मुंबई रेलवे विकास कॉर्पोरेशन लि.
(भारत सरकार, रेल मंत्रालय का एक सार्वजनिक उपक्रम)
MUMBAI RAILWAY VIKAS CORPORATION LTD.
(A PSU of Govt. of India, Ministry of Railways)

No. MRVC/E/65/2025(G)
V.N.No.16/2025

Date : 25.11.2025

VACANCY NOTIFICATION

Sub: Vacancy Notice for filling up of posts of DGM(HR) and Manager (HR) on deputation basis in Mumbai Railway Corporation Ltd.

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1. Mumbai Railway Vikas Corporation Ltd. (MRVC) is a vital project implementation organization working in the sensitive Mumbai Suburban area with a very lean organizational structure.

2. In this Corporation, following posts are required to be filled on deputation basis for which applications are invited from experienced, dynamic and motivated officers/executives of **Indian Railways/Railway PSU** having relevant work experience:-

   i. **Deputy General Manager (HR) (01 post)**
   ii. **Manager (HR) (01 post)**

3. The Vacancy Notice is at **Annexure-I**. Eligible and interested officers/executives of IR/Railway PSU may apply as per the application format at Annexure-II. The duly filled in application should be sent to Senior Manager (HR), Mumbai Railway Vikas Corporation Ltd. by email on **managerhr@mrvc.gov.in**. Applicants should simultaneously submit a copy of the application to their administrative officer for forwarding the application to MRVC indicating 'No Objection', Vigilance/DAR clearance, APAR gradings etc.

4. The candidates will be screened by a Selection Committee and adjudge their suitability keeping in view the job requirements/service particulars/ interaction/assessment.

5 The Vacancy Notice with Proforma of Application is also available on the website of the Corporation - www.mrvc.indianrailways.gov.in.

Encl : As above

25/11/2025

(Rajendra Rupnawar)
General Manager (HR)

दूसरी मंजिल, चर्चगेट स्टेशन भवन, मुंबई - 400 020.
2nd Floor, Churchgate Station Bldg., Mumbai 400 020.
Tel. : 022-22195398 / 399 • Fax : 022-2209 6972 • Website : www.mrvc.indianrailways.gov.in
CIN : U45203MH1999GOI120765

ANNEXURE-I

MUMBAI RAILWAY VIKAS CORPORATION LTD.

No. MRVC/E/65/2025(G)

V.N.No.16/2025
Date : 25.11.2025

1	Organisation	**Mumbai Railway Vikas Corporation Ltd.**
2	Title & No. of posts	**1. Deputy General Manager (HR) (1 post)** **2. Manager (HR) (1 post)**
3	Location	Mumbai
4	Duration	5 years subject to exemption from the Rule of Immediate Absorption beyond 30.06.2027
5	Service	IRPS/Personnel
6	Terms of appointment	Deputation
7	Age	Not more than 56 years as on closing date of the vacancy notice
8	Scale of Pay	Parent pay plus Deputation (Duty) Allowance (other perks and allowances applicable as per MRVC policy)
9	Specific Requirements	**For DGM (HR) (Level-12 (CDA)/E-5(IDA) Rs.80000-220000))** Officers/Executives of HR/Personnel Department holding substantively - (i) Posts in analogous grade (CDA/IDA) **OR** (ii) Posts in Level 11 (CDA) with 08 years of Gr.A/B service **OR** (iii) Posts in Level-10 (CDA) with 12 years of Group B service **OR** (iv) Posts carrying grade IDA E-4 (70000-200000) for four years. **For Manager (HR) (Level 10 (CDA)/E3(IDA) (Rs.60000-180000))** Officers/Executives of HR/Personnel Department holding substantively - (i) Posts in analogous grade (CDA/IDA) **OR** (ii) Posts in Level-8 with minimum 2 years in Group B Gazetted service **OR** (iii) Posts carrying grade IDA E-2 (Rs.50000-160000) for four years.
10	Job Requirements	Good knowledge of HR functioning, Cadre Management, MPP, Salary and Allowances, Training and Welfare, Legal Matters, Labour Rules, Digitalisation, D&AR, Selections, Grievance Redressal, other Establishment matters, IT exposure etc. Note : Job/posting may be changed as per official requirement.
11	Note	Cut off date for age and eligibility would be reckoned as on closing date of Vacancy Notice
12	Web Address	www.mrvc.indianrailways.gov.in www.indianrailways.gov.in
13	Closing Date	30 days from the date of issue

25/11/2025

(Rajendra Rupnawar)
General Manager (HR)

Annexure-II

PRESCRIBED PROFORMA

FOR SUBMISSION OF APPLICATIONS ON DEPUTATION BASIS

Vacancy Notice No. (appears on the top right side of Vacancy Notice)	**Name of the post:**

Personal Data

1	Name	
2	Gender	
3	Service	
4	Department	
5	Category	
6	Date of Birth	
7	DITS (Date of Entry into Time Scale)	
8	Date of entry in Gr.B (wherever applicable)	
9	Pay Level with basic pay as on date of application (CDA/IDA)	
10	Present Designation & Railway	
11	Contact Details	
	(a) Email ID	
	(b) Telephone (O)	
	(c) Telephone (R)	
	(d) Mobile Number	

Contd.2

12. **Educational Qualifications** :

Sr. No.	Qualification/Degree	Year/Division	Institution/University/Place/ Country

13. **Experience details** :

Sr. No.	Designation & Railway/Railway PSU with place of posting/ positions held since initial appointment	Grade (i.e. Gr.B/ JS/SS/JAG)	From	To	Brief of experience in relation to Job Requirements/ Specific Requirements notified for the post
14	Details of previous deputation/foreign assignment, if any				
15	Whether debarred from deputation ? If yes, please furnish details.				
16	Whether cooling off period completed is? If yes, date of return from previous deputation with details, wherever applicable				

I certify that the details furnished by me above are true and I am eligible for the post as per the criteria laid down in the vacancy notice.

(Name and Signature of the applicant)

Place :
Date :