



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


NOTIFICATION NO. MRVC/E/AM/3/2023 Dated 10.10.2023

ENGAGEMENT OF ASSISTANT MANAGER (CIVIL) ON CONTRACT

(LAST DATE FOR SUBMISSION OF APPLICATION BY MAIL : 10.11.2023)

- Mumbai Railway Vikas Corporation Ltd.(MRVC)**, a Public Sector Undertaking of Govt. of India under Ministry of Railways (MoR), incorporated on 12th July 1999 under Companies Act, 1956, executes the projects under Mumbai Urban Transport Project (MUTP). The Corporation already executed number of suburban rail improvement projects in Mumbai and extended suburbs for enhancing suburban rail transportation capacity. The corporation is also involved in the planning and development of Mumbai Suburban Rail system.
- MRVC is looking for dynamic and result oriented candidates for manning the following position for execution of projects in Mumbai Suburban Area on **contract on** Fixed Gross Emoluments basis.
- Details of the post and Job Description**

Name of the Post	Assistant Manager (Civil) on Contract (Salary will be equivalent to E2 grade of IDA pay scale)						
No. of vacancies	UR	SC	ST	OBC	EWS	TOTAL	
	5	2	1	5	2	15	
Maximum Age (years)	The upper age should not exceed 35 years as on the date of issue of Vacancy Notification. Age relaxation shall be applicable as under: <ul style="list-style-type: none">• SC and ST candidates – Relaxation in the upper age limit by 5 years;• OBC candidates – Relaxation in the upper age limit by 3 years.						
Qualification	i. Graduate in Civil Engineering (BE/B.Tech) or equivalent with not less than 70% marks from recognized (AICTE) University. ii. Where percentage of marks is not awarded by the university but only CGPA/OGPA/CPI/DGPA is awarded, same shall be converted into percentage in terms of conversion norms of University in this regard. iii. Rounding off percentage will not be acceptable under any circumstances for considering eligibility e.g. 69.99% will be treated as less than 70%. iv. Candidates having Post Graduation in relevant field of engineering/Construction Management will have added advantage.						
Minimum Post Qualification Experience (Years)	i. Minimum 06 years post qualification construction work experience with Central/ State Govt. organization/ CPSEs/ PSUs/ Govt. instrumentalities. ii. Experience of working on Suburban Railway Projects will be preferred.						


10.10.2023

4. Emoluments & leave

1	Gross Fixed emoluments	Rs.1,10,828/- per month consisting of following : Basic+DA+House Rent Allowance+Consolidated Travelling Allowance & Transportation Allowance+mobile phone usage+Provident Fund (employer's share) etc. There will be hike in salary after first year of completion with satisfactory performance certified by controlling HOD, and similarly after 2 years of service. The amount of hike in salary will be same as applicable to equivalent IDA scale.
2	Mandatory deduction from gross emoluments	PF and Income Tax and any other recovery will be deducted from gross emoluments as per extant rules.
3	They shall be entitled for Medical benefits (Group Medclaim Insurance, reimbursement for critical illness/disease and pathological tests) as per the policy of the corporation.	
4	Leave	1) Casual Leave : 8 days p.a. 2) Restricted Holidays : 2 days p.a. (unutilised CL/RH if any would lapse at the end of one year) 3) 10 days sick leave for six months (like Half Pay leave with provision of commutation) 4) 12 days Special Leave per annum.

5. Service Agreement

The selected candidates will have to serve the Corporation for at least two years for which he/she should execute a Surety Bond of Rs.1 Lac. in favour of Mumbai Railway Vikas Corporation Ltd. on Rs. 100/- stamp paper to serve the Company for two years.

6. Medical Examination

The candidate should have sound health. Before joining, candidates will have to undergo medical examination and produce the certificate of fitness for job issued by a Doctor (at least MBBS).

