

MADHYA PRADESH METRO RAIL CORPORATION LIMITED

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

Advt No 2833/HRD/MPMRCL-057/2024

Bhopal, Dated: 05/07/2024

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
01.	Domain- Corporate Coordination/ Sub Domain – Corporate Coordination			
	General Manager No. of Post-01	Deputation / Contract/ Re-employment	Bachelor's degree in civil/electrical/mechanical, or, Electronics and Communications Engineering from a Govt. recognized University/ Institute. Master's in business administration or master's in the relevant discipline, shall be a desirable qualification.	Experience in coordination all the function of the office of MPMRCL and aid and assist the MD, for the wholesome discharge in role in responsibility.

Post Code	Post	Type of Appointment	Qualification	Work Experience
02.	Domain- Corporate Coordination/ Sub Domain – PRO			
	Deputy General Manager No. of Post – 01	Deputation / Contract/ Re-employment	Graduate in Mass Communication/Journalism/Publicity/Public Relation/Public Administration from a Government recognized University/ Institute. OR Postgraduate (Degree/Diploma) in Mass Communication Journalism/Publicity /Public Administration from a Government recognized University/ Institute.	Experience of writing reports and Press release, carrying out promotion activities, Corporate Communications media, event management, Print/Visual/Audit/Social Media, Advertising, Reporter in reputed or leading newsprint media (English and Hindi)
03	Domain- HR & Admin/ Sub Domain -HR			
	Assistant Manager No. of Post – 04	Deputation / Contract/ Re-employment	For Contract basis: LLM/LLB/MSW or MBA/PGDM with specialization in HR or equivalent Master Degree with specialization in HR/MSW/LLB from a Govt. recognized University /Institute For Deputation/ Re-employment basis: Graduate in any discipline with post qualification experience of 05 years in HR domain.	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 preferable.

04	Domain- Finance / Sub Domain – Finance / Accounts			
	Joint General Manager OR Senior Deputy General Manager OR Deputy General Manager No. of Post – 02	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: CA qualified from the Institute of Chartered Accountants of India /CMA qualified from the Institute of Cost Accountants of India.	The candidates should have knowledge and working experience in area of Contract Management, Financial Statements, Corporate Accounting, Project Accounting, 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.
	Manager OR Assistant Manager No. of Post –01		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) from a Govt. recognized university / institute or CA Inter/CMA Inter from the Institute of Chartered Accountants of India / The Institute of Cost Accountants of India.	
Sr. Supervisor No. of Post- 02	Graduate in any discipline from Government recognized University/ Institute.			
05	Domain- HR & Admin/ Sub Domain – Company Affairs			
	Assistant Manager No. of Post – 01	Deputation / Contract/ Re-employment	Member of Institute of Company Secretaries of India from recognized institute / university. Desirable - LLB from recognized university.	Minimum 02 years of experience in Metro Rail / Govt. Organization / Railway PSU's, as supervisory level. *The incumbent should have experience of compliance of Companies Act, conducting meetings of Board of Directors, Committees of Board, finalization of Annual Reports, compliance to Govt. of India guidelines, Corporate Governance etc.

06	Domain- HR & Admin/ Sub Domain – Admin			
	Assistant Manager No. of Post – 02	Deputation / Contract/ Re-employment	<p>For Contract basis: Candidate should have full time MBA from govt. recognized University with minimum 5 years of relevant post qualification experience of Executive level in Metro or in public transport sector/organisation</p> <p>OR</p> <p>Candidate should have a full time graduate degree from govt. recognized University with minimum 7 years of relevant post qualification experience of executive level in public transport sector/organisation</p> <p>Candidate having experience in metro organisation will be given preference.</p>	Candidate should have experience in administration, management, out of which he must have worked with large Corporate/ Organization or State PSUs, Corporations / Boards and have hands on experience in general administration Housekeeping, Assets administration, Cafeteria Management, Tendering procedures of such Company or Organization.
07	Domain- HR & Admin/ Sub Domain -Legal			
	Manager OR Assistant Manager No. of Post – 02	Deputation / Contract/ Re-employment	Full time Regular LL.B from a recognized university in India with minimum 60 % marks.	Minimum 5 years post qualification experience as Legal Professional, of which at least 3 years shall be as Legal Officer in Govt./PSU/Listed Company or other reputed Companies with annual turnover of at least 300 crores.
08	Domain- / Sub Domain – Vigilance			
	Assistant Manager No. of Post – 01	Deputation / Contract	Graduate in any discipline from Government recognized University/ Institute.	Experience of dealing in matters related to Personnel, Administrative Vigilance, Discipline Proceeding, Investigation, Legal & Public Procurement matters. etc.

(B) PAY SCALE AND GRADE APPLICABLE FOR VARIOUS POST

N	POST	GRADE	PAY SCALE (IDA)
1	General Manager	E8	120000-280000
2	Joint General Manager	E6	90000-240000
3	Senior Deputy General Manager	E5	80000-220000
4	Deputy General Manager	E4	70000-200000
5	Manager	E3	60000-180000
6	Assistant Manager	E2	50000-160000
7	Sr. Supervisor	Grade-I	46000-145000
		Grade-II	40000-125000

SN	POST	GRADE	Mode	PAY SCALE (IDA)
1	General Manager	E-8	Contract	120,000- 280,000
			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 14 - 165900/- pm. plus other applicable allowances
2	Joint General Manager	E-6	Contract	90000-240000
			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 13 A- 142300/- pm 2. Retired from Level 13 - Rs.127400/- plus other applicable allowances
4	Sr. Deputy General Manager	E-5	Contract	80000-220000
			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 12 – Rs. 99800/- pm plus other applicable allowances
5	Deputy General Manager	E-4	Contract	70000- 200000
			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 11 – Rs. 87800/- pm plus other applicable allowances
6	Manager	E-3	Contract	60000-180000
			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 10 – Rs. 68300 /- pm plus other applicable allowances
7	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 (Group-B) - 66000/- pm plus other applicable allowances
8	Sr. Supervisor	Grade-I Grade-II	Contract	Grade I - 46000-145000 Grade II – 40000-125000
			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 in grade Rs. 47600-151100 or equivalent Sr. Supervisor Grade I in Metro organisations/Railways - Rs. 61600/- pm. 2. Retired in grade Rs.44900-142400 or equivalent Sr. Supervisor Grade II in Metro organisations/Railways - Rs. 55800/- pm. plus other applicable allowances

(C) AGE

SN	POST	AGE
1.	For Candidate's applying on Contract	For General Manager Max Age Limit – 57 Years
2.	For Candidate's applying on Deputation basis	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.
3.	For Candidate's applying on Re-employment basis	Age limit – Minimum 55 years Maximum 63 years
4.	For Candidate's applying on Contract	For JGM/Sr. DGM/DGM Max Age Limit – 50 Years
5.	For Candidate's applying on Contract	For Manager/Assistant Manager/Sr. Supervisor Max Age Limit – 45 Years

D) EXPERIENCE AND PAY SCALE REQUIREMENT FOR ELIGIBILITY

1	General Manager	<p>Candidates working/worked in METROs (Regular/ Deputation/ Contractual / Consolidated)/ Railways / Govt. Organization / Govt. PSUs/ Joint Venture / Autonomous Bodies.</p> <p>EXPERIENCE & PRESENT PAY:</p> <p>i) For Candidate's applying on Contract/Deputation basis- Minimum 18 years post qualification experience after obtaining the minimum required qualification in which 5 years' experience in relevant field/sub domain. AND The candidate should be working/worked in IDA pay scale of ₹120,000- 280,000 OR CDA Pay Matrix Level-14 (7th CPC) or above OR The candidate should be working/worked for 3 years in IDA Pay scale ₹100,000-2,60,000 OR The candidate should be working/worked for 5 years CDA Pay Matrix Level-13A/13 (7th CPC) OR Consolidated pay of Government Organisation of minimum ₹ 140,000/- per month or above and working at the level of GM-E-8 or above.</p> <p>ii) For Candidate's applying on Re-employment basis: Minimum 18 years post qualification experience after obtaining the minimum required qualification in which 5 years' experience in relevant field / subdomain. AND The candidate should be presently working or retired from IDA pay scale of ₹120,000- 280,000 or above OR CDA Pay Matrix Level-14 (7th CPC) or above</p>
2	Joint General Manager	<p>EXPERIENCE & PRESENT PAY :</p> <p>i) For Candidate's applying on Contract/Deputation basis-</p> <ul style="list-style-type: none">- Minimum 12 years post qualification experience after obtaining the minimum required qualification in which 3 years' experience in relevant field / sub domain. AND- The candidate should be presently working/worked in IDA pay scale of 90000- 240000 OR CDA Pay Matrix Level-13A/13 (7th CPC) or above OR- The candidate should be working/worked for 3 years in IDA Pay scale 80000-220000 OR CDA Pay Matrix Level-12 (7th CPC) OR- Consolidated pay of Government Organisation of minimum ₹ 100,000/- per month or above and working/worked at the level of Joint General Manager- E-6 or above. <p>ii) For Candidate's applying on Re-employment basis:-</p> <ul style="list-style-type: none">- Minimum 12 years post qualification experience after obtaining the minimum required qualification in which 3 years' experience in relevant field / subdomain. AND- The candidate should be presently working or retired from IDA pay scale of 90000- 240000 or above OR CDA Pay Matrix 13A/13 (7th CPC) or above

3	Senior Deputy General Manager	<p>EXPERIENCE & PRESENT PAY :</p> <p>i) For Candidate's applying on Contract/Deputation basis-</p> <ul style="list-style-type: none"> - Minimum 9 years post qualification experience after obtaining the minimum required qualification in which 3 years' experience in relevant field / sub domain. <li style="text-align: center;">AND - The candidate should be presently working/worked in IDA pay scale of 80000- 220000 OR CDA Pay Matrix Level-12 (7th CPC) or above <li style="text-align: center;">OR - The candidate should be working/worked for 3 years in IDA Pay scale 70000-200000 OR CDA Pay Matrix Level-11 (7th CPC) <li style="text-align: center;">OR - Consolidated pay of Government Organisation of minimum ₹ 90,000/- per month or above and working/worked at the level of Sr. Deputy General Manager - E-5 or above. <p>ii) For Candidate's applying on Re-employment basis:-</p> <ul style="list-style-type: none"> - Minimum 9 years post qualification experience after obtaining the minimum required qualification in which 3 years' experience in relevant field / subdomain. <li style="text-align: center;">AND - The candidate should be presently working or retired from IDA pay scale of 80000- 220000 or above <li style="text-align: center;">OR <p>CDA Pay Matrix Level-12 (7th CPC) or above</p>
4	Deputy General Manager	<p>Candidates having experience in METROs (Regular / Deputation / Contractual / Consolidated) / Railways / Govt. Organization / Govt. PSUs/ Joint Venture / Autonomous Bodies.</p> <p>EXPERIENCE & PRESENT PAY :</p> <p>i) For Candidate's applying on Contract/Deputation basis-</p> <ul style="list-style-type: none"> - Minimum 7 years post qualification experience after obtaining the minimum required qualification in which 3 years' experience in relevant field / sub domain. <li style="text-align: center;">AND - The candidate should be presently working/worked in IDA pay scale of 70000- 200000 OR CDA Pay Matrix Level-11 (7th CPC) or above <li style="text-align: center;">OR - The candidate should be working/worked for 3 years in IDA Pay scale 60000-180000 OR CDA Pay Matrix Level-10 (7th CPC) <li style="text-align: center;">OR - Consolidated pay of Government Organisation of minimum ₹ 80,000/- per month or above and working/worked at the level of Deputy General Manager - E-4 or above. <p>ii) For Candidate's applying on Re-employment basis:-</p> <ul style="list-style-type: none"> - Minimum 7 years post qualification experience after obtaining the minimum required qualification in which 3 years' experience in relevant field / subdomain. <li style="text-align: center;">AND - The candidate should be presently working or retired from IDA pay scale of 70000- 200000 or above <li style="text-align: center;">OR <p>CDA Pay Matrix Level-11 (7th CPC) or above</p>

5	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 & PRESENT PAY :</p> <p>i) For Candidate's applying on Deputation basis-</p> <ul style="list-style-type: none"> - Minimum 5 years post qualification experience after obtaining the minimum required qualification in which 1 years' experience in relevant field / sub domain. <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> - The candidate should be presently working/worked in IDA pay scale of 60000- 180000 OR CDA Pay Matrix Level-10 (7th CPC) or above <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> - The candidate should be working/worked for 3 years in IDA Pay scale 50000-160000 OR CDA Pay Matrix Level-08 (Group 'B') (7th CPC) <p>ii) For Candidate's applying on Re-employment basis:-</p> <ul style="list-style-type: none"> - Minimum 5 years post qualification experience after obtaining the minimum required qualification in which 1 year experience in relevant field / subdomain. <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> - The candidate should be presently working or retired from IDA pay scale of 60000- 180000 or above <p style="text-align: center;">OR</p> <p style="text-align: center;">CDA Pay Matrix Level-10 (7th CPC) or above</p>
6	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 & PRESENT PAY :</p> <p>i) For Candidate's applying on Deputation 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 style="text-align: center;">AND</p> <ul style="list-style-type: none"> - The candidate should be presently working/worked in IDA pay scale of 50000- 160000 OR CDA Pay Matrix Level-08 (7th CPC) or above <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> - The candidate should be working/worked for 3 years in IDA Pay scale 46000-145000. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> - The candidate should be working/worked for 5 years in CDA Pay Matrix Level-07 (7th CPC) <p>ii) For Candidate's applying on Re-employment basis:-</p> <ul style="list-style-type: none"> - Minimum 3 years post qualification experience after obtaining the minimum required qualification in which 1 year experience in relevant field / subdomain. <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> - The candidate should be presently working or retired from IDA pay scale of 50000- 160000 or above <p style="text-align: center;">OR</p> <p style="text-align: center;">CDA Pay Matrix Level-08 (7th CPC) or above.</p>

7	<p>Sr. Supervisor Grade-I</p>	<p>For Contract</p> <p>Worked/Working in Railways at Level- 8 in CDA Pay Scale of 47600-151100 or above</p> <p style="text-align: center;">OR</p> <p>Worked/Working in Railways at Level – 7 in CDA Pay Scale of 44900-142400 for 3 years.</p> <p style="text-align: center;">OR</p> <p>Worked/Working in equivalent Sr. Supervisor Grade I/ 46000-145000 or above in Metro Rail Organisations.</p> <p style="text-align: center;">OR</p> <p>Worked/Working in equivalent Sr. Supervisor Grade II/ 40000-125000 for 3 years in Metro Rail Organisations.</p> <p style="text-align: center;">OR</p> <p>Worked/Working with minimum 6 years post qualification work experience in the relevant field in Government Metro Rail Organization with minimum consolidated pay of ₹ 55,000/- per month or above.</p> <p style="text-align: center;">OR</p> <p>Worked/Working with minimum 6 years post qualification work experience in the relevant field in Private Metro Rail Sector/Infrastructure Industry with minimum CTC of ₹ 70,000 per month or above.</p> <hr/> <p>For Deputation</p> <p>Worked/Working in Railways at Level- 8 in CDA Pay Scale of 47600-151100 or above.</p> <p style="text-align: center;">OR</p> <p>Worked/Working in Railways at Level – 7 in CDA Pay Scale of 44900-142400 for 3 years</p> <p style="text-align: center;">OR</p> <p>Worked/Working in equivalent Sr. Supervisor Grade-I/46000-145000 or above in Metro Organisations.</p> <p style="text-align: center;">OR</p> <p>Worked/Working in equivalent in Sr. Supervisor Grade II/40000-125000 for 3 years in Metro Organisations.</p> <hr/> <p>For Re-employment</p> <p>Worked/Working in Railways at Level- 8 in CDA Pay Scale of 47600-151100 or above.</p> <p style="text-align: center;">OR</p> <p>Worked/Working in equivalent Sr. Supervisor Grade I/46000-145000 in Metro Organisations.</p>
8	<p>Sr. Supervisor Grade-II</p>	<p>For Contract</p> <p>Worked/Working in Railways at Level – 7 in CDA Pay Scale of 44900-142400 or above</p> <p style="text-align: center;">OR</p> <p>Worked/Working in Level – 6 in CDA Pay Scale of 35400-112400 for 3 years.</p> <p style="text-align: center;">OR</p> <p>Worked/Working in equivalent Sr. Supervisor Grade II/ 40000-125000 or above in Metro Rail Organisations.</p> <p style="text-align: center;">OR</p> <p>Worked/Working in equivalent Supervisor Grade I/ 35000-110000 for 3 years in Metro Rail Organisations.</p> <p style="text-align: center;">OR</p> <p>Worked/Working with minimum 5 years post qualification work experience in the relevant field in Government Metro Rail Organization with minimum consolidated pay of ₹ 48,000/- per month or above.</p>

