

Vacancy Notice No: MRIDC/Vacancy Notice – 51 / 2019

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

The aim of the corporation 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 corporation is to wipe out the arrears and to take a leap forward in implementing railway related infra projects.

The corporation 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 MRIDC will not only give exposure to fast track implementation of projects but will also provide attractive benefits.

The corporation 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 **Sr. Manager / Manager / Assistant Manager (Public Relation Officer)** on Contract basis at the location specified in the table below;

Organisation	Maharashtra Rail Infrastructure Development Corporation Limited (MRIDC)
Title of post	Sr. Manager / Manager / Assistant Manager (Public Relation Officer)
No of vacancies	01 (One)
Place of Posting	Mumbai
Scale of Pay	E-4 (Rs. 70,000 – Rs.2,00,000) OR E-3 (Rs. 60,000 – Rs.1,80,000) OR E-2 (Rs. 50,000 – Rs.1,60,000) Revised w.e.f. 01.01.2017
Total emoluments including allowances and perks	Rs. 1,32,000/- per month approx. plus perks for E4 OR Rs. 1,13,000/- per month approx. plus perks for E3 OR Rs. 87,000/- per month approx. plus perks for E2

Educational Qualification	Graduate in Media industry from any recognised University AND MBA from a recognised Institute / College / University.
Eligibility criteria for appointment on contract basis.	<p>For Senior Manager (PRO) when operated in E4</p> <p>(A) Minimum 7 years work experience AND Working in Rs.70,000 – 2,00,000 (IDA E3) OR minimum 6 years working in Rs.50,000 - 1,60,000 (IDA E2) on contract basis.</p> <p>(B) The candidate from Private sector should be drawing a gross salary (CTC) more than Rs. 10,00,000/- per annum.</p> <p>(B) The candidate should have experience of at least 4 years of working in the areas detailed in job description of the post</p> <hr/> <p>For the post of Manager (PRO), when operated in E3:</p> <p>(A) Minimum 5 years work experience AND Working in Rs. 50,000 – Rs.1,60,000 (IDA E2) OR minimum 4 years working in Rs. 40,000 - Rs.1,40,000 (IDA E1).</p> <p>(B) The candidate from Private sector should be drawing a gross salary (CTC) of more than Rs. 8,00,000/- per annum.</p> <p>(C) The candidate should have experience of at least 3 years of working in the areas detailed in job description of the post.</p> <hr/> <p>For the post of Asst. Manager (PRO), when operated in E2:</p> <p>(A) Minimum 3 years work experience AND Working in Rs 40,000-1,40,000 (IDA E1) OR Minimum 3 years in Rs 30,000-1,20,000 (IDA E0).</p> <p>(B) The candidate from Private sector should be drawing a gross salary (CTC) of more than Rs.6,00,000/- per annum.</p> <p>(C) The candidate should have experience of at least 2 years of working in the areas detailed in job description of the post.</p> <p>Note: 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 2 years, extendable up to 3 years.</p>
Maximum age limit as on closing date	For Contract employment: 45 years.

Mode of Selection	<ol style="list-style-type: none"> 1. 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 2. Interview
Job Description	<p>The candidate will be expected to perform following functions:</p> <ol style="list-style-type: none"> 1. Planning publicity strategies and campaigns 2. Writing and producing presentations and press releases 3. Dealing with enquiries from the public, the press, and related organisations 4. Organising and attending promotional events such as press conferences, open days, exhibitions, tours and visits 5. Speaking publicly at interviews, press conferences and presentations 6. Providing clients with information about new promotional opportunities and current PR campaigns progress. 7. Experience in Digital media 8. Analysing media coverage 9. Depending on the employer, PR officers may also be required to carry out other, more general responsibilities. This can involve working on websites and social media and writing and/or producing presentations, reports, articles, leaflets, journals and brochures for both external and internal distribution. 10. Any other related works assigned by the Management. <p>Soft Skills:</p> <ol style="list-style-type: none"> 1. Experience handling a press conference. 2. Excellent written and verbal communication skills. (English and Marathi) 3. Ability to pitch to media. 4. An ability to work on big strategy plans as well as day-to-day tasks. 5. Ability to think both creatively and strategically.

<p>How to apply</p>	<p>The envelope containing the application should be superscripted “Application for the post of Sr. Manager / Manager / Assistant Manager (Public Relation Officer), Mumbai, Vacancy Notice No. MRIDC / Vacancy Notice – 51/2019”. 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 hr@maharail.com</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. Eligibility criteria may also be relaxed depending upon the number of application and their suitability for MRIDC.</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>
<p>Closing date</p>	<p>06.11.2019</p>