



MUMBAI METRO RAIL CORPORATION LIMITED
(A JV company of Govt. of India and Govt. of Maharashtra)
MMRCL Office Building, Bandra-Kurla Complex, Bandra (E), Mumbai- 400 051.
Website: <https://mmrda.maharashtra.gov.in>

Mumbai Metro Rail Corporation Limited a Joint Venture company of Govt. of India and Govt. of Maharashtra is implementing Colaba-Bandra-Andheri (SEEPZ) Metro Line-3 in Mumbai. MMRCL intends to appoint qualified and experienced professionals for the following posts on Contract basis:

The following posts on **Contract basis**:

Sr. No.	Name of Posts	Open	SC	ST	OBC	Total
1.	PA/ Personal Secretary Pay Scale: 13,500 – 25,520/-	3	1	1	-	5
2.	Stenographer Pay Scale: 10,170 – 18,500/-	3	1	1	-	5
3.	Assistant Pay Scale: 10,170 – 18,500/-	2	1	1	-	4
4.	Jr. Assistant cum Computer Operator Pay Scale: 8,000 – 14,140/-	8	2	1	4	15
5.	Driver Pay Scale: 8,000 – 14,140/-	4	1	1	1	7
6.	Peon/ Office Boy Pay Scale: 6,090 – 9,300/-	9	2	1	5	17
	Total	29	8	6	10	53

• **Note:**

1. All the above scales are as per IDA grade.
2. Number of posts indicated in the advertisement may increase/ decrease depending on the MMRCL requirements.
3. As per Govt. of India norms 2 posts are reserved for Person with Disability (minimum 40% disability against the identified posts).
4. MMRCL reserves the right to shortlist candidates for online test, reschedule the test date, venue etc. or alter any of the advertised conditions depending upon the circumstances and candidates are bound by the same.
5. A Computer Based Assessment Test will be conducted for the posts from **Sr. No. 1 to 4**. Therefore, Open and OBC (including ex-servicemen) candidates are required to pay a non-refundable fee of Rs. 400/- and SC, ST & PWD candidates are required to pay a non-refundable fee of Rs. 150/-.
6. For the **Sr. No. 5 & 6**, where a Computer Based Assessment Test will not be conducted, candidates have to pay a non-refundable fee of Rs. 100/- as application processing fees.
7. Age, qualification and experience would be as on **23rd June 2015**.

For detailed advertisement, eligibility requirements and other instructions for filling the above posts please visit <https://mmrda.maharashtra.gov.in> .Online registration will **start from 23rd Jun 2015 at 10:00 Hrs.** and will **end on 12th Jul 2015 at 23:59 Hrs.**

Date: 22 Jun 2015

Place: Mumbai

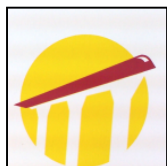
(Ashwini Bhide, I.A.S)
Managing Director
Mumbai Metro Rail Corporation Ltd.



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The following posts on **Contract basis**:

SR. NO.	POSTS	NO OF POSTS	IDA SCALE	EDUCATIONAL QUALIFICATIONS , AGE & EXPERIENCE
1.	PA/ Personal Secretary	5	13500-25520	<p>1. Age : Minimum 21 years Maximum 33 years</p> <p>2. Qualification : Graduate from a recognized university and should possess a typing speed 40w.p.m/English, Shorthand Speed- 100 w.p.m./English.</p> <p>3. Experience : Minimum 5 years experience as PA.</p> <p>4. Selection Process : Eligible candidates will have to appeared for Stenography Test. Candidates should possess MS-CIT or should have passed the “CCC” examination conducted by DOEACC Society, at “0” level or “A” level or “B” level or “C” level or equivalent.</p> <p>Desirable: Preference shall be given to retired person from Central/ State Government/ Railways.</p>



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SR. NO.	POSTS	NO OF POSTS	IDA SCALE	EDUCATIONAL QUALIFICATIONS , AGE & EXPERIENCE
2.	Steno	5	10170-18500	<ol style="list-style-type: none">Age : Minimum 21 years Maximum 33 yearsQualification : Graduate from a recognized university and should possess a typing speed- 40 w.p.m./English, Shorthand Speed- 100 w.p.m./English. Candidates should possess MS-CIT or should have passed the “CCC” examination conducted by DOEACC Society, at “0” level or “A” level or “B” level or “C” level or equivalent.Selection Process : Eligible candidates will have to appear for Stenography Test.
3.	Assistant	4	10170- 18500	<ol style="list-style-type: none">Age : Minimum 21 years Maximum 33 yearsQualification: Graduate from a recognized university. Candidates should possess MS-CIT or should have passed the “CCC” examination conducted by DOEACC Society, at “0” level or “A” level or “B” level or “C” level or equivalent.Experience : Minimum 3 years experience in clerical cadre or equivalent.



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SR. NO.	POSTS	NO OF POSTS	IDA SCALE	EDUCATIONAL QUALIFICATIONS , AGE & EXPERIENCE
4.	Jr. Asst. Cum Computer Operator	15	8000-14140	<ol style="list-style-type: none">Age : Minimum 21 years Maximum 33 yearsQualification: Graduate from a recognized university or its equivalent .Candidates should possess MS-CIT or should have passed the “CCC” examination conducted by DOEACC Society, at “0” level or “A” level or “B” level or “C” level or equivalent.
5.	Driver	7	8000-14140	<ol style="list-style-type: none">Age : Minimum 21 years Maximum 40 yearsQualification : S.S.C. or any other equivalent exam from recognised board. Should possess Light-Motor Vehicle Driving Licence without any adverse remarks. Should have basic knowledge of the mechanism of the car so as to attend to minor complaints.Experience : Experience of having driven such a vehicle in Mumbai for last 2 years.
6.	Peon/ Office boy	17	6090-9300	<ol style="list-style-type: none">Age : Minimum 21 years Maximum 33 yearsQualification: Minimum 7th and 9th standard pass.

Date: 22 Jun 2015
Place: Mumbai

(Ashwini Bhide, I.A.S.)
Managing Director
MMRCL

- **Selection Procedure:**

1. For the candidates applying for the posts mentioned in the advertisement from **Sr. No. 1 to 4**, there will be Computer based examination of 100 marks consisting Domain Knowledge Test and Aptitude Test. Aptitude test will consist Quantitative Aptitude, Numerical Ability, Reasoning and General Awareness and English Proficiency. Test duration will be of 90 minutes & only candidates qualifying in the online test will be called for Personal Interview keeping in view the provision of reservation for SC/ST/OBC/PWD.
2. Candidates for the post of Stenographer will appear for Computer-Based Assessment Test. Successful candidates will appear for Stenography test.

MMRCL reserved the right to shortlist the candidates for Online Test and Personal Interview.

- **Payment of Application Fees (Non Refundable):**

1. **Sr. No. 1 to 4** - In view of Computer based Assessment Test, candidates of Open and OBC (including ex-servicemen) category are required to pay a non-refundable fee of Rs. 400/- and SC, ST & PWD candidates are required to pay a non-refundable fee of Rs. 150/- .
2. **Sr. No. 5 & 6** - Candidates have to pay a non-refundable fee of Rs. 100/- as application processing fees.

- **Concession & Relaxations:**

1. Upper age relaxation by 5 years for SC/ST and 3 years for OBC (Non Creamy Layer) candidates (of Central List) for reserved posts.
2. Upper age relaxation by 10 years for PWD* Unreserved candidates, 15 years for PWD SC/ST candidates and 13 years for PWD* OBC (Non Creamy Layer) candidates (of central list) for posts where reservation for PWD* is admissible.
3. Age relaxation is applicable for Ex-servicemen as per GOI Rules.

