



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

No. MRVC/E/AM(Civil)/Contract/2022
V.No.17/2022

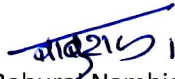
Dt. 16-09-2022

VACANCY NOTIFICATION

Sub: Vacancy Notice for engaging Assistant Manager (Civil) on Contract basis.

1. Mumbai Railway Vikas Corporation Ltd. (MRVC Ltd.), a PSU of Govt. of India under Ministry of Railways, is a vital project implementation organization working in the sensitive Mumbai Suburban area with a very lean organizational structure.
2. In MRVC Ltd. Seven (07) posts of **Assistant Manager (Civil)** are required to be filled on **Contract basis** for which applications are invited from experienced, dynamic and motivated candidates having relevant working experience as per the Vacancy Notice at **Annexure-I**. The selection process and other terms and conditions are at **Annexure-II**. Eligible and interested candidates may apply as per the application format at **Annexure-III**.
3. The duly filled in application should be sent to Manager (HR), Mumbai Railway Vikas Corporation Ltd. by email on **career@mrvc.gov.in**.
4. The candidates will be screened by a Selection Committee and their suitability will be adjudged keeping in view the job requirements / experience / interaction / assessment.
5. The Vacancy Notice with Proforma of Application is also available on the website of the Corporation - www.mrvc.indianrailways.gov.in.

Encl : As above


(Baburaj Nambiar)
Manager (HR)

MUMBAI RAILWAY VIKAS CORPORATION LTD.

No. MRVC/E/AM(Civil)/Contract/2022
Vacancy Notice No.17/2022

Dt. 16-09-2022

1. Details of the Vacancy and Job Description

Name of the Post/ Pay Scale/ Level	Assistant Manager (Civil) on Contract equivalent to IDA grade E2 / Rs. 50000-160000											
No. of vacancies	<table border="1"> <thead> <tr> <th>UR</th> <th>OBC</th> <th>SC</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>1</td> <td>1</td> <td>7</td> </tr> </tbody> </table>				UR	OBC	SC	Total	5	1	1	7
UR	OBC	SC	Total									
5	1	1	7									
Maximum Age (years)	35 years											
Qualification	B.E. / B. Tech (Civil Engineering) or equivalent											
Minimum Post Qualification Experience (Years)	1. Minimum 06 years post qualification construction work experience with Central/ State Govt. organization/ CPSEs/ PSUs/ Govt. instrumentalities. 2. Experience of working on Suburban Railway Projects will be preferred.											
Mode of Selection	Based on the eligibility/ experience in the relevant field, shortlisted candidates will be called for document verification and interaction.											
Last date for submission of application	30-09-2022											

2. Other terms and conditions of contract service will be as under:

1. Designation	Assistant Manager (Civil) - on Contract
2. Initial Basic Pay in IDA scale	Rs. 50000-160000 (E2)
3. Perks	As applicable to contractual employees of the corporation.
4. Provident Fund	MRVC will contribute Employer's share of Provident Fund @ 12% of Basic pay plus IDA. Matching contribution of Employee's share would be deducted from the salary of the contractual staff and deposited in his/her EPF Account.
5. Annual Increment	Annual Increment would be admissible @ 3% on completion of 12 months of service in the relevant grade.
6. IDA	Index based quarterly DA as applicable to employees in IDA pay scale will be applicable.
7. Gratuity	Gratuity will be paid as per provision of the Gratuity Act.
8. Period of Contract	The engagement will be for a period of 3 years.
9. Extension of contract	The period of contract may be extended further period as per duration of the project at the sole discretion of MRVC as per project requirement provided services/ performance of the contractual staff are found to be satisfactory. However, MRVC may terminate the contract

(Signature)
 16-09-2022

	at any time during the contract period with a notice period of one month. In case of poor/non-performance/ misconduct on the part of the contract staff their services can be terminated by giving one month notice or remuneration in lieu thereof.
10. Counting of experience	The cut-off date for eligibility would be 31 st July 2022
11. Leave Travel Concession	Same as applicable to contractual employees of MRVC.
12. Facility to Indoor Treatment	Same as applicable to contractual employees of MRVC.
13. Mobile Phone Call/ Data Card charges.	Same as applicable to contractual employees of MRVC.
14. Leave	<p>a) 8 days Casual Leave + 2 days Restricted Holidays per annum (unutilised CL/RH if any would lapse at the end of one year)</p> <p>b) 10 days sick leave for six months (like Half Pay leave with provision of commutation)</p> <p>c) 12 days Special Leave per annum.</p> <p>However, grant of leave shall not be claimed as a matter of right and the Competent Authority has the right in its absolute discretion either to sanction or reject the leave applied for.</p>
15. Maternity leave	Maternity leave as per applicable law.
16. Daily Allowance	Same as applicable to contractual employees of MRVC.
17. Duties and Responsibilities	Assistant Manager (Civil) will perform all the duties and responsibilities as are assigned to them from time to time by the competent authority.
18. Performance Appraisal	Annual Performance review through a working report be written every year ending 31 st March by the Appropriate Authority

[Signature]
16.09.2022

The details of selection process, benefits, instructions and other terms and conditions

A) Selection process:-

1. After preliminary screening of the applications submitted by the candidates, the eligible candidate (s) will only be called for document verification and interaction. Applications should be complete in all respects and strictly as per the prescribed format. Applications not conforming to the prescribed format or having illegible/ambiguous certificates or without certificates or incomplete will be summarily rejected.
2. In case of more number of eligible applications received, then candidates equal to 05 times the notified vacancies will only be called based on their experience. The selection will be by the way of personal Interaction by a nominated Committee by the Corporation.

