



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/65/2024(G)  
V.N.No.09/2024

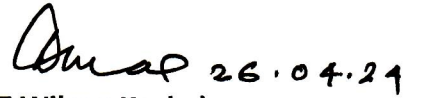
Date: 26.04.2024

**VACANCY NOTIFICATION**

Sub: Vacancy Notification for filling up of the post of **General Manager (General Administration & Security)** on Deputation 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. one post of **General Manager (General Administration & Security)** is required to be filled on deputation basis for which applications are invited from experienced, dynamic and motivated NF-SAG/SAG RPF officer of Indian Railways.
3. The Vacancy Notice is at **Annexure-I**. Eligible and interested officers may apply as per the application format at **Annexure-II**. The duly filled in application should be sent to Manager (HR), Mumbai Railway Vikas Corporation Ltd. by email on **managerhr@mrvc.gov.in**. Applicants should simultaneously submit a copy of the application to their administrative officer for forwarding the application to MRVC Ltd. through Railway Board indicating 'No Objection', Vigilance/DAR clearance, APAR gradings etc. in the format at **Annexure-III**.
4. The candidates will be screened by a Selection Committee and their suitability will be adjudged keeping in view the job requirements/service particulars/interaction/assessment.
5. On joining the Corporation, the officer will be eligible to draw parent department Pay plus Deputation (Duty) Allowance.
6. The Vacancy Notice with Proforma of Application is available on the website of the Corporation - [www.mrvc.indianrailways.gov.in](http://www.mrvc.indianrailways.gov.in).

Encl : As above

  
(T.Wilson Koshy)  
OSD/HR

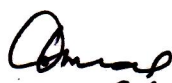
## MUMBAI RAILWAY VIKAS CORPORATION LTD.

NO.MRVC/E/65/2024(G)

VACANCY NOTICE NO.09/2024

Date: 26.04.2024

1	Organisation	MUMBAI RAILWAY VIKAS CORPORATION LTD.
2	Title & No. of posts	<b>General Manager (General Administration &amp; Security) (01 post)</b>
3	Location	Mumbai
4	Duration	3 years subject to exemption from the Rule of Immediate Absorption beyond 30-06-2024
5	Service	<b>Indian Railway Protection Force Service (IRPFS)</b>
6	Terms of appointment	Deputation
7	Age	Not more than 55 years
8	Scale of Pay	Parent pay plus Deputation (Duty) Allowance
9	Specific Requirements	<ol style="list-style-type: none"> <li>1. NF-SAG/SAG IRPFS Officer</li> <li>2. Should have at least 5 years of Mumbai suburban working experience with coordinating responsibilities with State and Central Agencies, Access control and Security.</li> <li>3. Should have experience in dealing with General Administration.</li> </ol>
10	Job Requirements	<ol style="list-style-type: none"> <li>1. Coordination with State Government authorities for smooth functioning of MUTP projects.</li> <li>2. Handling of Safety, Security and General Administration matters.</li> <li>3. Officer having Legal or Management background will have an added advantage.</li> </ol>
11	Note	Cut-off date for age and eligibility would be reckoned as on closing date of Vacancy Notice.
12	Web Address	www.mrvc.indianrailways.gov.in www.indianrailways.gov.in
13	Closing Date	30 days from the date of issue

  
 26.04.24  
 (T. Wilson Koshy)  
 OSD/HR

## PRESCRIBED PROFORMA

## FOR SUBMISSION OF APPLICATIONS ON DEPUTATION BASIS

<b>Vacancy Notice No.</b> (appears on the top right side of Vacancy Notice)	<b>Name of the post:</b>
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**Personal Data**

1	Name	
2	Gender	
3	Service	
4	Department	
5	Category	
6	Date of Birth	
7	DITS (Date of Entry into Time Scale)	
8	Date of entry in Gr.B(wherever applicable)	
9	Pay Level with basic pay as on date of application	
10	Present Designation & Railway	
11	Contact Details	
	(a) Email ID	
	(b) Telephone (O)	
	(c) Telephone (R)	
	(d) Mobile Number	

:2:

**12. Educational Qualifications :**

S.No.	Qualification/Degree	Year/Division	Institution/University/Place/Country

**13. Experience details :**

S.No.	Designation & Railway with place of posting / positions held since initial appointment	Grade (i.e. JS/SS/JAG/SG/SAG)	From	To	Brief of experience in relation to Specific Requirements / Job Requirements notified for the post

14	Details of previous deputation/foreign assignment, if any	
15	Whether debarred from deputation? If yes, please furnish details.	
16	Whether cooling off period completed? If yes, date of return from previous deputation with details, wherever applicable	

I certify that the details furnished by me above are true and I am eligible for the post as per the criteria laid down in the vacancy notice.

(Name and Signature of the applicant)

Place :

Date :

**TO BE FILLED IN BY THE RAILWAY  
WHILE FORWARDING APPLICATION FOR DEPUTATION**

1.	Whether any disciplinary proceedings have been initiated against the officer during his career so far? If yes, details thereof.	:	
2	Whether any preliminary inquiry or any other vigilance related matter is pending against the officer, if so, full facts of the pending matter?	:	
3	Whether the name of the officer appears in the Agreed List/Secret List?	:	
4	Whether the officer can be spared on deputation in the event of selection?	:	
5	Please indicate APAR ratings for the last five years in respect of the officer. (wherever applicable)	:	

Signature of the officer certifying the proforma

Name : .....

Designation : .....