



एम एम आर डी ए
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 up the following posts on Selection / Deputation on Permanent basis:

Sr. No.	Name of the Posts	SC	OBC	Open	Total Posts
1	General Manager (Civil)	Nil	Nil	01	01
2	Assistant Manager (Business Development)	Nil	Nil	01	01
3	Fire Officer	01	01	02	04
4	Commercial Supervisor (Business Development)	01	Nil	01	02
Total					08

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 section) or www.mmmocl.co.in (Careers Section).

The last date for receipt of the application is 17th January, 2022.

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

Date : 18th Dec, 2021.



एम एम आर डी ए
MMRDA

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



Maha
Mumbai
Metro
Operation
Corporation

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

महामंडळामध्ये खालील नमूद पदे सरळसेवेने/प्रतिनियुक्तीने कायमस्वरूपी भरणेकरिता अर्ज मागविण्यात येत आहेत.

अ. क्र.	पदांची नावे	अ.जा.	इ.मा.व	खुला	एकूण पदे
१	जनरल मॅनेजर (सिव्हिल)	-	-	०१	०१
२	असिस्टंट मॅनेजर (बिझनेस डेव्हलपमेंट)	-	-	०१	०१
३	फायर ऑफीसर	०१	०१	०२	०४
४	कमर्शियल सुपरवायझर (बिझनेस डेव्हलपमेंट)	०१	-	०१	०२
एकूण					०८

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.

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 १७ जानेवारी, २०२२ असेल.

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

दिनांक : १८ डिसेंबर २०२१

General Manager (Civil)

Number of Post : 1 (Open-1)

Scale of the Post : Rs. 1,18,500 – 2,14,100/- as per 7th Pay Commission (Level S-27) along with other allowances / perks / perquisites as applicable to other State Govt. PSUs.

1. **Responsibilities** : He will be responsible for maintenance of civil engineering assets including P-Way, Via-ducts & Bridges, Buildings, other structures and all associated activities such as water supply arrangement, sewerage arrangement etc._

2. **Eligibility** : Maximum Age Limit is 50 years. (As on 01-12-2021.)

3. **Qualification & Experience** :

- The applicant should be an Engineering graduate in Civil Engineering. Preference will be given to candidates belonging to Indian Railway Service of Engineers (IRSE) or candidates having Metro Railway experience.
- An applicant from Government should have a minimum 12 years of experience in Group – A or equivalent Executive grade in Public/ Private Sector. The candidate will be appointed on deputation / absorption / selection basis. Relaxation in experience can be considered in deserving cases.
- Applicants should have worked for at least two years in the Level-S 25 or above of 7th Pay Commission or equivalent in IDA Pay Scale in Government/ Public Sector or on a similar lower level in Private Sector.
- The applicant should have experience of maintenance of civil engineering assets including Track/ P-Way, Via-ducts, Bridges, Buildings, other structures and all associated activities such as water supply arrangement, sewerage arrangement etc.

4. **Functional Reporting** :

General Manager (Civil) will be in-charge Civil Engineering Division in Maha Mumbai Metro Operation Corporation Limited. He will be reporting to the Director (Maintenance) of Maha Mumbai Metro Operation Corporation Limited.

Assistant Manager (Business Development)

Number of Post : 1 (Open-1)

Pay Scale : Pay Scale : 15600-39100 GP-5400 Corresponding 7th PC Pay Scale (Level S-20)
Rs.56100-1,77,500/- per month.

Mode of Selection : Appointment shall be made by Selection or on deputation from Railway / Metro Railways / Airports, from amongst the candidate who possess the following:

Qualification : M.B.A (Finance / Marketing) / Postgraduate in Commerce from a Govt. Recognised Institute.

Experience : Minimum 5 years post qualification experience in Commercial activities of Railways/ Metro Railway/ Airport/ Monorail/BRT/MRTS. Out of 5-year experience, minimum 3-years' experience should be at supervisor level and above. Preference will be given to those having experience in Business Development, Revenue generation including revenue through non-farebox means. The experience certificate submitted by the candidate should clearly show the exact nature of experience. The vague experience certificates shall not be considered.

Maximum age Limit : 43 years. Age relaxation can be considered in deserving cases

Medical Standard : C-1

Roles & Responsibility -

- Strategic planning, and business skills for business development.
- Demonstrate ability to evaluate business propositions, analyze financial, other associated outcomes and issues.
- Increase area used for retails, facilities, promotion, and exhibition
- Maintaining and resolving of daily operational issues at the station with related to business development.
- Day to day co-ordination with NFBR partner, business entities, retailers etc.
- Follow up for Revenue reconciliation and outstanding dues.
- Resolutions of issues relating to retailers
- Complete safety, security and permit to work process
- Ensure statutory business compliances of retailers

Fire Officer

Number of Post : 4 (SC-1,OBC-1 & OPEN-2)

Pay Scale : 7th PC Rs.41,800 -1,32,300/- (Level S-15)

Mode of Selection : Appointment shall be made by Selection from any organization or on deputation from Central / State Government / PSUs from amongst the candidates who possess the following:

Qualification :

Applicant should possess a Bachelor's degree in Fire Engineering / Fire Technology / Fire Technology & Safety Engineering / Fire & Safety Engineering Regular Full time from recognized University / institution or has passed the membership examination of the Institute of Fire Engineers, India or Institute of Fire Engineers, United Kingdom or Equivalent.

