



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



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 posts.

| Sr. No. | Name of the Posts | Open | Total Posts | Mode of Selection |
|---------|--------------------|------|-------------|----------------------|
| 1 | Director (Finance) | 01 | 01 | Selection/Deputation |

Persons employed with Government / PSU's / Metro / Railway 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 posts, please visit MMRDA website : <https://mmrda.maharashtra.gov.in> (Divisions → Administration → Recruitment) or www.mmmocl.co.in (Careers Section).
The last date for receipt of application is 28/07/2023.

Sd/-
(Manoj Joshi)
Director (Operation & Finance),
MMMOCL

Date : 28.06.2023

Fullani



महा मुंबई मेट्रो संचलन
महामंडळ मर्यादित
(महाराष्ट्र सरकारचा उपक्रम PSU)



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 भरणेकरिता अर्ज मागविण्यात येत आहेत.

| अ. क्र. | पदांची नावे | खुला | एकूण | निवडीची पद्धत |
|---------|----------------|------|------|-------------------------|
| १ | संचालक (वित्त) | ०१ | ०१ | सरळसेवेने/प्रतिनियुक्ती |

शासनाच्या / पीएसयु / रेल्वे / मेट्रो मध्ये कार्यरत अधिकाऱ्यांनी त्यांचे अर्ज त्यांचे कार्यालया मार्फत योग्य त्या मागिने पाठविण्यात यावेत. तसेच त्यांनी मुलाखतीच्या वेळी ना-हरकत प्रमाणपत्र (एनओसी) सादर करणे आवश्यक आहे. वरील पदांना 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 www.mmmocl.co.in (Career Section).
अर्ज करण्याची शेवटची तारीख २८/०७/२०२३ असेल.

सही/-
(मनोज जोशी)
संचालक (ऑपरेशन आणि फायनान्स),
म.मुं.मे.सं.म.प.

दिनांक : २८/०६/२०२३

Fullani

Maha Mumbai Metro Operation Corporation Limited
(A Government of Maharashtra PSU)

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

Date: 28-06-2023

Name of the Post : Director (Finance)

Number of Post : One

Scale of the Post : Rs.1,44,200 – 2,18,200/- as per Pay Matrix S - 30 of 7th Pay Commission of Govt of Maharashtra along with other allowances / perks / perquisites as applicable.

1. Job Description and Responsibilities :

The candidate of the above post shall be a member of the Board of Directors and will report to the Managing Director of the Corporation. He will be responsible for evolving, formulating, and implementing policies related to Finance & Accounts; and also, HR functions in MMMOCL.

The candidate shall be responsible for the overall Financial and Accounting management of the Corporation, Budgeting, Taxation, Strategic Financial Finalization of Company accounts, compliance as per Accounting Standards (including IND-AS, GAAP, and development related to IFRS.), Investment Planning, Management Accounting, conformity with Commercial and Government Accounting Principles as well as Resource Mobilization and Deployment, Fund Raising, Internal Audit, Revenue Management, dealing with C&AG reports, Working Capital Management, Financial Planning, and Analysis.

He will liaise with the concerned agencies for disbursement of the money obtained for execution of the business of the Corporation, obtaining/sanctioning reimbursement of funds against expenditure incurred. He will coordinate with State/Central Government and other national /International financial institutions and will optimize deployment while ensuring accuracy of financial resources during the implementation of the business of the Company. He will be looking after Non Fare Box Revenue.

2. Eligibility :

Maximum Age Limit is 57 years as on 01.05.2023.

Qualification & Experience:

Should be a Graduate and Member of the Institute of Chartered Accountants of India/ Institute of Cost and Works Accountants of India/ MBA (Finance) from government recognized Institute.

