

Advt. No **2837/HRD/MPMRCL-061/2024**

 Bhopal, Dated: **05/07/2024**
**RECRUITMENT NOTIFICATION-MP METRO 2023**

Madhya Pradesh Metro Rail Corporation Limited (MPMRCL), a joint venture of Government of India and Government of Madhya Pradesh is implementing Bhopal Metro Rail Project & Indore Metro Rail Project in the state of Madhya Pradesh. MPMRCL invites applications for Backlog posts as per the following posts on "Contract" basis.

For appointment on Contract basis, the tenure will be for 5 years which will be governed as per the rules and policy of MPMRCL.

The required eligibility criteria is as mentioned below:

**A) POST NAME, AND WORK EXPERIENCE REQUIREMENT FOR ELIGIBILITY**

For Pay Scale/Grade, Age & Other Criteria of each posts mentioned below please refer to table:

Post Details	Essential Qualification	Skill Test Norms	Relevant Work Experience
<b>Post Name:</b>  <b>Junior Assistant (Secretarial) Grade -I/Grade- II</b>  <b>No. of Posts: 02</b>  <b>Type of Appointment - Contractual</b>  <b>Contract Medical Category -C1</b>	1) Graduate in any discipline from Govt. Recognized University. AND 2) One year certificate of ITI(NCVT/SCVT) trade in Stenographer and Secretarial Assistant (English)/(Hindi) from Govt. recognised institute. AND 3) Valid Computer proficiency certification test (CPCT) certificate (Score card) with a speed of 20 words in Hindi per minute and 30 words in English per minute. OR Valid Certificate from recognized institute with a speed of 20 words in Hindi and 30 words in English per minute.	Dictation -10 Minutes @ 80 wpm. Transcription – 50 Minutes in English OR 65 Minutes in Hindi only on Computer	Working as Personal assistant /Secretarial post under Govt.organisation/PSU's /Autonomous bodies/Private Organisation.

Post Code	Post Name	Category					WOMEN RESERVATION (33%)					EX-SERVICE MAN (10%)					PwBD	
		U R	O B C	S T	S C	EWS	Total Post	U R	O B C	S T	S C	EWS	U R	O B C	S T	S C	EWS	TOTAL
MPM 2023 001	Junior Assistant (Secretarial) Grade -I/ Grade- II	0	1	1	0	0	2	0	0	0	0	0	0	0	0	0	0	0

Details of abbreviations for the various posts shall be as follows: -

UR = Unreserved, (Include Candidates under General Category or SC/ST/OBC/EWS from outside Madhya Pradesh)

SC= Scheduled Caste

ST = Scheduled Tribe

OBC = Other Backward Class (Non-Creamy Layer)

EWS= Economically Weaker Section.

PwBD= Especially Abled Candidates

*\*\*Posts are reserved for SC/ST/OBC (Non-Creamy Layer)/EWS category candidates of MP domicile as per roaster as prescribed by GoMP vide Gazette notifications. However, reservation of OBC shall be subjected to decisions/directions of Hon'ble Courts, time to time, in the matter of petition's pending herewith.*

**B) PAY SCALE AND GRADE APPLICABLE FOR VARIOUS POST.**

S.NO	POST	GRADE	GRADE PAY SCALE (IDA)
1.	Junior Assistant (Secretarial)	Grade - I	25000-80000
2.		Grade- II	20000-60000

**C) EXPERIENCE AND PRESENT PAY REQUIREMENT FOR ELIGIBILITY**

**GRADE I**

- The candidate should presently be working in Govt. Organisation/PSU's/Autonomous bodies at Level – 5 in CDA Pay Scale of 29200-92300.  
OR
- The candidate should be working in Govt. Organisation/ PSU's/Autonomous bodies at Level –4 in CDA Pay Scale of 25500-81100 for 2 years.  
OR
- The candidate should be presently working in IDA Pay Scale of 25000-80000  
OR
- The candidate should be working on an IDA Pay Scale of 20000-60000 for 2 years.  
OR
- The candidate having minimum 2 years' post qualification experience in the relevant field in Govt. Organisation/ PSU's/Autonomous bodies with presently working on consolidated pay of Rs.25000/- per month or above.  
OR
- The candidate having minimum 2 years post qualification experience in the relevant field in private sector with presently working on CTC of Rs. 30,000/- per month or above.



**GRADE II**

1. The candidate should presently be working in Govt. Organisation/ PSU's/Autonomous bodies at Level – 4 in CDA Pay Scale of Rs. 25500-81100.  
OR
2. The candidate should be working in Govt. Organisation/ PSU's/Autonomous bodies at Level –3 in CDA Pay Scale of 21700-69100 for 2 years.  
OR
3. The candidate should be presently working on an IDA Pay Scale of 20000-60000 or above.  
OR
4. The candidate should be working on an IDA Pay Scale of 16000-50000 for 2 years.  
OR
5. The candidate having minimum 2 years' post qualification experience in the relevant field in Govt. Organisation/ PSU's/Autonomous bodies with presently working on consolidated pay of Rs. 20000/- per month or above.  
OR
6. The candidate having minimum 2 years post qualification experience in the relevant field in private sector with presently working on CTC of Rs. 25,000/- per month or above.

**D) AGE LIMIT**

The minimum age limit is 21 years and relaxation in upper age limit is as under:

Applicant	Category	Maximum age Limit for MP Domicile applicants	Maximum age Limit for Non M.P. Domicile applicants
Male (Unreserved)	Unreserved candidate of MP	40+3 (due to covid)= 43 years	40+3 (due to covid) = 43 years
Male (Unreserved)	EWS Candidates of MP	40+3 (due to covid)= 43 years	
Female	All Category Candidates	45+3 (due to covid)= 48 years	
Male	Reserved category (SC/ST/OBC) candidates	45+3 (due to covid)= 48 years	
Male	Male/Female Applicants (Reserved Category-working employee Govt./ Corporation /Board / Autonomous institute employees and Home Guards)	45+3 (due to covid)= 48 years	
Male	Inter caste marriage with unreserved and reserved category of candidates	45+3 (due to covid)= 48 years	40+3 (due to covid) = 43 years
Female	Inter caste marriage with unreserved and reserved category of candidates	50+3 (due to covid)= 53 years	
Male	Unreserved Category of candidates Vikram Award Winner	45+3 (due to covid)= 48 years	
Male/ Female	All Category of candidates Vikram Award Winner	50+3 (due to covid)= 53 years	



**Note:**

1. **If a candidate is eligible for relaxation of age on more than one ground, he/she would be accorded the highest of the age relaxations (not cumulative) for which he/she is eligible.** No age relaxation is allowed to SC/ST/OBC-NCL (Non-Creamy Layer) candidates applying against unreserved vacancies.
2. Candidate should note that the Date of Birth as recorded in the Matriculation/Secondary Examination Certificate, or an equivalent Certificate only will be accepted by the MPMRCL for determining the age and no subsequent request for its change will be entertained.

