


**एमएमआरडीए**  
MMRDA

**महा मुंबई मेट्रो संचलन**  
**महामंडळ मयादित**  
(महाराष्ट्र सरकारचा उपक्रम)



**Maha Mumbai Metro**  
Operation Corporation

४ था मजला, नामट्री इमारत, प्राधिकरणाच्या नवीन इमारतीजवळ, वांद्रे-कुर्ला संकुल, वांद्रे (पूर्व), मुंबई - ४०००५१ वेबसाईट : <https://mmrda.maharashtra.gov.in>

महामंडळांमध्ये खालील नमूद पद कायमस्वरूपी भरणेकरिता अर्ज मागविण्यात येत आहेत.

अ. क्र.	पदाचे नाव	खुला
१.	असिस्टंट मॅनेजर (मीडिया)	१

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

वरील पदाला अर्ज करतेवेळी त्याबद्दलची विस्तृत जाहिरात, शैक्षणिक अर्हता, अनुभव, वेतन श्रेणी आणि सूचनांकरिता कृपया प्राधिकरणाच्या वेबसाईटला भेट द्या : <https://mmrda.maharashtra.gov.in> (Divisions-> Administration -> Recruitment). किंवा <https://www.mmmocl.co.in/careers.html> (Career Section). अर्ज करण्याची शेवटची तारीख ०९/०७/२०२१ असेल.

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

Fulrani

दिनांक : ०९/०६/२०२१



**एमएमआरडीए**  
MMRDA

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



**Maha Mumbai Metro**  
Operation Corporation

4<sup>th</sup> 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
1.	Assistant Manager (Media)	1

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). or <https://www.mmmocl.co.in/careers.html> (Career Section). The last date for receipt of application is 09/07/2021.

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

Fulrani

Date : 09/06/2021

# **1. Assistant Manager (Media)**

**Number of Post:** One (Open)

**Pay Scale:** 7th PC: Rs. 56,100-1,77,500/-

**Educational Qualification:**

Post Graduate in Mass Communication and Journalism with minimum 60% marks / CGPA from a Government recognized and reputed University/ Institute.

**Minimum Experience:**

Possess at least 7 years of experience with working knowledge of handling Public Relations/ Corporate Communication or Mass Media Communication or journalism in print/ electronic media in Government/ Private Organizations of Service Industry.

**Desirable:**

Candidate should have good working knowledge of Marathi and English Language.

**Job Description:**

Officer will be responsible for entire functions related to Public Relation / Mass Media.

**Maximum Age Limit:** 45 Years as on 01/06/2021.

## **General Conditions: -**

1. Age, Qualification and Experience as on 01-06-2021 will be considered valid. Qualification acquired afterwards will not be considered.
2. Medical Standard as per Indian Railway Medical Manual.
3. 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 dated 30.12.1987.
4. As per Government Rule 4 "A" of the Government notification No.SRV-2000/CR(17/2000)/Twelve, dated 28th March, 2005, the Candidate should produce/submit an affidavit of having a small family.
5. Candidates are required to pass one of the certificate examinations of MS-CIT 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.
6. The experience certificate of only full-time work will be considered. The experience of part time/honorarium service will not be considered.
7. 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.
8. As per Govt. Circular G.A.D dated 29/05/2017, the process of verification and certification of roster is under process. The Number of reservations may be change. Accordingly, the decision of the competent Authority in this regard will be final.
9. Candidates will be shortlisted on the merit of each candidate with reference to number of applications received to the number of posts vacant. The candidate will be called for interview in 1:10 ratio if there is selection for one post.
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. BCC1097 Pra Kra 20/97/16-B dated 21<sup>st</sup> September, 1998.
15. 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.
16. 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.
17. Age/Qualification & Experience at the time of filling up of the application will be considered valid.

Qualification /Experience acquired afterwards will not be taken into consideration.

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 number of vacancies and reservation for various Categories are provisional and likely to change as per the Government Policy Amended from time to time etc. Such a change will not be notified either in News Paper, on website or to the candidates.
21. The selected candidates have to submit a Surety & Training Bond as per the MMMOCL Rules, to serve MMMOCL for 3 years.
22. The application should be filled in the prescribed format.
23. The interested persons can send their applications online along with scan attested copies of relevant documents (PDF only) on the link mentioned as below:
  - a. Assistant Manager Media : [recruitment.ammedia@mmocl.co.in](mailto:recruitment.ammedia@mmocl.co.in)Hard copies of Application form will not be accepted. Application Forms only through email will be accepted.
24. The last date for receipt of application is 09.07.2021

Date: 9<sup>th</sup> June, 2021.

Place: Mumbai

(D. K. Sharma)

MD, MMMOCL

**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.

**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									
<b>Total Experience</b> (Years-Months-Days)									
<b>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.</b>									

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 <sup>th</sup> / 7 <sup>th</sup> 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			
<b>Total number of copies attached</b>				

**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 is more than two due to the children born after 28<sup>th</sup> March 2006, I am liable to be disqualified for the same post.

**Place:**

**Date:**