

Maharashtra State Road Development Corporation Ltd.,  
(Government of Maharashtra undertaking)  
Opposite Bandra Reclamation Bus Depot, K.C.Marg,  
Bandra (West), Mumbai – 400 050.  
Telephone : (022) 26433826, **Website** : www.msrdc.org  
CIN: U45200MH1996SGC101586,



Maharashtra State Road Development Corporation Ltd. (Government of Maharashtra undertaking) intends to call Online applications from the qualified and experienced candidates to fill up the following posts for the work of Special Planning Authority (SPA) and New Towns Development (NTD):

**For Apply Click on the Link :** <https://ibpsonline.ibps.in/msrdcvpjul19/>

**(I) Surveyor (1 post) -**

**1. Educational Qualification -**

- a. Should be SSC or equivalent.
- b. ITI certificate in Surveyor 2 years Course and
- c. MSCIT & AUTOCAD Computer Certificate .

**2. Work Experience -**

Not less than 2 years in Town Surveying and Valuation of Lands, handling of Land Survey Equipments, Measuring & Demarcation of land after obtaining the above qualification.

**3. Pay Scale - PB-I Rs. 5200-20200, Grade Pay - 2400.**

**4. Reservation – SC (01)**

**5. Location –Mumbai office however will be transferable in Maharashtra state.**

**(II) Junior Draftsman (2 posts) -**

**1. Educational Qualification -**

- a. Should be SSC or equivalent.
- b. ITI certificate in Surveyor 2 years Course and
- c. MSCIT & AUTOCAD Computer Certificate.
- d. Diploma in G.I.S. Technology.

**2. Work Experience -**

- a) Not less than 2 years in Town Surveying and Valuation of Lands, handling of Land Survey Equipment's, Measuring & Demarcation of land after obtaining the above qualification Or post of equivalent pay scale in other organizations.
- b) Candidate who is well-conversant with AUTOCAD / G.I.S. Technic shall be preferred.

**3. Pay Scale - PB-I Rs. 5200-20200, Grade Pay - 2400.**

**4. Reservation – Open (01), SC (01)**

**5. Location – Mumbai office however will be transferable in Maharashtra state.**

**TERMS & CONDITIONS OF APPOINTMENT**

**(I) AGE CRITERIA :**

- 1. Minimum Age – 21 Years**
- 2. Maximum Age Limit For Open category – Not more than 38 Years.**  
**Maximum Age Limit For Backward class candidate – Not more than 43 years.**  
**(only Maharashtra Domicile Candidate reservation category.)**

The maximum age limit mentioned above is relaxable by five years for the candidates who are already in the service of Government / Semi Govt./ PSU/ Any other Govt. Organisation.

There will not be any age criteria for the candidates who are already working in MSRDC Ltd.

**3. Completed age would be as on 01.08.2019.**

**4. Date of Birth will be considered as per the S.S.C. Certificate / Leaving Certificate.**

**(II) GENERAL CONDITIONS :**

1. The candidates should be domicile of Maharashtra State.
2. Candidate should be able to read, write and speak Marathi.
3. Should possess adequate knowledge of Computer applications.
4. Candidates must make sure that he/she is fulfilling all the required educational and experience Criteria.
5. If any false/incorrect information furnished by the candidate is detected at any stage of recruitment process, his/her candidature will be cancelled.
6. Candidate will not be eligible for the appointment if he/she is punished by any court in the Civil/Criminal cases. Candidate must produce the details, if he/she is facing police inquiry/outstanding court matter or punishment if any; selected candidate must submit NOC from the police department at the time of appointment.
7. Selected candidate appointed in MSRDC will have to work at any place within State of Maharashtra.
8. Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regards to their selection / recruitment shall result in disqualification of candidature.
9. Candidate must remain present with their own expenses for the entire recruitment drive.
10. Candidate must be alert from the assurance of Mediator/Thief/Persons who claim to be belonging to MSRDC.
11. Work experience in any Govt. Organization will be preferred.
12. The recruitment in MSRDC is done strictly as per merit in a systemic way by giving appropriate weightage to various parameters as decided by Management.
13. Candidates should keep their mobile number and e-mail ID active for the entire duration of the recruitment drive. All official communication will be sent to their respective e-mail ID/mobile number.
14. MSRDC reserves the right to change/cancel/ modify/add any of the criteria, method of selection, number of posts, appointment etc. with or without assigning any reason.
15. MSRDC has right to cancel this advertisement without giving any notice at any time.
16. Decision of MSRDC in all matters related to this recruitment drive will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by MSRDC in this behalf.
17. MSRDC also reserves the right to shortlist the application for calling the candidates for test/interview. No enquiries/correspondence will be entertained in this regard. Decision of appointing authority shall be final and binding for all purposes. Documents will be verified before test/interview.
18. For any dispute/litigation if arises; it shall be in the jurisdiction of Mumbai High Court only.
19. **Last date of receipt of On-Line Application is 14.09.2019 at 00.00 hrs..** Shortlisted candidates will be communicated about online test/interview by e-mail/SMS only.
20. **Applications received after 14.09.2019 at 00.00 hrs. for any reasons what so ever will not be considered and such applications will be treated as rejected.**

