hereby declare that the particulars furnished above are true. I understand that my candidature will be cancelled if any information is found to be incorrect or false at any point in time.

Date: _____

Place: _____

Signature of Candidate
Name: _____

Documents to be enclosed (whichever applicable)

1. Updated Resume
2. Educational Certificates (Graduation, Post-Graduation & Others)
3. Work Experience Certificate
4. NOC from Present Employer along with D&AR & Vigilance Clearance (In case of Govt. or PSU Applicant)
5. APAR Last 5 years (In case of Govt. or PSU Applicant)
6. Others (if applicable)