

ADVT NO: MAHA-Metro/N/HR/05/2025

Date: 15.10.2025

CLOSING DATE AND TIME FOR APPLICATION	30.10.2025 at 18:00 hrs.
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Maharashtra Metro Rail Corporation Limited (MAHA-Metro), a Joint Venture Company with equal participation from the Government of India and the Government of Maharashtra is implementing Nagpur Metro Rail Project, Pune Metro Rail Project, Thane Integral Ring Metro Rail Project & O&M works of Navi Mumbai Metro Line-1 in the state of Maharashtra.

To meet with the immediate requirement of experienced personnel for Maharashtra Metro Rail Corporation Limited at Nagpur Metro Rail Project and Pune Metro Rail Project, applications are invited from experienced persons of Indian Nationality from Metro Rail/ Railway/ Railway PSUs/ Govt. Organizations/ PSUs/ Metro Related Infrastructure Industries/ Infrastructure Industries for HR and Administration departments of Nagpur Metro Rail Project and Pune Metro Rail Project having relevant experience, for the below mentioned posts on Contract/ Deputation for a period of five years.

Sr. No.	Post (Post Code)/ Location	No. of Vacancy	Pay-Scale (IDA)	Minimum Educational Qualification	Minimum Experience (Post Qualification)	Maximum Age limit as on closing date
1.	Senior Office Assistant (HR) – S1 (For Nagpur Metro Rail Project)	01 (UR-01)	Rs. 33,000-1,00,00/-	MBA (HR) from a Govt. recognized Institute/ University.	<p>The candidate should have minimum 03 years experience of working in the field Office of Govt. Organizations as a Document Controller, in Record Keeping and Human Resources related day to day Office Activities etc. along with the following:-</p> <p>A. <u>IDA Candidates from Metro Rail/ Railway PSUs/ PSUs:</u></p> <p>Working in the IDA Pay Scale of Rs. 25,000-80000/-.</p> <p style="text-align: center;">OR</p> <p>B. <u>CDA Candidates from Railways/ Govt. Organizations:</u></p> <p>Working in CDA Pay Matrix Level 5 or Level 6 as per 7th CPC.</p> <p style="text-align: center;">OR</p> <p>C. <u>Candidates from Metro Related Infrastructure Industries:</u></p> <p>Working with CTC of Rs. 33,000/- per month and above are also eligible to apply.</p>	42 Years

Sr. No.	Post (Post Code)/ Location	No. of Vacancy	Pay-Scale (IDA)	Minimum Educational Qualification	Minimum Experience (Post Qualification)	Maximum Age limit as on closing date
2.	Senior Office Assistant (Admin) – S1 (For Pune Metro Rail Project)	01 (UR-01)	Rs. 33,000-1,00,00/-	Any Graduate from a Govt. recognized Institute/ University.	<p>The candidate should have minimum 03 years experience of working in Reception Section of Government Office and preferably working as an Executive Secretary to the Board Level Executives in PSUs or above Secretary Level Officers in Govt. etc. along with the following:-</p> <p>A. <u>IDA Candidates from Metro Rail/ Railway PSUs/ PSUs:</u> Working in the IDA Pay Scale of Rs.25,000-80000/-.</p> <p style="text-align: center;"><u>OR</u></p> <p>B. <u>CDA Candidates from Railways/ Govt. Organizations:</u> Working in CDA Pay Matrix Level 5 or Level 6 as per 7th CPC.</p> <p style="text-align: center;"><u>OR</u></p> <p>C. <u>Candidates from Metro Related Infrastructure Industries:</u> Working with CTC of Rs. 33,000/- per month and above are also eligible to apply.</p>	42 Years

Abbreviations:

UR = Unreserved, SC= Scheduled Caste, ST = Scheduled Tribe, CTC = Cost to Company

NOTE:

- 1) Candidates intending to come on deputation should obtain prior approval for deputation as per the HR Policy of their parent organization.
- 2) Candidates selected will be eligible for DA, Perks and other allowances as applicable in MAHA-Metro.
- 3) The number of vacancies mentioned above are provisional and may increase or decrease or may even become nil in total at a later stage, depending upon the actual requirement of of MAHA- Metro.
- 4) Age Limits and Experience will be reckoned as on the Closing Date of the application.

SELECTION PROCESS: The screening methodology/selection process will comprise of Personal Interview followed by Document Verification and Medical Examination as per the category prescribed for the post. The selection process would judge different facets of knowledge, skills, experience, expertise, aptitude, and physical fitness. The candidates will be shortlisted for an interview, based on their eligibility/ qualifications/ experience in the relevant field. If sufficient candidates are not available for the advertised post, the candidates with lesser service length/ higher age/ lesser experience/ relaxed qualification etc. may be considered for short-listing in the same post/ appropriate lower grade post and their empanelment will be based on the performance during the interview.

