

## **MUNICIPAL CORPORATION OF GREATER MUMBAI**

**MCGM Center for Municipal Capacity Building and Research (MCMCR)**

5<sup>th</sup> Floor, 'B' Wing, New MHADA Colony, Off Adi- Shankaracharya Marg, Near Union Bank, Powai, Mumbai 400 076. Telephone No.022-28471176/78.

The Municipal Corporation of Greater Mumbai (M.C.G.M.) has established **MCMCR** (MCGM Center for Municipal Capacity Building and Research ), a state level special training institute, for imparting training & capacity building of local bodies and providing consultancy services to them as per their requirement.

For ensuring smooth functioning of day to day activities of the institute and proper coordination with various supporting MCGM departments, it is decided to appoint a retired M.C.G.M. officer not below the rank of **Executive Engineer** with minimum qualification of graduation in Civil engineering and designate as **Executive Engineer (MCMCR) Powai.**

The person will be technical subhead of Powai office and will be responsible for preparation, execution, supervision / monitoring, for arranging certification and processing of payments of all tenders / contracts, identifying various vendors necessary for day today activities of Powai office, get them enrolled etc and shall ensure timely completion of all maintenance works and shall also give inputs regarding organizing & conducting trainings its analysis attending meetings etc as per need, for which he/she shall be coordinating with concerned mcgm departments and will have sitting at both ctirc and powai. His /her basic job is to ensure every technical requirement is in place in time, in working condition and premise upkeep is upto the mark. He /she shall report to Director MCMCR Powai and work as per his / her directions.

Applications are invited from the retired M.C.G.M. engineers not below the rank of Executive Engineer having age not more than 65 years with minimum qualification as degree in civil engineering i.e. B.E.(Civil) or equivalent & with not less than 20 years experience in the field of civil engineering and worked in the capacity of Executive Engineer for not less than 3 years. The person should have adequate knowledge of tendering, SAP system, working of various MCGM departments like ward, B.C. P&D/ BM, CTIRC, CA etc. and should have executed building works like maintenance, repairs or new construction for at least one year at any level in the service cadre preferably AE onwards.

The experience shall be clearly tabulated year wise with designation with specific achievement if any and submitted along with the application. The officer worked previously in the training institute of M.C.G.M. will be given preference.

The person can choose to work either from CTIRC or MCMCR Powai as base office but shall have to physically report in the office of Director (MCMCR) Powai minimum thrice a week and also more, if required. The person choosing Powai as base office will have to visit CTIRC Borivali and get necessary proposals sorted out. Transportation between base office and other office will be organized by the office of Director(MCMCR) Powai if needed."

*"The appointment will be purely on **contract basis with remuneration** fixed as per policy framed by M.C.G.M./State Govt. in this regards (i.e. Pay minus Pension) initially for a period not more than 1 year at a time and can be extended for further period of 1 year depending upon the performance and requirement."*

The retired M.C.G.M. Officers having aforesaid qualification & experience and fulfilling the criteria should submit or mail their bio-data mentioning Name, Address, Date of Birth, Contact Number, e-mail address experience etc. along with requisite documents within **30 days** from the publication of this advertisement to the office of Director(MCMCR), 5<sup>th</sup> Floor, 'B' Wing, New MHADA Colony, Off Adi- Shankaracharya Marg, Near Union Bank, Powai, Mumbai 400 076. The applications along with requisite documents may be mailed to [directormcmcr01@gmail.com](mailto:directormcmcr01@gmail.com) within stipulated period.

"MCGM reserves the right to accept or reject any of the applications received even within the stipulated period without assigning any reason/notice."

Sd/-  
**Director (MCMCR)Powai**