7. How to apply

- (a) Duly filled in application should be sent to Manager (HR), Mumbai Railway Vikas Corporation Ltd. by email on career@mrvvc.gov.in.
 - (b) **Last date for submission of application by mail is 10.11.2023**
 - (c) Applications should be complete in all respects and strictly as per the prescribed format (**Annexure-I**). Applications not conforming to the prescribed format or having illegible/ambiguous certificates or without certificates or incomplete will be summarily rejected.
 - (d) **The cut-off date for eligibility is 10.10.2023.**
- (A) Self-attested documents to be attached with the filled application : Mandatory documents
- i. Copy of original application
 - ii. Copies of certificate in proof of qualification (As per the qualification specified in Notification)
 - iii. Copy of Proof of Date of Birth (SSLC/SSC Certificate/Birth Certificate)
 - iv. Copy of Photo ID proof (Aadhar/Pan Card)
 - v. Copy of Caste certificate in the format required for Central Government employment (In case of SC/ST/OBC-NCL), if any (**Annexure-II & III/IIIA**).
 - vi. Copy of EWS certificate in the prescribed format (in case of EWS candidates) (**Annexure-IV**).
 - vii. Two passport size recent photographs.
 - viii. Copy of document regarding experience, last served and others.
 - ix. Candidates employed with Government Departments / PSUs / Autonomous Bodies have to produce NOC at the time of document verification, failing which they would not be allowed to appear for document verification.
 - x. Character certificate from Gazetted officer/Executive officers for certifying that he/she is bearing good moral character.

(B) Recommended documents

- i. Copy of employment letter issued by previous as well as present employer.
- ii. Copy of Form 16 issued by previous / present employer.
- iii. Copy of document indicating Employees Provident Fund (EPF) Number/PF Number.

8. General Instructions

- i. The candidates must bring with them original application, original certificates, along with one set of self-attested photocopy in proof of photo identity, age, caste, educational qualification along with mark sheets of all semesters of Degree and experience on the date of document verification and interaction, failing which candidate will not be eligible for interview. Formula of aggregate % calculation of Degree (CGPA/SGPA etc) to be attached with application.
- ii. Candidate should bring one character certificate from Gazetted Officers/Executives Officers for certifying that he is bearing good moral character.
- iii. Incomplete or vague educational qualification will be invalid.
- iv. Even after contractual agreement, if any document/ certificate/ information are found incorrect or false in any scrutiny or verification, then the contractual service will be immediately terminated forthwith without assigning any reason and prior notice, besides legal action which may also be initiated.
- v. The Corporation reserves the right to cancel/ restrict/ curtail/ enlarge the contract engagement process, if need so arises, without any prior notice and without assigning any reasons therefore.
- vi. No train/bus fare/ TA/DA shall be payable by the Corporation to the candidates for appearing document verification and interaction.
- vii. Selected candidate will have to pass prescribed medical examination before the contract is entered into, for fitness to perform the work awarded.
- viii. The selected candidates should be able to join at the project site within maximum 30 days after issuing of offer of appointment by MRVC. Any deviation in the said policy will be dealt on case to case basis, based on the merits of the case.

