MAHARASHTRA METRO RAIL CORPORATION LIMITED
(A JOINT VENTURE OF GOVT. OF INDIA AND GOVT. OF MAHARASHTRA)

Vacancy Notice No. MAHA-Metro/P/HR/01(D)/2025 **Date: 29.01.2025**

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 Metro Rail Project in the state of Maharashtra.

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

Organization	Maharashtra Metro Rail Corporation Ltd.
Name of the Post	Additional General Manager (Administration & Public Relations) – E6
No. of Post	01 (UR)
Pay Scale of the post	Pay in the parent organization and applicable allowances
Eligibility Criteria	
Minimum requirement	Organised Group 'A' service officer belonging any Indian Railway Services who has been working for last 3 years or more in CDA Pay Matrix Level 13 (7th CPC) on regular basis, OR who has accumulated a total 15 years Group 'A' service and is currently working in Level 13 on a regular basis, must possess at least three years gazetted/executive experience of working in Administration & Public Relations.
Maximum Age limit (as on closing date)	50 years
Discipline/Department	Any organized Group A Indian Railway Service (except Medical & RPF)
Entitlements, if selected	
Allowances & Perks	1. Deputation Allowance 2. Children Education Allowance 3. Transportation/Vehicle Allowance 4. Rented Lease Accommodation Facility/HRA 5. TADK Allowance, etc.
Location of posting	Maha Metro, Pune
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	21.02.2025

NB: In the event that an adequate number of candidates for the notified post are not available, individuals with shorter service duration, greater age, or less experience may be taken into account for short-listing for the same post or a suitable lower-grade post, contingent upon their performance during the interview.

General Instructions:

1. The willing candidates, who fulfil 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)
   Maharashtra Metro Rail Corporation Ltd.
   District (Civil) Court Metro Station,
   Nyayamurti Ranade Path,
   Pune 411005

2. A copy of application shall also be submitted by Railway officers to their administrative office (HQ/Board etc.) for forwarding the application to MAHA-Metro, Pune indicating No Objection, Vigilance/DAR clearance, etc along with copies of last 5 years APARs.
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 GM(HR)'s Office, Maharashtra Metro Rail Corporation, District (Civil) Court Station, Nyayamurti Ranade Path, Pune 411005 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. Candidates once selected are liable to be posted at any place where MAHA- Metro project is in operation or is likely to be started.
5. Incomplete application or applications received after the closing date will be summarily rejected. MAHA-Metro is not responsible for loss/delay in post.
6. 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.

General Manager (HR)
Maha Metro Pune

Annexure-I

MAHARASHTRA METRO RAIL CORPORATION LTD.
(A JOINT VENTURE OF GOVT. OF INDIA AND GOVT. OF MAHARASHTRA)

Vacancy Notice No. MAHA-METRO/P/HR/01 (D)/2025, Dated 29.01.2025
Name of Post (On deputation): Additional General Manager (Administration & Public Relations)
Location: Pune Metro Rail Project

Passport size self-attested photograph to be pasted 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/YYYY)			
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 (SC / ST / OBC / UR)			

(B)	Details of Education Qualification: from 10th Class Onwards	Name of Course	Examination Passed in year	Name of Institute	Name of University / Board	Percentage / Class / CGPA
1	Class 10th / SSC					
2	Class 12th / HSC					
3	Graduation (Bachelor's Degree)					
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 & Concerned IR Service			
3	Present Post/Post on which Working			
4	Present Grade/Pay Matrix			
5	Pay Scale (CDA) on which working (full pay scale with basic pay & Gross Per Month).	Pay Scale (CDA/7thCPC)	Basic Pay (in INR)	Gross Salary Per Month (in INR)
6	Date from which existing pay scale 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 with details, whenever, applicable.			

(D)	Details of experience (Executive/ Supervisory / Non-Supervisory Service, (as applicable) with details of number of years in each grade/ post. (in chronological order) Please attach supporting documents *Separate sheet for experience post eligibility qualification with full details in the attached Annexure - II	

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

Annexure-II

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: ……..