	<p style="text-align: center;">OR</p> <p>Worked/Working with minimum 5 years post qualification work experience in the relevant field in Private Metro Rail Sector/Infrastructure Industry with minimum CTC of ₹ 60,000 per month or above.</p>
	<p>For Deputation</p> <p>Worked/Working in Railways at Level – 7 in CDA Pay Scale of 44900-142400 or above.</p> <p style="text-align: center;">OR</p> <p>Worked/Working in Railways at Level – 6 in CDA Pay Scale of 35400-112400 for 3 years</p> <p style="text-align: center;">OR</p> <p>Worked/Working in equivalent in Sr. Supervisor Grade II/40000-125000 or above in Metro Organisations.</p> <p style="text-align: center;">OR</p> <p>Worked/Working in equivalent in Supervisor Grade I/35000-110000 for 3 years in Metro Organisations.</p>
	<p>For Re-employment</p> <p>Worked/Working in Railways at Level – 7 in CDA Pay Scale of 44900-142400 or above</p> <p style="text-align: center;">OR</p> <p>Worked/Working in equivalent Sr. Supervisor Grade II/40000-125000 or above in Metro Organisations.</p>

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.
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. 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 submitting applications.
2. 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.

3. SUBMISSION OF APPLICATIONS

The applications in the enclosed proforma (Annexure-I) giving the details about qualifications, experience and brief summary of relevant experience (in a separate sheet), should reach at the under mentioned address, positively by 05/08/2024 till 5:00 P.M. **Last date of Application is 05/08/2024.**

The Managing Director,

Madhya Pradesh Metro Rail Corporation Ltd

2nd Floor, Smart City Development Corporation Limited Office Building,

Kalibadi Road, BHEL, Sector A, Berkheda, Bhopal – 462022

4. Applications which are incomplete/illegible /unsigned/not supported with required documents, not received in the format and received after the due date will be summarily REJECTED. MPMRCL reserves the right to shortlist any candidate for interview. The decision of the Selection Board shall be final.
5. Candidate applying from Govt. Organization/PSU/PSE/Metro/Railways/RRTS/High Speed Railway infrastructure project. 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 joining. For candidates applying on deputation, undertaking from the candidate needs to be submitted along with application that he/she will submit the NOC and Vigilance Clearance at the time of Interview/Joining.
MPMRCL internal candidate may seek NOC from the concerned department.
6. The candidate must enclose all self-certified copies of relevant proof/documents along with application in support of: -
 - a) Age proof (Matriculation Certificate or equivalent).
 - b) Eligibility Qualification as prescribed.
 - c) Experience certificate of ex-employer/s. Appointment order/Office order of joining the current organization.
 - d) Office order showing present pay-scale and promotion to present grade.
 - e) Summarized brief description of relevant Experience.
 - f) Latest Salary slip (3 months).
 - g) NOC and Vigilance Clearance by the Present employer or undertaking as mentioned at S. No. 05 for candidates applying on deputation.
 - h) Copies of APAR for the last 3 years for the post of DGM, for the last 1 year for the post of Manager/AM/Sr. Supervisor, should be submitted alongwith the application form.
 - i) Self declaration by the candidates working on consolidated pay for Govt. organization that he is working/has worked at the level of post as per the eligibility prescribed (Table-C, Experience and present pay, requirement for eligibility).

