



Recruitment Norms / Criteria

Mumbai Metro Rail Corporation Ltd. (MMRCL) has been constituted as a Joint Venture of the Govt. of India (GoI) and the Government of Maharashtra (GoM) on 50:50 sharing basis. MMRCL is in pursuit of the execution of an ambitious 33.5 km Metro-3 project running fully underground from Colaba to SEEPZ.

As MMRCL is an organization of credible image and continuously thrives on high ethics and values being a responsive and responsible organization, MMRCL has to ensure highest optimum utilization of valuable resources of time and money in the organizational processes of recruitment and selection of quality manpower.

Accordingly, the following standardized criterion / norms regarding the shortlisting process of the candidate's applications for Consideration in deserving cases / Determining of Requisite eligibility in the recruitment process to ensure a transparent / sustainable / uniform recruitment process –

1.	Requirement of Age of candidate as on date of notification of vacancy	Age relaxation in the recruitment process, shall be given to deserving candidates in accordance to DoPT & GoI guidelines on the subject and on exceptional basis for any outstanding relevant experience against the requirement for the post.
2.	Zone of consideration of candidature against a post	Based on availability of qualified & experienced candidates against any advertised post, the normal zone of consideration shall be 10 – 15 candidates against any 01 vacant post.
3.	Requirement of Minimum requisite qualification as per post advertised	<ol style="list-style-type: none">1. Shortlisting of candidate's applications against any advertised post shall be done on fulfillment of the requisite qualifications pertaining at Diploma / Degree / P.G / Relevant Certifications in the subjects.2. Any equivalent degree shall be considered only upon availability / submission of proof regarding affiliation of the degree by A.I.C.T.E & U.G.C.3. Candidates possessing Full time degree as per the prerequisite qualifications shall be considered, unless if specified in the notification.4. Shortlisting of candidates on the basis of highest marks/ CGPA attained in the requisite Degree/ P.G examination as required in the minimum qualification against the post shall be considered if required.5. The conversion / calculation of CGPA & % of marks of the candidates shall be as per notified guidelines of institute and shall be in consonance to U.G.C and University of Mumbai if required.

		<p>6. In order to limit the number of candidates in selection process, the CGPA & % of marks attained in the highest degree by the candidates shall be considered if required.</p> <p>7. Any application against a post / vacancy shall be considered only on the basis of the post qualification experience required for the post.</p>
4.	Requirement of Professional experience required against the post	<p>1. Any relaxation in post qualification working experience shall be given only to deserving candidates based on merits.</p> <p>2. The relaxation shall be admissible only to candidates who possess relevant working experience / specific Job profile and fulfill all other eligibility criteria for the post.</p> <p>3. The submission / declaration of the candidate regarding the professional experience shall be considered for initial shortlisting of the application for the post, subject to final verification of the documents at later stage of recruitment.</p> <p>4. MMRCL reserves the right to reject the candidate's application submitted with incomplete details / information or wrong submission at any stage.</p>
5.	Requirement of Desirable experience of the domain is preferred.	<p>1. Shortlisting of candidates shall be done on the basis of professional expertise in the domain of advertised post.</p> <p>2. Candidates having any experience in desired domain in particular Subject, Industries, Area of expertise shall be given preference.</p> <p>3. MMRCL reserves the right to reject / consider the candidates applications lacking requisite experience in desired domain.</p> <p>4. Any relaxation for deserving Candidates shall be done based on the distinguished Academic / Professional / Domain experience.</p>
6.	Requirement of NOC & Vigilance Clearance from current organization	<p>1. Candidates from Central / State Govt. / PSU's/ Autonomous bodies are required to produce "No Objection Certificate" from the current organization.</p> <p>2. Submission of Vigilance Clearance Certificate / No Penalty certificate / Last 05/03 years APAR / ACR shall be required at the time of application.</p> <p>3. Candidates from Govt. organisation may be shortlisted provisionally subject to submission of requisite documents at the later stage of recruitment process.</p> <p>4. The requirement of NOC / APARs shall be also applicable to applicants who are on contract rolls of any company.</p>

