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MMRDA

**MAHA MUMBAI
METRO OPERATION
CORPORATION LTD**
(A Government of Maharashtra PSU)



Maha
Mumbai
Metro
Operation
Corporation

4th Floor, NaMTTRI Building, Adjoining New MMRDA Building,
Bandra-Kurla Complex, Bandra (E), Mumbai - 400 051.
Website : <https://mmrda.maharashtra.gov.in>

The Applications are invited for filling the following post on permanent basis :

Sr.No.	Name of the post	Open	Mode of Selection
1.	General Manager (HR)	01	Selection / Deputation
	Total	01	-


Persons employed with Government / PSU's / Railway / Metro Corporation shall apply through proper channel and shall produce a 'No Objection Certificate' from their employers at the time of interview.

For the detailed advertisement, Eligibility, Qualifications and Experience, Pay Scales and other instructions for filling the above post, please visit MMRDA website : <https://mmrda.maharashtra.gov.in> (Divisions-> Administration->Recruitment). The last date for receipt of application is **05/04/2021**.

Sd/-
(D.K.SHARMA)
MANAGING DIRECTOR
MMMOCL


Date : 5th March 2021

Fulrani



एम एम आर डी ए
MMRDA

**महा मुंबई मेट्रो संचालन
महामंडळ मर्यादित**
(महाराष्ट्र सरकारचा उपक्रम)



Maha
Mumbai
Metro
Operation
Corporation

४ था मजला, नामट्री इमारत, प्राधिकरणाच्या नवीन इमारतीजवळ, वांद्रे-कुर्ला संकुल, वांद्रे (पूर्व), मुंबई - ४०० ०५१ वेबसाईट : <https://mmrda.maharashtra.gov.in>

महामंडळामध्ये खालील नमूद पद कायमस्वरूपी भरणेकरिता अर्ज मागविण्यात येत आहेत.

अ. क्र.	पदांची नावे	खूला	निवडीची पद्धत
१	जनरल मॅनेजर (एच आर)	०१	सरळसेवेने/ प्रतिनियुक्ती
	एकुण	०१	-

शासनाच्या / पीएसयु / रेल्वे / मेट्रो मध्ये कार्यरत अधिकाऱ्यांनी त्यांचे अर्ज त्यांचे कार्यालया मार्फत योग्य त्या मार्गाने पाठविण्यात यावेत. तसेच त्यांनी मुलाखतीच्या वेळी ना-हरकत प्रमाणपत्र (एनओसी) सादर करणे आवश्यक आहे.

विस्तृत जाहिरात, शैक्षणिक अर्हता, अनुभव, वेतन श्रेणी आणि इतर सूचनांकरिता कृपया प्राधिकरणाच्या वेबसाईटला भेट द्या : <https://mmrda.maharashtra.gov.in> (Divisions-> Administration -> Recruitment).

अर्ज करण्याची शेवटची तारीख ०५/०४/२०२१ असेल.

सही/-
(डि. के. शर्मा)
व्यवस्थापकीय संचालक
म.मुं.मे.सं.म.म.

दिनांक : ०५ मार्च २०२१

Fulrani

Post Name : GENERAL MANAGER (HR)

Recruitment Rules for the post of General Manager (HR)

Sr. No.	Name of the Post & Pay Scale	No. of Post	Qualification & Experience
1.	General Manager (HR) Pay Scale: 7 th Pay Scale Rs.1,18,500-2,14,100/-	01	Qualification: Graduate in any discipline with Post Graduate degree in HR/ Personnel Management from a Government recognized Institute/University. Experience: Possess at least 15 years of experience with working knowledge of handling human resource management matters in State Government/ Central Government. He should be working in the Level-12/13 of 7 th Pay Commission of Central Government or Level S-25 to S-27 of Maharashtra State Government. OR All India Service Officers / Central Services Group 'A' of Level 12/13 or State Government Officers of Level S-25 to S-27 of Pay Matrix of 7 th Pay Commission irrespective of any qualification. Desirable: 1. Candidate should have working knowledge of Marathi language. 2. Candidate should have worked in Maharashtra State Government in any capacity. Job Description: Officer will be responsible for entire HR functions and will report to Director (Finance). Age Limit: 55 Years as on 01/03/2021 which can be relaxed in deserving cases.

