



MUMBAI METRO RAIL CORPORATION LIMITED
(A JV company of Govt. of India and Govt. of Maharashtra)
MMRCL Transit Office, Bandra-Kurla Complex, Bandra (E), Mumbai- 400 051
Website: www.mmrcl.com

ADVERTISEMENT FOR THE POST OF CHIEF VIGILANCE OFFICER
(ON DEPUTATION)

Mumbai Metro Rail Corporation Ltd. a Joint Venture company of Govt. of India and Govt. of Maharashtra is implementing Colaba-Bandra-Andheri (SEEPZ) Metro Line-3 in Mumbai. MMRCL invites applications for the post of Chief Vigilance Officer on deputation.

1.	Name of the post	Chief Vigilance Officer
2.	Number of post	01 (One)
3.	Age	Maximum 56 years as on 01.04.2024
4.	Eligibility Criteria & Conditions	1) Officers belonging to Organized Group-A Services drawing their pay in the scale of Senior Administrative Grade (SAG) in their cadres (Functional/Non-Functional) OR 2) The officer having experience of working in technical disciplines of Group A engineering disciplines of railways will be preferred. 3) The Benchmark for selection would be at least '8.0' in the APAR Grading of the last 5 years and the integrity should be beyond doubt. (Wherever number grading is not available, 'Very Good' will be acceptable)
5.	Pay & Allowances	As per deputation terms and conditions. Perks applicable to the equivalent grade in MMRCL.
6.	Type of Employment	On Deputation for a period of 03 (Three) years. Extendable by another 02 (Two) years.

General Terms and Conditions:

A. The forwarding authority should send the following information/ documents along with application through hardcopy:

- i. Application in the prescribed format (as enclosed) should be supported with updated CV, self-attested copy of age proof, degree certificates and experience certificates.
- ii. Documents showing present PayScale and promotional orders (if any)
- iii. Last 03 months payslips
- iv. Duly attested copies of last 05 years APARs of the applicant.
- v. Certificate from cadre controlling authority to the effect of D&AR, Vigilance clearance, Integrity certificate and Major or Minor penalty statement.

- B.** The Advance copy of the application along with all supporting documents may be sent to the mail id contact.hr@mmrcl.com, **however, it is mandatory to send hard copy of the application through proper channel with the above-mentioned documents at para A to Chief General Manager (HR), Mumbai Metro Rail Corporation Ltd, MMRCL Transit Office, E Block, Bandra- Kurla Complex, Bandra (East), Mumbai- 400 051 on or before 16th August 2024.**
- C.** Qualification & Experience shall be reckoned as 01.07.2024.
- D.** Incomplete applications or applications received after the due date shall not be accepted. MMRCL will not be responsible for any delay/loss in postal transit of any application.
- E.** Officers against whom any major or minor penalty was imposed in their careers as a result of disciplinary proceedings are not eligible for applying for the post of CVO.
- F.** Selection of the candidate shall be done by the Ministry of Housing & Urban Affairs, Govt of India, on basis of recommendations made by Search cum Selection Committee.
- G.** An officer will not be considered for appointment as CVO if he/she is already working in MMRCL. Further, the officers being considered should not have worked (in the preceding 03 years) in MMRCL in any capacity having direct official dealings with MMRCL.
- H.** An officer, if on selection does not join the post, he /she would be debarred from all kinds of posting in Metro/RRTS companies for a period of 05 (five) years from the date of issuing of appointment order.
- I.** Acceptance or rejection of application of the candidates will be sole discretion of the management. MMRC management reserves the right to cancel or amend the advertisement.

Date : 03rd July, 2024

Place : Mumbai

Sd/-
(Ashwini Bhide, I.A.S.)
Managing Director
Mumbai Metro Rail Corporation Ltd.

