

MAHARASHTRA URBAN INFRASTRUCTURE DEVELOPMENT COMPANY LIMITED

(MUIINFRA), Gr. Floor, Cr-2, Inox Building, Barrister Rajni Patel Road,
Nariman Point, Mumbai-400021.

WALK-IN-INTERVIEW AND REQUEST FOR APPLICATION

Maharashtra Urban Infrastructure Development Company Limited, registered under the Indian Companies Act 1956, is the Management Company for Maharashtra Urban Infrastructure Fund set up with an objective of assisting Urban Local Bodies and other agencies in Maharashtra in developing their infrastructure projects, arranging finance, providing loan assistance and debt guarantees to them and for building their capacities and also for providing policy support to the State Government. The MUIDCL is desirous of hiring the services of experts as mentioned below purely on Contract basis for a period of one year. Interested candidates fulfilling the qualification and experience as detailed below are requested to attend **walk-in interview** (for posts at serial numbers 1 to 4 in the following table) with application along with 2 pass-port size photographs, complete bio-data and testimonials (original plus one Xerox copy) on Tuesday, the 27th March 2012 between 10.00 a. m to 4.30 p.m. and send applications with required details for posts at serial numbers 5 and 6 in the following table.

Sl. No.	Posts	Tasks	Minimum Qualifications and experience	Time of Interview	Proposed consolidated Contract remuneration
Walk in Interview only for posts at Sl. Nos. 1 to 4.					
1	Financial Expert	Management of Corpus, Financial transactions of PDF, PFF and DSRF, Accounting and taxation (**)	Education - Chartered Accountant or MBA (Finance) Experience – 10 years in urban infrastructure or municipal finance (@@)	10.00 a.m. to 12.00 noon	Rs. 54,000/- per Month consolidated

2	Financial Analyst	Financial Appraisal of PFF and transactions related to PDF & DSRF (**)	Education – Graduate in Economics or Commerce. Experience – 5 years in accounting and financial analysis. (@@)	10.00 a.m. to 12.00 noon	Rs. 42,000/- per Month consolidated
3.	Engineering Expert	Project Development and Technical Appraisal	Education – Post Graduate in Civil Engg. or Public Health Engg. Exp. - 10 years in urban infrastructure projects	2.30 p.m. to 4.30 p.m.	Rs.54,000/- per Month
4.	Project Development Executive / Consultant	Attend to various project development works.	MBA, preferably Finance or Operations having 3 years of experience in Project Development work in Infrastructure Development.		Rs.42,000/- per Month

Request for applications only for post at Sl. No.5 & 6

5	Office Assistant	Assistant. Attending to the works such as typing, self correspondence, preparing draft notes, letters in English and Marathi, filing, etc.	Education– Bachelor Degree Experience - 2 years in Office Management & English & Marathi Stenography. Computer proficiency.	Applications may be sent to the Managing Director, MUIDCL in the prescribed format given below within 15 days from the date of advertisement.	Rs.15,000/- per Month
6.	Driver	Driving and looking after the office vehicle.	Minimum SSC Passed Not less than 5 years		Rs.12,000/- per Month

Age: Not exceeding 45 years in case of all the above posts.

In the case of Office Assistant, if a large number of applications are received, the applicants will be short-listed by giving weightages based on the marks obtained in the SSC, HSC and Graduation level and number of years of relevant experience, in the following manner :-

Serial No.	Criteria	Weightage
1.	Marks obtained in S. S. C.	10%
2.	Marks obtained in H. S. C.	15%
3.	Marks obtained in Bachelors Degree	25%
4.	Experience – 2 to 5 years	20%
5.	Experience – 5 years and above	30%
6.	Total marks	100%

Note: 1. (**)

PDF means :	Project Development Fund,
DSRF means:	Debt Service Reserve Fund, and
PFF means :	Project Finance Fund.

2. (@@) Can be relaxed to 5 years depending on response.

2. Preference will be given to candidates with knowledge of Marathi (Reading, Writing and Speaking).

Mumbai.
Dated the 13th March 2012.

Sd/-
Managing Director

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Application Format for applying for the post of Office Assistant / Driver

Pass-port size
Photograph

1. Name of the Applicant
2. Address, e-mail and contact No.

Permanent Address	For Correspondence

3. Age as on the date of advertisement.
4. Date of Birth (in Christian era).
5. Qualifications (SSC onwards)

Sl. No.	Qualification	Board / University	Year of Passing	Percentage of marks obtained

6. Addl. Qualifications, if any.
7. Computer knowledge(**).

8. Speed in (**):

English Shorthand and Typewriting : w.p.m.
Marathi Shorthand and Typewriting : w.p.m.

9. Languages known

Sl. No.	Language	Reading	Writing	Speaking

10. Experience (beginning from the present employment)

Sl. No.	Name and address of the organisation	Period		Job description	Responsibilities	Emoluments and other benefits if any
		From	To			

Date:

Signature: _____

Place:

Name:

(Note: Xerox copies of the documents in support of the above information should be enclosed with the Application form).

(**) Not applicable for Driver.

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WALK-IN-INTERVIEW AND REQUEST FOR APPLCIATIONS

Maharashtra Urban Infrastructure Development Company Limited, registered under the Indian Companies Act 1956, is desirous of hiring the services of various experts purely on Contract basis for a period of one year though the walk-in-interview procedure for certain posts and for calling applications for two posts. Interested candidates are requested to visit the MUIDCL web-site www.muidcl.com for details of the positions, qualification, experience, remuneration and terms and conditions etc., and appear for walk-in-interviews / send applications, as the case may be.

Mumbai.
Dated the 13th March 2012.

Sd/-
Managing Director