Note: Candidates should carry original application, Educational documents, Experience certificate & other documents mentioned in the notification along with one set of self-attested copies at the time of document verification. Date, time and venue for document verification will be communicated to the eligible candidates through website or registered e-mail id given in the application. The candidates selected will be engaged on the post subject to their prescribed Medical Examination.

3. The decision of the management shall be final and binding.
4. No train/bus fare/TA/DA shall be payable by the Corporation.

B) The benefits :

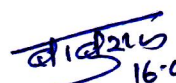
1. The salary and various benefits available are detailed in Annexure-I.
Note : 1. No accommodation shall be provided.

C) General Information to all applicants:-

1. 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.
2. 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.
3. Selected candidates will be required to execute agreement and indemnity bond of Rs. 50,000/- in favor of Mumbai Railway Vikas Corporation Ltd. on Rs.100/- stamp paper to serve the Corporation for a period of 2 years.
4. The selected candidates should join within maximum 30 days after issuing of contract engagement offer by MRVC.

D) The other broad terms of contract are given below for information of the candidate which are subject to changes at the time of entering into the contract, at the discretion of MRVC, which may please be noted:-

- a. The candidates selected for the above contractual agreement shall not be absorbed in MRVC regular service. The candidate, therefore, shall not have any


16-09-2022

right to claim for permanent absorption in MRVC and shall be required to give an undertaking in writing to MRVC to that effect.

b. On engagement, candidate should also attend emergencies and other calls of duties, as demanded and expected, during their day today activities.

c. The termination of contract and its consequences:-

(1) The appointment is purely temporary and on contract basis and the Corporation reserves the right to terminate the contract at any time without assigning any reason either on giving one month notice or without any notice on payment of one month salary in lieu of notice. The appointee shall in the event of resignation give the Corporation one month notice of his/her intention to resign.

(2) 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 notice period of termination issued by either side or payment in lieu thereof by either party.

(iv) 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.

(3) 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.

(4) 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.

(5) They will have to clear all their advance(s) or due(s), if any cash or vouchers or if any financial outstanding liabilities etc.

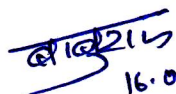
(6) Contract appointee will be responsible for the acts and omission(s) in the course of contractual service during the period and thereafter.

(7) The Contract Appointee shall be governed by Indian Laws and shall be subject to the judicial courts in the concerned state.

(8) Statutory Income Tax, Professional Tax and other taxes will be deducted at source, as applicable from time to time.

E) ANY KIND OF CANVASSING WILL RESULT IN DISQUALIFICATION OF CANDIDATE AT ANY STAGE OF SELECTION WITHOUT ASSIGNING ANY REASON. NO FURTHER CORRESPONDENCE WILL BE ENTERTAINED IN THIS REGARD.

The above terms are broad in nature and only for guidance and are subject to change while entering into agreement at the time of contract appointment.


16.09.2022

PRESCRIBED PROFORMA

Vacancy Notice No. (appears on the top right side of Vacancy Notice)	Name of the post:
--	--------------------------

Personal Data

1	Name of the candidate (In Block letters)	Affix recent passport size colour photograph and sign across
2	Father's / Husband's name	
3	Date of Birth (DD/MM/YYYY)	
4	Age as on 31-07-2022 (max. 35 yrs)	
5	Current organization, place of working, post held	
6	Present address	
7	Permanent address	
8	Contact Details	
	(a) Email ID	
	(b) Mobile Number	

9. **Educational Qualifications :**

Sr. No.	Qualification/Degree	Year of passing	Board/University	Aggregate % of marks obtained

10.	Additional Qualifications (if any)	

11. Work Experience

Sr. No.	Posts Held	Duration From - To	No.of Years & months	Pay scale/ Remuneration (Rs.)	Organization and brief description of job	Any other details

DECLARATION

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.

Date:

Place:

Signature of the applicant

List of self-attested documents to be enclosed (Please indicate 'TICK' [v]) (NOTE: FAILURE TO ATTACH ANY OF THESE DOCUMENTS WILL RENDER THE APPLICANT INELIGIBLE)

- Attested copies of certificate in proof of educational qualification (As per the qualification specified in the Notification)
- Attested copy of Proof of Date of Birth (SSLC/SSC Certificate/Birth Certificate)
- Two attested passport size photographs (recent).
- Attested copy of document regarding experience, last served and others.
- Copy of service certificate in support of claims for Ex-servicemen
- PAN and Aadhar Card
- Caste certificate, if any
- Character certificate

I hereby certify that I have read and understood all the instructions contained in the Notification for this Post.

Signature of the applicant

Date: