



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/65/2025/Reg

Date: 04.02.2025

VACANCY NOTIFICATION No.03/2025

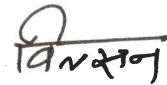
Sub: Direct Recruitment of Manager (Civil), IDA E3/60000-180000

1. Mumbai Railway Vikas Corporation Ltd. (MRVC) is a vital project implementation organization working in the sensitive Mumbai Suburban area with a very lean organizational structure.
2. The corporation invites application from committed, promising and passionate young professionals with brilliant academic career to join the corporation as Manager (Civil) on direct recruitment basis as mentioned below :

Sr.No.	Name of the post	Grade	No of vacancies
1	Manager (Civil)	IDA E3/60000-180000	5 (UR: 4, OBC: 1)

3. The detailed specifications/requirements of the posts are at **Annexure-I**.
4. Eligible and interested candidates may apply as per the application format at **Annexure-A, B, C and D**. Application may be sent to Sr.Manager (HR), Mumbai Railway Vikas Corporation Ltd., 2nd Floor, Churchgate Station Building, Mumbai-400 020, by ordinary post latest by **17.30 hrs of 05.03.2025**. A scanned copy of the duly filled in and signed application in the proforma in PDF format may also be sent through e-mail to career@mrv.gov.in by **17.30 hrs of 05.03.2025**. Applicants working in PSUs on regular basis should simultaneously submit a copy of the application to their administrative officer for forwarding to MRVC Ltd. with the approval of the competent authority with NOC, Vigilance/DAR clearance, APAR gradings etc. as per **Annexure-E**. Applications received after the last date and time for submission of applications given above will be rejected and no correspondence on the same shall be entertained.
5. The Vacancy Notice with Proforma of Application is also available on the website of the Corporation "www.mrv.gov.in" and Railway Board's website "www.indianrailways.gov.in".

Encl : As above


(T.Wilson Koshy)
OSD/HR

Copy to : CMD/MD - All Railway PSUs.

Copy to : content-manager@gov.in for uploading the VN on Railway Board website

**Filling up of posts of Manager (Civil) on direct recruitment basis –
Specifications/Requirements, Selection Process and other Conditions**

1. ESSENTIAL QUALIFICATION

- Full Time B.E./B.Tech in Civil Engineering from recognized University/Institute with minimum 70% marks or equivalent CGPA/OGPA.
- Candidates having Post Graduation in relevant field of engineering/Construction Management will have added advantage.

2. EXPERIENCE

- Working in PSU on regular/contract basis in IDA E2 Grade (50000-160000) with minimum 2 years in IDA E2 grade or in IDA E3 grade (60000-180000) and above, with overall post-qualification working experience of minimum 8 years.
- Candidates should have minimum 2 years of experience of working in Suburban Railway Projects / Railway Projects.

3. UPPER AGE LIMIT

- 40 years as on closing date of the notification.

4. RELAXATION AND CONCESSIONS

- **Relaxation in Upper Age Limit** : For OBC (NCL) – 3 years subject to submission of a copy of valid OBC (NCL) certificate along with NCL declaration in the format prescribed by the Govt. of India for “Appointment to Posts under Govt. of India” from a competent authority, at the time of application and interview (Format at **Annexure-F & G**).

5. SELECTION PROCESS

- (i) After preliminary screening of the applications received from candidates by mail and post, the eligible candidate (s) will only be called for document verification and interview.
- (ii) In case of more number of eligible applications received, then candidates equal to 5 times the notified vacancies will only be called for document verification and interview based on their engineering marks and experience.
- (iii) Candidates shall have the option for appearing Interview in Hindi or English.
- (iv) Candidates shall obtain information about their status through the website of the Corporation.
- (v) Candidates shortlisted for Personal Interview shall be required to bring the documents as mentioned in their interview call letter.
- (vi) The overall qualifying marks shall be minimum 60%. The candidates must qualify with minimum 60% marks in the Personal Interview.
- (vii) Experience certificate, Working Report and APAR for 3 years (for those working on regular basis) should be attached with the application.

(viii) Marks and Weightage for various Parameters

Sr.No.	Factors/heading	Max. marks
1	Work experience	50 marks*
2	Work experience on Suburban Railway Projects / Railway Projects (Minimum 2years)	25 marks*
3	Additional qualification (PG degree in relevant field of Engineering/Construction Management)	5 marks
4	Personality, Address and Qualities of Leadership (assessed during interview)	20 marks
	Total	100 marks

* Weightage will be given to candidates working in E3 and above grades and having more experience.



(ix) **Empanelment of Candidates**

- Candidates who qualify in the Personal Interview will only be considered suitable for empanelment.
- Empanelment shall be done on the basis of the total vacancies notified. The offer of appointment shall be issued to the suitable candidates in the order of merit. Selected candidates shall be notified through e-mail.
- Appointment of selected candidates shall be subject to them being found medically fit in the Pre-Employment Medical Examination to be conducted as per MRVC norms and Standards of Medical Fitness.
- Posting locations for selected candidates are likely to be anywhere in the area of operation of MRVC.

6. **JOB DESCRIPTION**

Planning, estimation, BOQ, execution of work, preparation of tender documents, invitation of tender and its finalization – Contract Management – Construction of bridges/tunnel/station building/FOBs, Decks, approach road/feeder road, earthwork etc. Construction of PSC slab/girder, open web through girder, composite steel girder, foundation, substructure, superstructure – Ensuring quality and safety of the assigned work – Supervision and Contract Management - Dealing with arbitration/court case related to construction works Liaison with State/Local Authorities/Railway Officials – Ensuring various Labour laws in force – Any other works as assigned from time to time.

7. **COMPENSATION PACKAGE**

- (i) The selected candidates will be placed in the pay scale of IDA E3/Rs.60000-180000 with basic pay of Rs.60,000 plus allowances such as Dearness Allowance, House Rent Allowance, Cafeteria Allowance etc. as applicable to permanent employees of MRVC.
- (ii) Pay protection will be given to candidates working in E3 and above grade.

8. **PROBATION & CONFIRMATION**

- (i) The appointment shall be on probation for a period of one year from the date of joining. The appointment shall be confirmed subject to satisfactory completion of the probation period including training as prescribed if any, duly assessed by concerned HOD, recommendation of concerned Director and approval by CMD.
- (ii) Probation period can be curtailed or extended on merits of individual cases duly bringing out the justification/reasons of each individual case with the approval of appointing authority.
- (iii) Employees on probation may be discharged from the service during period of probation without assigning any reasons.
- (iv) On confirmation, the appointment shall be till the age of superannuation (i.e. 60 years) or winding up of the company whichever is earlier.

9. **SERVICE AGREEMENT BOND**

The selected candidates will be required to execute a Service Agreement Bond to successfully complete the prescribed training if any and probation period and thereafter serve the organization for at least five years. If candidates fail to serve the organization or resign from service during training/probation or within a period of five years after the Training and/or Probation period, he/she shall have to refund the whole cost of training and probation, cost of boarding and lodging, pay and allowances of any kind as well as any other amount paid during the period of training and probation with 12.5% as interest on the whole amount.

10. **DISCIPLINARY ACTION FOR MISCONDUCT**

For any misconduct, breach of the standing orders, or violation of any of the service conduct rules, disciplinary action shall be initiated as per the corporation's Discipline & Appeal Rules.

11. **LEAVE RULES, MEDICAL BENEFITS, PERKS AND ALLOWANCES**

The Leave Rules, Leave Travel Concession, Allowances/Advances and perks, Medical, Provident Fund, Gratuity etc. applicable to the employees permanently absorbed, and as amended from time to time, shall be applicable to the direct recruits also.



12. HOW TO APPLY

- (i) Applicants have to apply in the format given at **Annexure-A** to this notification. The application complete in all respect with full signature and a self attested passport size photo affixed in the space provided along with enclosures and clearly mentioning the above Notification No. and 'Post applied for' should reach to Senior Manager (HR) by ordinary post and mail as per the details given in the Notification on or before 17.30 hrs of 05.03.2025.
- (ii) Incomplete application forms or the application not accompanied by the required documents or the applications received after the closing date and time mentioned above will be rejected and no correspondence on the same shall be entertained.
- (iii) The candidate who applies for the post will not be allowed to withdraw their candidature subsequently.
- (iv) Documents to be attached with the application (self attested) :
 - Self attested copies of certificate in proof of qualification (As per the qualification specified in Notification)
 - Self attested copy of proof of date of birth (SSLC/SSC/Birth Certificate)
 - Self attested copy of caste certificate in the format required for Central Government Employment (in case of SC/ST/OBC candidates)
 - Two attested passport size photographs
 - Attested copy of documents regarding experience, last served and others.
 - Character Certificate issued by a gazetted officer not older than 6 months.
- (v) MRVC will not be responsible for any delay in submitting the application with enclosures as above.

13. OTHER CONDITIONS AND POINTS TO BE NOTED BY THE APPLICANTS

- (i) Their services are governed by the MRVC Service Conduct Rules.
- (ii) The selected candidates will have to execute an Indemnity Bond indemnifying MRVC or MOR against any liabilities in case of termination of their services due to winding up of the corporation.
- (iii) Candidates are warned that submission of false information will render them liable for immediate dismissal, if selected, without any notice. In addition, MRVC reserves the right to take any action as deemed fit.
- (iv) MRVC holds all the right to alter the vacancies and other procedure as notified or cancel the recruitment against this notification as it may deem fit without citing any reason.
- (v) Any kind of canvassing will result in disqualification of candidate at any stage of selection without assigning any reason. No further correspondence will be entertained in this regard.
- (vi) MRVC's decision on selection will be final and no correspondence will be entertained from or on behalf of unsuitable/unsuccessful candidates.
- (vii) Cut-off date for age and eligibility would be reckoned as on closing date of Vacancy Notice.
- (viii) **MRVC has not nominated any agent(s) for the recruitment. Candidates should not fall prey to any false promises made by anyone. Doing so will be at their own risk and the corporation is not responsible for it.**



PROFORMA OF APPLICATION FOR THE POST OF MANAGER (CIVIL)
(Direct recruitment on regular basis)

Affix here
passport size
photograph

Personal Data

1	Name	
2	Father's Name	
3	Gender	
4	Permanent Address	
4	Category (SC/ST/OBC/UR)	
5	Date of Birth and Age as on 05.03.2025	
6	Date of first appointment (post qualification)	
7	Present Designation with name of PSU and Pay scale	(i) Present designation: (ii) Name of PSU : (iii) Pay Scale : (iv) Present Basic Pay :
8	Contact Details :	
	(a) Address	
	(b) Email ID	
	(c) Telephone (O)	
	(d) Telephone (R)	
	(e) Mobile Number	

9. Educational / Technical Qualifications:

Name of examination	Name of Board/University	Year of passing	Subjects	% of marks	Class/Division

10. Post qualification Working Experience details:

S.No.	Positions held since initial appointment (starting from latest)	Name of Organisation	From	To	Grade (Pay scale)	Nature of work
Total working experience : Yrs & Months			Suburban Railway working experience : Yrs & Months Railway Project working experience : Yrs &Months			



11	Details of punishment if any in the last 10 years	
12	Details of awards, if any	
13	Have you ever been involved in any antinational activities (Tick)	(Yes / No)
14	Have you ever been convicted, if 'Yes', details	
15	Any criminal case lodged against you, if 'yes', details	

16. Declaration

- i. I hereby solemnly affirm 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.
- ii. I have not concealed any information. However, if any information furnished herein is found to be fraudulent, incorrect and untrue, I understand that I am liable to criminal prosecution and I also agree to forgo my appointment if made.
- iii. I agree to abide by the Rules and Regulations of MRVC.

(Name and Signature of the applicant)

Place :

Date :

List of documents enclosed (Please indicate 'TICK' [] in the box
(NOTE : FAILURE TO ATTACH ANY OF THESE DOCUMENTS WILL RENDER THE APPLICANT INELIGIBLE)

1. Self attested copies of certificate in proof of qualification (As per the qualification specified in Notification)
2. Self attested copy of proof of date of birth (SSLC/SSC/Birth Certificate)
3. Self attested copy of caste certificate in the format required for Central Government Employment (in case of SC/ST/OBC candidates)
4. Two attested passport size photographs
5. Attested copy of documents regarding experience, last served and others

I hereby certify that I have read and understood all the instructions regarding the notification for Manager (Civil) as given on www.mrvc.indianrailways.gov.in.

