# MAHARASHTRA METRO RAIL CORPORATION LIMITED

**(A JOINT VENTURE OF GOVT. OF INDIA AND GOVT. OF MAHARASHTRA)**

**Vacancy Notice No. MAHA-Metro/N/HR/02(D)/2025** **Date: 12.12.2025**

Maharashtra Metro Rail Corporation Ltd. (MAHA- Metro), a Joint Venture company with equal participation from Govt. of India and Govt. of Maharashtra is implementing Nagpur Metro Rail Project, Pune Metro Rail Project, Thane Integral Ring Metro Rail Project & O&M works of Navi Mumbai Metro Line-1 in the State of Maharashtra.

To meet with the immediate requirement of experienced personnel for Maharashtra Metro Rail Corporation Limited, applications are invited from the eligible officers Indian Railways having relevant experience, for the under-mentioned posts on deputation/immediate absorption basis.

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| **Organization** | Maharashtra Metro Rail Corporation Ltd. |
| **Name of the Post** | Executive Director (Human Resource/HR) / General Manager (Human Resource/HR) |
| **No. of Post** | 01 (UR) |
| **Pay Scale of the post** | (i) Pay in the parent organization and applicable allowances (for deputation)<br>(ii) For ED: IDA Pay Scale of Rs. 1,50,000-3,00,000 (for Immediate absorption)<br>(iii) For GM: IDA Pay Scale of Rs. 1,20,000-2,80,000 (for Immediate absorption) |
| **Eligibility Criteria** | |
| **Minimum requirement** | **(A) For ED:**<br>(i) Candidate (IRPS) from Indian Railways should be presently working in SAG (Pay matrix 14) or above,<br>(ii) Should have working experience of minimum 25 years of Gazetted (Executive)/Group 'A' service of Railways /Metro Railway / Railway PSUs, and<br>(iii) should have completed At least six years' service in SAG / HAG level (In parent organization / other Government organization / PSU).<br>**(B) For GM:**<br>(i) CDA Candidates (IRPS) from Indian Railways:<br>Working in Pay Matrix Level – 14 (SAG/NFSAG) or working for 05 years in Level 13 or Level 13 and 13A combined **Or** Total 19 years Group 'A' service and currently working in Level 13 or Level 13 A.<br>(ii) **Work Experience required for ED (HR) / GM (HR):**<br>Candidate should have Experience in the field of HR/ Personnel consisting of formulation and implementation of HR Policies, Industrial Relations, Establishment matters, Compliance of Labour & Industrial Law, Disciplinary cases, Service matters etc. He/ She should be well versed in carrying out Recruitment Process (online & offline). |
| **Maximum Age limit (as on closing date)** | 57 years for ED (HR) and 55 years for GM (HR) |
| **Discipline/Department** | Personnel |
| **Entitlements, if selected:** | |
| **Allowances & Perks** | **For Deputationist:**<br>1. Deputation Allowance<br>2. Children Education Allowance<br>3. Transportation/Vehicle Allowance<br>4. Rented Lease Accommodation Facility/HRA<br>5. TADK Allowance, etc.<br>**For Immediate absorption:**<br>1. Pay will be fixed in IDA pay scale<br>2. Admissible perks<br>3. Transportation/Vehicle Allowance |

| | |
|---|---|
| | 4. Rented Lease Accommodation Facility/HRA<br>5. TADK Allowance, etc. |
| **Location of posting** | MAHA Metro Pune/Nagpur |
| **Tenure of Deputation** | 03 years, extendable up to 5 years, on usual terms of deputation |
| **Selection Criteria & Procedure** | The selection method will comprise–Personal Interview followed by Medical Examination as per post's category. The selection process would judge different facets of knowledge, skills, experience, expertise, aptitude and physical fitness. The candidates will be shortlisted for interview, based on their eligibility /experience in the relevant field. |
| **Closing Date** | 05.01.2026 |

**General Instructions:**

1. The willing candidates, who fulfils the above mentioned eligibility criteria, may fill up details in the prescribed application form enclosed herewith as Annexure – 'A' and shall attach two copies of recent passport size photographs, all the relevant documents/testimonials along with the application form and send the same on or before the closing date by speed post to:

   General Manager (HR), Recruitment Section,
   Maharashtra Metro Rail Corporation Limited,
   Metro - Bhawan, VIP Road, Near Dikshabhoomi,
   Ramdaspeth, Nagpur- 440 010

2. A copy of application shall also be submitted by Railway officers to their administrative office (HQ/Board etc.) for forwarding the application at the above address indicating No Objection, Vigilance/DAR clearance, etc.
3. The shortlisted candidates will be called for personal interview on the scheduled date and time with all original documents/testimonials and experience certificates. The interview will be held at General Manager (HR), Maharashtra Metro Rail Corporation Limited, Metro - Bhawan, VIP Road, Near Dikshabhoomi, Ramdaspeth, Nagpur- 440 010 or through Video Conferencing for which necessary link will be sent to the shortlisted candidates at his registered mail address. No separate communication by post will be sent to the candidates individually. The candidates are required to go through the instructions for personal interview, when sent to him, and appear for the same accordingly.
4. The candidates, who qualify the selection process, will be informed through E-mail.
5. Candidates once selected are liable to be posted at any place where MAHA- Metro project is in operation or is likely to be started.
6. Incomplete application or applications received after the closing date will be summarily rejected. MAHA-Metro is not responsible for loss/delay in post.
7. 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.

12/12/25

**General Manager (HR)**
**Maha Metro Pune**

Annexure-A

# MAHARASHTRA METRO RAIL CORPORATION LTD.

(A JOINT VENTURE OF GOVT. OF INDIA AND GOVT. OF MAHARASHTRA )

**Vacancy Notice No.** MAHA-Metro/N/HR/02(D)/2025 dated 12.12.2025

**Closing Date :** 05.01.20265

**Name of Post :** Executive Director (HR) / General Manager (HR)
(On deputation/ Immediate Absorption)

**Location :** MAHARASHTRA METRO RAIL CORPORATION LIMITED, PUNE / NAGPUR

Paste a recent, attested passport size photo over here

## APPLICATION FORMAT

(TO BE FILLED IN BOLD ENGLISH CAPITAL LETTERS BY THE CANDIDATE IN HIS OWN HANDWRITING)

| (A) Personal Information: | | | | |
|---|---|---|---|---|
| 1 | Name of the Candidate (Mr./Ms./Mrs.) | First Name | Middle Name | Last Name (Surname) |
| | | | | |
| 2 | Gender & Nationality | Gender: | Nationality: | |
| 3 | Father's / Husband's Name(Shri / Mr.) | First Name | Middle Name | Last Name (Surname) |
| | | | | |
| 4 | Date of Birth (DD/MM/YYY) | | | |
| 5 | Age as on Closing date: | Years- | Months- | Days- |
| 6 | Correspondence Address | | | |
| 7 | Permanent Address | | | |
| 8 | Contact No. with STD Code | | | |
| 9 | Mobile Number | | | |
| 10 | Email ID | | | |
| 11 | Category (UR/SC/ST/OBC) | | | |

| (B) | Details of Education Qualification: from 10th Class Onwards | Name of the Course | Examination Passed in the year | Name of Institute | Name of University / Board | Percentage / Class / CGPA |
|---|---|---|---|---|---|---|
| 1 | Class 10th / SSC | | | | | |
| 2 | Class 12th / HSC | | | | | |
| 3 | Graduation /Bachelor'sDegree | | | | | |
| 4 | Post-Graduation Degree | | | | | |
| 5 | Diploma/ Computer Knowledge | | | | | |
| 6 | Any Other Qualification | | | | | |

| (C) | Service Details | | | |
|---|---|---|---|---|
| 1 | Name of Present Organization with Location | | | |
| 2 | Date of Joining | | | |
| 3 | Present Post/Post on which Working | | | |
| 4 | Present Grade Pay | | | |
| 5 | Pay Scale/Pay Matrix (CDA) on which working (with Basic pay & Gross Per Month). | Pay Scale / Pay Matrix (CDA / 7th CPC) | Basic Pay (In INR) | Gross Salary Per Month(in INR) |
| 6 | Date from which existing Pay Scale/Matrix is applicable. | | | |
| 7 | Details of previous deputation/Foreign service, if any. | | | |
| 8 | Whether debarred from deputation? If yes, please furnish details. | | | |
| 10 | Whether cooling off period completed? If yes,date of return from previous deputation withdetails, whenever applicable. | | | |

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| (D) | **Details of experience* (Executive/ Supervisory / Non-Supervisory Service, (as applicable) with details of number of yearsin each grade/post. (in chronological order) Please attach supportingdocuments.**<br>***Separate sheet for experience post eligibilityqualification with full details in the attached Annexure - B** | |

**Note: Strike off whichever is not applicable.**

**I hereby declare that all the information furnished by me above is true to my best belief. I understand that any false information / misrepresentation will lead to immediate cancellation of my candidature and termination in case of appointment at MAHA-Metro.**

**Date.....** **Sign of Candidate:**

**Place.....** **Name:**

**Enclosure (Self-Attested):**

1. **Date of Birth certificate**
2. **Educational Qualifications (Qualifying Examination, Other)**
3. **Details of Work Experience (Photocopy of office-order or Certificate of Employer)**
4. **Forwarding of Application/NOC from Current Employer (whichever applicable).**
5. **Caste Certificate (for SC/ST/OBC candidates)**
6. **Any other documents.**

**Annexure-B**

**Format for details of experience:**

Name of the Candidate/Applicant: .....

| Sl. | Name of Organization | Rly./Govt./ PSU | Designation/ Pay Scale | Period of Service | | Total Experience | | Job Profile |
|---|---|---|---|---|---|---|---|---|
| | | | | From | To | Year | Month | |
| | | | | | | | | |

Signature: .....
Name: .....