- i) Applicant should have experience of working in Government Finance or Company Finance.
- ii) An applicant from Government or Public Sector should have a minimum 20 years post qualification experience in Accounts & Finance in Group-A. The relaxation in experience up to 15 years will be considered in deserving cases.
- iii) Applicants should have worked for at least three years in the Pay Matrix Level 13/ S – 27 of GOM and above of 7th Pay Commission in Government or in PSUs in equivalent in IDA Pay Scale.
- iv) The applicant should be conversant in interacting and dealing with Local Authorities as well as related authorities in Central and State Government.
- v) Should have experience in design, development and implementation of financial and accounting policies, procedures and systems, financial appraisals of large infrastructure project to banks and financial institutions, experience on working projects funded by banks/bilateral/multilateral funding agencies like WB/ADB/JICA etc.
- vi) Should have experience in resources mobilization, project financing, Budget, financial control, cash flow projects evaluation, taxation, fund management, finalization of accounts, Internal audits, preparation of budget, Direct and indirect Taxes, Financial vetting of proposals, coordination with statutory/Govt. Auditors and monitoring of receivables in projects of repute.
- vii) Should have experience of dealing with international funding agencies, international contract management including global tenders.

or

All Group-A Central Government officers belonging to Accounts & Finance Services, viz. Indian Audit & Accounts Service (IA & AS), Indian Economic Service (IES), Indian Railway Accounts Service (IRAS), Indian Defence Accounts Service (IDAS), Indian Revenue Service (IRS) and working at Joint Secretary level in Pay Matrix Level-14 or Should have worked in Pay Matrix Level-13 for minimum 03 years, irrespective of their qualification/ experience, are eligible to apply on deputation/ permanent absorption.

3. Duration of Appointment :

The appointment shall be for a period of three (3) Years and further one-time extension for a term of two years can be given with the approval of Board of Directors of the Company.

4. Functional Reporting :

Director (Finance) will be in-charge of Finance & Accounts and HR Departments of Maha Mumbai Metro Operation Corporation Limited. He will be reporting to the Managing Director of Maha Mumbai Metro Operation Corporation Limited.

5. Submission of Applications :

- i. Prospective candidates should send their applications furnishing comprehensive Bio-data including name, date of birth, address for communication, details of qualification and experience covering organization, position held, areas of responsibility and emoluments drawn etc. along with two copies of passport size photographs in prescribed format.

- ii. The applications should accompany, inter-alia, a write up on the significant contributions made by the candidates during their present/past assignments and their suitability for the post as per the eligibility requirements.
- iii. Additional information in support of their candidature may be provided by the candidates on plain sheets of paper.
- iv. The officers shall apply through proper channel and shall produce a 'No Objection Certificate' from their employers at the time of interview.
- v. Applications in a sealed envelope superscribed as 'Application for the post of Director (Finance)' should reach on or before **28.07.2023** at the office of **DGM(HR), Maha Mumbai Operation Corporation Limited, NaMTTRI Building, Plot No R - 13, Adjoining New MMRDA Administrative Building, Bandra Kurla Complex, E- Block, Bandra (East), Mumbai - 400 051** and scanned copy of the application along with the scanned attested copies of all relevant documents (PDF only) on the email ID : rect.df@mmmocl.co.in.
- vi. Applications received late or incomplete will not be entertained. The Maha Mumbai Metro Operation Corporation Limited reserves the right to shortlist candidates for interview. No correspondence in this connection shall be entertained.
- vii. The eligibility conditions will be relaxed in case of deserving candidates.
- Viii. The Candidates who have applied to our earlier notification dated 28th April,2023 need not apply again.**

Sd/-
Director (Operation & Finance)
MMMOCL

General Conditions:

1. Maximum age requirement has been indicated against respective posts, however there shall be further relaxation of age of 5 years for backward class community candidates as per Government of Maharashtra Rules, for vacancies reserved for Backward Class.
2. The reservation Policy for Persons with Disability shall apply as per Government directives. Persons suffering from not less than 40% of disability shall only be eligible for the benefit of reservation for Persons with Disability. The candidates should submit copy of medical certificate issued by the appropriate Medical Board. Differently abled candidate should possess 40% Disable Certificate from the competent Government Medical Officer of Government Hospital of the concerned reserved category. For persons with disability, following in any caste is further relaxed by 7 years.
3. As per Women and Child Development Dept. Govt. Resolution No.82/2001/म.से.आ/200/प्र.क्र.415/ का.2, दिनांक 25 मे, 2001 those who want to apply under women reservation from open category are required to submit latest valid Non-Creamy Layer Certificate. Also, women candidates are required to submit Domicile from Competent Authority of Govt. of Maharashtra. All the terms & conditions in the said G.R. dated 25-05- 2001 are binding upon for the women candidates. Also, terms and conditions of GAD Circular No.1118/ प्र. क्र.39/16-अ will be applicable to all women candidates.
4. If women candidate is not found under the horizontal reserved category, then the same post will be filled from men candidate under the same category.
5. Candidate should have knowledge of Marathi language. (Candidate should submit S.S.C. Examination certificate of Maharashtra State). Otherwise, they have to pass Marathi examination as per Govt. of Maharashtra Notification No.मभाप-1087/14/सीआर-2/87/20, दिनांक 30 दिसंबर, 1987.
6. 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.
7. The Backward Class candidate should have Valid Caste Certificate issued by the Competent Authority of Govt. Of Maharashtra and should produce/submit the same. If the Caste Validity Certificate is not available, it is binding to submit the Caste Validity Certificate within six months from the date of appointment, failing which, his/her selection/appointment on the post will automatically come to end with immediate effect without any communication.
8. The reservation to Backward reserved Category is applicable only to the Backward Class candidates of Maharashtra State. The Backward reserved Category & Women reservation Category candidates are compulsorily required to produce/ submit Domicile certificate of Maharashtra State without giving any reason.
9. Candidate applying for the V.J(A), N.T(B), N.T(C) N.T.(D), Other Backward Class, EWS and Special Backward Class should produce/submit latest valid Non-Creamy Layer Certificate otherwise his/her application should not be considered under reserved category.

10. 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.
11. The experience certificate of only full-time work will be considered. The experience of part time/honorarium service will not be considered.
12. 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.
13. 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.
14. 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 and the candidates will be called for interview in 1:5 ratio if there is more than one post.
15. 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.
16. 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.
17. 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.
18. 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) or MMRDA Website www.mmmocl.co.in (Careers Section).
19. Number of posts indicated in the advertisement may increase/ decrease depending on our requirements. Accordingly, reservations to the posts 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. Decision of the Competent Authority will be final.
20. The posts under VJNT are interchangeable within the category. If no suitable candidates from the respective reserved category are found, the posts will be filled as per the norms/procedure laid down by in the prevailing resolution of Govt. of Maharashtra on its merit.
21. The candidates already employed in a Govt. sector, should compulsorily produce/submit/No objection certificate from the present employer during the document verification process, strictly as per the GRs in this regard.

22. 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.
23. The age relaxation for the reserved category applicants is admissible only in the case of vacancies reserved for such categories. The reserved category applicants, who apply against posts meant of general / open category, are not entitled to get age relaxation. However, the age relaxation belonging to PWD (Divyang) category are entitled to get age relaxation as admissible to them for the posts meant for Open / General category.
24. The Rules regarding Social & Horizontal reservation as per the GR's/ Circular of Government of Maharashtra issued time to time will be applicable.
25. Pre-employment medical examination shall be as per Indian Railway Medical Manual medical standard.
26. The interested persons can send their applications along with scan copies of relevant documents (PDF only) on email addresses mentioned as below:
 - i. Director (Finance) : rect.df@mmmocl.co.in
27. Candidates are required to attach all their documents in only one PDF file and mail it to us. Separate attachments of documents shall not be accepted.
28. Hard copies of Application form will not be accepted. Application Forms only through email will be accepted.
29. **The last date for receipt of application is 28th July, 2023**

Date: 28.06.2023

Place: Mumbai

(Manoj Joshi)
Director (Operation & Finance), MMMOCL



महा मुंबई मेट्रो
Maha Mumbai
Metro

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 - 400051. 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) | Nominations <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**

(To be given on Company's letterhead)

Date:

To,

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 5 years.

This NOC is issued on his/her request.

Place:

Date:

Authorized Signatory

Name

Company seal with
address Phone No. /

Email ID

DECLARATION FORM

(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 28th March 2006, I am liable to be disqualified for the same post.

Place:

Date: