

MADHYA PRADESH METRO RAIL CORPORATION LIMITED

(A joint venture of Govt. of India and Govt. of Madhya Pradesh)

Advt No **2464**/HRD/MPMRCL-047/2024

Bhopal, Dated: **23**/02/2024

RECRUITMENT NOTIFICATION FOR VARIOUS POSTS

Madhya Pradesh Metro Rail Corporation Limited (MPMRCL), a joint venture of Government of India and Government of Madhya Pradesh is implementing Bhopal Metro Rail Project & Indore Metro Rail Project in the state of Madhya Pradesh.

MPMRCL invites applications from qualified and experienced candidates as per the following posts on "**Deputation/Contract/Re-employment**" basis on standard terms and conditions.

For appointment on Deputation basis, the initial tenure will be for 3 years extendable upto 5 years or upto the age of superannuation whichever is earlier.

For appointment on Contract basis, the initial tenure will be for 3 years extendable upto 5 years or upto age of 60 years whichever is earlier.

For appointment on Re-employment basis, the initial tenure will be for 1 year extendable upto 5 years or upto the age of 65 years whichever is earlier, on yearly basis.

The required eligibility criteria for various posts are as mentioned below:

A) POST CODE, POST NAME, MINIMUM QUALIFICATION AND WORK EXPERIENCE REQUIREMENT FOR ELIGIBILITY

Post Code	Post	Type of Appointment	Qualification	Work Experience
1.	Domain- Finance / Sub Domain - Finance / Accounts			
	Assistant Manager No. of Post - 04	Deputation / Contract/ Re-employment	For candidates working in Railway / State or Central Govt: Graduate from a Govt. recognized university / institute. For candidates working in Metro Rail / Railway PSUs/ other PSUs/ other reputed industries: M.Com or MBA / PGDM (Finance) or CA from ICAI or CA Inter from ICWA from a Govt. recognized university / institute.	The candidates should have knowledge and working experience in area of Contract Management, Financial Statements, Corporate Accounting, Project Financial Management, Multilateral / Bilateral Funding, Taxation - Direct/Indirect, Treasury Management, Corporate Governance, Tender Evaluation, vetting of contracts / offers / working knowledge & implementation of IND-AS, Compliance of Companies Act, 2013, Internal Financial Controls, Risk Assessment, dealing with auditors including CAG, project appraisal and project funding including raising / arranging funds for projects from Domestic Banks / International sources / Financial Institutions / Public or on Private placement basis.

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Post Code	Post	Type of Appointment	Qualification	Work Experience
2.	Domain- HR & Admin/ Sub Domain -HR			
	Assistant Manager No. of Post - 03	Deputation / Contract/ Re-employment	<p>For Contract basis: MBA/PGDM with specialization in HR or equivalent Master Degree with specialization in HR/MSW/LLB from a Govt. recognized University /Institute</p> <p>For Deputation/ Re-employment basis: Graduate in any discipline with post qualification experience of 05 years in HR domain.</p>	The candidate should have knowledge and working experience of HR & Administrative matters including formulation & implementation of HR Policies, Establishment, and Service Matter, Training & Development, Performance Management, SAP/ERP, Reservation Roster and dealing in labour laws. Working knowledge of SAP/ERP is must.

(B) PAY SCALE AND GRADE APPLICABLE FOR VARIOUS POST

SN	POST	GRADE	Mode	PAY SCALE (IDA)
1	Assistant Manager	E-2	Contract	50000- 160000
			Deputation	Parent Pay plus Deputation Allowances & other applicable allowances OR Pay & allowances of MPMRCL as per rules of the corporation.
			Re-employment	Consolidated Pay for retired officers joining on re-employment. 1. Retired from Level-8 ₹ 66000/pm plus other applicable allowances as per policy of corporation.

(C) AGE

SN	POST	AGE
1.	For Candidate's applying on Deputation basis	<p>For Working Officers: Maximum- 58 years, in case where the age of retirement in the organisation where they are working at the time of cut date of eligibility in the advertisement is 60 years. OR Maximum- 60 years, in case where the age of retirement in the organisation where they are working at the time of cut date of eligibility in the advertisement is 62 years.</p>
2.	For Candidate's applying on Re-employment basis	Maximum Age limit - 62 years
3.	For Candidate's applying on Contract	For Assistant Manager Max Age Limit - 45 Years

