

MADHYA PRADESH METRO RAIL CORPORATION LIMITED

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

Advt No. 689/HRD/MPMRCL-010/2021

Bhopal, Dated : 25/10/2021

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/Re-employment" upto 5 years, on standard terms & conditions of the Organization:

SN	Post Details	Type of appointment	Qualification	Eligibility & Experience
A	B	C	D	E
1	<p>Post Name-General Manager (HR & Admin) No. of Post-01 Level-E8 Pay Scale- 1,20,000-2,80,000 (as per 3rd PRC) Age Limit-60 years</p>	Deputation /Contract	Graduate in any discipline from a Government recognized University/ Institute.	<p>Minimum Overall Experience Required: Minimum 18 Year post qualification total experience and Satisfying the below criteria. Minimum Relevant Experience Required: Candidates having minimum 5 Years' experience in HR. Candidates must be 'at present/earlier' 'working/worked' in the following Pay Scale/Pay: IDA Pay Scale of ₹ 1,20,000-2,80,000 or above or IDA pay scale of ₹ 1,00,000 -2,60,000 or above for 3 years as on closing date. or CDA Pay Matrix Level-14 (7th CPC) or above or CDA Pay Matrix Level-13A (7th CPC) for 3 years as on closing date. or CDA Pay Matrix Level-13 (7th CPC) for 5 years as on closing date. or Consolidated pay of Government Organization of minimum ₹ 1,40,000/-permonth or above. Preference:</p> <ul style="list-style-type: none"> • A Candidate with 02 years full/part time Degree/Diploma in HR/ Personnel Management/Industrial Relation Management from Govt. recognized University/ Institute. • Candidate having knowledge of SAP/ERP. • Experience of IR & Administration matters including formulation & implementation of HR Policies, Manpower Planning and Capacity Building, Performance Management, Employee Engagement, Retention, Training & Development, Welfare, Disciplinary, Compliance of Statutory requirements, Contract Labour Matters, Legal, Security, Procurement, Tendering General Administration.
2	<p>Post Name-DGM (Finance) No. of Post-01 Level- E4 Pay Scale- 70000-200000 Age Limit-50 years</p>	Deputation/Contract	<p>For Candidates Working in Railways/State or Central Govt -Graduate from a Government recognized University/ Institute.</p> <p>For Candidates Working in Metro Rail /Railway PSU's/ other PSU'S - CA/ICWA from a Government recognized University/ Institute.</p>	<p>Minimum Overall Experience Required: For Candidates Working in Railways or Central or State or Government -Minimum 7 Years of post qualification working experience in Finance/Account/Audit and satisfying the below criteria. For Candidates Working in Metro Rail /Railway PSU's/ other PSU'S - Minimum 7 Years of post qualification total experience and satisfying the below criteria. Minimum Relevant Experience Required: Candidates should have minimum 3 years of experience in Finance/Account/Audit. Candidates must be 'at present/earlier' 'working/worked' in the following Pay Scale/Pay: IDA Pay Scale of ₹ 70,000-2,00,000 or above or IDA pay scale of ₹ 60,000-1,80,000 or above for 3 years as on closing date. or CDA Pay Matrix Level-11 (7th CPC) or above or CDA Pay Matrix Level-10 (7th CPC) or above for 3 years as on closing date. or Consolidated pay of Government Organization of minimum ₹80,000/- per month or above. Preference: Experience of Contract Management, Preparation of 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.</p>