MEDICAL EXAMINATION: The selected candidates will have to undergo medical fitness examination in MAHA-Metro's nominated hospital as per the medical category prescribed for the respective post. Candidates who fail in the prescribed medical test will not be given any alternative employment. The details of medical standards can be seen on MAHA-Metro's website www.mahametro.org under the link CAREERS.

HOW TO APPLY AND GENERAL CONDITIONS:

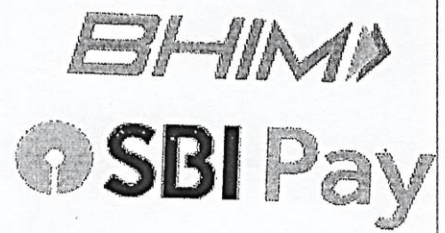
- a. The complete filled in application form along-with the requisite certificates/ documents and two copies of recent passport size photos should reach this office at the address given herein latest by 30.10.2025.
- b. Candidates are required to read the entire recruitment notification and its instructions carefully to make themselves familiar with the eligibility, age criteria, Pay Scale/ CTC, other conditions, norms, etc. for the desired post and all the related information, instructions of this recruitment process. **The candidates applying from Metro Related Infrastructure Industries are required to submit experience certificate from their organization which must be duly certified by the client.**
- c. The SC/ ST candidates are requested to submit caste certificate in the prescribed format issued by competent authority. (Format is available on the official website of MAHA-Metro).
- d. Processing charges/ Application fees: SC, ST and Women candidates are required to pay a non-refundable amount of Rs. 100/- as processing charges. However, UR & OBC (including Ex-servicemen) candidates are required to pay non-refundable fees of Rs. 400/-. The processing charges/ application fees can be paid in the form of Demand Draft in favor of 'Maharashtra Metro Rail Corporation Limited', payable at Nagpur or through online payment in MAHA-Metro's account by scanning the QR code attached through UPI App or BHIM App.
- e. If at any stage of recruitment or thereafter, it is found that any information furnished by the candidate in his/ her application is false/ incorrect or the candidate has suppressed any relevant information or the candidate does not satisfy the eligibility criteria for the post(s), his/ her candidature will be rejected.
- f. Selected candidates will be required to sign a service/ surety bond in accordance with the Bond Policy of MAHA-Metro, to serve the Corporation for a minimum period of three years (exclusive of the period in which one remains on Leave without pay/ Extra ordinary leave (LWP/ EXL).
- g. There will be no guarantee for promotion/ advancement to the subsequent higher grade(s) within the organizational structure, and the individual/ incumbent appointed to the specified post has to fulfil their duties in that role for the duration of the contract.
- h. **Candidates who are eligible and wish to apply for more than one post will have to submit separate applications, along with the applicable application/ processing fee.**
- i. **Candidates once selected are liable to be posted at any place where MAHA- Metro project is in operation or is likely to be started.**
- j. The candidates who are currently working in Government organizations/ PSUs etc. will have to forward their application through proper channel or need to submit No Objection Certificate from their parent department at the time of Interview. However, the candidates applying for deputation should route their application through proper channel such that it reaches MAHA-Metro within 15 days after the last date for submitting application on the below mentioned address at Clause I.
- k. Kindly write name, date of birth, post name, post code on the reverse side of Demand Draft or attach the proof of online payment/ receipt of UPI App or BHIM App, whichever is applicable.

- l. The eligible and willing candidates who fulfill the above mentioned eligibility criteria may apply along-with their detailed particulars in the enclosed application format (Annexure I) and submit the same latest by 30.10.2025 positively by Speed Post at the following address:

General Manager (HR)
Maharashtra Metro Rail Corporation Ltd.
Metro Bhawan, Near Dikshabhoomi,
NAGPUR – 440 010.

- m. The envelope containing the application form should be properly sealed and superscripted with the Name of Post and Advertisement Number.
- n. Only those candidates who have been shortlisted and whose applications are deemed eligible for an interview will be notified via email, given in the application, to attend the interview, either in person or through video conferencing. The necessary instructions for Interview (in-person or through VC) shall be communicated to the shortlisted candidates in due course. No separate communications by post will be sent to the candidates individually. The candidates should be in constant touch with MAHA-Metro website www.mahametro.org for updated information.
- o. The candidates who qualify the selection process will be informed through registered E-mail ID.
- p. The selected candidates will be sent for medical examination as per medical standard mentioned on Maha Metro website.
- q. Maha Metro reserves the right to incorporate any subsequent changes/ modifications/ additions in the terms & conditions of recruitment under this advertisement as necessitated and applicable.
- r. Applications that are incomplete or improperly submitted or the applications received after due/closing date will be rejected without further consideration.
- s. In the event of a shortfall in the number of candidates empaneled or other unforeseen circumstances, Maha Metro retains the right to engage candidates from the merit list or waitlist as necessary, based on merit and any applicable reservation criteria.
- t. No TA/ DA shall be paid for attending screening/document verification/medical examination/joining duty on selection.
- u. While applying for the post, the applicant should ensure that he/ she fulfils the eligibility and other norms mentioned above on the specified dates and that the particulars furnished by him/ her are correct in all respects. In case, it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms/ criteria and/ or that he/ she has furnished any incorrect/ false information or has suppressed any material fact (s), his/ her candidature will stand cancelled. If any of these shortcomings is/ are detected even after engagement, his/ her services are liable to be terminated.
- v. Candidate shall not bring in or attempt to bring in any political or other influence to further his/ her interest in respect of the recruitment. Candidature of such candidates is liable to be rejected.
- w. **This is a serious recruitment process. Sending of any objectionable material during the application process will invite criminal action apart from the cancellation of candidature.**

General Manager (HR)
MAHA-Metro



Scan & Pay Using Any UPI App to

UPI ID: collectionfeesmahametro@sbi

MERCHANT NAME: MAHARASHTRA METRO RAIL

CORPORA





MAHARASHTRA METRO RAIL CORPORATION LTD.

(A JOINT VENTURE OF GOVT. OF INDIA AND GOVT. OF MAHARASHTRA)

ADVT NO. MAHA-METRO/N/HR/05/2025, DATED 15th October 2025



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passport size
self –attested
photograph to
be pasted here

APPLICATION FORMAT

(TO BE FILLED IN BOLD ENGLISH CAPITAL LETTERS BY THE CANDIDATE IN HIS/ HER OWN HANDWRITING)

1	Name of the Post (please tick the Project for which applying)			
		For NAGPUR Metro Rail Project <input type="checkbox"/>	For PUNE Metro Rail Project <input type="checkbox"/>	
2	Post Code Option for joining MAHA-Metro on (please tick (v))			
		Contract <input type="checkbox"/>	Deputation <input type="checkbox"/>	
r3	Name of the Candidate (Mr./ Ms./ Mrs.)	First Name	Middle Name	Last Name(Surname)
4	Gender			
5	Father's/ Husband's Name (Shri/ Mr.)	First Name	Middle Name	Last Name(Surname)
6	Date of Birth (DD/ MM/ YYYY)			
7	Age as on Closing date:	Years-	Months-	Days-
8	Address for Correspondence			
9	Permanent Address			
10	Contact No. with STD Code			
11	Mobile Number			
12	Email ID			
13	Category (SC/ ST/ OBC/ UR)			

14	Details of Education Qualification from 10 th Class Onwards	Name of Course	Examination Passed in year	Name of Institute	Name University/ Board	Percentage / Class / CGPA
A	Class 10 th / SSC					
B	Diploma/ Class 12 th / HSC					
C	Graduation (Bachelor's Degree)					
D	Post-Graduation Degree					
E	Computer Knowledge/ Diploma					
F	Any Other Qualification					
15	Presently Employed in Metro Rail/ Railway/ Railway PSU's/ Metro Related Infrastructure Industries					
A	Name of Present Organization					
B	Date of Joining					
C	Present Post/Post on which Working					
D	Pay Scale on which working (full pay scale with basic pay) CDA/IDA or Gross Per Month.	Pay Scale (IDA/CDA/7 th CPC)	Basic Pay		Gross Salary Per Month	
E	Date from which existing pay scale is applicable.					
F	Total number of years in Executive/ Supervisory/ Non-Supervisory Service (As applicable) with details of number of years in each grade/post.					
16	Details of DD like DD No./ Drawn on Bank/ Amount/ DD Date OR Details of payment through UPI like Transaction ID and Date	(Kindly write Name, Post Name & Post Code on reverse side of DD)				

17	<p>Details of experience with supporting documents (In chronological orders)</p> <p>*Separate sheet for experience after eligibility qualification with full details to be enclosed</p>	
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Note: Strike off whichever is not applicable.

I hereby declare that all the information furnished by me above is true to my best belief. I understand that any false information / misrepresentation will lead to immediate cancellation of my candidature at MAHA-Metro.

Date.....

Place.....

Name & Sign. of Candidate

Enclosure (Self-Attested):

1. Details of Educational Qualifications (Qualifying Examination, Other)
2. Details of Work Experience (Photocopy of office-order or Certificate of Employer)
3. Copies of Caste Certificate (if applicable)
4. NOC from Current Employer (if applicable).
5. Details of DD/ Online Payment of fees.

FORMAT FOR DETAILS OF EXPERIENCE

Name of Candidate/ Applicant: _____

Sr. No.	Name of Organization	Railway/ Govt./ PSU/ Metro Related Infra Industries	Designation & Pay Scale	Period of Service		Total Experience		Job Profile
				From	To	Years	Months	

Signature : _____

Name : _____