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D) EXPERIENCE AND PAY SCALE REQUIREMENT FOR ELIGIBILITY

SN	POST	ELIGIBILITY
1	Assistant Manager	<p>Candidates having experience in METROs (Regular / Deputation / Contractual / Consolidated) / Railways / Govt. Organization / Govt. PSUs/ Joint Venture / Autonomous Bodies or Private Sector Organisation.</p> <p>EXPERIENCE :</p> <p>i) For Candidate's applying on Contract basis-</p> <ul style="list-style-type: none">- Minimum 3 years post qualification experience after obtaining the minimum required qualification in which 1 years' experience in relevant field / subdomain. <p>ii) For Candidate's applying on Deputation/Re-employment basis:-</p> <ul style="list-style-type: none">- Minimum 5 years post qualification experience in HR domain after obtaining the minimum required qualification. <p>PAY SCALE :</p> <p>i) Pay Scale for Contract/Deputation-</p> <ul style="list-style-type: none">- The candidate should be working/worked in IDA pay scale of 50000- 160000 OR CDA Pay Matrix Level-08 (7th CPC) or aboveOR- The candidate should be working/worked for 2 years in IDA Pay scale 40000-140000OR- The candidate should be working/worked for 5 years in CDA Pay Matrix Level-07 (7th CPC)OR- Consolidated pay of Government Organisation of minimum ₹ 60,000/- per month or above and working/worked at the level of Assistant Manager - E-2 or above.OR- CTC of ₹ 80,000/- per month or above in Private Sector and working/worked at the level of Junior Manager or above. <p>ii) Pay Scale for Re-employment-</p> <ul style="list-style-type: none">- The candidate should be presently working or retired from IDA pay scale of 50000- 160000 or aboveORCDA Pay Matrix Level-08 (7th CPC) or above

GENERAL CONDITIONS

1. The number of posts indicated above may vary based on further assessment of requirement.
2. Metro means Metro Rail System.
3. Post qualification experience is an experience acquired after qualification as per criteria mentioned in advertisement.
4. Experience & Age will be reckoned as on closing date of advertisement.
5. Prescribed qualifications are the minimum requirements to apply and mere possession of the same does not entitle candidates to be called for interview.

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6. The experience is post-qualification and the minimum required; mere possession of minimum experience does not confer any right for the interview / selection at MPMRCL.
7. Management reserves the right to assess the fitness of the candidates selected. The selected candidates will be sent for medical examination as per the medical standards prescribed for the post by MPMRCL.
8. Candidates after selection are likely to be posted at Bhopal/Indore or any other projects of MPMRCL, anywhere in Madhya Pradesh or outside during their services in MPMRCL. Candidates can be posted in other sub domains within the domain as per requirement / suitability.
9. Apart from the pay, other benefits will also be paid as per the Company Policy.
10. Candidate selected on Re-employment basis will be paid consolidated fee, along with the applicable allowances, as per extant policy.
11. The candidate upon selection shall have to indicate his/her acceptance to the offer within seven working days from the receipt of offer, if not; next candidate in order of merit will be offered the appointment on similar lines. However, the Competent Authority may grant such extension of time depending upon the exigencies, if so requested.
12. MPMRCL shall not be liable for any damage/injury/loss to the individual, if any, sustained during the entire recruitment process and journey.

HOW TO APPLY:

1. Eligible and willing candidates for the aforesaid post are required to apply online through website www.mponline.gov.in or through www.mpmetrorail.com. No other means/mode of application will be accepted.
2. Candidates are required to have a valid personal e-mail ID. It should be kept active during the entire period of this recruitment process. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying online.
3. To access the online application, firstly candidates are required to visit MPMRCL website www.mpmetrorail.com and click on the link "Career". Thereafter, he/she may open the desired recruitment notification for which online application to be filled.
4. If candidates are applying through website www.mponline.gov.in then candidate have to click on "Citizen Services – Application – Madhya Pradesh Metro Rail Corporation Limited- Apply Online." Thereafter, he/she may open the desired recruitment notification for which online application to be filled.
5. Candidates shall apply online by going to sub link titled as "Apply Online" and follow the instructions given therein carefully for Online Registration.
6. He/she is required to read the entire vacancy notification & its instructions carefully to make him/ her familiar with the eligibility, age criteria, other conditions, norms of the desired post and all related information, instructions of this recruitment process.
7. The Online registration shall remain active from **28/02/2024 up to midnight of 15/03/2024** only. In order to avoid last minute rush & inconvenience, the candidates are advised to apply sufficiently before the closing time & date of online application process.
8. MPMRCL will not be responsible for any network problems/interruptions in submission of online applications due to any reasons what so ever or any other problem arises at candidate's end, during the entire period of submission of online application on website of MPMRCL & MP Online.

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9. All the fields in the online application form should be filled up carefully. After filling all required information by candidate/applicant, a pre-view of the filled application can be generated before submitting the application. After submission of the application, no modification will be permitted. Candidates need NOT to send printouts of application or Certificates or copies to MPMRCL. If at any stage of recruitment or thereafter, it is found that any information furnished by the candidate in his/her application is false/incorrect or the candidate has suppressed any relevant information or the candidate does not satisfy the eligibility criteria for the post(s), his/her candidature will be rejected forthwith.
10. Candidate applying from Metro Rail/Railway/Railway PSU's/Govt. Organization/ PSU's etc. will have to forward application through proper channel or need to submit "NO OBJECTION CERTIFICATE" from parent department along with the Vigilance and D&AR clearance at the time of applying online or undertaking from the candidate needs to be submitted along with online application that he/she will submit the NOC and Vigilance Clearance at the time of Interview.
11. The candidate must enclose all self-certified copies of relevant proof/ documents during online submission of application in support of: -
 - a) Age proof (Matriculation Certificate or equivalent).
 - b) Essential Qualification certificate as prescribed in the notification.
 - c) Experience certificate of ex-employer/s. Appointment order/Office order of joining the current organization.
 - d) Certificate of Working knowledge of SAP/ERP with attestation from previous/present employer is must.
 - e) Office order showing present pay-scale and promotion to present grade.
 - f) Summarized brief description of relevant Experience.
 - g) Latest Salary slips (3 months).
 - h) NOC and Vigilance Clearance by the Present employer or undertaking as mentioned at S.No.10, for candidates applying from Metro Rail/Railway/ Railway PSU's/Govt. Organization/ PSU's etc..
12. Non-submission of documents as per S.No.11, will lead to rejection of candidature at any stage during the process of recruitment.
13. Online application which is not supported with the required document as per S.No.11, will liable to be REJECTED.
14. For any type of post related query, kindly call at MPMRCL office no.0755-2475608 (10:00 am to 5:00 pm all working days).
15. For any type of technical issue related with filling of online application, kindly call MP Online Customer Care no. at 0755-6720200 (8:30 am-7:30 pm).

PORTAL CHARGES & PROCEDURE OF PAYMENT OF PORTAL CHARGES:

1. Candidates are required to pay one-time Non-refundable MP Online portal charges i.e., ₹170 plus 18% GST on submission of the application form.
2. Portal fee plus applicable charges, if any once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility, the closing date for submission of online application before paying the portal fee.
3. Candidate shall pay requisite portal fees through the ONLINE mode only:
4. After filling the application form, the candidate shall click on the 'submit' button to make payment.
5. Please note that unpaid application will be summarily rejected.

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6. The Candidate has following options for payment:

- a) Credit Card
- b) Debit Card
- c) Internet Banking
- d) UPI

SELECTION PROCESS

1. MPMRCL reserves the right to shortlist any candidate for interview. Priority for shortlisting shall be relevant Metro experience and seniority in desired pay scale. The decision of the Selection Committee shall be final.
2. The candidates, who are shortlisted for the selection process, will be informed through registered e-mail id provided at the time of submission of application.
3. No separate communications by post will be sent to the candidates individually. The candidates are required to go through the instructions for Interview sent along with e-mail.
4. The shortlisted candidates will have to appear for Interview through online or offline mode on the scheduled dates and time with all original documents / testimonials and experience certificates.
5. NO request will be entertained for change in the schedule date and time of the interview.
6. The candidate should regularly visit MPMRCL website www.mpmetrorail.com for updated information.
7. Management reserves the right to conduct a written test for the posts, if required.
8. MPMRCL may relax selection criteria in case of candidates with good experience in similar project.
9. Original Documents in support of Date of Birth, Qualification, Total Experience, Relevant Experience, Brief summary of experience, desired Pay Scale, Promotion order for certifying desired experience in the desired pay scale, current pay slip shall be uploaded at the time of applying and same shall be shown during interview or after selection and photocopies in two sets of the same to be submitted along with the copy of the filled application form at the time of joining.
10. Any candidate found guilty of impersonation or submitting fabricated documents or making statements, which are false, incorrect, or indulging in suppression of facts, attempts to use unfair means for the purpose of recruitment, will be liable for rejection.
11. Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to selection/appointment shall lead to disqualification of the candidate.
12. The candidates shortlisted for Screening Process will be informed through e-mail only and will be eligible for re-imbusement of train fare by AC III tier if interview is scheduled through offline mode.

WARNING

Beware of touts and job racketeers trying to deceive by false promises of securing job in MPMRCL either through influence or by use of unfair and unethical means. MPMRCL has not appointed any agent(s) or coaching centre (s) for action on its behalf. Candidates are warned against any such claims being made by persons/agencies. Candidates are selected purely as per merit. Beware of unscrupulous elements and do not fall in their trap. Candidates attempting to influence MPMRCL directly or indirectly shall be disqualified, and legal action can be initiated against them. Candidates are advised to consult only the official website of MPMRCL i.e. Madhya Pradesh Metro Rail Corporation Limited (mpmetrorail.com) and beware of FAKE websites put up by unscrupulous elements/touts.

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