Annexure A



MUMBAI METRO RAIL CORPORATION LIMITED
(A JV company of Govt. of India and Govt. of Maharashtra)
MMRCL Transit Office, Bandra-Kurla Complex, Bandra (E), Mumbai- 400 051
Website: www.mmrc.com

**PRESCRIBED PROFORMA FOR SUBMISSION OF APPLICATION FOR THE
POST OF CHIEF VIGILANCE OFFICER ON DEPUTATION BASIS**

<u>PERSONAL DETAILS</u>				<div style="border: 1px solid black; width: 150px; height: 100px; margin: auto;"></div>	
1.	First Name				
2.	Middle Name				
3.	Surname				
4.	Date of Birth				
5.	Age as on 01.04.2024	years	months	days	
6.	Gender				
7.	Category – General /SC/ST/OBC/Others (Pls Specify)				
8.	Religion				
9.	Contact Details				
	Landline				
	Mobile Number				
	Alternate Mobile Number				
	Email ID				

	Present Address			
	Permanent Address			
10.	Service			
11.	Department			
12.	Date of Entry into Time Scale (DITS)			
13.	Date of Superannuation			
14.	Present Organization			
15.	Present Designation			
16.	SAG Pay scale and Level			
17.	Date of Grant of SAG/NFSAG/Level 14 (Please mention dd/mm/yy)			
18.	Period of holding the SAG/NFSAG/Level 14	years	months	days
19.	Total executive experience as on 01.07.2024			
20.	Whether presently slotted for Foreign Training/Assignments	YES / NO		
21.	Whether applied for CVO in any other organisation earlier (If yes, please specify the details)			

22.	A brief note (not more than 100 words) highlighting significant/relevant qualifications and important achievements in support of eligibility	
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23. EDUCATIONAL QUALIFICATION (Self attested certificates copies to be enclosed) :

Sr. No	Qualification	Subject/ Domain/ Field/ Specialization	Institution/ University/ Place	Percentage	Year of passing	Tenure
(i)						
(ii)						
(iii)						
(iv)						

24. EXPERIENCE DETAILS: (Please provide updated experience details in a separate sheet)

Sr. No.	Type of Posting	Level / Pay Scale Designation	Ministry Department Office Place	Field of experience acquired during the posting (Major & Minor)	Tenure From & Tenure To
(i)					
(ii)					
(iii)					
(iv)					

25. VIGILANCE EXPERIENCE DETAILS: (Self attested certificates copies to be enclosed)

Sr. No	Type of Posting (Cadre /Centre)	Level / Pay Scale/ Designation	Ministry Department Office Place	Details of Experience in vigilance / disciplinary matters	Tenure From & Tenure To
(i)					
(ii)					
(iii)					
(iv)					

26. TRAINING DETAILS:

Sr. No	1. Training Name 2. Institute 3. Country	Training related to Specialization in Subjects	From Date to Date
(i)			
(ii)			
(iii)			
(iv)			

27. Work Experience:

A	Belonging to Organised Group A services drawing pay in the scale of Senior Administrative Grade (SAG) (Functional/Non-Functional).	YES/NO
B	Have experience of working in technical disciplines of Group A engineering disciplines of railways.	YES/NO

28. OTHER DETAILS:

1.	Whether any punishment awarded in last 05 years. If yes, please furnish details.	YES/NO
2.	Whether any disciplinary action/inquiry is contemplated against the applicant. If yes, please furnish details.	YES/NO
3.	Whether debarred from deputation? If yes, please furnish details. Date from (of debarment) Date to (of debarment)	YES/NO
4.	Whether cooling-off period completed – If yes, Cooling-off period completion date	YES/NO

29. APAR Ratings for last 05 years: (Attach supporting documents)

Year	Ratings	Remarks (If any)

Certificate by Cadre Controlling Authority along with NOC, Vigilance, Integrity and D&AR status from current employer enclosed	YES/NO
Copies of Annual Performance Appraisal Report for last 05 years enclosed.	YES/NO

I certify that the information furnished above by me is true and I am eligible for the post as per the criteria laid down in the vacancy notice. I also certify that a copy of the application has been endorsed to my Administrative Officer- (Name) _____, (Designation) _____, for forwarding the application to MMRCL indication NOC, Vigilance/ DAR clearance, last 05 years APAR's etc.

Place:

Date:

(Name & Signature of the applicant)

Annexure B

Proforma of the Certificate to be given by the Cadre Controlling Authority

(This should be filled by the competent authority of State Govt. / Cadre Controlling Authority)

1. The date of birth, qualification and experience and other details furnished by Shri. / Smt. _____ (Name, Designation) indicated in the application form have been verified and found correct as per service records of the officer.
2. The particulars furnished by the applicant are correct and he / she fulfils the eligibility criteria.
3. It is certified that no disciplinary proceedings/ vigilance case/ criminal case is pending or being contemplated against the applicant, and he/ she is clear from the vigilance angle.
4. His/ Her integrity is certified.
5. It is certified that no major/ minor penalties have been imposed on the Officer during the last 10 years.
6. Attested copies of APAR/ ACR's for the last five years are enclosed.

a)	Whether any disciplinary proceedings have been initiated against the officer during his/her career, so far. If yes, details thereof.	Yes/No
b)	Whether any complaint including that of corruption, against the officer, which in the view of the state government/cadre controlling authority may have a direct bearing/relevance on the vigilance status/integrity of the officer as on date, is pending against the officer. If so, details thereof.	Yes/No
c)	Whether any preliminary inquiry or any other vigilance related matter is pending against the officer. If so, full facts of the pending matter.	Yes/No
d)	Whether any criminal proceedings were registered against the officer during his career so far. If so, the details/present status and the final outcome thereof.	Yes/No

Date:

Place:

[**Signature of the Controlling Authority
Name & Designation along with official seal**]

Roles and Functions of Chief Vigilance Officers

The role and functions of CVO's has been broadly divided into two parts, which are (a) Preventive and (b) Punitive.

The CVO shall undertake various measure, which include:

a) On the Preventive side

- i.** To examine in detail the existing Rules and procedures of the Organization with a view to eliminate or minimize the scope for corruption or malpractices.
- ii.** To identify the sensitive /corruption prone spots in the organization and keep an eye on personnel posted in such areas.
- iii.** To plan and enforce surprise inspections and regular inspections to detect system failures and existence of corruption or malpractices.
- iv.** To maintain proper surveillance on officers of doubtful integrity; and
- v.** To ensure prompt observance of Conduct Rules relating to integrity of the officers, like
 - The Annual Property Returns.
 - Gifts accepted by the officials.
 - Benami transactions
 - Regarding relatives employed in private firms or doing private business etc.
 - To conduct vigilance investigations, whenever directed by the board of company or ministry.

b) On the Punitive Side:

- i.** To ensure speedy processing of vigilance cases at all stages. A decision as to whether the case had a vigilance angle shall in every case be taken by the CVO who, when in doubt, may refer the matter to the Ministry.
- ii.** To ensure that charge-sheet, statement of imputations, lists of witness and documents etc. are carefully prepared and copies of all the documents relied upon and the statements of witnesses cited on behalf of the disciplinary authority are supplied wherever possible to the accused officer along with the charge-sheet.
- iii.** To ensure that all documents required to be forwarded to the Inquiring Officer are carefully sorted out and sent properly.
- iv.** To ensure that there is no delay in the appointment of the Inquiring Officer, and that no dilatory tactics adopted by the accused officer or the Presenting Officer.
- v.** To ensure that the processing of the Inquiring Officer's reports for final orders of the Disciplinary Authority is done properly and quickly.
- vi.** To scrutinize final orders passed by the Disciplinary Authorities with a view to see whether a case for review is made or not.
- vii.** To take proper assistance is given to the CBI in the investigation of cases entrusted to them or started by them on their own source of information.
- viii.** To take proper and adequate action with regard to writ petition filed by accused officers.
- ix.** To ensure prompt submission of returns to the ministry.

- x. To review from time to time the existing arrangements for vigilance work in the SPV to see if they are adequate to ensure expeditious and effective disposal of vigilance work.
- xi. To ensure that the competent authority disciplinary authorities do not adopt a dilatory or law attitude in processing vigilance cases, thus knowingly otherwise helping the subject public servants, particularly in cases of officers due to retire.
- xii. To ensure that cases against the public servants on the verge of retirement do not lapse due to time limit for reasons such as misplacement of files etc, and that the orders passed in the cases of retiring officers are implemented in time.
- xiii. To ensure that the period from the date of serving a charge sheet in a disciplinary case to the submission of the report of the Inquiry Officer, should ordinarily, not exceed six months.

Checklist / List of self-attested documents to be enclosed:

Sr. No	Mandatory documents
1.	Duly Filled Application Form – Annexure A
2.	Coy of Detailed Resume/CV
3.	Age Proof – Birth Certificate / 10 th std Certificate
4.	Educational Qualifications (from 10 th Std to last qualified degree)
5.	Experience Certificates (Present & Previous employments)
6.	NOC/Through Proper Channel Letter
7.	Duly attested copies of last 05 years APAR's
8.	Vigilance Clearance & Integrity Certificate
9.	Proforma of the certificate – Annexure B
10.	Any Other relevant certificates (if any)