



	एम एम आर डी सी MMRDA	महा मुंबई मेट्रो संचलन महामंडळ मर्यादित (महाराष्ट्र सरकारचा उपक्रम PSU)		Maha Mumbai Metro Operation Corporation
<p>४ था मजला, नामट्री इमारत, प्राधिकरणाच्या नवीन इमारतीजवळ, वांद्रे-कुर्ला संकुल, वांद्रे (पूर्व), मुंबई - ४०० ०५१ वेबसाईट : https://mmrda.maharashtra.gov.in</p> <p>केंद्र सरकार / राज्य सरकार / केंद्र व राज्यचे PSU मध्ये, मध्ये, पी.एस./पी.ए./ स्टेनोग्राफर म्हणून काम केलेल्या सेवानिवृत्त व्यक्तिकडून एमएमएमओसीएलमध्ये एच ओ डी यांचे सल्लागार खासगी सेक्रेटरी (पी.एस.) च्या दोन (२) जागा भरण्यासाठी अर्ज मागविण्यात येत आहे.</p> <p>निवड झालेल्या सेवानिवृत्त व्यक्तित्ना सुरुवातीच्या एक वर्षाच्या कालवधीसाठी कंत्राट पध्दतीवर सल्लागार पी.एस. म्हणून नियुक्त केले जाईल; त्यानंतर त्यांच्या कामगिरीचा विचार करून त्यांच्या कंत्राटी सेवा पुढे वाढविल्या जाऊ शकतात.</p> <p>महाराष्ट्र शासनाचे सामान्य प्रशासन विभागाचे शासन निर्णय क्र. संकीर्ण २७१५/ प्र.क.१००/१३, दि. १७/१२/२०१६ नुसार त्यांना वेतन लागू राहिल.</p> <p>ज्यांचे वय दिनांक ०१/०७/२०२० रोजी वय मर्यादा ५८ वर्षे ते ६४ वर्षे आहे, ते अर्ज करू शकतात.</p> <p>इच्छुक व्यक्तित्ने आपला अर्ज recruitment.ps@mmocl.co.in. या ईमेल आय डी वर पाठविण्यात यावे इतर सर्व माहिती प्राधिकरणाच्या वेबसाईटवर देण्यात आलेली आहे.</p> <p>https://mmrda.maharashtra.gov.in (Divisions-> Administration -> Recruitment). किंवा</p> <p>https://www.mmocl.co.in/careers.html (Career Section).</p> <p>अर्ज करण्याची शेवटची तारीख १०/०८/२०२१ असेल.</p> <p>सही/- (डि. के. शर्मा) व्यवस्थापकीय संचालक म.मुं.मे.सं.म.म.</p> <p>दिनांक : २०/०७/२०२१</p>				

	एम एम आर डी सी MMRDA	MAHA MUMBAI METRO OPERATION CORPORATION LTD (A Government of Maharashtra PSU)		Maha Mumbai Metro Operation Corporation
<p>4th Floor, NaMTTRI Building, Adjoining New MMRDA Building, Bandra-Kurla Complex, Bandra (E), Mumbai - 400 051. Website : https://mmrda.maharashtra.gov.in</p> <p>Applications are invited for filling Two (2) POSTS OF Consultant Private Secretary (PS) for HODs in MMMOCL from Retired persons who have worked as PS/PA/Stenographers in Central Govt./State Govt./PSUs of Central and State.</p> <p>The selected retired persons will be appointed as Consultant PS on contract basis initially for a period of one year, thereafter considering their performance their contract services may be extended further. They will be paid remuneration as per GOM GAD GR No संकीर्ण 2715/ प्र.क्र. 100 /13 दि. 17/12/2016 Age limit as on 01/07/2021 is 58 years to 64 years.</p> <p>The interested persons can send their application through email on: recruitment.ps@mmocl.co.in. For more information, please visit MMRDA website: https://mmrda.maharashtra.gov.in (Divisions -> Administration -> Recruitment). or https://www.mmocl.co.in/careers.html (Career Section).</p> <p>The last date for the receipt of the application is 10/08/2021.</p> <p>Sd/- (D.K. Sharma) Managing Director MMMOCL</p> <p>Date : 20/07/2021.</p>				

MAHA MUMBAI METRO OPERATION CORPORATION LIMITED

4th Floor, NaMTTRI Building, Adjoining to MMRDA New Administrative Building,
Bandra Kurla Complex, E-Block, Bandra (East), Mumbai – 400 051.

Date: 20/07/2021

1. Name of the Post : Consultant Private Secretary (PS)
2. Number of Posts : Two (Two)
3. Date of Vacancy : 14/07/2021.
4. Scale of the Post: They will be paid remuneration as per GoM GAD GR No. संकीर्ण 2715 / प्र. क्र. 100 / 13 दि. 17/12/2016.
5. Age limit : As on 01/07/2021 is 58 years to 64 years.
6. All vacancies are provisional and subject to increase / decrease.
7. Selection Process: The selection methodology will comprise only of Personal Interview and Skill Test. The selection process would judge different facets of knowledge, skill, experience, expertise, aptitude and physical fitness. The candidates will be shortlisted for interview, based on their eligibility / experience in the relevant field, in the ratio of 1:5 subject to availability of suitable candidates.
8. Note: The candidates found suitable, for the post after the screening process, will be empanelled. The empanelled candidates will be inducted, as per requirement on merit basis.
9. No reimbursement, on account of travel shall be made to the candidates appearing for the INTERVIEW.
10. How to apply: Eligible and interested candidates may apply as per the application format at Annexure-1. All relevant documents should be attached along with the application. The candidate must enclose all relevant proof/documents in support of qualification, experience & Last Pay Scale / Gross Salary.
11. The interested persons can send their application through email on: recruitment.ps@mmmoocl.co.in
12. The last date for the receipt of application is 10/08/2021.