**(III) HOW TO APPLY**

**DETAILED GUIDELINES/PROCEDURES FOR**

1. APPLICATION REGISTRATION
2. PAYMENT OF FEES

**Candidates can apply online only from 26.08.2019 to 14.09.2019 and no other mode of application will be accepted.**

**For Apply Click on the Link : <https://ibpsonline.ibps.in/msrdcvpjul19/>**

**(IV) IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION**

**Before applying online, candidates should-**

- i. Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given under Guideline for photograph & signature scan and upload.
- ii. Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. MSRDC may send intimation to download Call Letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying

on-line and must maintain that email account and mobile number.

**iii. APPLICATION FEES/ INTIMATION CHARGES (NON REFUNDABLE) :**

**PAYMENT OF FEE ON LINE : FROM 26.08.2019 TO 14.09.2019.**

Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.

**A. APPLICATION REGISTRATION :**

1. Candidates have to go to the MSRDC website [www.msrdc.org](http://www.msrdc.org) and click on the option "APPLY ONLINE" which will open a new screen.
2. To register application, choose the tab "Click here for New Registration" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
3. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required.
4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the "FINAL SUBMIT BUTTON".
5. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the Preview Tab to preview and verify the entire application form before 'FINAL SUBMIT'.
10. Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
11. Click on 'Payment' Tab and proceed for payment.
12. Click on 'Submit' button.

**B. PAYMENT OF FEES :  
ONLINE MODE**

1. The Application Fee for applying to the above mentioned will be as follows:  
**For Open Category Candidates – Rs. 524/-**  
**For Other Category Candidates – Rs. 324/-**
2. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
3. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
4. **After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE.**
5. On successful completion of the transaction, an e-Receipt will be generated.
6. **Non-generation of 'E-Receipt' indicates PAYMENT FAILURE.** On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
7. Candidates are required to take a **printout of the e-Receipt** and online Application Form containing fee details. **Please note that if the same cannot be generated, online transaction may not have been successful.**
8. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
9. To ensure the security of your data, please close the browser window once your transaction is completed.
10. There is facility to print application form containing fee details after payment of fees.

**(V) PRE-REQUISITES FOR APPLYING ONLINE :  
Before applying online, candidates should—**

- (i) **scan their :**
  - photograph (4.5cm x 3.5cm)
  - signature (with black ink)
  - left thumb impression (on white paper with black or blue ink)
  - a hand written declaration (on a white paper with black ink) (text given below) ensuring that the all these scanned documents adhere to the required specifications as given in POINT VI below to this Advertisement.
- (ii) Signature in CAPITAL LETTERS will NOT be accepted.
- (iii) The left thumb impression should be properly scanned and not smudged. (If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)
- (iv) The text for the hand written declaration is as follows –  
 “I, \_\_\_\_\_ (Name of the candidate), hereby declare that all the information submitted by me in the application form for the post of ----- (Post Applied for) is correct, true and valid. I will present the supporting documents as and when required.”
- (v) The above mentioned hand written declaration has to be in the candidate’s hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid. (In the case of Visually Impaired candidates who cannot write may get the text of declaration typed and put their left hand thumb impression below the typed declaration and upload the document as per specifications.)
- (vi) Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges
- (vii) Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Bank may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.

**(VI) GUIDELINES FOR SCANNING & UPLOADING DOCUMENTS :**

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below.

**(A) Photograph Image: (4.5cm x 3.5cm)**

1. Photograph must be a recent passport style colour picture.
2. Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
3. Look straight at the camera with a relaxed face
4. If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
5. If you have to use flash, ensure there's no "red-eye"
6. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
7. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
8. Dimensions 200 x 230 pixels (preferred)
9. Size of file should be between 20kb–50 kb
10. Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

**(B) Signature, Left Thumb Impression and Hand-Written Declaration Image:**

1. The applicant has to sign on white paper with Black Ink pen.
2. The applicant has to put his left thumb impression on a white paper with black or blue ink.
3. The applicant has to write the declaration in English clearly on a white paper with black ink
4. The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
5. The signature will be used to put on the Call Letter and wherever necessary.
6. If the Applicant’s signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
7. Dimensions 140 x 60 pixels (preferred)
8. Size of file should be between 10kb – 20kb for signature and left thumb impression.

9. For hand written declaration size of file should be 20kb – 50 kb
10. Ensure that the size of the scanned image is not more than 20kb or 50 kb (for hand written declaration)
11. Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

**(C) Scanning The Documents:**

1. Set the scanner resolution to a minimum of 200 dpi (dots per inch)
2. Set Color to True Color
3. Crop the image in the scanner to the edge of the left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).
4. The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
5. Candidates using MS Windows/MsOffice can easily obtain documents in .jpeg format by using MS Paint or MsOffice Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File Menu and size can be adjusted by using crop and then resize option.

**(D) Left Thumb Impression :**

1. The applicant has to put his Left Thumb Impression on a white paper with Black/Blue Ink.
2. The hand written declaration should be of the applicant and not by any other person.
  - **File Type** – jpg / jpeg
  - **Dimensions** – 240\*240 pixels in 200 DPI (preferred for required quality) i.e. 3cm \* 3cm (Width \* Height).
  - **File Size** – 20kb – 50kb

**(E) Hand-Written Declaration:**

1. Hand-written declaration content is to be as expected.
2. Hand-written declaration should not be written in CAPITAL LETTERS.
3. The applicant has to write the declaration in English clearly on a white paper with Black / Blue Ink.
4. Hand-written declaration should be of the applicant and not by any other person.
5. Hand-written Declaration –
  - **Dimensions** – 800\*400 pixels in 200DPI (preferred for required quality) i.e. 10cm \* 5cm (Width \* Height).
  - **File Size** – 50kb – 100kb

**(F) Procedure For Uploading The Documents :**

1. While filing in the On Line Application Form the candidate will be provided with separate links for uploading left thumb impression and hand-written declaration.
2. Click on the respective link **“Upload left thumb impression / hand written declaration”**
3. Browse and Select the location where the Scanned left thumb impression / hand written declaration file has been saved.
4. Select the file by clicking on it.
5. Click the **‘Open/Upload’ Button.**  
**Your Online Application will not be registered unless you upload your left thumb impression and hand written declaration as specified.**
6. If the file size and format are not as prescribed, an ERROR Message will be displayed.
7. Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity / quality.

**NOTE:**

1. In case the left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.
2. After uploading the left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her left thumb impression / hand-written declaration, prior to submitting the form.

- After registering online candidates are advised to take a printout of their system generated online application forms.

**12. ON LINE EXAMINATION DETAILS :**

- There will be separate online exams for all the above mentioned posts and it will be in English Language only.
- There will be only online examination of 100 Marks for the posts of Surveyor and Junior Draftsman.
- Syllabus of the On Line Exam of all the above mentioned posts will be communicated / uploaded on MSRDC Website.
- The candidates, who wish to apply for more than one post, may apply separately as per the above mentioned guidelines.**
- All the posts will have Subject Knowledge Test & Aptitude Test as follows :

**Surveyor and Junior Draftsman**

Subject	Sr. No.	Name of the Test	No. of Qs.	Max. Marks	Duration
<b>(A) Subject Knowledge</b>	1	Town Planning	30	60	<b>25 Minutes</b>
	2	Reasoning	5	10	
<b>(B) Aptitude</b>	3	English Language	5	10	<b>15 Minutes</b>
	4	General Awareness	5	10	
	5	Quantitative Aptitude	5	10	
<b>TOTAL</b>			<b>50</b>	<b>100</b>	<b>40 Minutes</b>

- Each question will have 5 options. There will be penalty for wrong answers marked by the candidates. For every wrong answer marked by the candidate, 1/4<sup>th</sup> of the marks assigned to that question will be deducted.
- There will be no cut off for both the posts. However, MSRDC reserves the rights to consider candidates on merit and accordingly take further action regarding appointment of eligible candidates. No queries will be entertained in this regards and the final decision of MSRDC will be binding on all candidates appearing for the online exam.

**13. CENTRE CLAUSES :**

- The online examination will be conducted at Mumbai only. However it can be changed if required by MSRDC taking into consideration the response to the advertised post(s) .
- The examination will be conducted online in venue to be given in the call letter.
- No request for change of centre/venue/date/session for Examination shall be entertained.
- MSRDC, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
- MSRDC also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
- Candidate will have to appear for the examination at an Examination Centre at his/her own risks & expenses & MSRDC will not be responsible for any injury or losses etc. of any nature.
- Choice of centre once exercised by the candidate will be final.
- If sufficient number of candidates does not opt for a particular centre for "Online" examination, MSRDC reserves the right to allot any other adjunct centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a centre, MSRDC reserves the right to allot any other centre to the candidate.

**14. DOWNLOAD OF CALL LETTER FOR THE EXAM**

- Candidates will have to visit the MSRDC's website for downloading Call Letters for online test.
- Intimation for downloading call letter will also be sent through email/SMS.
- Once the candidate clicks the relevant link, he/she can access the window for Call Letter download.

4. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter.
5. Candidate needs to affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the examination centre with (i) Call Letter (ii) Photo Identity Proof as stipulated in clause (xiii) below and also specified in the call letter and photocopy of the same Photo Identity Proof as brought in original.
6. Candidates will have to carry Call Letter Copy at the time of Interview.

15. **IDENTITY VERIFICATION**

In the examination hall as well as at the time of interview, the call letter along with original and a photocopy of the candidate's currently valid photo identity (**bearing exactly the same name as it appears on the call letter**) such as PAN Card/ Passport/ Permanent Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead along with photograph / Photo identity proof issued by a People's Representative on official letterhead along with photograph / valid recent Identity Card issued by a recognized College/ University/ Aadhar card/ E-Aadhar Card with a photograph/ Employee ID/ Bar Council Identity Card with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination.

**Ration Card and Learner's Driving License are not valid id proof.**

**NOTE:**

Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter as well as the Interview Call Letter while attending the examination/ interview respectively, without which they will not be allowed to take up the examination/ interview. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should **EXACTLY** match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.

16. **CANDIDATES REPORTING LATE**

In case of candidate reports late i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is 160 minutes, candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.

17. **OTHER CLAUSES**

1. The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.
2. Decision of MSRDC in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the MSRDC in this behalf.
3. If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions.
4. MSRDC would be analyzing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by MSRDC in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, MSRDC reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.
5. Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead of disqualification of the candidate from the selection

process and he/she will not be allowed to appear in any MSRDC recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.

**6. Process for Arriving at Scores :**

**The Scores of Online Examination are obtained by adopting the following procedure:**

- (i) Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score after applying penalty for wrong answers.
- (ii) The Corrected Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores\*. ( \* Scores obtained by candidates on any test are equated to the base form by considering the distribution of scores of all the forms.
- (iii) Testwise scores and scores on total is reported with decimal point upto two digits.

**18. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS**

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of examination, interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –

1. using unfair means or
2. impersonating or procuring impersonation by any person or
3. misbehaving in the examination/ interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
4. resorting to any irregular or improper means in connection with his/ her candidature or
5. obtaining support for his/ her candidature by unfair means, or
6. carrying mobile phones or similar electronic devices of communication in the examination/ interview hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable :
  - (a) to be disqualified from the examination for which he/ she is a candidate.
  - (b) to be debarred either permanently or for a specified period from any examination conducted by MSRDC.
  - (c) for termination of service, if he/ she has already joined the MSRDC.

**Sd/-  
VC & MD  
M.S.R.D.C.Ltd**

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