

## **Vacancy Notice No: MRIDC/Vacancy Notice – 37 / 2019**

**Maharashtra Rail Infrastructure Development Corporation Limited (MRIDC)**, is a joint venture company of Govt. of Maharashtra and Ministry of Railways for implementation of various Railway Projects in the territory of Maharashtra.

The aim of the company is to provide a boost to the Rail Infrastructure projects in and around Maharashtra State with the principle of co-operative federalism. There are several long pending demands for construction of Railway lines for critical connectivity and capacity enhancement. There are several sanctioned projects, waiting for implementation. The aim of the company is to wipe out the arrears and to take a leap forward in implementing railway related infra projects.

The company is planning to position itself as one of the best employers by adopting modern Human Resource practices and has designed an employee's friendly HR policy. To work with MRIDL will not only give exposure to fast track implementation of projects but will also provide attractive benefits.

The company invites application from the Regular / Contractual Officers / Managers working in Central or State Govt. / Public Sector Undertakings (or SPVs) / Metro Railways / Private Sector etc. for the post of **Executive / Sr. Executive (HR)** on Contract basis in its Corporate Office located at 2<sup>nd</sup> floor, Hoechst House, Nariman Point, Mumbai 400021: -

Organisation	<b>Maharashtra Rail Infrastructure Development Corporation Limited (MRIDC)</b>
Title of post -	<b>Executive / Sr. Executive (HR)</b>
No of vacancies	<b>02 (Two)</b>
Place of Posting	Mumbai.
Scale of Pay (IDA Grade)	<b>E-1</b> (Rs. 40,000 – Rs.1,40,000) OR <b>E-0</b> (Rs. 30,000 – Rs.1,20,000) Revised w.e.f. 01.01.2017.
Total emoluments including allowances and perks	Rs. 68,000/- p.m. approx. if appointed in E1 Category Rs. 51,000/- p.m. approx. if appointed in E0 Category
Educational Qualification	Graduate in any discipline from any recognised University AND MBA (HR) from a recognised Institute / College / University. The candidate having knowledge of SAP / ERP (HR) will be preferred.
Eligibility criteria for Contract basis	<b>For the post of Sr. Executive (HR), when operated in E1:</b> (A) Minimum <b>3 years</b> work experience AND Working in analogous grade / working in Rs. 30,000 – Rs.1,20,000 (IDA E-0) (B) The candidate should have experience of at least <b>2 years</b> of working in the areas detailed in job description of the post specially in Railway projects or Railway PSUs. (C) The candidate from Private sector should be drawing a gross salary (CTC) more than <b>Rs.6,00,000/- per annum</b>

	<p><b>For the post of Executive (HR), when operated in E0:</b></p> <p>(A) Minimum <b>2 years</b> work experience AND Working in non-executive / supervisory grades.</p> <p>(B) The candidate should have experience of at least <b>1 years</b> of working in the areas detailed in job description of the post specially in Railway projects or Railway PSUs.</p> <p>(C) The candidate from Private sector should be drawing a gross salary (CTC) more than <b>Rs.4,00,000/- per annum</b>.</p> <p><b>Note:</b> Candidate working on contract basis in other Govt. / Semi Govt. Organisation OR from Private Sector, if selected, will be appointed on contract basis initially for a period of <b>3 years, extendable up to 5 years</b>.</p>
Maximum age limit as on closing date	For Contract employment: <b>45 years</b> .
Mode of Selection	Shortlisted candidates would be required to make a brief presentation on the jobs handled by them and their experience in the areas detailed in the job description of the post Interview
Job Description	<p>The officer will be expected to perform following functions: -</p> <ol style="list-style-type: none"> <li>1. Recruitment and Selection: Involves preparing job descriptions, attracting people with right qualifications and skills, with right mind set and attitude.</li> <li>2. Manpower Planning: Assessing the present and future manpower requirements in the organization, succession planning and career planning.</li> <li>3. Human Resource Administration: Implementing HR policies of company, adopting innovative HR practices to motivate the employees in order to attain the organizational objective.</li> <li>4. Compensation and Benefits: Determining salary structures, employee perquisites etc, covers health, security, safety, terminal benefits, and employee welfare facilities.</li> <li>5. Industrial Relations: Promoting healthy relationship between management and employees' associations, addressing employees' concerns, taking care of legal issues in the labour courts / labour commissioners.</li> <li>6. Training and Development: Arranging orientation programmes and providing technical skills and behavioural training to employees for effective performance.</li> <li>7. Performance Appraisal: Reviewing performance appraisal system of the employees from time to time using the assessment information for the purpose of training, promotions, and incentives etc.</li> </ol>

	<p>The envelope containing the application should be superscripted “<b>Application for the post of Sr. Executive / Manager / Executive (HR), Mumbai Vacancy Notice No. MRIDC / Vacancy Notice – 37 / 2019</b>”. The application should be addressed to Manager (HR), Maharashtra Rail Infrastructure Development Corporation Limited, 2nd floor, Hoechst House, Nariman Point, Mumbai 400021.</p> <p>In addition to this applicant may also email the scanned copy of the application to <b>hr@maharail.com</b></p> <p>Aspiring candidates may please note that MRIDC reserves the right to alter any of the advertised conditions depending upon the circumstances and the candidates are bound by the same.</p> <p>Candidates may be appointed in lower / higher grades also depending upon their suitability.</p> <p>Last date of Application reaching the addressee either by post or by hand is the closing date.</p> <p>No. of posts indicated in the advertisement may increase / decrease depending on MRIDC’s requirements</p>
Closing date	<b>23.06.2019</b>