*(PWD – Person with Disability)

- **Reservation for Person with Disability:**

Vacancies are reserved for disable (physically challenged) persons under section 33 of the persons with disabilities (equal opportunities, protection of rights and full participation) Act, 1995 (1 of 1996) as per Govt. guidelines. Candidates with following disabilities are eligible to apply as per the definitions given in the above Act:

a) Blindness, b) Low vision, c) Hearing Impairment, d) Locomotors disability or Cerebral Palsy.

Only such person would be eligible for reservation in services/ posts who suffer from not less than 40% of the relevant disability. A person who wants to avail the benefit of reservation will have to submit a disability certificate issued by Medical Board duly constituted by Central or State Govt. The certificate should be dated on or before last date of registration of application. As per Govt. of India norms the following 2 posts are identified and reserved for PWD.

Sr. No.	Post	Category of disability	No. of posts reserved
1.	Stenographer	OA, OL	1
2.	Peon	OH	1

- **How to Apply**

1. Candidates are required to apply online only through MMRDA official website:
<https://mmrda.maharashtra.gov.in> -->Divisions -->Mumbai Metro Rail Corporation--> Recruitment --> Online Application Form. No other means/ mode of application will be accepted.
2. Candidates are required to have valid personal E-mail ID & Mobile No. It should be kept active during the recruitment process. MMRCL will send intimation/ admit card of written examination and call letters of personal interview only through the registered E-mail ID.
3. The online registration will remain active **from 23rd June 2015 to 12th July 2015 only.** In order to avoid last minute rush, the candidates are advised to apply early enough. MMRCL will not be responsible for network problem or any other problem of this nature & non submission of online application during the last days due to heavy rush etc.
4. Select the posts applied and fill in the requisite details in the online application format. All the fields in the online application format should be filled up carefully. There will be a preview of the application filled in by the candidate before submitting the application, so that it can be edited. After submission of application, no modification will be permitted.
5. Candidates will have to upload scanned copy of passport size colour photo and signature scan copy. The size of these scanned copies should be within 80kb and in JPEG format only.

- **Mode of Payment:**

ONLINE PAYMENT:-

1. The payment can be made by using MASTER/VISA debit/credit cards by providing information as asked on the screen.
2. On successful completion of the transaction, e-receipt & application form will be generated; you may take its print out for your record.

Note: - There is also a provision to reprint the e-receipt and application form containing fee details at later stage. Once e-receipt is generated, registration is confirmed.

- **General: Most Important**

1. Age, qualification and experience would be as on 23rd June 2015.
2. In case of educational qualifications, in addition to an institute being approved by UGC/ AICTE; the particular Degree/ Diploma awarded by that institute is also required to be an approved Degree/ Diploma.
3. For all above posts, candidates should be proficient in working with computers and should have exposure in handling software packages like Windows, MS-Office etc.

4. While applying for these posts, the applicant should ensure that he/she fulfils the eligibility and the norms mentioned above on the specified dates and the particulars furnished by him/her are correct in all respects. In case, it is detected at any stage of recruitment that candidate does not fulfil the eligibility norms and /or that he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after appointment his/her services are liable to be terminated.
5. MMRCL reserves the right to change the number of vacancies and cancel / restrict/ modify/ alter the recruitment process, if required, without issuing any further notice or assigning any reason thereof.
6. The MMRCL reserves the right to shortlist candidates for online test, reschedule the test date, venue etc. or to alter any of the advertised conditions depending upon the circumstances and the candidates are bound by the same.
7. **Candidates employed in Govt. Dept. / PSU/ Autonomous Body must produce “NOC” from the present employer on the date of interview.**
8. The SC/ST/OBC/PWD certificate should be as per the format available with this advertisement and as applicable for employment under Central Government. No other format will be accepted.
9. No Travelling Allowances will be paid to the candidate for appearing in the Test/Interview.
10. For any enquiry, candidates should call only on Helpdesk number after online registration opens.

- **Important Dates:**

1.	Starting date for submitting online applications through website	23rd June 2015
2.	Closing date for submitting applications along with the acceptance of fee through website	12th July 2015