

MAHARASHTRA METRO RAIL CORPORATION LTD.

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

ADVT NO: MAHA-Metro/N/HR/01/2022

DATE: 14th March, 2022

ONLINE APPLICATION WILL START ON Website - www.metrotrainnagpur.com After entering the website - Click on "CAREERS"	15/03/2022 from 10:00 hrs.
CLOSING DATE FOR ONLINE APPLICATION	30/03/2022 up to 18:00 hrs.

Maharashtra Metro Rail Corporation Limited (MAHA-Metro), Nagpur a Joint Venture Company with equal participation from Govt. of India and Govt. of Maharashtra is implementing Nagpur Metro Rail Project, Pune Metro Rail Project and deposit work of Navi Mumbai Metro Line-1 in the State of Maharashtra.

To meet with the immediate requirement of experienced personnel for **Maharashtra Metro Rail Corporation Limited for Nagpur Metro Rail Project**, applications are invited from experienced persons of Indian Nationality from Metro Rail / Railway / Railway PSU / Govt. Organizations / PSU for Finance Department having relevant experience, for the under-mentioned posts on **Contract / Deputation** for a period of five years / three years extendable up to 05 years respectively.

Sr. No.	Post (Post Code)	No. of Vacancy	Pay-scale (IDA)	Minimum Educational Qualification	Minimum Experience (Post Qualification)	Maximum Age limit as on closing date
1.	Additional General Manager (Finance) – E6	02 (UR-02)	Rs. 1,00,000 – 2,60,000/-	CA / ICWA from Govt. recognized University / Institute.	Candidates should have experience in different areas of Finance & Accounts viz. Corporate Accounting, Financial Management, Taxation – Direct / Indirect, Treasury Management, Corporate Governance, Tender Evaluation, Vetting of Contracts / Offers / Estimates etc. along with the following: (A) <u>IDA Candidates from Metro Rail / Railway PSU / PSU:</u> Total 15 Years of executive experience and working in analogous Pay Scale of Rs. 1,00,000-2,60,000/- (E6) or Pay Scale of Rs. 90,000-2,40,000/- (E5). OR (B) <u>CDA Candidates from Railways / Govt. Organization:</u> (i) Working for 03 Years in Pay Matrix Level 13 or Level 13 and 13A Combined or (ii) Total 15 years of Group 'A' Service and currently working in Level 13 or Level 13A. Preference: Candidate having knowledge of SAP / ERP will be preferred.	53 years

Sr. No.	Post (Post Code)	No. of Vacancy	Pay-scale (IDA)	Minimum Educational Qualification	Minimum Experience (Post Qualification)	Maximum Age limit as on closing date
2.	Joint General Manager (Finance) – E5	01 (UR-01)	Rs. 90,000 – 2,40,000/-	CA / ICWA from Govt. recognized University / Institute.	<p>Candidates should have experience in different areas of Finance & Accounts viz. Corporate Accounting, Financial Management, Taxation - Direct / Indirect, Treasury Management, Corporate Governance, Tender Evaluation, Vetting of Contracts / Offers / Estimates etc. along with the following:</p> <p>(A) IDA Candidates from Metro Rail / Railway PSU / PSU: Total 14 Years of executive experience and working in analogous Pay Scale of Rs. 90,000-2,40,000/- (E5) or Pay Scale of Rs. 80,000-2,20,000/- (E4).</p> <p>OR</p> <p>(B) CDA Candidates from Railways / Govt. Organization: (i) Working in Pay Matrix Level 13 or Level 13A or (ii) Working for 03 Years in Pay Matrix Level 12 or (iii) Total 14 Years of Group 'A' service and currently working in Level 12.</p> <p>Preference: Candidate having knowledge of SAP / ERP will be preferred.</p>	50 years
3.	Manager (Finance) – E2	04 (UR-01, OBC-02, SC-01)	Rs. 60,000 – 1,80,000/-	CA / ICWA from Govt. recognized University / Institute.	<p>Candidates should have experience in different areas of Finance & Accounts viz. Corporate Accounting, Financial Management, Taxation - Direct / Indirect, Treasury Management, Corporate Governance, Tender Evaluation, Vetting of Contracts / Offers / Estimates etc. along with the following:</p> <p>(A) IDA Candidates from Metro Rail / Railway PSU / PSU: Total 04 Years of executive experience and working in analogous Pay Scale of Rs. 60,000-1,80,000/- (E2) or Pay Scale of Rs. 50,000-1,60,000/- (E1).</p> <p>OR</p> <p>(B) CDA Candidates from Railways / Govt. Organization: Working in Level 10.</p> <p>Preference: Candidate having knowledge of SAP / ERP will be preferred.</p>	40 years

Sr. No.	Post (Post Code)	No. of Vacancy	Pay-scale (IDA)	Minimum Educational Qualification	Minimum Experience (Post Qualification)	Maximum Age limit as on closing date
4.	Senior Section Officer (Finance) – S4	01 (UR-01)	Rs. 46,000 – 1,45,000/-	Bachelor of Commerce degree from Govt. recognized University / Institute. Preference: Inter CA / ICWA / Full Time MBA (Fin.) from Govt. recognized University / Institute will be preferred.	Candidates should have at least 04 years experience in the field of Finance Department (i.e. Contractual Bills, Bank Reconciliations, Payroll, Taxation and Annual Accounts Closing, etc.) of Government Metro Rail / Railway / PSUs / Government Organisation along with the following: (A) <u>IDA Candidates from Metro Rail / Railway PSU / PSU:</u> Candidate must be presently working in the IDA Pay Scale of Rs. 40,000-1,25,000/- or working for at least 04 years in the IDA Pay Scale of Rs. 35,000-1,10,000/-. OR (B) <u>CDA Candidates from Railways / Govt. Organization:</u> Working in Level 7 or above for at least 04 years. Preference: Candidate having knowledge of SAP / ERP will be preferred.	38 years
5.	Senior Accountant (Finance) – S3	01 (UR-01)	Rs. 40,000 – 1,25,000/-	Bachelor of Commerce degree from Govt. recognized University / Institute. Preference: Inter CA / ICWA / Full Time MBA (Finance) from Govt. recognized University / Institute will be preferred.	Candidates should have at least 04 years experience in the field of Finance Department (i.e. Contractual Bills, Bank Reconciliations, Payroll, Taxation and Annual Accounts Closing, etc.) of Government Metro Rail / Railway / PSUs / Government Organisation along with the following: (A) <u>IDA Candidates from Metro Rail / Railway PSU / PSU:</u> Working in Pay Scale of Rs. 35,000-1,10,000/- or working for at least 03 Years in the IDA pay scale of Rs. 33,000-1,00,000/- OR (B) <u>CDA Candidates from Railways / Govt. Organization:</u> Working in Level 7 or Working in Level 6 for at least 03 years. Preference: Candidate having knowledge of SAP / ERP will be preferred.	38 years

Sr. No.	Post (Post Code)	No. of Vacancy	Pay-scale (IDA)	Minimum Educational Qualification	Minimum Experience (Post Qualification)	Maximum Age limit as on closing date
6.	Accountant (Finance) – S1	07 (UR-04, OBC-01, EWS-01, SC-01)	Rs. 33,000 – 1,00,000/-	Bachelor of Commerce degree from Govt. recognized University / Institute. Preference: Inter CA / ICWA / Full Time MBA (Finance) from Govt. recognized University / Institute will be preferred.	Candidates should have at least 03 years experience in the field of Finance Department (i.e. Contractual Bills, Bank Reconciliations, Payroll, Taxation and Annual Accounts Closing etc.) of Government Metro Rail / Railway / PSUs / Government Organisation along with the following: (A) <u>IDA Candidates from Metro Rail / Railway PSU / PSU:</u> Working in Pay Scale of Rs. 25,000-80,000/- or above for at least 03 years. OR (B) <u>CDA Candidates from Railways / Govt. Organization:</u> Working in Level 4 or above for at least 03 years. Preference: Candidate having knowledge of SAP / ERP will be preferred.	36 years

UR = Unreserved, SC= Scheduled Caste, OBC = Other Backward Class,
EWS= Economically Weaker Section

NOTE:

- 1) Number of vacancies mentioned above may increase or decrease as per the requirement of Maha Metro.
- 2) Candidates selected will be eligible for DA, Perks and other allowance as applicable in Maha Metro.
- 3) Age Limits and Experience will be reckoned as on the Closing Date of the application.

SELECTION PROCESS: The selection process will comprise of Personal Interview followed by Document Verification and Medical Examination as per the post's category. The selection process would judge different facets of knowledge, skills, experience, expertise, aptitude, and physical fitness. The candidates will be shortlisted for an interview, based on their eligibility / qualifications / experience in the relevant field. If sufficient candidates are not available for the advertised post, then candidates with lesser service length / higher age / lesser experience / relaxed qualification etc. may be considered for short-listing in the same post / appropriate lower grade post, and based on the performance during the interview.

MEDICAL EXAMINATION: The selected candidate will have to undergo medical fitness examination in Maha Metro's nominated hospital as per the prescribed medical category. The details of medical standards can be seen on Maha Metro's website www.metrotrainnagpur.com under the link CAREERS.

HOW TO APPLY:

1. Candidates are required to apply online through Maha Metro's website www.metrotrainnagpur.com only. No other means / mode of application will be accepted.
2. Candidates are required to have a valid personal Email ID and mobile number. They should be kept active during the entire period of this recruitment process. In case a candidate does not have a valid personal email ID, he/she should create his/her new Email ID before applying online. Under no circumstances, he/she should share/mention the Email ID and its login password to any other person. Also, the candidate should have a functional mobile number to complete the application process.
3. To access the online application, candidates are required to visit Maha Metro's website www.metrotrainnagpur.com and click on the link "CAREERS" Thereafter, he/she may open the desired recruitment advertisement for which online application is to be filled.

4. Candidates are required to read the entire vacancy advertisement and its instructions carefully to make themselves familiar with the eligibility, age criteria, other conditions, norms, etc. for the desired post and all the related information, instructions of this recruitment process.
5. **Candidates shall apply online** by going to sub link titled as “**Apply Online**” and follow the instructions given therein carefully for Online registration and application.
6. The Online applications shall remain active from **10:00 hrs. of 15/03/2022** to **18:00 hrs. of 30/03/2022** only. In order to avoid last minute rush and inconvenience, the candidates are advised to apply sufficiently before the closing time and the date of the online application process. Maha Metro will not be responsible for any network problems/interruptions in the submission of online applications due to any reasons whatsoever or any other problem which arises at the candidate’s end, during the entire period of online application on the website of Maha Metro.
7. Candidates registering by entering requisite details on the online registration form shall get a Login ID and Password on their Email ID and a One Time Password (OTP) on their Mobile number provided by the applicant in the online registration form.
8. Thereafter Candidate will be required to log in again with the received Login ID & Password, enter the OTP received on mobile and change the password. After that the candidate can proceed with the Login ID and new password for filling of the online application form.
9. Candidate shall select the post applied and fill in the requisite details in the online application form.
10. The candidates will have to upload the soft copies of the required documents in the online application form.
11. The candidates will have to make online payment for the application fee wherever applicable, as part of the online application process. The fee for online application is Rs. 400.00 (Application Fees Rs. 300 + Processing fees Rs. 100). However, Rs. 100/- only is payable in respect of SC / ST and Women candidates as processing fees.
12. All the fields in the online application form should be filled up carefully. After filling in all the required information by the candidate, a preview of the filled application can be generated before submitting the application, and candidate can edit the information at that stage. After submission of the application, no modification will be permitted.
13. If at any stage of recruitment or thereafter, it is found that any information furnished by the candidate in his/her application is false/incorrect or the candidate has suppressed any relevant information or the candidate does not satisfy the eligibility criteria for the post(s), his/her candidature will be rejected.
14. A dedicated Email Helpdesk is being setup. The candidates facing any difficulty during the online application process can contact on email support.recruitment@mahametro.org by providing following information:
 - i. Maha Metro’s Advertisement No.:
 - ii. Name of Candidate:
 - iii. Mobile Number:
 - iv. Email ID:
 - v. Registration ID:
 - vi. Post applied for:
 - vii. Problem faced in brief along with relevant screenshots to be sent as email attachment:
15. Candidates who are eligible and wish to apply for more than one post will have to submit separate applications, along with the applicable application / processing fee.
16. Candidates once selected are liable to be posted at any place where Maha Metro project is in operation or is likely to be started.
17. Candidates need NOT send printouts of application or certificates to Maha Metro, Nagpur by post.
18. However, the candidates who are currently working in Government organisations / PSUs etc. shall give intimation to their organization as per rules and shall be required to produce NOC from their organization by a stipulated date decided by Maha Metro before the interview. The candidates applying for deputation should submit online application and should also route their application through proper channel such that it reaches Maha Metro within 15 days after the last date of online application. The proper channel application should reach at the following address:

General Manager (HR)
Maharashtra Metro Rail Corporation Ltd.
Metro Bhawan,
Near Dikshaabhoomi,
NAGPUR – 440 010

19. This is a serious recruitment process. Any objectionable or obscene attachments uploaded during the application process will invite criminal action apart from the cancellation of candidature.

General Manager (HR)
Maha Metro