



## CHENNAI METRO RAIL LIMITED

(A Joint Venture of Govt. Of India & Govt. of Tamil Nadu)  
Admin Building, CMRL Depot,  
Poonamallee High Road, Koyambedu,  
Chennai – 600107.

### EMPLOYMENT NOTICE No.:CMRL/HR/01/2015

Chennai Metro Rail Limited, entrusted with the implementation of Chennai Metro Rail Project, requires efficient, experienced and competent official for the posts mentioned below.

Post Code	Name of Posts	Scale of Pay (Rs.)	No. of Post	Min Exp	Gen	BC	BCM	MBC & DC	SC	SCA	ST
01	Additional General Manager (UG)	43,200-66,000	01	17	1	-	-	-	-	-	-
02	Assistant Manager (Finance & Accounts)	20,600-46,500	04	02	1	1	-	1	-	1	-
03	Stenographer	10,170-18,500	04	07	1	1	-	1	-	1	-

Apart from the Basic Pay, DA (IDA Pattern), HRA (30%), Allowances (35%) and other benefits will also be paid. Age may be relaxed for experienced candidate.

Reservation of posts will be followed as per the Government of Tamil Nadu Guidelines.

For details regarding qualification, experience, general conditions, application format etc., please visit our website, [www.chennaiemr rail.gov.in](http://www.chennaiemr rail.gov.in).

Persons with requisite experience and qualification alone need apply.

Applications must reach GM (HR) at the above mentioned address on or before 24/04/2015.

**General Manager (HR).**



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**EMPLOYMENT NOTICE No.CMRL/HR/01/2015**

The Government of Tamil Nadu created a Special Purpose Vehicle (SPV) for implementing the Chennai Metro Rail Project. This SPV named as “Chennai Metro Rail Limited (CMRL)” was incorporated on 03-12-2007 under the Companies Act. It has been converted into a Joint Venture of Government of India and Government of Tamil Nadu with equal equity holding. CMRL requires efficient, experienced and competent officials for the posts mentioned below:

**Indicative Vacancy Notification (Contract Basis):**

Post Code	Name of Posts	Scale of Pay (Rs.)	No. of Post	Min Exp	Gen	BC	BCM	MBC & DC	SC	SC A	ST
01	Additional General Manager (UG)	43,200-66,000	01	17	1	-	-	-	-	-	-
02	Assistant Manager (Finance & Accounts)	20,600-46,500	04	02	1	1	-	1	-	1	-
03	Stenographer	10,170-18,500	04	07	1	1	-	1	-	1	-

Apart from the Basic Pay, DA (IDA Pattern), HRA (30%) on Basic pay, Allowances (35%) on Basic pay and other benefits will also be paid. Age relaxation will be extended for candidates from Railways/ PSU's/ Government Organization with extensive experience.

**1) Required Qualifications and Experience:**

**Post Code No. 01: Additional General Manager (Underground)**

**No of Post -01**

Must be B.E / B.Tech (Civil) graduate. He / She should have at least 17 years of work experience in Civil engineering field, out of which 8 years exclusively in underground Metro construction including with deep excavation support systems, design / construction of underground civil structures, underground- stations, tunnel works using TBM, C&C Tunnel and NATM are essential. He / She should be familiar with management of contracts relating to the large infrastructure projects. Should have knowledge & skill in management of FIDIC conditions of contract / International Civil Construction Contracts. Exposure in quality control & Assurance system in civil construction, Safety Implementation, Programme Monitoring, IS / International Codes for construction of civil underground structures will be an added advantage. Working Experience in top-down construction technology in urban locations will be an added advantage. Age not exceeding 47 years as on date of advertisement.

**Post Code No. 02: Assistant Manager (Finance & Accounts)****No of Post - 04**

Must be a Commerce or equivalent Graduate from a recognized Institute / University and MBA (Finance) or equivalent Post Graduation in Finance is desirable. He / She should possess minimum 2 years Executive experience in Finance and Accounts in a PSU or Govt Sector or in a Private Company having a minimum annual turnover of Rs.250 Crore (The candidate should submit documentary proof with the application to establish that the Pvt Company has an annual turnover of Rs.250 Crore or more). Age not exceeding 30 years as on date of advertisement.

