



MAHARASHTRA METRO RAIL CORPORATION LTD.

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



ADVT NO: MAHA-Metro/N/HR/04/2023

Date: 15.09.2023

Recruitment of Chief Vigilance Officer (CVO) in MAHA-Metro from Experienced Group A, SAG/ NFSAG (Level 14) Officers of the Government Organizations.

Closing Date of Receipt of Applications	31-10-2023
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Maharashtra Metro Rail Corporation Limited (MAHA-Metro), a Joint Venture Company with equal participation from the Govt. of India and the Govt. of Maharashtra; is implementing Nagpur Metro Rail Project, Pune Metro Rail Project & deposit works of Navi Mumbai Metro Line-1 in the State of Maharashtra.

To meet with the immediate requirement of Chief Vigilance Officer (CVO) in Maharashtra Metro Rail Corporation Limited (MAHA-Metro), applications are invited from experienced Group A SAG (Level 14) Officers from Technical Departments of the Govt. of India on Deputation basis.

Details of the Post and Eligibility Criteria

Sr. No.	Particulars	
1.	Post	Chief Vigilance Officer (CVO)
2.	No. of Posts	01
3.	Maximum Age Limit	56 years (as on 01-04-2023)
4.	Tenure and Term of Appointment	Deputation for 03 Years which is extendable by another 02 years.
5.	Service	SAG/ NFSAG Group A officers of the Government Organizations
6.	Eligibility Criteria & Conditions	<p>The following categories of Officers would be considered for appointment to the post of CVO:</p> <ol style="list-style-type: none">Officers belonging to organized Group-A Services drawing their pay in the scale of Senior Administrative Grade (SAG) in their cadres (Functional/ Non-Functional) will be eligible.The officers having experience of working in technical disciplines of Group A engineering disciplines of railways will be preferred.The Bench Mark for selection would be at least '8.0' in the APAR Grading of the last 05 years and the integrity should be beyond doubt. (Wherever number grading is not available 'Very Good' will be acceptable).The Officers coming directly from the cadre should not be more than 56 years of age as on 1st April of the financial year in which the applications are being considered, i.e. as on 01.04.2023 in this case.

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		<p>v. Officers, against whom any major or minor penalty was imposed in their careers as a result of disciplinary proceeding, are not eligible for applying for the posts of CVO.</p> <p>vi. Consequent to their selection to the post CVO, if an officer does not join within the prescribed time, his appointment would be treated as cancelled and the officers concerned would stand debarred from all kinds of posting in Metro/ RRTS Companies for a period of five years from the date of issuing orders of his/ her appointment.</p> <p>vii. An officer will not be considered for appointment as CVO if he is already working in MAHA-Metro. Further, the officers being considered should not have worked (in the preceding 03 years) in MAHA-Metro in any capacity having direct official dealings with the MAHA-Metro.</p>
7.	Location	Head Office of MAHA-Metro at Nagpur

Roles and functions of Chief Vigilance Officer:

The role and functions of CVOs has been broadly divided into two parts, which are (a) Preventive and (b) Punitive.

a) On the preventive side

- i) To examine in detail the existing Rules procedures of the Organization with a view to eliminate or minimize the scope for corruption or malpractices.
- ii) To identify the sensitive/ corruption prone spots in the Organization and keep an eye on personnel posted in such areas;
- iii) To plan and enforce surprise inspections to detect the system failures and existence of corruption or malpractices;
- iv) To maintain proper surveillance on officers of doubtful integrity; and
- v) To ensure prompt observance of Conduct Rules relating to integrity of the Officers, like
 - The Annual Property Returns;
 - Gifts accepted by the Officials
 - Benami transactions
 - Regarding relatives employed in private firms or doing private business etc.
 - To conduct vigilance investigations, whenever directed by the Board of Company or Ministry.

b) On the punitive side:

- i) To ensure speedy processing of vigilance cases at all stages. A decision as to whether the case had a vigilance angle shall in every case be taken by the CVO who, when in doubt, may refer the matter to the Ministry.
- ii) To ensure that charge-sheet, statement of imputations, lists of witness and documents etc. are carefully prepared and copies of all the documents relied upon and the statements of witness cited on behalf of the disciplinary authority are supplied wherever possible to the accused officers along with the charge-sheet;
- iii) To ensure that all documents required to be forwarded to the Inquiring Officers are carefully sorted out and sent promptly;
- iv) To ensure that there is no delay in the appointment of the Inquiring Officer, and that no dilatory tactics adopted by the accused officer or the Presenting Officer;