(Name and Signature of the applicant)

Date :



UNDERTAKING

In the event of my selection as Manager (Civil) in Mumbai Railway Vikas Corporation Ltd., I will tender my resignation in my Parent Organization i.e.....

Signature : _____
Name : _____
Designation : _____
Organisation : _____
Date : _____

Place :
Date :

ANNEXURE-C

AFFIDAVIT

I,.....son/daughter of..... do hereby solemnly affirm and declare that I am free from D&AR/SPE/Vigilance angle and no proceedings have been contemplated or pending against me in the present organization.

In case any information comes to my notice, I will inform MRVC of the same immediately.

I, further understand that if any adverse information comes to the notice of MRVC which was not disclosed by me, in addition to termination of service, action as deemed fit would be taken by MRVC.

Signature : _____
Name : _____

Place :
Date :

ANNEXURE-D

VERIFICATION

I,.....son/daughter of do hereby declare that the information furnished by me in the Application Form is true to the best of my knowledge and belief and that nothing has been concealed.

Signature : _____
Name : _____

Place :
Date :

(Certificate to be furnished by the Employer/Head of Officer/Forwarding Authority)

1. Certified that the particulars furnished by are correct and he/she possesses educational qualifications and experience mentioned in the vacancy notice.
2. Also certified that –
 - (i) There is no vigilance or disciplinary case pending / contemplated against Shri/Smt.....
 - (ii) His/her integrity is certified.
 - (iii) His/her APAR dossier in original is enclosed/photocopies of the APAR for the last 3 years duly attested by an officer of the rank of JAG/DGM are enclosed.

Signature : _____
Name : _____
Designation : _____
Telephone No : _____
Office Seal : _____

List of enclosure :

1 _____	2 _____
3 _____	4 _____
5 _____	6 _____



FORMAT FOR OBC-NCL CERTIFICATE

CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES (NCL) APPLYING FOR APPOINTMENT TO POST UNDER THE GOVERNMENT OF INDIA

This is to certify that Shri/Smt./Kum.*.....
 Son/Daughter* of Shri/Smt.* of Village/Town*.....
 District/Division*.....in the State/Union Territory.....
 belongs to thecommunity that is recognized as a
 backward class under Government of India, Ministry of Social Justice and Empowerment's Resolution
 No..... dated.....**

Shri/Smt./Kum. And/or his/her family ordinarily reside(s) in the
 District/Division of the Stte/Union Territory.

This is also to certify that he/she does NOT belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt.(SCT) dated 08/09/93 and modified vide GOI DOPT OM No. 36033/1/2013-Estt.(Res.) dated 13/09/2017***.

Dated:

District Magistrate/Deputy Commissioner
 /Any other Competent Authority

Office Seal

* Please delete the word(s) which are not applicable.

** The authority issuing the certificate needs to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

*** As amended from time to time.

NOTE:

- a) The term 'Ordinarily resides' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- b) The authorities competent to issue Caste Certificates are indicated below:
 - (i) District Magistrate/ Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / Sub-Divisional magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).
 - (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
 - (iii) Revenue Officer not below the rank of Tehsildar and Sub-Divisional Officer of the area where the candidate and/or his family resides.

SELF-DECLARATION BY OBC (NCL) CANDIDATE

Proforma for declaration to be submitted by Other Backward Class Candidates during Document Verification, who has applied for post against Vacancy Notification No.03/2025

I, Shri/Smt./Kum.....
Son/Daughter* of Shri/Smt.* of resident of
Village/Town City....., District..... State.....
hereby declare that I belong to the..... (indicate your sub-caste)
community which is recognized as a backward class by the Government of India
for the purpose of reservation in services as per orders contained in Department of
Personnel and Training Office Memorandum No.36012/22/93- Est.(SCT) dated
08.09.1993. It is also declared that I do not belong to persons/sections (Creamy
Layer) mentioned in column 3 of the Schedule to the above referred Office
Memorandum dated 08.09.1993 and its subsequent revision through
O.M.No.36033/1/2013-Estt. (Res) dated 13.09.2017.

Signature of the Candidate.....

Name of the candidate.....