9. Selection Process

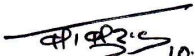
- i. After preliminary screening of the applications received from candidates by mail, the eligible candidate(s) will only be called for document verification and interview.
- ii. In case of more number of eligible applications received, then candidates equal to 05 times the notified vacancies will only be called for document verification and interview based on their engineering marks and experience.
- iii. The candidate will be interviewed by a nominated Committee and the selection will be finalized on merit based on the performance in the interview, qualification and post qualification experience gained by the Candidate.
- iv. The decision of the Nominated Committee of MRVC shall be final and binding.
- v. The other broad terms of contract are given below for information of the candidate which are subject to changes at the time of actually entering into the contract, at the discretion of MRVC, which may please be noted.
- vi. The period of contract will be initially for a period of three years, extendable further on yearly basis on satisfactory performance and mutual consent.
- vii. Panel of standby candidates over and above requirement will be maintained as per merit as decided by MRVC. Such candidates may be engaged as per requirements of MRVC projects within the validity of panel. Posts notified are not regular establishment posts.
- viii. The candidate selected for the above contractual agreement shall not be absorbed in MRVC regular service. The candidate therefore shall not have right to claim for permanent absorption in MRVC and shall be required to give an undertaking in writing to MRVC to that effect.
- ix. The Corporation reserves the right to terminate the contract if the contract appointee is found unsuitable, by giving one month notice or payment in lieu thereof. Similarly, the appointee will be required to give one month notice to MRVC for termination of contract.
- x. The selected candidate on engagement should also attend emergencies and other calls of duties, as demanded and expected, during their day to day activities.
- xi. In the event the appointee is found involved in undesirable activities such as embezzlement, unlawful activities (including passing on confidential information of MRVC), unauthorized absence, insubordination or breach of any of the terms of contract without prejudice to the right to initiate civil/criminal proceedings, the contract appointment shall be terminated.

- xii. Selected candidates shall use electronic resources of MRVC in strict adherence to the policies and guidelines issued by MRVC from time to time. The email account and user ID's created for official purposes shall always be used in a responsible, effective, ethical and lawful manner. Any misuse of these resources and / or putting the Corporation at risk of any liability based on such misuse shall result in termination of employment and appropriate legal action.

10. Termination of Contract

The termination of contract and its consequences are as under :-

- (a) In addition to the above conditions, the contract agreement shall be terminated on:-
- (i) Completion of last day of contract period or any extended period thereon.
 - (ii) The breach of any terms of contract of employment by contract employee.
 - (iii) The last day of the one month notice period of termination issued by either side or payment in lieu thereof by either party.
- (b) If any litigation on whatsoever account is initiated by or against MRVC, the cause of which lies in contract period, the presence of contract appointee will be required, even after termination or expiry of the contract agreement.
- (c) Upon any premature termination or expiration of contract for any reason, the contract appointee shall return to MRVC any property belonging to MRVC, all tools and plants, documents, any passwords or user IDs etc. under his control. This will include all confidential information regarding work, hard and soft copies of documents and information of whatever description of whatever form, tangible or intangible in his possession, together with copies, notes or summaries of such documents and his own working papers which are derived or based upon such documents.
- (d) They will have to clear all their advance(s) or due(s), if any cash or vouchers or if any financial outstanding liabilities etc.
- (e) Contract appointee will be responsible for the acts and omission(s) in the course of contractual service during the period and thereafter.


10.10.2023
Manager (HR)

APPLICATION FORMAT

NOTIFICATION NO & DATE: _____

POST APPLIED FOR: _____

Affix recent
passport size photo
and sign across

All columns given below should be filled in.

1	Name of the Candidate Mr/Mrs/Ms	
2	Father's/Husband's name	
3	Full Postal address with pin code	
4	Mobile number	
5	E-mail address	
6	Date of Birth (DD/MM/YYYY)	
7	Age as on 10.10.2023 Years.....months.....days.
8	Gender: Male/Female	
9	Caste: SC/ST/OBC -NCL /UR	
10	Current place of working, post held and pay level	

Education Qualifications:

Name of Examination	Year of passing	Name of Board/University	Aggregate % of marks obtained

Other Qualifications: _____

Work Experience:

Sr. No.	Posts held	From	To	No. of years	Pay scale/Monthly remuneration	Organization and brief description of job	Any other details

I hereby declare and certify that the above information is true and correct to the best of my knowledge. If any information furnished by me is found to be incorrect /false, my application shall be liable to be rejected/my services are liable to be terminated at any stage, if recruited.