7. Non-submission of documents as per S.No. 06, will lead to rejection of candidature at any stage during the process of recruitment.

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-imburement 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.

PRESCRIBED FORMAT
FOR SUBMISSION OF APPLICATIONS

Important (please don't leave blanks)	Advertisement No. and Date (appears on the top of the vacancy notice)	
	Type of Appointment (Deputation/Contract/Re-employment)	
	Post Applied for	

A. PERSONAL DETAILS: -

1	Applicant's Name		Affix your latest passport size photograph
2	Father's Name		
3	Mother's Name		
4	Gender (Male/Female)		
5	Category (UR,OBC,SC,ST)		
6	Domicile (State)		
7	Date of Birth (DD/MM/YY)		
	Age as on 30/07/2024Years.....Months.....Days	
8	Age of retirement in parent organisation (for example 58 years/ 60 years /62 years etc.)Years	
9	Organisation/Department		
10	Present Designation		
11	Present Pay-Scale and Basic Pay		
	Holding present pay-scale w.e.f. (date)		
	Period of holding the present gradeYears.....Month.....Days	
12	Present Address - Address Line 1	
	Address Line 2	
	City	
	State	
	Pin Code	
13	Permanent Address - Address Line 1	
	Address Line 2	
	City	
	State	
	Pin Code	

14	Contact No. (With STD code)	Landline Phone:..... Mobile: 1.....2..... Email ID:.....
15	Aadhar No.	
16	Pan No.	
17	Account Details – Account No. Bank Name IFSC Code

B. EDUCATIONAL DETAILS (Matriculation and onwards)

SN	Qualification	Specialised Subject	Name of Board/Institute/ University	Year of Passing	Division/ Grade/ Percentage

(***Attach separate sheet, if required)

C. TOTAL POST QUALIFICATION EXPERIENCE DETAILS: -

SN	Period		Designation	Pay Scale	Organisation	Responsibilities in brief***
	From	To				

(***Attach separate sheet, if required)

Total post qualification experience as on closing date of advt.Years.....month

D. TOTAL RELEVANT EXPERIENCE DETAILS: -

SN	Period		Designation	Pay Scale	Organisation	Responsibilities in brief***
	From	To				

(*Attach separate sheet, if required)**

Total work experience as on closing date of advt. in the relevant field.....Years.....month

E. OTHER DETAILS:-

1	Whether any punishment awarded in last 10 years. (Yes/No) (as on date of advertisement)	
	If yes, please furnish details	
2	Whether any disciplinary action/inquiry is underway against the applicant to the best of his/her knowledge. (Yes/No) (as on date of advertisement).	
	If yes, please furnish details	
3	Furnish Annual Performance Appraisal Report (APAR) Numeric Grading/ Grading (Outstanding/ Very Good/Good/Average/Below average), if applicable.	2023-24
		2022-23
		2021-22
		2020-21
		2019-20
4	Time required for joining, if selected	
5	Is the candidate holding the present post on lien/deputation basis: -	Yes/No
	a. If yes, the name of the Organization in which the Lien is held:
	b. Date from which the Lien is held.
	c. Date from which the Applicant is on Deputation

F. SUPPORTING DOCUMENTS ENCLOSED: -

SN	Supporting Document (Self Certified)	Attached (Yes/No)	Remarks (if any)
1	Age proof (Matriculation Certificate or equivalent).		
2	Eligibility Qualification as prescribed.		
3	Experience certificate of ex-employer/s. Appointment order/Office order of joining the current organization.		
4	Office order showing present pay-scale and promotion to present grade.		
5	Summarized brief description of relevant Experience.		
6	Latest Salary slip (3 months).		
7	NOC and Vigilance Clearance by the Present employer or undertaking as mentioned at S. No.05 for candidates applying on deputation.		
8	APAR Copies	2023-24	
		2022-23	
		2021-22	
		2020-21	
		2019-20	

I hereby declare that the particulars furnished above by me are true. I understand that my candidature will be cancelled, if any information is found incorrect or false at any point of time and legal action can be taken against me. I further declare that I am not involved in any criminal case and/or no such case is pending against me in any court of law.

Date:

Place:

(Signature of the candidate)

Name.....

Designation.....