Sl. No.	Post Details	Type of appointment	Qualification	Eligibility & Experience
A	B	C	D	E
3	Post Name- DGM (Procurement) No. of Post- 01 Level- E4 Pay Scale- 70000-200000 Age Limit- 50 years	Deputation/ Contract	Graduate in Engineering (Full time) from a Government recognized University/ Institute.	<p>Minimum Overall Experience Required: Minimum 7 Years post qualification experience and satisfying the below criteria.</p> <p>Minimum Relevant Experience Required: Minimum 3 years' experience in procurement.</p> <p>Candidates must be 'at present/earlier' 'working/worked' in the following Pay Scale/Pay: IDA Pay Scale of ₹ 70,000-2,00,000 or above or IDA pay scale of ₹ 60,000-1,80,000 or above for 3 years as on closing date. or CDA Pay Matrix Level-11 (7th CPC) or above or CDA Pay Matrix Level-10 (7th CPC) or above for 3 years as on closing date. or Consolidated pay of Government Organization of ₹80,000/- per month or above.</p> <p>Preference: Experience of GeM Portal, pre-qualification process, bidding process, Financial & Technical evaluation of Bids, issuance of LOA & preparation of contract agreement. He should have handled online Bid Process management on any of the central procurement portal. Contract management in projects funded by International financial institutions shall be preferred.</p>
4	Post Name- Manager (Security) No. of Post- 01 Level- E3 Pay Scale- 60000-180000 Age Limit- For Contract & Deputation -50 years, For Ex-Serviceman/Reemployment - 60 years	Deputation/ Contract/ Re-employment	Graduate in any discipline from a Government recognized University/ Institute.	<p>Minimum Overall Experience Required: Minimum 5 Years post qualification working experience in Security Department and satisfying the below criteria.</p> <p>For re-employment: Minimum 5 Year post qualification Experience in Armed Forces /CRPF /CISF/ Police /BSF / Other Paramilitary organization or security will be required as per below criteria.</p> <p>Candidates must be 'at present/earlier' 'working/worked' in the following Pay Scale/Pay: IDA Pay Scale of ₹ 60,000-1,80,000 or above or IDA pay scale of ₹ 50,000-1,60,000 or above for 2 years as on closing date. or IDA pay scale of ₹ 40,000-1,40,000 or above for 3 years as on closing date. or CDA Pay Matrix Level-10 (7th CPC) or above or CDA Pay Matrix Level-8 (7th CPC) or above for 2 years as on closing date. or CDA Pay Matrix Level-7 (7th CPC) or above for 3 years as on closing date. or CTC of ₹1,00,000/- per month or above in private sector and or Consolidated pay of Government Organization of ₹70,000/- per month or above.</p> <p>Minimum Height required: 170 cms for Male & 165 cms for Female.</p>



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5	Post Name -Manager (Legal) No. of Post -01 Level - E3 Pay Scale - 60000-180000 Age Limit -50 years	Deputation/ Contract	Full time L.L.B degree from a Government recognized University/ Institute.	Minimum Overall Experience Required: Minimum 5 Years post qualification experience and satisfying the below criteria. Minimum Relevant Experience Required: Minimum 2 Year post qualification total experience in Legal Department. Candidates must be 'at present/earlier' 'working/worked' in the following Pay Scale/Pay: IDA Pay Scale of ₹ 60,000-1,80,000 or above or IDA pay scale of ₹ 50,000-1,60,000 or above for 2 years as on closing date. or IDA pay scale of ₹ 40,000-1,40,000 or above for 3 years as on closing date. or CDA Pay Matrix Level-10 (7 th CPC) or above or CDA Pay Matrix Level-8 (7 th CPC) or above for 2 years as on closing date. or CDA Pay Matrix Level-7 (7 th CPC) or above for 3 years as on closing date. or Consolidated pay of Government Organization of ₹70,000/- per month or above. or CTC of ₹1,00,000/- per month or above in reputed Law firms/company
6	Post Name -Manager (Finance & Accounts) No. of Post -02 Level - E3 Pay Scale - 60000-180000 Age Limit -50 years	Deputation/ Contract	For Candidates Working in Railways/State or Central Govt - Graduate from a Government recognized University/ Institute. For Candidates Working in Metro Rail /Railway PSU's other PSU'S/other Reputed Industries -Full Time Post Graduate in M.Com (Finance) or MBA/PGDM (Finance) or CA-Inter or ICWA-Inter from a Government recognized University/ Institute.	Minimum Overall Experience Required: For Candidates Working in Railways or Central or State or Government - Minimum 5 Years of post qualification experience in Finance/ Accounts/ Audit and satisfying the below criteria. For Candidates Working in Metro Rail /Railway PSU's/ other PSU'S - Minimum 5 Year post qualification total experience and satisfying the below criteria. Minimum Relevant Experience Required: Minimum 2 Year post qualification total experience in Finance/ Accounts/ Audit. Candidates must be 'at present/earlier' 'working/worked' in the following Pay Scale/Pay: IDA Pay Scale of ₹ 60,000-1,80,000 or above or IDA pay scale of ₹ 50,000-1,60,000 or above for 2 years as on closing date. or IDA pay scale of ₹ 40,000-1,40,000 or above for 3 years as on closing date. or CDA Pay Matrix Level-10 (7 th CPC) or above or CDA Pay Matrix Level-8 (7 th CPC) or above for 2 years as on closing date. or CDA Pay Matrix Level-7 (7 th CPC) or above for 3 years as on closing date. or Consolidated pay of Government Organization of ₹70,000/- per month or above. or CTC of ₹1,00,000/- per month or above in reputed firms/company . Preference: Exposure / working experience in area of Direct Taxes, Indirect Taxes, Compliance with Accounting Standards requirement, Finalization of Budget preparation & its Control in an organization implementing large construction/ infrastructure project.

