

# MADHYA PRADESH METRO RAIL CORPORATION LIMITED

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

Advt No/272/HRD/MPMRCL-018/2022

Bhopal, Dated: 30/09/2022

## 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 and appointments will be on "**Deputation/Contract**" initially 3 years for deputation and contract which is extendable up to 5 years, on standard terms & conditions of the Organization:

### A) POST CODE, POST NAME, MINIMUM QUALIFICATION AND WORK EXPERIENCE REQUIREMENT FOR ELIGIBILITY

For Pay Scale/Grade, Age, Total Experience and Present Pay Scale Criteria of Each posts mentioned below please refer to table B & C.

Post Code	Post	Type of Appointment	Qualification	Work Experience
1.	<b>Domain- HR &amp; Admin / Sub Domain – Legal</b>			
	Additional General Manager  No. of Post – 01	Deputation / Contract	<b>Essential Qualification:</b> Full time L.L.B degree (with 60% marks) from a Govt. recognized Institute / University.	The candidate should have knowledge and working experience of Legal and shall be responsible in assisting in Legal issues of the Company, which includes but not limited to assisting the superior in the following areas: Litigations in the Judicial and Quasi-Judicial forums. • Arbitrations and drafting and vetting of various legal and contractual documents like agreements/undertakings, MoUs, etc. • To keep record of Court cases and other Legal documents.
2.	<b>Domain- HR &amp; Admin/ Sub Domain – HR &amp; Admin</b>			
	Manager OR Assistant Manager  No. of Post – 04	Deputation / Contract	<b>Essential Qualification:</b> Full time (2 Year) MBA / PGDM / PGDBM in HR / Personnel Management/ Industrial Relation from a Govt. recognised University / Institute.	The candidate should have knowledge and working experience of HR & Administrative matters including formulation & implementation of HR Policies, Establishment, and Service Matter, Training & Development and Performance Management.  Preference shall be given to candidates having knowledge of SAP/ERP.

<b>3. Domain- Finance / Sub Domain – Finance / Accounts</b>				
Additional General Manager No. of Post – 01	Deputation / Contract	<b>For candidates working in Railway / State or Central Govt:</b> Full time Graduate from a Govt. recognized university / institute.	<b>For candidates working in Metro Rail / Railway PSUs/ other PSUs/ other reputed industries:</b> Full time M.Com or MBA / PGDM (Finance) or CA or ICWA from a Govt. recognized university / institute.	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 – 02				

**(B) PAY SCALE AND GRADE APPLICABLE FOR VARIOUS POST**

SN	POST	GRADE	PAY SCALE (IDA)
1.	General Manager	E-8	₹ 120,000- 280,000
2.	Additional General Manager	E-7	₹ 100,000- 260,000
3.	Joint General Manager	E-6	₹ 90,000- 240,000
4.	Senior Deputy General Manager	E-5	₹ 80,000- 220,000
5.	Deputy General Manager	E-4	₹ 70,000- 200,000
6.	Manager	E-3	₹ 60,000- 180,000
7.	Assistant Manager	E-2	₹ 50,000- 160,000

**C) AGE, EXPERIENCE AND PRESENT PAY REQUIREMENT FOR ELIGIBILITY**

SN	POST	ELIGIBILITY
1.	Additional General Manager	<p>Candidates working / worked in METROs (Regular / Deputation / Contractual / Consolidated) / Railways / Govt. Organization / Govt. PSUs / Joint Venture / Autonomous Bodies.</p> <ul style="list-style-type: none"> <li>- Max Age Limit – 57 Years</li> <li>- Minimum 15 years post qualification experience after obtaining the minimum required qualification in which 5 years' experience in relevant field / subdomain.</li> </ul> <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> <li>- The candidate should be presently working in IDA pay scale of ₹100,000- 260,000</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>- The candidate should be working for 3 years in IDA Pay scale ₹90,000- 2,40,000 OR 2 years in CDA Pay Matrix Level-13A/13 (7<sup>th</sup> CPC)</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>- Consolidated pay of Government Organisation of minimum ₹ 115,000/- per month or above.</li> </ul>

*[Handwritten Signature]*

2.	Manager	<p>Candidates working / worked in METROs (Regular / Deputation / Contractual / Consolidated) / Railways / Govt. Organization / Govt. PSUs / Joint Venture / Autonomous Bodies or Private Sector Organisation.</p> <ul style="list-style-type: none"> <li>- Max Age Limit – 50 Years</li> <li>- Minimum 5 years post qualification experience after obtaining the minimum required qualification in which 1 years' experience in relevant field / subdomain.</li> </ul> <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> <li>- The candidate should be presently working in IDA pay scale of ₹60,000-180,000 OR CDA Pay Matrix Level-10 (7<sup>th</sup> CPC) (Group 'B')</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>- The candidate should be working for 2 years in IDA Pay scale ₹50,000-1,80,000 OR CDA Pay Matrix Level-08 (Group 'B') (7<sup>th</sup> CPC)</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>- Consolidated pay of Government Organisation of minimum ₹70,000/- per month or above.</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>- CTC of ₹100,000/- per month or above in Private Sector.</li> </ul>
3.	Assistant Manager	<p>Candidates working / worked in METROs (Regular / Deputation / Contractual / Consolidated) / Railways / Govt. Organization / Govt. PSUs / Joint Venture / Autonomous Bodies or Private Sector Organisation.</p> <ul style="list-style-type: none"> <li>- Max Age Limit – 40 Years</li> <li>- Minimum 3 years post qualification experience after obtaining the minimum required qualification in which 1 years' experience in relevant field / subdomain.</li> </ul> <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> <li>- The candidate should be presently working in IDA pay scale of ₹50,000-160,000 OR CDA Pay Matrix Level-08 (Group "B") (7<sup>th</sup> CPC)</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>- The candidate should be working for 2 years in IDA Pay scale ₹40,000-1,40,000</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>- The candidate should be working for 5 years in CDA Pay Matrix Level-07 (7<sup>th</sup> CPC)</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>- Consolidated pay of Government Organisation of minimum ₹ 60,000/- per month or above.</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>- CTC of ₹ 80,000/- per month or above in Private Sector.</li> </ul>