(D.K. Sharma)
Managing Director
Maha Mumbai Metro Operation Corporation Ltd.



MMMOCL APPLICATION FORM

To,
The Managing Director,
 Maha Mumbai Metro (M3) Operation Corporation
 Ltd. 4th Floor, NaMTTRI Building, Adjoining New
 MMRDA Building, Bandra-Kurla Complex, Bandra (E),
 Mumbai - 400 051. Maharashtra.

Please affix
 passport size
 photograph
 and sign across

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

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.

1.	Notification date										
2.	Name of the Post										
3.	Sr. No. of the Post										
4.	Mode of Selection (Please Tick)	Nomination <input type="checkbox"/>					Deputation <input type="checkbox"/>				
5.	Name of the Candidate	First Name			Middle Name			Surname			
6.	Date of Birth (DD/MM/YYYY)										
7.	Age (as on date mentioned in notification)	Years			Months			Days			
8.	Nationality										
9.	Gender (Male/Female)										
10.	Marital Status (Married / Unmarried)										
11.	Religion										
12.	Caste										
13.	Caste Category (Please Tick only one category)	OPEN	OBC	SC	ST	VJ-A	NT-B	NT-C	NT-D	SBC	EWS
14.	Caste certificate issued by Maharashtra State/Other State*										
15.	Applied for Horizontal Reservation (if any)	Women Reservation <input type="checkbox"/>					Person with Disability <input type="checkbox"/>				
		Meritorious Sports Person <input type="checkbox"/>					Orphan child <input type="checkbox"/>				
16.	Mobile Number										
17.	Alternate Mobile Number										
18.	Email ID										
19.	Correspondence Address										
20.	Permanent Address										

*Note – Candidate submitting Caste Certificate of other state will not be considered for reserved category posts.

21. Academic & Professional Qualifications acquired (As on date mentioned in notification): -

Sr. No.	Academic & Professional Qualification	Year of Passing	Duration of course in years	Percentage /Grade	Board/University/Institute
1					
2					
3					
4					
5					

22. General & Job Specific work experience gained as under (As on date mentioned in notification):-

Sr. No.	Name of organization	Designation /Position	Pay Band/CTC Rs. with pay scale under IDA/CDA	Nature of Duties performed	Period (DD/MM/YYYY)		Total Experience		
					From	To	Years	Months	Days
1									
2									
3									
4									
5									
6									
7									
8									
Total Experience (Years-Months-Days)									
Note - Need detailed information i.e. post held at each stage during the total tenure. For each post one separate row will be filled up in the above table. If space is not sufficient then separate sheet can be added.									

23.	Whether appeared for interview in MMMOCL in past (if yes, mention the details of post applied for and date)	
24.	Parent Organization Name, address, Phone No. & Competent Authority,	
25.	Whether one copy of application has been sent to Parent Organization well in advance	YES / NO
26.	Present Pay Scale with GP (details along with 6 th / 7 th Pay Commission and CDA/IDA/Other Scale, if any) or CTC (For private organization)	
27.	Present Basic, GP with Designation held	
28.	Present employer's name, address, phone number & Name of key person	
29.	Whether Departmental Enquiry, if any is pending, proposed, initiated against you in last 10 years.	YES / NO
30.	Whether your Parent Organization will relieve you in case if you are selected on Nomination/ Deputation?	YES / NO
	If so, the maximum period required for joining the duties on Nomination/deputation, by complying all necessary formalities	
31.	Whether you have applied to Competent Authority for issue of NOC (in the format attached)	YES / NO
32.	Whether you have applied to Competent Authority for issue of Last five years Performance Appraisal	YES / NO
33.	Hobbies /Interests	1.
		2.
		3.
34.	Names of two reputed references except political and relatives preferably Gazetted Officers in the Class One rank	1.
		2.
35.	Date of return from earlier deputation & Name of organization, (in case of deputation candidates	

36. 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	
1.							
2.							

37. Enclosures in support of statement duly self-attested (Strike out whichever not applicable)

Sr. No.	Details of attached documents	Attached (Please tick)		No. of copies
		Yes	No	
1.	Age Proof (Birth Certificate/SLC)			
2.	Academic & Professional Qualifications (Passing certificate necessary)			
3.	Experience Certificates of all organizations where worked. Experience certificate clearly showing field of experience as mentioned in notification. Vague experience certificate will not be considered.			
4.	NOC issued by Parent Organization			
5.	Caste Certificate & Caste Validity			
6.	Current Organization Appointment Letter & Pay slip			
7.	Other supporting documents			
Total number of copies attached				

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