


एम एम आर डी ए  
MMRDA

**महा मुंबई मेट्रो संचलन**  
**महामंडळ मर्यादित**  
(महाराष्ट्र सरकारचा उपक्रम)



Maha  
Mumbai  
Metro  
Operation  
Corporation

नामट्टी इमारत, प्राधिकरणाच्या नवीन इमारतीजवळ, वांद्रे-कुर्ला संकुल, वांद्रे (पूर्व), मुंबई - ४०० ०५१ वेबसाईट : <https://mmrda.maharashtra.gov.in>

महामंडळामध्ये खालील नमूद पदे भरणेकरिता अर्ज मागविण्यात येत आहेत.

अ. क्र.	पदाचे नांव	खुला	निवडीची पद्धत
१	संचालक (वित्त)	०१	सरळसेवेने
२	ऑफीसर ऑन स्पेशल ड्युटी (एच आर)	०२	कंत्राट पध्दत
	एकूण	०३	

विस्तृत जाहिरात, शैक्षणिक अर्हता, अनुभव, वेतन आणि इतर सूचनांकरिता कृपया प्राधिकरणाच्या वेबसाईटला भेट द्या : <https://mmrda.maharashtra.gov.in>  
(Divisions-> Administration -> Recruitment).  
अर्ज करण्याची शेवटची तारीख १६/११/२०२० असेल.

सही/-  
(डि. के. शर्मा)  
व्यवस्थापकीय संचालक  
म.मुं.मेट्रो.सं.म.म.

दिनांक : १५ ऑक्टोबर २०२०

Fulrani



एम एम आर डी ए  
MMRDA

**MAHA MUMBAI  
METRO OPERATION  
CORPORATION LTD**  
(A Government of Maharashtra PSU)



Maha  
Mumbai  
Metro  
Operation  
Corporation

NaMTTRI Building, Adjoining New MMRDA Building, Bandra-Kurla Complex, Bandra (E), Mumbai - 400 051.  
Website : <https://mmrda.maharashtra.gov.in>

The Applications are invited for filling the following posts.

Sr. No.	Name of the Post	General	Mode of Selection
1	Director (Finance)	01	By Selection
2	Officer on Special Duty (HR)	02	On Contract
	Total	03	

For the detailed advertisement, Eligibility, Qualifications and Experience, Remuneration and other instructions for filling the above job category, please visit MMRDA website: <https://mmrda.maharashtra.gov.in> (Divisions→Administration→Recruitment).  
The last date for receipt of application is 16/11/2020.

Sd/-  
(D.K.SHARMA)  
MANAGING DIRECTOR  
MMMOCL

Date : 15<sup>th</sup> Oct 2020

Fulrani

# Maha Mumbai Metro Operation Corporation Limited

(A Government of Maharashtra PSU)

**NaMTRRI Building, Adjoining New MMRDA Building,  
Bandra-Kurla Complex, Bandra (E), Mumbai - 400 051.  
Website : <https://mmrda.maharashtra.gov.in>**

## **Director (Finance)**

**Name of the Post :** Director (Finance)

**Number of Post :** One

**Date of Vacancy :** New Post

**Scale of the Post :** Rs.1,44,200 – 2,18,200/- as per Pay Matrix 14 of 7th Pay Commission along with other allowances / perks / perquisites as applicable to other State Govt. PSUs.

### **1. Job Description and Responsibilities :**

The candidate of the above post shall be a member of the Board of Directors and will report to the Managing Director of the Corporation. He will be responsible for evolving, formulating, and implementing policies related to Finance & Accounts; and also HR functions in MMMOCL.

The candidate shall be responsible for the overall Financial and Accounting management of the Corporation, Budgeting, Taxation, Strategic Financial Finalization of Company accounts, compliance as per Accounting Standards (including IND-AS, GAAP, and development related to IFRS.), Investment Planning, Management Accounting, conformity with Commercial and Government Accounting Principles as well as Resource Mobilization and Deployment, Fund Raising, Internal Audit, Revenue Management, dealing with C& AG reports, Working Capital Management, Financial Planning, and Analysis.

He will liaise with the concerned agencies for disbursement of the money obtained for execution of the business of the Corporation, obtaining/sanctioning reimbursement of funds against expenditure incurred. He will coordinate with State/ Central Government and other national / International financial institutions and will optimize deployment while ensuring accuracy of financial resources during the implementation of the business of the Company.

