



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/65/2023(G)
V.N.No.11/2023

Date: 18.05.2023
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VACANCY NOTIFICATION

Sub: Vacancy Notification for filling up of the post of Chief Personnel Officer in MRVC 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 **Chief Personnel Officer** is required to be filled on deputation basis for which applications are invited from experienced, dynamic and motivated officers of Indian Railways/Railway PSUs having relevant working experience.
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 proper channel 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.

Encl : As above


(Guru Prakash)
Chief Personnel Officer

MUMBAI RAILWAY VIKAS CORPORATION LTD.

NO.MRVC/E/65/2023(G)

VACANCY NOTICE NO.11/2023

Date: 16.05.2023

1	Organisation	MUMBAI RAILWAY VIKAS CORPORATION LTD.
2	Title & No. of posts	Chief Personnel Officer (01 post)
3	Location	Mumbai
4	Duration	5 years subject to exemption from the Rule of Immediate Absorption beyond 30-06-2024
5	Service	Officer of HR Department of Indian Railways/Railway PSUs.
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	SAG HR Officer of Indian Railways or equivalent in Railway PSUs.
10	Job Requirements	<ol style="list-style-type: none"> 1. Experience in Labour Laws/Rules/Acts. 2. Familiarity with DPE/DOPT Rules. 3. Experience in cadre controlling – manpower planning, disbursement of salary and allowances, monitoring of all payments, NPS, coordination with training institutes and organizing welfare activities. 4. Officers having working experience in Railway PSU will have added advantage.
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

Note : An advance copy of the application, complete in all respects, be sent to Manager (HR), Mumbai Railway Vikas Corporation Ltd. by email on managerhr@mrvc.gov.in. Applicants may simultaneously submit a copy of the application to their administrative officer for forwarding the application to MRVC through proper channel indicating No Objection, Vigilance/DAR clearance, APAR gradings etc.in the format at Annexure-III.


(Guru Prakash)
Chief Personnel Officer

PRESCRIBED PROFORMA

FOR SUBMISSION OF APPLICATIONS ON DEPUTATION BASIS

Vacancy Notice No. (appears on the top right side of Vacancy Notice)	Name of the post:
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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	

Contd.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 :