General Conditions :

1. Age, Qualification and Experience as on 01-03-2021 will be considered valid. Qualification acquired afterwards will not be considered.
2. Full time degree and diploma are considered.
3. No age limit for deputationist.
4. Candidate should have knowledge of Marathi language. (Candidate should submit S.S.C. Examination certificate.). Otherwise they have to pass Marathi examination as per Govt. of Maharashtra Notification No.मभाप1087/14/सी आर-2/87/20, दिनांक 30 डिसेंबर, 1987.
5. As per Government Rule 4 "A" of the Government notification No.SRV2000/CR (17/2000)/Twelve, dated 28th March, 2005, the Candidate should produce/submit an affidavit of having a small family.
6. Candidates are required to pass one of the certificate examinations of MSCIT or CCC or O-level or A-level or B-level or C- level which is compulsorily additional qualification for all posts. Accordingly, he/she should produce /submit a copy of the Certificate. If the candidate does not have such certificate, then he/she should pass the said Certificate Examination within two years from the date of appointment according to the GOM's GAD, GR. No. Training 2000/C.R.61/2001/39, dated 19th March, 2003, failing which his/her services would be terminated with immediate effect without any communication.
7. The experience certificate of only full time work will be considered. The experience of part time/honorarium service will not be considered.
8. The selection of the candidate is liable to be terminated /cancelled at any point of stage if the copies of certificate submitted by the candidate at the time of interview/selection or thereafter are found to be invalid, suspicious and/or incomplete.
9. Candidates will be shortlisted on the merit of each candidate with reference to number of applications received to the number of posts vacant.
10. Waiting List will be prepared, if any, on the basis of Merit will be kept live for certain period depending on our requirement, however in any case, not beyond one year.
11. Recommendations and pressure for selection of candidates will not be entertained at any point of time. On the contrary, the said candidates who try to pressurize will be treated as ineligible for selection/appointment.
12. This company reserves its right either to cancel /postpone the entire procedure in accordance with the advertisement or to cancel/postpone the advertisement, without any justification.
13. For the detailed advertisement, Eligibility, Qualifications and Experience, Pay Scales, and other instructions for filling the above posts, please visit MMRDA website : <https://mmrda.maharashtra.gov.in> (Divisions → Administration → Recruitment)
14. No reservation for the isolated post as per GAD, GoM GR No. BCC1097प्र.क्र.20/97/16-ब दिनांक 21 सप्टेंबर, 1998.

15. The selected candidates have to submit a Surety Bond of RS. 4,00,000/- & Training Bond of Rs. 2,00,000/- as per the MMMOCL Rules, to serve MMMOCL for 3 years.
16. Number of posts indicated in the advertisement may increase / decrease depending on our requirements. Accordingly, reservation to the posts will be changed. Decision of the Competent Authority will be final.
17. The candidates already employed in a Govt. sector, should compulsorily produce/submit No objection certificate from the present employer, strictly as per the GRs in this regard.
18. Officers working in Central / State / Semi Govt, PSU, fulfilling the prescribed eligibility criteria, equivalent pay scale and grade pay can apply for the post on deputation through proper channel.
19. If suitable candidates are not found for a post then the same will be filled up in lower scale by suitable candidates.
20. The interested persons can send their application along with the scanned attested copies of all relevant documents (PDF only) on the following email ID : **m3executiveposts@mmmocl.co.in**
21. The last date for the receipt of the application is **05/04/2021**.

Date : 04-03-2021

Place : Mumbai

**Sd/-
(D. K. Sharma)
MD, MMMOCL**



महा मुंबई मेट्रो
Maha Mumbai
Metro

MMMOCL APPLICATION FORMAT

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.

22. 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					

23. 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 Organisation Appointment Letter & Payslip			
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**

(To be given on Company's letterhead)

Date:

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

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 5years.

This NOC is issued on his/her request.

Place :

Date :

Authorized Signatory

Name

Company seal with address

Phone No. / Email ID

DECLARATION

FORM-A

(See Rule 4)

Shri/Smt./Kum. _____

Son/daughter/wife of Shri _____

Aged _____ years, resident of _____

District _____ City _____

Do hereby declare as follows:

1) That I have filled my application for the post of

2) I have (Number) of living children as on today _____

Out of which No. of children born after 28 March 2005 is _____

Date of Birth of children who born after 28 March 2005 _____

3) I am aware that, if any total no. of living children are more than two due to the children born after 28th March 2006, I am liable to be disqualified for the same post.

Place :

Date :