2. **Eligibility :** Maximum Age Limit is 57 years as on 01.10.2020. The age can be relaxed in deserving cases.
3. **Qualification & Experience :** Should be a Graduate and Member of the Institute of Chartered Accountants of India/ Institute of Cost and Works Accountants of India/ MBA with specialization in Finance from a reputed Management Institute such as the Indian Institute of Management.
  - i) Applicant should have experience of working in Government Finance or Company Finance.
  - ii) An applicant from Government or Public Sector should have a minimum 20 years post qualification experience in Accounts & Finance in Group-A.
  - iii) Applicants should have worked for at least three years in the Pay Matrix Level 13 and above of 7th Pay Commission in Government or in PSUs in equivalent in IDA Pay Scale.
  - iv) The applicant should be conversant in interacting and dealing with Local Authorities as well as related authorities in Central and State Government.

- v) Should have experience in design, development and implementation of financial and accounting policies, procedures and systems, financial appraisals of large infrastructure project to banks and financial institutions, experience on working projects funded by banks/bilateral/multilateral funding agencies like WB/ADB/JICA etc.
- vi) Should have experience in resources mobilization, project financing, Budget, financial control, cash flow projects evaluation, taxation, fund management, finalization of accounts, Internal audits, preparation of budget, Direct and indirect Taxes, Financial vetting of proposals, coordination with statutory/Govt. Auditors and monitoring of receivables in projects of repute.
- vii) Should have experience of dealing with international funding agencies, international contract management including global tenders.
- viii) **All Group-A Central Government officers belonging to Accounts & Finance Services, viz. Indian Audit & Accounts Service (IA & AS), Indian Economic Service (IES), Indian Railway Accounts Service (IRAS), Indian Defense Accounts Service (IDAS), Indian Revenue Service (IRS) and working at Joint Secretary level in Pay Matrix Level-14, irrespective of their qualification/ experience, are eligible to apply on deputation/ permanent absorption.**

**4. Duration of Appointment :**

The appointment shall be for a period of three (3) Years and further one-time extension for a term of two years can be given with the approval of Board of Directors of the Company.

**5. Functional Reporting :**

Director (Finance) will be in-charge of Finance & Accounts and HR Departments of Maha Mumbai Metro Operation Corporation Limited. He will be reporting to the Managing Director of Maha Mumbai Metro Operation Corporation Limited.

**6. Submission of Applications :**

- i. Prospective candidates should send their applications furnishing comprehensive Bio-data including name, date of birth, address for communication, details of qualification and experience covering organization, position held, areas of responsibility and emoluments drawn etc. along with two copies of passport size photographs in prescribed format.
- ii. The applications should accompany, inter-alia, a write up on the significant contributions made by the candidates during their present/past assignments and their suitability for the post as per the eligibility requirements.
- iii. Additional information in support of their candidature may be provided by the candidates on plain sheets of paper.
- iv. The officers shall apply through proper channel and shall produce a 'No Objection Certificate' from their employers at the time of interview.
- v. Applications in a sealed envelope superscribed as 'Application for the post of Director (Finance)' should reach on or before **16-11-2020** at the office of **Director (Admin), Maha Mumbai Operation Corporation Limited, NaMTTRI Building, Adjoining New MMRDA Administrative Building, Bandra Kurla Complex, E-Block, Bandra (East), Mumbai – 400 051** and scanned copy of the application along with the scanned attested copies of all relevant documents (PDF only) on the email ID : **m3executiveposts@mmmoocl.co.in**.
- vi. Applications received late or incomplete will not be entertained. The Maha Mumbai Metro Operation Corporation Limited reserves the right to shortlist candidates for interview. No correspondence in this connection shall be entertained.

**Director (Admin)  
MMMOCL**



13. \*Specific working experience gained as under :-

Sr. No.	Name of organization	Position /Designation	Period	no. of years
1.				
2.				
3.				
4.				
5.				
6.				
<b>Total No. of years</b>				

14. Parent Department Name, Address, Phone No., Competent Authority, :- \_\_\_\_\_

15. Whether one copy of application has been sent to parent department well in advance :- \_\_\_\_\_

16. Present Pay Scale with GP (details along with VI/VII th Pay Commission and CDA/IDA/Other Scale, if any) :- \_\_\_\_\_

17. Present Basic, GP with designation held :- \_\_\_\_\_

18. Present employer's name, address, Phone number & key person. :- \_\_\_\_\_

19. Details of deputation during the entire service till date :-

Sr. No	Name of the organization	Post held	Pay Scale	Period			Remarks, if any
				From	To	Total	