		<p>5. Any relaxation regarding submission of “NOC” from current employer, shall be granted based on extant rules of candidate’s current organization.</p> <p>6. Candidates applying from Govt. Sector needs to obtain vigilance clearance certificate from their current organisation on or before interview process.</p> <p>7. The candidates who are appointed on contract shall be required to provide suitable proof of their employment & professional experience in the desired domain and level/ grade.</p>
7.	Requirement of Submission of documents in regard to application against reserved post	<p>1. Candidates from Scheduled Caste / Scheduled Tribe category applying against any reserved post, shall be required to submit their requisite documents pertaining to the Caste / Non-Creamy Layer (OBC candidates) / Validity certificate as per Central Govt. / State Government format on or before interview process at the time of document verification.</p> <p>2. In case of non-submission of such documents, opportunity shall be provided for submission of the required certificates within 15 days if required and failing which the candidature shall not be processed further.</p> <p>3. The Caste / Non- Creamy Layer (OBC candidates)/ Validity certificates shall be considered in the shortlisting process on the basis of candidate’s declaration and in case of any discrepancies found the candidature may be summarily rejected. The same will be verified at the time of Scrutiny of applications.</p> <p>4. Any verification of the documents if required shall be done at later stage of recruitment process.</p>
8.	Changes in number of Vacancy & terms & conditions of Notification	<p>1. MMRCL reserves the right to cancel / curtail / increase the number of vacancies without any further notice and without assigning any reason thereof, depending on the requirements of the post.</p> <p>2. MMRCL reserves the right to withdraw advertised posts at any time without assigning any reason and also reserves the right to fill (either in the same position or downgraded position) or not to fill the posts and its decision in this regard shall be final.</p>
9.	Acceptance/ Shortlisting of candidate’s application	<p>1. Acceptance or rejection of application of the candidates will be the sole discretion of the Management. Incomplete applications are liable to be rejected.</p> <p>2. Incomplete application or without relevant supporting enclosures (self-attested copies of degree/ mark sheet/ experience certificate) will be out rightly rejected.</p>

		<p>3. Applications of candidates attempting to influence or interfere with the selection process will be rejected summarily and he/she will be declared disqualified for future vacancies in MMRCL.</p> <p>4. In order to regulate the number of candidates to be called for the interview, if so required, the Management reserves the right to raise the minimum eligibility standards/criteria, or to relax the minimum eligibility standards / criteria including age limit depending upon the response to the advertised posts.</p> <p>5. MMRCL reserves the right to shortlist the candidates. Merely meeting the requisite qualifications and experience shall not entitle a candidate to be called for interview. Only short-listed candidates will be notified for interview.</p> <p>6. The candidates shall be shortlisted for interview, based on their eligibility/ experience in the relevant field. If sufficient candidates are not available for advertised post, then candidates with lesser service length / higher age / lesser experience / relaxed qualification may be considered for the same post or any appropriate lower post as per their performances during the interview process based on the requirement and willingness of the candidate.</p>
<p>10.</p>	<p>Procedure for Job-applications on Deputation.</p>	<p>1. The initial tenure of deputation for employee joining from Central / State / Autonomous Bodies shall be for a period of 03 years.</p> <p>2. Any further extension of the deputation shall be governed by the applicable Central Govt/ State Govt/ DoPT Rules and willingness of Employee/ Parent/ Borrowing organization.</p> <p>3. The Deputation period of any employee shall be subject to curtailment and repatriation to his/ her parent organisation in case of –</p> <p>i. Parent organisation needs the services of deputationist on urgent basis.</p> <p>ii. Deputationist himself/ herself do not want to continue on deputation.</p> <p>iii. MMRCL (Borrowing Organisation), no more require the services to continue of a person on deputation, for whatsoever reason it may be.</p>
