



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)

अधिसूचना संख्या : एमआरवीसी/ई/ईए/सिविल/8/2024 दिनांक 15.07.2024

Notification No.MRVC/E/EA/Civil/8/2024 dated 15.07.2024

कार्यकारी सहायक (सिविल) की अनुबंध पर नियुक्ति
ENGAGEMENT OF EXECUTIVE ASSISTANT (CIVIL) ON CONTRACT

मेल द्वारा आवेदन जमा करने की अंतिम तिथि: 13.08.2024
LAST DATE FOR SUBMISSION OF APPLICATION BY MAIL: 13.08.2024

- 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 on contract on **Fixed Gross Emoluments** basis.
- पद और कार्यो का विवरण/ Details of the post and Job Description :**

पद का नाम Name of the Post	कार्यकारी सहायक (सिविल) (आईडीए वेतनमान के ई-0 ग्रेड के समकक्ष) Executive Assistant (Civil) (Equivalent to grade IDA-E0/30000-120000)
रिक्ति की संख्या No. of vacancy	1 Post
अंतिम तिथि के अनुसार अधिकतम आयु सीमा Maximum Age limit as on closing date	40 years
तकनीकी योग्यता Technical Qualification	ITI/Diploma/Certificate Course in Draftsman (Civil) or equivalent
अपेक्षित अनुभव Experience Required	<ul style="list-style-type: none">Minimum 5 years of experience in preparation of engineering drawings for Railway Projects such as bridges, structures etc. with minimum 2 years of working as Draftsman (Civil) in IDA Grade E0 or equivalent.Candidates should have experience of working in AutoCAD 3D software.Candidates having working experience in Railway PSUs/State JVs of Railways will be preferred.



4. परिलब्धियां और छुट्टी / Emoluments & leave:

1	Fixed Gross emoluments	Rs.61,685/- per month * The Fixed Gross emoluments consist the following : Basic + DA + House Rent Allowance + mobile phone usage + Provident Fund (employer's share) etc. There will be annual hike in salary with satisfactory performance certified by controlling HOD. *Candidates working in Railway PSUs/State JVs of Railways in IDA Grade EO or equivalent will be given pay protection.
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	Entitled for Medical benefits (Group Mediciam Insurance, reimbursement of OPD expenses 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. 3) 10 days sick leave for six months (like Half Pay leave with provision of commutation) 4) 12 days Special Leave per annum.
5	The other entitlements are – Sodexo meal coupon, Leave Travel Concession, Birthday Gift, annual award, if any, reimbursement for laptop/mobile phone as per the policy of the corporation and Gratuity as per Gratuity Act.	

5. सेवा अनुबंध / 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. चिकित्सा परीक्षण / 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. आवेदन कैसे करें / How to apply :

- Duly filled in application should be sent to Manager (HR), Mumbai Railway Vikas Corporation Ltd. by email on career@mrvc.gov.in.
- Last date for submission of application by mail is 13.08.2024**
- 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.
- The cut-off date for eligibility is 13.08.2024.**
- Self-attested documents to be attached with the filled application :



(A) अनिवार्य दस्तावेज / 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. Two passport size recent photographs.
- vi. Copy of document regarding experience, last served and others.
- vii. 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.
- viii. Character certificate from Gazetted officer/Executive officers for certifying that he/she is bearing good moral character.

(B) अनुशंसित दस्तावेज / 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. सामान्य निर्देश / 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 and experience on the date of document verification and interaction, failing which candidate will not be eligible for interview.
- 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. चयन प्रक्रिया / 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 interaction.
- 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 interaction based on their 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 **two years**, extendable upto 3 years 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, in-subordination 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. अनुबंध की समाप्ति / 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.



(Signature) 15.07.2024
 (Baburaj Nambiar)
 Senior Manager (HR)

आवेदन प्रारूप / APPLICATION FORMAT

अधिसूचना संख्या और तारीख: _____
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 13.08.2024Years.....months.....days.
8	Gender: Male/Female	
9	Caste: SC/ST/OBC /UR	
10	Current place of working, post held and pay level	

शैक्षणिक योग्यता: Educational Qualifications:

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

अन्य योग्यताएं: Other Qualifications:



कार्य अनुभव/ 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.

आवेदक के हस्ताक्षर/Signature of the applicant:

नाम /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)

अनिवार्य दस्तावेज /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 /SSC Certificate/Birth Certificate)
- Self attested copy of Photo ID proof (Aadhar/Pan Card)
- Two passport size photographs (At the time of interaction)
- 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.

अनुशंसित दस्तावेज / 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.mrvc.indianrailways.gov.in

आवेदक के हस्ताक्षर/Signature of the applicant:

नाम /Name :

तिथि / Date:



(Handwritten signature)