

**PRESCRIBED FORMAT**  
**FOR SUBMISSION OF APPLICATIONS**

<b>Important</b> (please don't leave blanks)	<b>Advertisement No. and Date</b> (appears on the top of the vacancy notice)	
	<b>Post Applied for</b>	

**A. PERSONAL DETAILS:-**

1	Applicant's Name		<b>Affix your latest passport size photograph</b>
2	Father's Name		
3	Date of Birth (DD/MM/YY)		
4	Age as on 15/03/2024	.....Years.....Month Days	
5	Gender (Male/Female)		
6	Category (UR,OBC,SC,ST)		
7	Organization/Department		
8	Present Designation		
9	Present Pay-Scale and Basic Pay		
10	Present Basic Pay		
11	Holding present pay-scale w.e.f		
12	Period of holding the present grade	.....Years.....Month.....Days	
13	Total Executive Experience as on 15/03/2024	.....Years.....Month.....Days	
14	Present Address - Address Line 1 Address Line 2 City State Pin Code	..... ..... ..... ..... .....	
	Permanent Address - Address Line 1 Address Line 2 City State Pin Code	..... ..... ..... ..... .....	

*15.08.24*

11	Contact No. (With STD code)	Landline Phone:.....  Mobile:  1.....2.....  Email ID:.....
12	Aadhar no.	
13	Pan No.	
14	Account Details –  Account No.  Bank Name  IFSC Code	..... ..... .....

**B. EDUCATIONAL DETAILS**

S.N	Qualification	Name of Board/ Institute /University	Year of Passing	Division/ Grade/Percent age

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**C. EXPERIENCE DETAILS:-**

S.N	Period		Designation	Pay Scale	Organisation	Responsibilities in brief***
	From	To				

(\*\*\*Attach separate sheet, if required)

Total work experience in the relevant field.....Years  
 .....month

**D. OTHER DETAILS:-**

1	Whether any punishment awarded in last 10years <b>(as on date of advertisement).</b>	
	If yes, please furnish details	Yes/No
2	Whether any disciplinary action/inquiry is underway against the applicant to the best of his/her knowledge. <b>(as on date of advertisement).</b>	Yes/No
	If yes, please furnish details	
3	Furnish Annual Performance Appraisal Report (APAR) Numeric Grading/ Grading (Outstanding/ Very Good/Good/Average/Below average), if applicable.	2022-23
		2021-22
		2020-21
		2019-20
		2018-19
4	Time required for joining, if selected	
5	Is the candidate holding the present post on lien/deputation basis: -	Yes/No
	a. If yes, the name of the Organization in which the Lien is held:	.....
	b. Date from which the Lien is held.	.....
	c. Date from which the Applicant is on Deputation	.....

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**E. SUPPORTING DOCUMENTS ENCLOSED:-**

<b>S N</b>	<b>Supporting Document (Self Certified)</b>	<b>Attached (Yes/No)</b>	<b>Remarks (if any)</b>
1	Age proof (Matriculation Certificate/Mark-sheet)		
2	Qualification Certificates & Mark-sheets/degree (Only final year certificate)		
3	Employer Certificate / Appointment order/ Office order of joining the organization & initial grade. (In support of 20 years Executive Cadre Experience)		
4	Employer Certificate /Office order showing promotion to present grade. (In support of 2 years SAG Level Pay Scale as on 15/03/2024)		
5	Latest Salary slip (3 months)		
6	Document fulfilling Experience Criteria		
7	Copy of self-certified last 05 years APAR. The same would be required before interview mandatorily.		

**F. Confirmation:** I do hereby confirm that I am fulfilling the following criteria:-

<b>SN</b>	<b>Criteria</b>	<b>Fulfilling (Yes/No)</b>	<b>Remarks (if any)</b>
1	Age as on 15/03/2024		
2	Essential Qualification (Bachelor's in Commerce/ Finance & relevant stream)		
	Desirable Qualification (MBA/CA or Masters' in Commerce/ Finance & relevant stream.)		
3	Presently working with Govt. Org./PSU/Metro Rail/Railways/ Autonomous Govt/ Corporation/ Authority/Board/Infrastructure Govt. company/ Govt. of India.		
4	<u>Working in the Eligible pay scale or above</u>  Rs. 120000-280000 (IDA) E8 since last 02 years (Pre- Revised Rs. 51300-73000, IDA)  <b>OR</b> Rs. 144200-218200 (CDA) L14 (Pre-revised Rs. 37400-67000 + GP 10000 (CDA) or equivalent or above since last 02 years		
5	Period of Service in the scales as at point no. 4 above i.e. Minimum 2 year's service in the above scales		Period From:  Period To:

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6	Total Executive Experience is 20 Years and above		Period From: Period To:
7	<p>Essential Experience:</p> <p>a) Experience in company finance or government finance.</p> <p>Desirable Experience:</p> <p>a) Experience in resource mobilization, project financing, budget, financial control, cash flow management, dealings with international funding agencies, project evaluations, taxation, monitoring of receivables, financial aspects of tenders and estimates.</p> <p>b) Experience in planning, and financial management of Railway/ Metro Rail projects/ large infrastructure projects.</p>		

I hereby declare that the particulars furnished above by me are true. I understand that my candidature will be cancelled, if any information is found incorrect or false at any point of time. I further declare that I am not involved in any criminal case and/or no such case is pending against me in any court of law.

**Date:**

**Place:**

**(Signature of the candidate)**

**Name.....**

**Designation.....**

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**UNDERTAKING**

**(As per clause 11 of the ADVT. No...../HRD/MPMRCL-  
...../2024)**

**(To be enclosed along with Application Form)**

I, \_\_\_\_\_ (Name of the Candidate), Son/Daughter of \_\_\_\_\_ (Name of Father) do hereby apply for the post of Director (Finance) in Madhya Pradesh Metro Rail Corporation Limited (MPMRCL) and undertake to join MPMRCL in case of selection against the said post.

**Date:**

**Place:**

**(Signature)**

**DECLARATION**

**(To be enclosed along with Application Form)**

I.....son/daughter of .....hereby certify that I have not been disqualified to act as Director under the provision of Section 164 or any other provisions of the Companies Act, 2013 or rules made there under.

I also declare that I am not facing any charge of, nor have ever been convicted for any act of moral turpitude or economic offence.

**Date:**

**Place:**

**(Signature)**

**(To be filled by the PSU/Ministry/Department/Company  
Concerned)**

**(To be enclosed along with Application Form)**

It is certified that the particulars furnished above have been scrutinized and found to be correct, as per official records.

**Signature and Designation of the  
Competent Forwarding Authority  
Along with Telephone No. and Official Seal**

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*15.03.24*