- v) To ensure that the processing of the Inquiry Officer's Reports for final orders of the Disciplinary Authority is done properly and quickly;
- vi) To scrutinize final orders passed by the Disciplinary Authorities with a view to see whether a case for review is made out or not;
- vii) To see that proper assistance is given to the C.B.I. in the investigation of cases entrusted to them or started by them on their own source of information;
- viii) To take proper and adequate action with regard to writ petitions filed by accused officers.
- ix) To ensure prompt submission of returns to the Ministry;
- x) To review from time to time the existing arrangements for vigilance work in the SPV to see if they are adequate to ensure expeditious and effective disposal of vigilance work;
- xi) To ensure that the competent disciplinary authorities do not adopt a dilatory or law attitude in processing vigilance cases, thus knowingly otherwise helping the subject public servants, particularly in cases of officers due to retire;
- xii) To ensure that case against the public servants on the verge of retirement do not lapse due to time-limit for reasons such as misplacement of files etc. and that the orders passed in the cases of retiring officers are implemented in time;
- xiii) To ensure that the period from the date of serving a charge-sheet in a disciplinary case to the submission of the report of the Inquiry Officer, should, ordinarily, not exceed six months.

NOTE:

- 1) Candidates should obtain prior approval for deputation as per the HR Policy of their parent organization.
- 2) Age Limits and Experience will be reckoned as on 01.04.2023.

SELECTION PROCESS: The selection process will comprise of Personal Interview followed by Document Verification and Medical Examination. 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.

PAY AND ALLOWANCES: The officers would be eligible to draw parent department pay plus deputation allowance along with other applicable allowances.

HOW TO APPLY:

The applicants have to submit the duly filled applications (attached as Annexure-A) in hard copy through proper channel. The concerned Head Quarters/ Zonal Officers should forward the applications of the eligible applicants along with the Vigilance/ DAR clearance and last 05 years APARs to the MAHA-Metro office address as mentioned below.

The candidates must enclose all the relevant documents in support of qualification, experience and pay scale/ gross salary.

The duly filled in application form should be sent in an envelope superscribing on the cover prominently – Name of the post, latest by the closing date, i.e. 31.10.2023, by Registered Post/ Speed Post, at the following address.

**General Manager (HR)
MAHA-Metro
Metro Bhawan, VIP Road,
Near Dikshabhoomi, Ramdaspeth,
Nagpur-440010**



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ADVT NO. MAHA-METRO/N/HR/04/2023, DATED-15.09.2023

Recent passport
size self –
attested
photograph to be
pasted here

APPLICATION FORMAT

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

1	Name of the Post	Chief Vigilance Officer (CVO)		
2	Term of Appointment	Deputation		
3	Name of the Candidate (Mr./Ms./Mrs.)	First Name	Middle Name	Last Name(Surname)
4	Gender			
5	Date of Birth (DD/MM/YYYY)			
6	Age as on 01.04.2023	Years-	Months-	Days-
7	Address for Correspondence			
8	Permanent Address			
9	Contact No. with STD Code			
10	Mobile Number			
11	Email ID			
12	Category (SC / ST / OBC / UR)			



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13	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					
14	Presently Employed in Government Organization					
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)	Pay Scale (Level)	Basic Pay		Gross Salary Per Month	
E	Date from which SAG is applicable.					
F	Total number of years in Group A Service with details of numbers of years in each grade/ post.					

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15	<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 in the following format</p>	
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Positions held during Group A, SAG-NFSAG Service (Since date of initial appointment):

Sr. No.	Designation and Place of Posting	Organization	From (dd/mm/yy)	To (dd/mm/yy)	Pay Scale	Description of work
1						
2						
3						
4						
5						
6						

(Separate sheet may be attached, if necessary)

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 in MAHA-Metro.

Date.....

Place.....

Name & Sign. of Candidate

Enclosure:

1. Details of Educational Qualifications (Self-attested)
2. Details of Work Experience - Photocopy of Office Orders/ Experience Certificates (Self-attested)
3. Application Forwarding by Parent Organisation with Vigilance/ DAR Clearance and last 05 years APARs