### GENERAL CONDITIONS

1. The number of posts indicated above may vary based on further assessment of requirement.
2. Metro means Metro Rail System.
3. Apart from the pay, other benefits will also be paid as per the Company Policy.
4. Experience & Age will be reckoned as on closing date of advertisement.
5. Post qualification experience is an experience acquired after qualification as per criteria mentioned in advertisement.
6. 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 subdomains within the domain as per requirement/suitability.
7. The selected candidates will be entitled as per governing policies of the MPMRCL.
8. The candidate 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.





9. Candidates are required to pay one-time Non-refundable MP Online portal charges i.e., ₹170 plus 18% GST on submission of the application form.
10. Portal fee plus applicable charges, if any once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility, the closing date for submission of online application before paying the portal fee.
11. For any type of post related query, kindly call at MPMRCL office no. 0755-2475608.
12. For any type of technical issue related with filling of online application, kindly call MP Online Customer Care no. at 0755-6720200 (8:30am-7:30pm).

#### HOW TO APPLY:

1. Eligible and willing candidates for the aforesaid post are required to apply online through website [www.mponline.gov.in](http://www.mponline.gov.in) or through [www.mpmetrorail.com](http://www.mpmetrorail.com). No other means/mode of application will be accepted
2. 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 applying online.
3. To access the online application, firstly candidates are required to visit MPMRCL website [www.mpmetrorail.com](http://www.mpmetrorail.com) and click on the link "Career". Thereafter, he/she may open the desired recruitment notification for which online application to be filled.
4. If candidates are applying through website [www.mponline.gov.in](http://www.mponline.gov.in) then candidate have to click on "Citizen Services – Application – Madhya Pradesh Metro Rail Corporation Limited - Apply Online." Thereafter, he/she may open the desired recruitment notification for which online application to be filled.
5. Candidates shall apply online by going to sub link titled as "Apply Online" and follow the instructions given therein carefully for Online Registration.
6. 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.
7. The Online registration shall remain active from **06<sup>th</sup> October, 2022 up to midnight of 30<sup>th</sup> October, 2022** only. In order to avoid last minute rush & inconvenience, the candidates are advised to apply sufficiently before the closing time & date of online application process.
8. MPMRCL will not be responsible for any network problems/interruptions in submission of online applications due to any reasons whatsoever or any other problem arises at candidate's end, during the entire period of submission of online application on website of MPMRCL & MP Online.
9. All the fields in the online application form should be filled up carefully. After filling all required information by candidate/applicant, a pre-view of the filled application can be generated before submitting the application. After submission of the application, no modification will be permitted. Candidates need **NOT** to send printouts of application or Certificates or copies to MPMRCL. 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 forthwith.

#### PROCEDURE OF PAYMENT OF PORTAL CHARGES:

1. Candidate shall pay requisite portal fees through the ONLINE mode only:
2. After filling the application form, the candidate shall click on the 'submit' button to make payment.
3. Please note that unpaid application will be summarily rejected.



4. The Candidate has following options for payment:
  - a) Credit Card
  - b) Debit Card
  - c) Internet Banking
  - d) UPI

#### SELECTION PROCESS

1. The candidates, who qualify for the selection process, will be informed through registered e-mail id provided at the time of submission of online application.
2. No separate communications by post will be sent to the candidates individually. The candidates are required to go through the instructions for Personal Interview sent along with e-mail.
3. The candidate should be in constant touch with MPMRCL website [www.mpmetrorail.com](http://www.mpmetrorail.com) for updated information.
4. The shortlisted candidates will have to appear for Personal Interview through online or offline mode on the scheduled dates and time with all original documents /testimonials and experience certificates.
5. Management reserves the right to conduct a written test for the posts.
6. Management reserves the right to assess 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.
7. Prescribed qualifications are the minimum requirements and mere possession of the same does not entitle candidates to be called for interview.
8. The experience is post qualification and the minimum required. Mere possession of minimum experience does not confer any right for interview / selection.
9. Priority for short listing shall be relevant Metro experience and seniority in desired pay scale.
10. MPMRCL may relax selection criteria in case of extra ordinary candidate.
11. Candidate applying from Metro Rail/Railway/Railway PSU's/Govt. Organization/ PSU's etc. 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 along with application. (In case of non-availability, undertaking from the applicant needs to be submitted that he/she will submit the NOC and Vigilance Clearance at the time of interview/Joining.)
12. 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 online and same shall be shown during interview or after selection and photocopies in three sets of the same to be submitted along with the copy of the online filled application form at the time of joining.
13. Non-submission of documents as per S.No.12, will lead to rejection of candidature at any stage during the process of recruitment.
14. Online application which is not supported with the required document as per S.No.12, will be summarily REJECTED.
15. 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.
16. Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to selection/appointment shall be a disqualification.



17. MPMRCL shall not be liable for any damage/injury/loss to the individual, if any, sustained during the entire recruitment process and journey.
18. MPMRCL reserves the right to shortlist any candidate for interview. The decision of the Selection Committee shall be final.
19. The candidate must enclose all self-certified copies of relevant proof / documents during online submission of 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.11.
20. Copies of APAR for the last 5 years for the post of AGM, for the last 1 year for the post of Manager & AM, needs to be provided at the time of interview/Joining, if available.
21. 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.

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