**3. CERTIFICATE FOR RESERVATION & AGE RELAXATION:**

1. All candidates, irrespective of community may be considered against UR vacancies, subject to fulfillment of parameters for UR candidates. However, against the vacancies earmarked for specific communities (SC/ST/OBC-NCL/EWS), only candidates belonging to that community will be considered.
2. Benefits of reservation will be given only to the candidates who are originally domicile of state of Madhya Pradesh. The candidates who are not originally domicile of Madhya Pradesh are not entitled to get the benefit of reservation. Such candidates will be treated as General (Unreserved) Category candidates.
3. Candidates claiming reservation under reserve class category shall have to submit valid certificate issued by the "Competent Authority".
4. Reservation for Ex-Servicemen (Ex.SM) and Women Candidate wherever applicable, shall be treated as horizontal reservation i.e., Ex-Servicemen and Women Candidate belonging to any category (UR/SC/ST/OBC/EWS) will be adjusted within the category to which the selected Ex-Serviceman and Women Candidate belongs.
5. All reserved category candidates of Madhya Pradesh must mention their community/sub-community in the application form.
6. Candidates claiming reservation/age relaxation in more than one category will be entitled to only one concession whichever is more beneficial to them.
7. A candidate who claims to belong to one of the Other Backward Classes (Non-Creamy Layer) has to submit in support of his claim an attested copy of a certificate in the prescribed form issued by the competent authority. OBC/NCL certificate should be current & issued within one year of the closing date of the application.
8. EWS which is issued in FY 2022-23 & FY 2023-24 shall only be treated valid. EWS certificate should be issued on or before closing date of vacancy notice. EWS certificate issued after the closing date of application shall not be accepted.
9. For Ex-servicemen Candidates: Should produce defence service certificate issued by the Competent Authority at the time of document verification/interview.

**GENERAL CONDITIONS**

1. The number of posts indicated above may vary based on further assessment of requirement.
2. Post qualification experience is an experience acquired after qualification as per criteria mentioned in advertisement.



3. Experience & Age will be reckoned as on closing date of advertisement.
4. Prescribed qualifications are the minimum requirements to apply and mere possession of the same does not entitle candidates to be called for Skill Test.
5. Management reserves the right to assess fitness of the candidates selected. The selected candidates will be sent for medical examination as per the medical standards prescribed for the post by MPMRCL.
6. Candidates after selection are likely to be posted at Bhopal/Indore or any other projects of MPMRCL, anywhere in Madhya Pradesh or outside during their services in MPMRCL. Candidates can be posted in other sub domains within the domain as per requirement / suitability.
7. Apart from the pay, other benefits will also be paid as per the Company Policy.
8. The candidate shall have to indicate his/her acceptance to the offer within seven working days from the receipt of offer, if not; next candidate in order of merit will be offered the appointment on similar lines. However, the Competent Authority may grant such extension of time depending upon the exigencies, if so requested.
9. MPMRCL shall not be liable for any damage/injury/loss to the individual, if any, sustained during the entire recruitment process and journey.

**HOW TO APPLY:**

1. Eligible and willing candidates for the aforesaid post are required to apply online through website [www.mponline.gov.in](http://www.mponline.gov.in) or through [www.mpmetrotrain.com](http://www.mpmetrotrain.com). No other means/mode of application will be accepted.
2. Candidates are required to have a valid personal e-mail ID. It should be kept active during the entire period of this recruitment process. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying online.
3. To access the online application, firstly candidates are required to visit MPMRCL website [www.mpmetrotrain.com](http://www.mpmetrotrain.com) and click on the link "Career". Thereafter, he/she may open the desired recruitment notification for which online application to be filled.
4. If candidates are applying through website [www.mponline.gov.in](http://www.mponline.gov.in) then candidate have to click on "Citizen Services – Application – Madhya Pradesh Metro Rail Corporation Limited- Apply Online." Thereafter, he/she may open the desired recruitment notification for which online application to be filled.
5. Candidates shall apply online by going to sub link titled as "Apply Online" and follow the instructions given therein carefully for Online Registration.
6. He/she is required to read the entire vacancy notification & its instructions carefully to make him/ her familiar with the eligibility, age criteria, other conditions, norms of the desired post and all related information, instruction soft his recruitment process.



7. The live date of online application will be intimated separately in the career section of MPMRCL website [www.mpmetrorail.com](http://www.mpmetrorail.com). Accordingly, last date of application will be intimated. Applicants may regularly visit MPMRCL official website for latest updates.
8. MPMRCL will not be responsible for any network problems/interruptions in submission of online applications due to any reasons whatsoever or any other problem arises at candidate's end, during the entire period of submission of online application on website of MPMRCL & MP Online.
9. All the fields in the online application form should be filled up carefully. After filling all required information by candidate/applicant, a pre-view of the filled application can be generated before submitting the application. After submission of the application, no modification will be permitted. Candidates need **NOT** to send printouts of application or Certificates or copies to MPMRCL. If at any stage of recruitment or thereafter, it is found that any information furnished by the candidate in his/her application is false/incorrect or the candidate has suppressed any relevant information or the candidate does not satisfy the eligibility criteria for the post(s), his/her candidature will be rejected forthwith.
10. The candidate must enclose all self-certified copies of relevant proof / documents during online submission of application in support of: -
  - a) Age proof (Matriculation Certificate or equivalent).
  - b) Essential Qualification certificate as prescribed in the notification.
  - c) Appointment Order/Office order of joining current organisation, and Experience certificate of previous organisations.
  - d) Office order showing present pay-scale and promotion to present grade.
  - e) Summarized brief description of relevant experience.
  - f) Latest Salary Slips (3 months).
11. For any type of post related query, kindly call at MPMRCL office no.0755-2475608.
12. For any type of technical issue related with filling of online application, kindly call MP Online Customer Care no. at 0755-6720200 (8:30 am-7:30 pm).

**PORTAL CHARGES & PROCEDURE OF PAYMENT OF PORTAL CHARGES:**

1. Candidates are required to pay one-time Non-refundable MP Online portal charges i.e., ₹170 plus 18% GST on submission of the application form.
2. Portal fee plus applicable charges, if any once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility, the closing date for submission of online application before paying the portal fee.
3. Candidate shall pay requisite portal fees through the ONLINE mode only.
4. After filling the application form, the candidate shall click on the 'submit' button to make payment.
5. Please note that unpaid application will be summarily rejected.
6. The Candidate has following options for payment:
  - a) Credit Card
  - b) Debit Card
  - c) Internet Banking
  - d) UPI



## **SELECTION PROCESS**

1. The shortlisted candidates will have to appear for Skill Test as per specified norms.
2. The candidates, who are shortlisted, will be informed through registered e-mail id which is provided at the time of submission of application.
3. No separate communications by post will be sent to the candidates individually. The candidates are required to go through the instructions for Skill Test/ Interview sent along with e-mail.
4. The shortlisted candidates will have to appear for Skill Test & Interview on the scheduled date and time with all the original documents/testimonials and experience certificate.
5. NO request will be entertained for change in the schedule date and time of the Skill Test/Interview.
6. Management reserved the right to conduct written test along with the Skill Test for the post's, in case, large number of applications is received.
7. Priority for shortlisting shall be relevant experience and seniority in desired pay scale criteria. The decision of the Selection Committee shall be final. MPMRCL reserves the right to shortlist/select any candidate for the post advertised.
8. The candidate should regularly visit MPMRCL website [www.mpmetrorail.com](http://www.mpmetrorail.com) for updated information.
9. Original Documents in support of Date of Birth, Qualification, Total Experience, Relevant Experience, if any, Brief summary of experience, desired Pay Scale, Promotion order for certifying desired experience in the desired pay scale, current pay slip shall be uploaded at the time of applying and same shall be shown during skill test/interview.
10. Any candidate found guilty of impersonation or submitting fabricated documents or making statements, which are false, incorrect, or indulging in suppression of facts, attempts to use unfair means for the purpose of recruitment, will be liable for rejection.
11. Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to selection/appointment shall lead to disqualification of the candidate.

### **WARNING**

Beware of touts and job racketeers trying to deceive by false promises of securing job in MPMRCL either through influence or by use of unfair and unethical means. MPMRCL has not appointed any agent(s) or coaching centre (s) for action on its behalf. Candidates are warned against any such claims being made by persons/agencies. Candidates are selected purely as per merit. Beware of unscrupulous elements and do not fall in their trap. Candidates attempting to influence MPMRCL directly or indirectly shall be disqualified and legal action can be initiated against them. Candidates are advised to consult only the official website of MPMRCL i.e. Madhya Pradesh Metro Rail Corporation Limited ([mpmetrorail.com](http://mpmetrorail.com)) and beware of FAKE websites put up by unscrupulous elements/touts.

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