SN	Post Details	Type of appointment	Qualification	Eligibility & Experience
A	B	C	D	E
7	Post Name- AM (Finance) No. of Post-01 Level- E2 Pay Scale- 50000-160000 Age Limit-40 years	Deputation/ Contract	For Candidates Working in Railways/State or Central Govt - Graduate from a Government recognized University/ Institute. For Candidates Working in Metro Rail /Railway PSU's other PSU'S/ other Reputed Industries - Full Time Post Graduate in M.Com/MBA (Finance) or CA Inter/ ICWA-Inter from a Government recognized University/ Institute.	Minimum Overall Experience Required: For Candidates Working in Railways or Central or State or Government - Minimum 3 Year post qualification experience in Finance/ Accounts/ Audit and satisfying the below criteria. For Candidates Working in Metro Rail /Railway PSU's/ other PSU'S - Minimum 3 Year post qualification total experience and satisfying the below criteria. Minimum Relevant Experience Required: Minimum 1 Year post qualification total experience in Finance. Candidates must be 'at present/earlier' 'working/worked' in the following Pay Scale/Pay: IDA Pay Scale of ₹ 50,000-1,60,000 or above or IDA pay scale of ₹ 40,000-1,40,000 or above for 2 years as on closing date. or IDA pay scale of ₹ 30,000-1,20,000 or above for 3 years as on closing date. or CDA Pay Matrix Level-8 (7 th CPC) or above or CDA Pay Matrix Level-7 (7 th CPC) or above for 2 years as on closing date. or CDA Pay Matrix Level-6 (7 th CPC) or above for 3 years as on closing date. or CTC of ₹ 80,000/- per month or above in reputed firms/company. or Consolidated pay of Government Organization of ₹60,000/- per month or above. Preference: Exposure / working experience in the areas of accounting, direct taxes, Indirect Taxes, preparation of budget & its monitoring in an organization implementing large construction/ infrastructure project.
8	Post Name- Assistant Manager (PRO)- No. of Post-01 Level- E2 Pay Scale- 50000-160000 Age Limit-40 years	Deputation/ Contract	Graduate in Mass Communication / Journalism / publicity/Public Relation / Public Administration from a Government recognized University/ Institute. Or Postgraduate (Degree/Diploma) in Mass Communication / Journalism / publicity/Public Relation / Public Administration from a Government recognized University/ Institute.	Minimum Overall Experience Required: Minimum 3 Years of post qualification total experience and satisfying the below criteria. Minimum Relevant Experience Required: Minimum 1 Year of post qualification total experience in Information, Education and Communication (IEC). Candidates must be 'at present/earlier' 'working/worked' in the following Pay Scale/Pay: IDA Pay Scale of ₹ 50,000-1,60,000 or above or IDA pay scale of ₹ 40,000-1,40,000 or above for 2 years as on closing date. or IDA pay scale of ₹ 30,000-1,20,000 or above for 3 years as on closing date. or CDA Pay Matrix Level-8 (7 th CPC) or above or CDA Pay Matrix Level-7 (7 th CPC) or above for 2 years as on closing date. or CDA Pay Matrix Level-6 (7 th CPC) or above for 3 years as on closing date. or Consolidated pay of Government Organization of ₹60,000/- per month or above. or CTC of ₹ 80,000/- per month or above in reputed firms/company. Preference: Experience of writing reports and Press releases, carrying out promotion activities, Corporate Communication media, event management, Print/Visual/Audio/social media, advertising, reporter in reputed or leading newsprint media (English and Hindi).



S/N	Post Details	Type of appointment	Qualification	Eligibility & Experience
A	B	C	D	E
9	Post Name- AM (HR) No. of Post-01 Level- E2 Pay Scale- 50000-160000 Age Limit-40 years	Deputation/ Contract	Full time (2 Year) MBA/PGDM in HR/ Personnel Management/Indu strial Relation/ Equivalent Field from a Government recognized University/ Institute.	Minimum Overall Experience Required: Minimum 3 Year post qualification total experience and satisfying the below criteria. Minimum Relevant Experience Required: Minimum 1 Year post qualification total experience in HR. Candidates must be 'at present/earlier' 'working/worked' in the following Pay Scale/Pay: IDA Pay Scale of ₹ 50,000-1,60,000 or above or IDA pay scale of ₹ 40,000-1,40,000 or above for 2 years as on closing date. or IDA pay scale of ₹30,000-1,20,000 or above for 3 years as on closing date. or CDA Pay Matrix Level-8 (7 th CPC) or above or CDA Pay Matrix Level-7 (7 th CPC) or above for 2 years as on closing date. or CDA Pay Matrix Level-6 (7 th CPC) or above for 3 years as on closing date. or Consolidated pay of Government Organization of ₹60,000/- per month or above. or CTC of ₹ 80,000/- per month or above in private sector. Preference: <ul style="list-style-type: none"> • Candidate having knowledge of SAP/ERP will be preferred. • Experience in policies, establishment matters, and service matters etc.

GENERAL CONDITIONS

1. The number of posts indicated above may vary based on further assessment of requirement.
2. Apart from the pay, other benefits will also be paid as per the Company Policy except Reemployment cases for whom consolidated pay will be applicable.
3. If selection panel finds any candidate suitable/fit for a lower post then he/she shall be selected on the lower post (irrespective of the actual post/vacancy to which candidate has applied) subject to the willingness of the candidate.
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.
7. The selected candidates will be entitled as per governing policies of the MPMRCL.
8. Prescribed qualifications are the minimum requirements and mere possession of the same does not entitle candidates to be called for interview.
9. The experience is post qualification and the minimum required. Mere possession of minimum experience does not confer any right for interview / selection.
10. 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.
11. 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.
12. 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.
13. Candidates are required to pay onetime Non-refundable MP Online portal charges i.e. Rs. 170 plus 18% GST on submission of the application form.

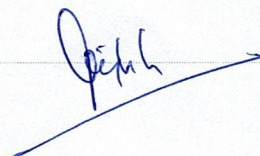
14. Portal fee plus applicable charges, if any once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility, the closing date for submission of online application before paying the portal fee.
15. For any type of post related query, kindly call at MPMRCL office no. 0755-2475608.
16. 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 or through 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 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 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 10.11.2021 up to midnight of 05.12.2021 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 & MPOne.
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:

- a. Candidate shall pay requisite portal fees through the ONLINE mode only:
- b. After filling the application form, the candidate shall click on the 'submit' button to make payment.
- c. Please note that unpaid application will be summarily rejected.
- d. The Candidate has following options for payment:
 1. Credit Card
 2. Debit Card
 3. Internet Banking
 4. UPI



SELECTION PROCESS

1. The candidates, who qualify the selection process, will be informed through register 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 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 short-listed candidates will be sent for medical examination as per the medical standards prescribed for the post by MPMRCL.
7. Candidate applying from Metro Rail/Railway/Railway PSU's/Govt. Organisation/ 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.)
8. Original Documents in support of Date of Birth, Qualification, Relevant Experience and desired Pay Scale shall be shown and photocopies in three sets of the same to be submitted along with the Resume and copy of the online filled application form at the time of interview.
9. Non-submission of documents as per S.No.8, will lead to rejection of candidature at any stage during the process of recruitment.
10. MPMRCL shall not be liable for any damage/injury/loss to the individual, if any, sustained during the entire recruitment process and journey.
11. 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) Summarized brief description of relevant Experience.
 - e) Latest Salary slip (3 months)
 - f) NOC and Vigilance Clearance by the Present employer or undertaking as mentioned on S. No. 7. (If Available)
12. All the above document mentioned in point no.11 is supposed to be uploaded in single scanned PDF file.
13. Copies of APAR for the last 5 years for the post of GM, for the last 3 years for the post of DGM, for the last 1 year for the post of Manager & AM, needs to be provided at the time of interview/Joining, if available.
14. 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.