20. Date of return from earlier deputation organization, (in case of deputation candidates ) :- \_\_\_\_\_

21. Whether Departmental Enquiry, if any is pending, proposed, initiated against you in last 10 years :- YES/No

22. Whether your Parent Dept. will relieve you in case if you are selected on Nomination/Deputation?

\*If so, the maximum period required for joining the duties On Nomination/deputation, by complying all necessary formalities: - \_\_\_\_\_

23. Whether you have applied to Competent Authority for issue of Vigilance Clearance Certificate :- Yes/No
24. Whether you have applied to Competent Authority for issue of Last five years Performance Appraisal :- Yes/No
25. Whether you have applied to Competent Authority for issue of NOC (in the format attached) :- Yes/No
26. Names of two reputed references except political and relatives preferably Gazetted Officers in the Class I rank :- 1. \_\_\_\_\_  
2. \_\_\_\_\_

Enclosures in support of statement duly self attested

(Denotes strike out whichever not applicable)

- i. Age Proof (Birth Certificate/SLC) :- Yes/No
- ii. Educational/Professional qualifications :- Yes/No (Nos.\_\_\_\_)  
(Passing certificate necessary)
- iii. Experience certificates :- Yes/No (Nos.\_\_\_\_)
- iv. NOC issued by parent Department :- Yes/No

**DECLARATION:**

I hereby declare that all the statements made by me in this application form are true and correct to the best of my knowledge and belief that nothing has been concealed or suppressed. I have enclosed necessary documents/certificates to this effect. I also understand that in case, any of my statements is found untrue during any stage of recruitment and thereafter. I shall be disqualified for the post applied for and I shall be liable for any penal action.

I have read the advertisement and the relevant GRs mentioned hereinabove and made aware myself about all the terms & conditions stipulated therein and affirm to abide by them. I affirm I fulfill the requisite criteria that that no any Departmental Enquiry is live/pending/proposed against me as on today. I further affirm that there are No Dues, No Legal Proceedings of any nature are pending against me as of date.

**Date :**

**Place :**

Signature of candidate with name & date

(To be given on Company's letterhead)

Date:

To,  
**The Managing Director,**  
Maha Mumbai Metro (M<sup>3</sup>) Operation Corporation Ltd.  
NaMTRRI Building, Adjoining MMRDA New Administrative Building,  
Bandra-Kurla Complex, Bandra (East),  
Mumbai - 400 051.MAHARASHTRA.

### No Objection Certificate

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ is working in this \_\_\_\_\_ office from \_\_\_\_\_ to till date as \_\_\_\_\_ (post) in the pay scale of \_\_\_\_\_ having present basic is Rs. \_\_\_\_\_ & GP in Rs. \_\_\_\_\_ as per our official record, his/her date of birth is \_\_\_\_\_

Further it is certified that he/she has applied for the post of \_\_\_\_\_ in MMMOCL on deputation/nomination basis and we found him/her is entitled to the said post as per prevailing norms of deputation. He/She fulfills the qualification, experience and prescribed criteria as specified in the advertisement as per recruitment rules for the said post in MMMOCL.

We ensure that if he/she selected, we will spare the services of Shri/Smt./Kum. \_\_\_\_\_ within 30 days.

We also certify that No Departmental Enquiry is pending, initiated, proposed and he/she never been penalized in the last 5 years.

This NOC is issued on his/her request.

**Place :**

**Date :**

**Authorized Signatory**  
**Name**  
**Company seal with address**  
**Phone No/Email ID**

# DECLARATION

FORM-A  
(See Rule 4)

Shri / Smt / Kum. \_\_\_\_\_

Son / daughter / wife of Shri \_\_\_\_\_

Aged \_\_\_\_\_ years, resident of \_\_\_\_\_

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District \_\_\_\_\_ City \_\_\_\_\_

Do hereby declare as follows :

1) That I have filled my application for the post of

\_\_\_\_\_

2) I have (Number) living children as on today \_\_\_\_\_

Out of which No. of children born after 28 March - 2005 is \_\_\_\_\_

**Date of Birth of children who born after 28 March - 2005**

\_\_\_\_\_

3) I am aware that, If any total no. of living children are more than two due to the children born after 28 March - 2006, I am liable to be disqualified for the same post.

**Place :**

**Date :**

**(Signature)**