

	MAHA MUMBAI METRO OPERATION CORPORATION LTD (A Government of Maharashtra PSU)	
4 th Floor, Namtree Building, Adjoining New MMRDA Building, Bandra-Kurla Complex, Bandra (E), Mumbai - 400 051. Website: https://mmrda.maharashtra.gov.in		
Application are invited for filling Seven (7) posts of Consultant Private Secretary (PS) for Directors / HOD's in MMMOCL , from Retired persons who have worked as PS / PA / Stenographer in Central Govt. / State Govt. / PSU's of Central and State.		
The selected retired persons will be appointed as Consultant PS on contract basis initially for a period of one year; thereafter considering their performances their contract services can be extended further. They will be paid remuneration as per GoM GAD GR No. संकीर्ण २७१५/प्र.क्र.१००/१३ दिनांक १७/१२/२०१६. Age limit as on 01/07/2020 is 58 years to 64 years.		
The interested persons can send their application through email on : nepm3@mailmmrda.maharashtra.gov.in . For more information Please visit MMRDA website : https://mmrda.maharashtra.gov.in (Divisions - > Administration - > Recruitment)		
The last date for the receipt of the application is 10/08/2020 .		
Place : Mumbai Date : 11 th July 2020	(D. K. Sharma) Managing Director MMMOCL	

	महा मुंबई मेट्रो संचालन महामंडळ मर्यादित (महाराष्ट्र सरकारचा उपक्रम PSU)	
४ था मजला, नामट्री इमारत, प्राधिकरणाच्या नवीन इमारतीजवळ वांद्रे-कुर्ला संकुल, वांद्रे (पूर्व), मुंबई-४०० ०५१ वेबसाईट : https://mmrda.maharashtra.gov.in		
केंद्र सरकार / राज्य सरकार / केंद्र व राज्याचे PSU मध्ये, पी. एस./पी.ए. / स्टेनोग्राफर म्हणून काम केलेल्या सेवानिवृत्त व्यक्तिकडून एमएमएमओसीएलमध्ये संचालक / एच ओ डी यांचे सल्लागार खासगी सेक्रेटरी (पी.एस.) च्या सात (७) जागा भरण्यासाठी अर्ज मागविण्यात येत आहे.		
निवड झालेल्या सेवानिवृत्त व्यक्तित्ना सुरुवातीच्या एक वर्षाच्या कालवधीसाठी कंत्राट पध्दतीवर सल्लागार पी.एस. म्हणून नियुक्त केले जाईल; त्यानंतर त्यांच्या कामगिरीचा विचार करून त्यांच्या कंत्राटी सेवा पुढे वाढविल्या जाऊ शकतात.		
महाराष्ट्र शासनाचे सामान्य प्रशासन विभागाचे शासन निर्णय क्र. संकीर्ण २७१५/प्र.क्र. १०० / १३, दि. १७/१२/२०१६ नुसार त्यांना वेतन लागू राहिल.		
ज्यांचे वय दिनांक ०१/०७/२०२० रोजी वय मर्यादा ५८ वर्षे ते ६४ वर्षे आहे, ते अर्ज करू शकतात.		
इच्छुक व्यक्तित्ने आपला अर्ज nepm3@mailmmrda.maharashtra.gov.in या ईमेल आय.डी. वर पाठविण्यात यावे. इतर सर्व माहिती प्राधिकरणाच्या वेबसाइटवर देण्यात आलेली आहे. https://mmrda.maharashtra.gov.in (Divisions -> Administration -> Recruitment)		
अर्ज सादर करण्याची अंतिम तारीख १०/०८/२०२० आहे.		
स्थळ : मुंबई दिनांक : ११/०७/२०२०	(डि. के. शर्मा) व्यवस्थापकीय संचालक एमएमएमओसीएल	

Size 8 (W) X 8 (H)

Size 8 (W) X 5 (H)

MAHA MUMBAI METRO OPERATION CORPORATION LIMITED

Fourth Floor, NaMTTRI Building, Adjoining MMRDA New Administrative Building

Bandra Kurla Complex, E- Block, Bandra (East), Mumbai - 400 051

Date : 11.07.2020

1. Name of the Post : **Consultant Private Secretary (PS)**
2. Number of Posts : Seven (7)
3. Date of Vacancy : 11/07/2020
4. Scale of the Post : They will be paid remuneration as per GoM GAD GR No. संकीर्ण 2715 / प्र. क्र. 100 / 13 दि. 17/12/2016.
5. Age limit : As on 01/07/2020 is 58 years to 64 years.
6. All vacancies are provisional and subject to increase / decrease.
7. Selection Process : The selection methodology will comprise only of Personal Interview and Skill Test. The selection process would judge different facets of knowledge, skill, experience, expertise, aptitude and physical fitness. The candidates will be shortlisted for interview, based on their eligibility / experience in the relevant field, in the ratio of 1:5 subject to availability of suitable candidates.
8. Note : The candidates found suitable, for the post after the screening process, will be empanelled. The empanelled candidates will be inducted, as per requirement on merit basis.
9. No reimbursement, on account of travel shall be made to the candidates appearing for the INTERVIEW.
10. How to apply : Eligible and interested candidates may apply as per the application format at Annexure-1. All relevant documents should be attached with the application.
11. Eligible and willing candidates for the aforesaid post may apply as per the application format at Annexure-I. The candidate must enclose all relevant proof / documents in support of qualifications, experience & pay scale / gross salary.
12. The interested persons can send their application through email on : **nepm3@mailmmrda.maharashtra.gov.in**
13. The last for the receipt of the application is **10/08/2020**.

(Dilip Kawathkar)
Director (Admin)

Maha Mumbai Metro Operation Corporation Ltd.

Annexure-1

TO BE FILLED IN BOLD ENGLISH CAPITAL LETTERS BY THE CANDIDATE ONLY

(* marked fields are mandatory. Candidates are advised to fill up the detailed information in the prescribed format and at relevant place only. No separate sheet attached will be considered.)

**Please affix
passport size
photograph
and sign
across**

To,
The Managing Director,
Maha Mumbai Metro (M³) Operation Corporation Ltd. &
Metropolitan Commissioner, MMRDA
New Administrative Building, 8th Floor, Bandra-Kurla Complex,
Bandra (East), Mumbai - 400 051.MAHARASHTRA.

1. *Name of Post applied for :- _____,
2. Mode of Selection :- On **Contract Basis**
3. *Candidate's Full Name :- _____
(Surname) (Name) (Middle Name)
4. *Date of Birth :- _____ *Age:- ____ *Yrs. ____ *Months.
5. Date of Super Animation :
6. *Gender : M/F *Nationality :- _____ *Religion : _____ *Caste Category: _____
7. *Permanent Address :- _____

8. *Correspondence Address :- _____

9. *Email ID :- _____
10. *Mobile No. :- _____ 10. Alternate Contact No. :- _____
11. *Educational /Professional Qualifications acquired:-

Sr. No.	Details of Educational Qualification	Year of passing	Grade/ Percentage	Board/University/Institute

12. * General Experience gained :

Sr. No	Name of Organization	Period			Post held& Type of appointment	Pay Band/CTC (Rs). With Pay Scale under IDA/CDA	Nature of duties performed	Reasons for leaving.
		From	To	Total years				
TOTAL								
*Need detailed information i.e. post at the time of joining, promotions received, if any - at each stage during the total tenure.								

13. *Specific working experience gained as under:-

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

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

15. Present Pay Scale with GP (details along with VI/VII th Pay Commission and CDA/IDA/Other Scale, if any) :- _____
16. Present Basic, GP with designation held :- _____
17. Present employer's name, address, Phone number & key person. :- _____

18. 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	

19. Date of return from earlier deputation organization, (in case of deputation candidates) :- _____

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

21. Whether you have applied to Competent Authority for issue of Last five years Performance Appraisal :- Yes/No

22. 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 (Passing certificate necessary) :- Yes/No (Nos.____)
- iii. Experience certificates :- Yes/No (Nos.____)

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