OR

Applicant should possess a Graduate Degree Regular Full time from recognized University or Institution in addition with has passed the "Graduate Member (Level-3 Diploma) Examination" of the Institute of Fire Engineers, India or Institute of Fire Engineers, United Kingdom or "Advanced Diploma in fire Engineering" from National fire Service College, Nagpur, Min. of Home Affairs, Govt. of India or "Diploma in Fire Safety" from Maharashtra State Board of Technical Education or "Sub Officer & Fire Prevention Officer Course" from Maharashtra State Fire Academy, Govt. of Maharashtra.

Experience : Minimum two-year post qualification experience of regular fire services and inspection & testing of fire prevention and protection work. The experience should include the operation and maintenance of Fire Safety devices / Equipment's like fire Pumps, Hydrants, Detectors etc. that form part of Metro assets.

Maximum Age Limit : 41 years as on 01-12-2021. The relaxation in age can be considered in deserving cases.

Commercial Supervisor (Business Development)

Number of Post : 2 (SC-1 & Open-1)

Pay Scale : 9300-34800 GP-4400 Corresponding 7th PC Pay Scale (Level S-15) Rs.41800-1,32,300/- per month.

Mode of Selection : Appointment shall be made by Selection or on deputation from Railway / Metro Railways / Airports / Monorail / BRT, from amongst the candidate who possess the following:

Qualification : Bachelor's degree from a Govt. Recognised Institute.

Experience : Minimum 3 years post qualification experience in Commercial activities of Railways/ Metro Railway/ Airport/ BRT/MRTS. Out of 3-year experience, minimum 2-years' experience should be at Supervisor level and above. Preference will be given to those having experience in Business Development, Revenue generation including revenue through non-fare box means. The experience certificate submitted by the candidate should clearly show the exact nature of experience. The vague experience certificates shall not be considered.

Maximum age Limit : 41 years. Age relaxation can be considered in deserving cases

Medical Standard : C-1

Roles & Responsibility –

- Commercial Supervisor will help in preparation of weekly and monthly Key performance indicator (KPI) data for the commercial division of fare and non-fare box revenue
- Monitoring compliance of rules & regulation by NFBR partner, business entities, retailer etc.
- Commercial Supervisor will help in Market Survey, Identifying the market needs, propose appropriate developments, get the approval from competent authority.
- Commercial Supervisor Will do the invoicing work of all NFBR contracts
- Assist in various tender related activities. Such as Preparing tender document, Issuing Addendum / Corrigendum, Arranging pre-bid meetings, and other documentation work.
- Whenever there is new tender floated, he/she needs to carry out and coordinate with site visit for bidder.
- The revenue reconciliation of Non-Fare Box Revenue.
- Follow-up the licensees / Contractors for payment, Contract renewal

General Conditions: -

1. Age, Qualification and Experience as on 01-12-2021 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. 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.
9. 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.
10. 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.
11. 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.
12. 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 MMMOCL website : <https://www.mmmoocl.co.in/> ("Careers" Section)
13. No reservation for the isolated post as per GAD, GoM GR No. BCC1097प्र.क्र.20/97/16-ब दिनांक 21 सप्टेंबर, 1998.
14. 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.
15. 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.

16. 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.
17. 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.
18. If suitable candidates are not found for a post, then the same will be filled up in lower scale by suitable candidates.
19. 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.
20. The selected candidates for the post have to submit a Surety & Training Bond as per the MMMOCL Rules, to serve MMMOCL for 3 years.
21. The application should be filled in the prescribed format.
22. The interested persons can send their applications along with scan attested copies of relevant documents (PDF only) on email mentioned as below:
 - **General Manager (Civil) : recruitment.gmcivil@mmmocl.co.in**
 - **Assistant Manager (Business Development) : recruitment.ambd@mmmocl.co.in**
 - **Fire Officer : recruitment.fo@mmmocl.co.in**
 - **Commercial Supervisor (Business Development) : recruitment.csbd@mmmocl.co.in**
23. 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 17.01.2022.

Date: 18th Dec, 2021

Place : Mumbai

(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.

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)									
<p>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.</p>									

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 :