Signature of the applicant :

Name :

Date:

Place:

List of documents enclosed (Please indicate 'tick' [√] in the box
(Note : Failure to attach any of these documents may render the applicant ineligible)

MANDATORY DOCUMENTS

- Self attested copies of certificate in proof of qualification (As per the qualification specified in Notification)
- Self attested copy of Proof of Date of Birth (SSLC/SSC Certificate/Birth Certificate)
- Self attested copy of Caste certificate in the format required for Central Government employment (In case of SC/ST/OBC-NCLs) and service certificate in support of claims for Ex-servicemen, if any.
- Self attested copy of Photo ID proof (Aadhar/Pan Card)
- Self attested copy of EWS certificate in the prescribed format (in case of EWS candidates)
- Two passport size photographs.
- Self attested copy of document regarding experience, last served and others.
- Character certificate from Gazetted officer/Executive officers for certifying that he/she is bearing good moral character.

RECOMMENDED DOCUMENTS

- Self attested of employment letter issued by previous as well as present employer.
- Self attested of Form 16 issued by previous / present employer.
- Self attested document indicating Employees Provident Fund (EPF) Number/PF Number.

I hereby certify that I have read and understood all the instructions regarding the Notification for this Post as given on website www.mrv.c.indianrailways.gov.in

Signature of Applicant :

Name of Applicant :

Date:

FORM OF CASTE CERTIFICATE FOR SC/ST

A Candidate who claims to belong to one of the scheduled caste or scheduled tribe should submit in support of his/her claim a self attested copy of a certificate in the form given below from the district magistrate or the sub-divisional officer or any other officer as indicated below of the district in which his/her parents (or surviving parents) ordinarily reside and who has been designated by the State Government concerned as competent to issue such a certificate. If both the parents are dead, the officer signing the certificate should be of the district in which the candidate himself / herself resides otherwise than for the purpose of his / her own education. Wherever, photograph is an integral part of the certificate, the RRB would accept only self attested photocopies of such certificates and not any other attested or true copy.

(The Form of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under the Government of India)

This is to certify that Shri / Shrimati / Kumari*
 son/daughter* of of Village / Town* in
 District / Division* of State / Union Territory*
 belongs to the Caste / Tribe* which is recognised as a Scheduled Caste / Scheduled Tribe* under:-
 The Constitution (Scheduled Castes) Order, 1950* The Constitution (Scheduled Tribes) Order, 1950*
 The Constitution (Scheduled Castes) (Union Territories) Order, 1951*
 The Constitution (Scheduled Tribes) (Union Territories) Order, 1951*
 (As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) Order, 1956, the Bombay Re-
 organisation Act, 1960, the Punjab Re-organisation Act, 1966, the State of Himachal Pradesh Act, 1970 and the North
 Eastern Area (Re-organisation) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders, (Amendment) Act,
 1976)
 The Constitution (Jammu & Kashmir) Scheduled Castes order, 1956 @
 The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 @ as amended by the Scheduled Castes
 and Scheduled Tribes Order (Amendment) Act, 1976 @
 The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962. The Constitution (Dadra and Nagar Haveli)
 Scheduled Tribes, Order, 1962 @
 The Constitution (Pondicherry) Scheduled Castes Orders, 1964@
 The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967@
 The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968@
 The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968@
 The Constitution (Nagaland) Scheduled Tribes Order, 1970 @
 The Constitution (Sikkim) Scheduled Castes Order, 1978 @
 The Constitution (Sikkim) Scheduled Tribes Order, 1978 @
 Shri/Shrimati/Kumari * and / or his / her* family, reside(s) in
 village / town* of* District/Division*
 of the State / Union Territory* of

Signature.....
 **Designation.....
 (with seal of Office) State/Union Territory**

Place.....

Date.....

* Please delete the words which are not applicable.

@ Please quote the specific presidential order.

Note : The term "ordinarily reside(s) ** used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

** Officers competent to issue Caste/Tribe certificates :

** District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / City Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1st class Stipendiary Magistrate) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate / Revenue Officers not below the rank of Tahsilar / Sub-Divisional Officer of the area where the candidate and / or his / her family normally reside(s).

Note : ST Candidates belonging to Tamilnadu State should submit caste certificate ONLY from the REVENUE DIVISIONAL OFFICER.

(CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES)

This is to certify that Shri/Smt./Kum* _____
 _____ Son/ Daughter* of _____ Shri/Smt.* _____ of
 _____ Village/ Town* _____
 _____ District/Division* _____ in
 the State/Union Territory _____ belongs to the
 _____ community that is recognized as a backward class
 under Government of India**, Ministry of Social Justice and Empowerment's Resolution No. _____
 dated _____

1. Resolution No. 12011/68/93- BCC(C) dated 10/09/93 published in the Gazette of India Extraordinary Part I Section I No.186 dated 13/09/93.
2. Resolution No. 12011/9/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary Part I Section I No. 163 dated 20/10/94.
3. Resolution No. 12011/7/95-BCC dated 24/05/95 published in the Gazette of India Extraordinary Part I Section I No. 88 dated 25/05/95.
4. Resolution No. 12011/96/94-BCC dated 09/03/96.
5. Resolution No. 12011/44/96-BCC dated 6/12/96 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 11/12/96.
6. Resolution No. 12011/13/97-BCC dated 03/12/97. 7.
- Resolution No. 12011/99/94-BCC dated 11/12/97. 8.
- Resolution No. 12011/68/98-BCC dated 27/10/99.
9. Resolution No. 12011/88/98-BCC dated 6/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.
10. Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.
11. Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No.210 dated 21/09/2000.
12. Resolution No. 12015/9/2000-BCC dated 06/09/2001. 13.
- Resolution No. 12011/1/2001-BCC dated 19/06/2003. 14.
- Resolution No. 12011/4/2002-BCC dated 13/01/2004
15. Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No.210 dated 16/01/2006.

Shri/Smt./Kum. _____ and/or _____
 his/her family ordinarily reside(s) in the _____
 District/Division of the _____ State/Union Territory. This
 is also to certify that he/she does NOT belong to the persons/sections (Creamy Layer)
 mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel &
 Training O.M. No. 36012/22/93- Estt. (SCT) dated 08/09/93 which is modified vide OM No.
 36033/3/2004 Estt.(Res.) dated 09/03/2004, further modified vide OM No. 36033/3/2004-Estt.
 (Res.) dated 14/10/2008, again further modified vide
 OM No.36036/2/2013-Estt (Res) dtd. 30/05/2014 or the latest notification of the
 Government of India.

District Magistrate /
 Deputy
 Commissioner /
 Any other Competent
 Authority

Dated

: Seal

* Please delete the word(s) which are not applicable.

NOTE:

- (a) The term 'Ordinarily resides' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- (b) The authorities competent to issue Caste Certificates are indicated below: (i) District Magistrate/ Additional Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ Ist Class Stipendiary Magistrate/ Sub-Divisional magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner (not below the rank of Ist Class Stipendiary Magistrate). (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate. (iii) Revenue Officer not below the rank of Tehsildar' and (iv) Sub-Divisional Officer of the area where the candidate and/or his family resides.

Proforma for declaration to be submitted by Other Backward Class Candidates

DECLARATION

I,..... son/daughter of Shri..... resident of Village/ town/city district..... state.....hereby declare that I belong to the.....(indicate your sub caste) community which is recognised as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No.36012/22/93-Estt. (SCT) dated 08.09.1993.

It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 08.09.1993 and its subsequent through O.M. No. 36033/3/2004-Estt. (Res.) dated 09.03.2004"

Signature of the Candidate

Name of the Candidate

Place :

Date :

Government of

(Name & Address of the authority issuing the certificate)

INCOME & ASSETS CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date: _____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of _____ permanent resident of _____, Village/Street _____ Post Office _____ District _____ in the State/Union Territory _____ Pin Code _____ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her 'family**' is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year _____. His/her family does not own or possess any of the following assets*** :

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office _____
Name _____
Designation _____

Recent Passport size
attested photograph of
the applicant

*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

**Note 2: The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

***Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status: