



मुंबई रेलवे विकास कॉर्पोरेशन लिमिटेड
(भारत सरकार रेल मंत्रालय का एक सार्वजनिक उपक्रम)
MUMBAI RAILWAY VIKAS CORPORATION LTD.
(A PSU of Govt. of India, Ministry of Railways)

अधिसूचना संख्या एमआरवीसी/ई/13/2025 दिनांक 10.10.2025
Notification No. MRVC/E/13/2025 dated 10.10.2025

1. **Mumbai Railway Vikas Corporation Ltd. (MRVC)**, a Public Sector Undertaking of Govt. of India under Ministry of Railways (MoR), incorporated on 12th July 1999 under Companies Act, 1956, executes the projects under Mumbai Urban Transport Project (MUTP). The Corporation already executed number of suburban rail improvement projects in Mumbai and extended suburbs for enhancing suburban rail transportation capacity. The corporation is also involved in the planning and development of Mumbai Suburban Rail system.
2. Applications are invited for engagement as **Motor Vehicle Driver** on contractual basis as per following details:

3. **पद और कार्य का विवरण/Details of the post and Job Description :**

पद का नाम Name of the Post	Motor Vehicle Driver (Equivalent to IDA-S3 23000-65750)
रिक्तियों की संख्या No. of vacancies	1 (One)
समापन तिथि के अनुसार अधिकतम आयु सीमा Maximum Age limit as on closing date	40 years
न्यूनतम शैक्षणिक योग्यता Minimum Educational Qualification	12 th Pass (HSC)
पात्रता मापदंड Eligibility criteria	<ol style="list-style-type: none">1. Valid Driving Licence: Must possess a valid Light Motor Vehicle (LMV) Driving Licence.2. Driving Experience: Should have a minimum of 10 years' experience in driving cars.3. Relevant Sector Experience: Must have prior experience as a Staff Car Driver for Senior Executives in the Government or Public Sector Undertakings (PSUs) based in Mumbai.4. Local Route Knowledge: Should have thorough knowledge of road routes in Mumbai and surrounding areas.5. Language Proficiency: Must be fluent in Marathi and Hindi
कार्य और जिम्मेदारियां Duties & Responsibilities	<ul style="list-style-type: none">• Ensure punctuality in reporting for duty and adhering to assigned schedules.• Operate vehicles in a safe, responsible, and defensive manner at all times.• Maintain the vehicle in clean and roadworthy condition through regular inspections and cleanliness.• Keep accurate and up-to-date logbooks, including mileage, fuel consumption, and trip records.• Strictly comply with all traffic rules, road safety regulations, and company driving policies.• Manage routine vehicle maintenance schedules such as oil changes, servicing, and inspections.• Perform other assigned duties as required by the supervisor or management.• Must be in proper uniform

4. सेवा शर्तें, परिलब्धियां और छुट्टी / Service Conditions, Emoluments & leave:

1	Service Conditions	<ul style="list-style-type: none"> The selected candidates will be posted as Motor Vehicle Driver on contract basis initially for a period of 2 years which can be extended at the sole discretion of the company. He shall be paid IDA Pay Scale fixing at minimum of the pay scale plus other allowances such as DA/HRA/Cafeteria of Allowances etc. as per HR policy of MRVC. Pay Protection will be given only to candidates working in Govt./Semi Govt./PSU Organisations (including on contract). There will be annual increment in salary with satisfactory performance certified by the controlling authority. The other entitlements are -Medical, Sodexo meal coupon, Leave Travel Concession, Birthday Gift, annual award as per the policy of the corporation and Gratuity as per the Gratuity Act.
2	Leave	<ol style="list-style-type: none"> 1) Casual Leave : 8 days p.a. 2) Restricted Holidays : 2 days p.a. 3) 10 days sick leave for six months (like Half Pay leave with provision of commutation) 4) 12 days Special Leave per annum.
3	Conduct, Discipline & Appeal Rules	The Conduct, Discipline & Appeal Rules of the corporation in force for all categories of employees would also be applicable to all the posts.

5. सेवा अनुबंध / Service Agreement :

The selected candidates will have to serve the Corporation for **at least two years** for which he/she should execute a Surety Bond of **Rs.1 Lac.** in favour of Mumbai Railway Vikas Corporation Ltd. on Rs. 500/- stamp paper to serve the Company for two years.

6. चिकित्सा परीक्षण / Medical Examination :

The candidate should have sound health. Before joining, candidates will have to undergo medical examination and produce the certificate of fitness for job issued by a Doctor (at least MBBS).

7. आवेदन कैसे करें / How to apply :

- Duly filled in application should be sent to Senior Manager (HR), Mumbai Railway Vikas Corporation Ltd. by email on career@mrvc.gov.in.
- Last date for submission of application by mail is 24.10.2025.**
- Applications should be complete in all respects and strictly as per the prescribed format (**Annexure-I**). Applications not conforming to the prescribed format or having illegible/ambiguous certificates or without certificates or incomplete will be summarily rejected.
- The cut-off date for eligibility is 10.10.2025.**
- Self-attested documents to be attached with the filled application.

8. अनिवार्य दस्तावेज / Mandatory documents

- Copy of original application
- Copies of certificate in proof of qualification (As per the qualification specified in Notification)
- Copy of Proof of Date of Birth (SSLC/SSC Certificate/Birth Certificate)
- Copy of Photo ID proof (Aadhar/Pan Card)
- Copy of document regarding experience, last served and others.
- Copy of Driving License
- Character certificate from Gazetted officer/Executive officers for certifying that he/she is bearing good moral character (not older than six months).

9. सामान्य निर्देश / General Instructions :

- i. The candidates must bring with them original application, original certificates, along with one set of self-attested photocopy in proof of photo identity, age, caste, educational and experience on the date of document verification and interaction, failing which candidate will not be eligible for interview.
- ii. Candidate should bring one character certificate from Gazetted Officers/Executives Officers for certifying that he is bearing good moral character.
- iii. Incomplete or vague educational qualification will be invalid.
- iv. Even after contractual agreement, if any document/ certificate/ information are found incorrect or false in any scrutiny or verification, then the contractual service will be immediately terminated forthwith without assigning any reason and prior notice, besides legal action which may also be initiated.
- v. The Corporation reserves the right to cancel/ restrict/ curtail/ enlarge the contract engagement process, if need so arises, without any prior notice and without assigning any reasons therefore.
- vi. No train/bus fare/ TA/DA shall be payable by the Corporation to the candidates for appearing document verification and interaction.
- vii. The selected candidate should be able to join within **30 days** after issuing of offer of appointment by MRVC. Any deviation in the said policy will be dealt on case to case basis, based on the merits of the case.
- viii. Officials serving Govt./PSUs / Autonomous Bodies, if selected, will be allowed to join only after they are properly relieved from their parent organisation.

10. चयन प्रक्रिया / Selection Process

- i. After preliminary screening of the applications received from candidates by mail, the eligible candidate(s) will only be called for document verification and interaction.
- ii. In case of large number of eligible applications received, then candidates equal to 05 times the notified vacancies will only be called for document verification and interaction based on their experience.
- iii. The candidate will be interviewed by a nominated Committee and the selection will be finalized on the performance in the interview, qualification and experience gained by the Candidate.
- iv. The overall qualifying marks shall be minimum 60%. The candidates must qualify with minimum 60% marks in the personal interview.
- v. The decision of the Nominated Committee of MRVC shall be final and binding.
- vi. The other broad terms of contract are given below for information of the candidate which are subject to changes at the time of entering into the contract, at the discretion of MRVC, which may please be noted.
- vii. Panel of standby candidates over and above requirement will be maintained as per merit as decided by MRVC. Such candidates may be engaged as per requirements of MRVC projects within the validity of panel. Posts notified are not regular establishment posts.
- viii. The candidate selected for the above contractual agreement shall not be absorbed in MRVC regular service. The candidate therefore shall not have right to claim for permanent absorption in MRVC and shall be required to give an undertaking in writing to MRVC to that effect.
- ix. The Corporation reserves the right to terminate the contract if the contract appointee is found unsuitable, by giving one month notice or payment in lieu thereof. Similarly, the appointee will be required to give one month notice to MRVC for termination of contract.
- x. The selected candidate on engagement should also attend emergencies and other calls of duties, as demanded and expected, during their day-to-day activities.
- xi. In the event the appointee is found involved in undesirable activities such as embezzlement, unlawful activities (including passing on confidential information of MRVC), unauthorized absence, insubordination or breach of any of the terms of contract without prejudice to the right to initiate civil/criminal proceedings, the contract appointment shall be terminated.
- xii. Selected candidates shall keep the vehicle in good condition. Any misuse of the vehicle / or putting the Corporation at risk of any liability based on such misuse shall result in termination of employment and appropriate legal action.

11. अनुबंध की समाप्ति / Termination of Contract :

The termination of contract and its consequences are as under:-

- (a) In addition to the above conditions, the contract agreement shall be terminated on:-
 - (i) Completion of last day of contract period or any extended period thereon.
 - (ii) The breach of any terms of contract of employment by contract employee.
 - (iii) The last day of the one month notice period of termination issued by either side or payment in lieu thereof by either party.
- (b) If any litigation on whatsoever account is initiated by or against MRVC, the cause of which lies in contract period, the presence of contract appointee will be required, even after termination or expiry of the contract agreement.
- (c) Upon any premature termination or expiration of contract for any reason, the contract appointee shall return to MRVC any property belonging to MRVC, all tools and plants, documents, any passwords or user IDs etc. under his control.
- (d) They will have to clear all their advance(s) or due(s), if any cash or vouchers or if any financial outstanding liabilities etc.
- (e) Contract appointee will be responsible for the acts and omission(s) in the course of contractual service during the period and thereafter.


(Baburaj Nambiar)
Sr.Manager (HR)

आवेदन प्रारूप / APPLICATION FORMAT

NOTIFICATION NO & DATE: _____
POST APPLIED FOR: _____

Note :

- i. Candidate must read the instructions carefully before filling up this application.
- ii. Application to be made strictly in the given format and to be filled in English only

Affix recent
self attested
photograph

All columns given below should be filled in -

1	Name in full (in Block letters)	
2	Father's/Husband's name	
3	Full Postal address with pin code	
4	Mobile number	
5	E-mail address	
6	Date of Birth (DD/MM/YYYY)	
7	Age as on 10.10.2025Yearsmonthsdays.
8	Gender: Male/Female	
9	Category: UR/SC/ST/OBC	
10	Present employment details	

11. Educational Qualifications:

Name of Examination passed	Board/University/ Institution, Place/ Country	Year of passing	Subject

12. Driving Licence No. _____ Date of Issue _____ Validity Date : _____

13. Work Experience as Driver

Details of employment in chronological order.

Sr. No.	Department/Organization where worked and place of posting	From	To	No. of years & months

I hereby declare and certify that the above information is true and correct to the best of my knowledge. If any information furnished by me is found to be incorrect /false, my application shall be liable to be rejected/my services are liable to be terminated at any stage, if recruited.

आवेदक के हस्ताक्षर/Signature of the applicant:
नाम /Name :

Date:

Place:

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List of documents enclosed (Please indicate 'tick' [√] in the box)
Failure to attach any of these documents may render the applicant ineligible

अनिवार्य दस्तावेज /MANDATORY DOCUMENTS

- a. Self attested copies of certificate in proof of qualification (As per the qualification specified in notification)
- b. Self attested copy of Proof of Date of Birth /SSC Certificate/Birth Certificate)
- c. Self attested copy of Photo ID proof (Aadhar/Pan Card)
- d. Two passport size photographs (At the time of interaction)
- e. Self attested copy of document regarding experience, last served and others
- f. Self attested copy of Driving licence
- g. Character certificate from Gazetted officer/Executive officers for certifying that he/she is bearing good moral character (not older than 6 months).

I hereby certify that I have read and understood all the instructions regarding the Notification for this Post as given on website www.mrvrc.indianrailways.gov.in

आवेदक के हस्ताक्षर/Signature of the applicant:
नाम /Name :

तिथि / Date:

