

MAHARASHTRA METRO RAIL CORPORATION LTD.

No: MAHA-Metro/HR/Campus Recruitment Policy/2021/(ms)17869.

Date: 16.06.2021

OFFICE - ORDER

Sub.: Campus Recruitment Policy of MAHA-Metro.

MAHA-Metro's Campus Recruitment Policy has been formulated and the same is enclosed herewith. This Policy shall be applicable to all the employees recruited from the Campuses of Prestigious Govt. Engineering Institutions like IITs, NITs and CoEP etc. (with qualification BE/ B. Tech in Engineering discipline) in the corporation.

This issues with the approval of Competent Authority.

Enclosures: As stated above.


(Ravindra V. Dhakate)
General Manager (HR)

Copy to:-

1. All Directors of MAHA-Metro – For kind information please.
2. PS to MD- For kind information of MD please.
3. ED/ Admin, Nagpur, GM (HR/ Admin), Pune.
4. All concerned.
5. Office Order file.



MAHARASHTRA METRO RAIL CORPORATION LTD.
(A JOINT VENTURE OF GOVT. OF INDIA AND GOVT. OF MAHARASHTRA)



Maharashtra Metro Rail Corporation
(MAHA-Metro) Campus Recruitment
Policy



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Introduction:

MAHA-Metro is entrusted with the responsibility of completion of Nagpur Metro Rail Project, Pune Metro Rail Project, Metro Neo Project at Nasik and Navi Mumbai Metro Project Mumbai (Line-1) etc. MAHA-Metro has recruited experienced employees from other Metro Rail Corporations as well as Indian Railway. MAHA-Metro has also recruited fresh Junior Engineers, SC/TO, Technicians, etc. through online Examinations. Along with the above, MAHA-Metro has also recruited Engineers i.e. Section Engineers etc. from VNIT, IIT, COEP, etc.

MAHA-Metro introduced Promotion Policy in 2019 which is in practice at present. In order to adopt the latest recruitment techniques, to attract prospective employees from Campuses of Prestigious Engineering Institutions like IITs, NITs and other renowned Govt. Engineering Institutions like CoEP etc. and to select them by following clear-cut process at each and every stage of recruitment in a transparent manner, Policy for Campus Recruitment is formulated.

The policy covers process to be followed for Campus Recruitment as well as channels of Promotion from SE (Section Engineer) level to AM (Assistant Manager) level. Other general service terms and conditions as applicable to other employees of MAHA-Metro shall also applicable.

1. Title:

This Policy shall be called as MAHA-Metro's Campus Recruitment Policy.

2. Applicability:

This policy shall apply to all employees recruited from the Campuses of Prestigious Engineering Institutions like IITs, NITs and other renowned Govt. Engineering Institutions like CoEP etc. (with qualification BE/ B.Tech in Engineering discipline) in the Corporation.

3. Objective:

- a) The objective behind recruiting Engineers through Campuses of Prestigious Engineering Institutions like IITs, NITs and other renowned Govt. Engineering Institutions like CoEP etc. is to attract and groom young talent which can be beneficial to the Organizational Development in future.
- b) To select and place the best Human Resource/ Talent in line with the organizational requirement.



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- c) To meet the Manpower Requirement of the Company in terms of right age, qualification and skill test to ensure achievement of organizational objectives.
- d) To strive towards achieving pyramidal structure of the Company's manpower.

4. Definitions:

4.1 Recruitment is a systematic process of generating a pool of qualified employees, selecting, hiring and placing them at the right place for organizational job, following certain prescribed procedures in a transparent manner.

4.2 Promotion is the advancement of an employee's rank or position in MAHA-Metro upto AM (Assistant Manager) Level. It is based on the following parameters :-

- a) Skills, aptitude, academic and other professional achievements.
- b) Training undergone in the Corporation.
- c) Residency period.
- d) Performance criteria (APARs).
- e) Disciplinary and vigilance clearances.

4.3 Appointing Authority in relation to any post or category of posts both in Executive and Non-Executive cadres means the MD to whom the power of making appointment to any post or a specified category of posts has been delegated with the approval of the MD.

4.4 Competent Authority is the authority who is empowered by the Management of the Corporation by an order to discharge functions or use the powers specified in the rule or order.

4.5 Residency period means the minimum experience in terms of number of years of continuous regular service (excluding Leave without Pay (LWP) and Extra-ordinary Leave (EOL)) put by an employee in a particular post with pay scale of that post in MAHA-Metro that would make him/her eligible for being considered for promotion to a higher grade of post.



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5.1 Recruitment Planning:

Proper manpower assessment and Recruitment planning shall be carried out to fill up the vacant posts by the concerned Projects/Units/Head office of the Company keeping in view the separation due to retirement in the next three years and other reasons so as not to face a situation of shortage/vacuum. Recruitment from Campus shall be made against vacancies within the sanctioned manpower supported by due justification. Recruitment Plan shall be made for the required skill-sets, and advance action shall be initiated for recruitment. The reservations will be applicable as per Govt. of India rules.

5.2 Process Of Recruitment Of Campus Recruits:

- Communication of information regarding conducting campus interviews to the concerned institutions by MAHA-Metro.
- Issuance of notifications by the institution among their students.
- Submission of list of names of willing candidates (Students) and CVs to MAHA-Metro by the institution.
- Shortlisting of Candidates by MAHA-Metro as per given criteria.
- Conduction of Interview by the Interview Panel of MAHA-Metro.
- Selection of candidates as per merit list.
- Appointment of Candidates subject to the Medical Fitness.

5.3 Methodology adopted for Selection through Campus:

5.3.1 Assessment Methodology:

- 25% marks based on performance in 12th Standard.
- 50% marks based on performance in Graduate degree.
- 25% marks based on Campus Interview (by the interview committee as approved by the Competent Authority), out of which 15% will be for technical capabilities and 10% for general aptitude, communication and personal skills.

5.4 a) Initial Designation, Grade and Pay- Scale of Campus Recruits:

Designation	Grade	Pay-Scale (In Rs.)
Section Engineers	S-3	40000-145000/-

5.4 b) Period of Probation:

03 months with a lump sum salary of Rs. 25,000/- (per month).



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5.4 c) Tenure:

Initial contract of 05 years.

5.5 Execution of Bond:

As stated in Bond Policy of MAHA-Metro.

5.6 Channels of Promotion:

The Promotion of Section Engineers recruited through Campus shall be dealt as per following parameters :-

a) Within Non-Executives [SE (Section Engineer) to SSE (Senior Section Engineer)]:

Particulars	Criteria
Residency Period for SE to SSE	02 Years
Rating of APAR of 02 years	Outstanding (Weightage as per Promotion Policy of MAHA-Metro)

b) From Non-Executives to Executives [SSE (Senior Section Engineer) to Asst. Manager]:

Particulars	Criteria
Residency Period for SSE to Asst. Manager	02 Years
Rating of APAR of 02 years	Outstanding (Weightage as per Promotion Policy of MAHA-Metro)
Interview	Interview by the committee

Selection Process and Criteria of Evaluation:

Promotion		Grade (IDA) From	Grade (IDA) To	Marks		Total	Min. Score Reqd.	Remarks
From	To			APAR	Interview			
From Non-Executive to Executive level Promotion:-								
S-4	E-1	46000-145000	50000-160000	40	10	50	38	Selection basis



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5.7 The Promotions of Campus Recruittees after Asst. Manager shall be dealt as per the Promotion Policy of MAHA-Metro.

5.8 Further, the entire experience gained by the employees recruited in MAHA-Metro as SE through Campus shall be treated as Executive experience for the purpose of further selection in MAHA-Metro through open advertisement. **This experience shall only be counted at the time of recruitment through open advertisement and shall be considered subject to the condition that applicant employee is working 01 grade below the advertised post.**

However, for outside employment the said experience shall be treated as Non-Executive service only.

6. Promotion of employees against whom disciplinary/ court proceedings are pending/ whose conduct is under investigation:

An employee under suspension or against whom departmental proceedings have been initiated or contemplated for imposition of minor / major penalty, shall also be called to appear in the selection (SSE to AM). He/she shall be examined like other candidates in ordinary course but his/her result shall be announced after finalization of the D&AR proceedings against him/her. Till then his/her result shall be kept by the DPC in a sealed cover.

7. Interpretation and Relaxations:

The decision of the Managing Director of the Corporation on all interpretations and relaxations to this policy shall be final. The power to interpret, modify, cancel, relax, and add to or amendment to any of these rules shall rest with the Managing Director, whose decision shall be final.