**Roles & Responsibilities:**

He / She shall be responsible for the preparation of bills, verification of all vouchers – cash, bank, journal. Maintaining all books of accounts as per the Accounting Standards/Companies Act. Preparation / Verification of Monthly Management reports. Monitor the entries passed on daily basis including entries for fund transfer and interest on short term deposits and reconcile the same with the relevant ledgers. Verification of the Payroll processing, Coordinating with Internal Auditors of the Company. Preparation of Annual Budget for the Company, Closing of accounts at the end of the year, Ensuring compliance of the company in respect of Income Tax, Wealth tax, TDS, VAT, Professional Tax, Service Tax, etc. and all other applicable statutes.

**Post Code No. 03: Stenographer****No of Post - 04**

Must be a Graduate in Arts / Science / Commerce and should have passed Government Technical Examination in Typewriting and Shorthand by Higher/Lower Grade. He / She should have minimum 7 years of experience in shorthand / type writing field. Knowledge of English and Tamil are mandatory. Knowledge of MS-Office and other IT related software is essential. Age not exceeding 40 years as on date of advertisement.

**2) Selection process:**

For the above posts, the selection methodology will comprise two-stage process, test / interview as the case may be, followed by Medical examination. The selection process would judge different facets of knowledge, skills, comprehension, aptitude and physical fitness. Candidates will have to pass through each stage successfully before being adjudged as suitable for selection.

**a) Medical Examination:**

Expenses for the first time medical examination of the candidate will be borne by CMRL. However, in case a candidate seeks extension for joining, then the second time medical examination expenditure will be borne by the candidate himself/herself. Candidates, who fail in the prescribed medical test, will not be given any alternative employment and decision of the CMRL is final on this issue. To & fro travel expenses for the medical test shall be borne by the candidate.

**3) Character & Antecedents:**

The success in the above stated selection process does not confer any right to appointment unless the CMRL is satisfied after such an inquiry, as may be considered necessary, that the candidate character and antecedents is suitable in all respects for appointment to the service.

#### **4) Pay & Emoluments:**

The pay & emoluments shall be as per pay scales under the IDA (Industrial DA) as applicable from time to time and other benefits which include Perks, HRA, Medical benefit, EPF and Insurance etc. as per extant rules of HR Manual, CMRL.

#### **5) Concessions & Relaxations:**

a. Save or otherwise stated in the Job Notification / Advertisement, no person shall be eligible for appointment to any service by direct recruitment, unless he has completed 18 years of age on the date of Notification in which the vacancy is notified. The maximum age limit, if any, prescribed for the appointment does not apply to a candidate belonging to a Scheduled Caste or Scheduled Caste (Arunthathiyars) or Scheduled Tribe or to any of the Most Backward Classes/ Denotified Communities or Backward Classes (other than Muslim) or Backward Class (Muslim)

b. The age limit prescribed shall be increased by five years in respect of candidates belonging to Scheduled Castes or Scheduled Caste (Arunthathiyars) or Scheduled Tribes and two years in respect of candidates belonging to Most Backward Classes/ Denotified Communities, Backward Classes (other than Muslim) or Backward Classes (Muslim).

c. Notwithstanding anything contained in these rules or in the special rules for the various State and Subordinate Services, a physically handicapped person shall be eligible for an age concession upto ten years over and above the age limits prescribed for the appointment to post by direct recruitment only, provided the applicant is otherwise fully suitable and the handicap is not such as would render his incapable of efficiently discharging the duties of the post for which he is selected.

d. The upper age for Ex-Servicemen will be the length of service in armed forces plus 03 years. Reservation of posts is applicable for Ex-serviceman as per Government of Tamil Nadu guidelines.

#### **6. Payment of application fee (including postage charges) (non-refundable):**

a. Unreserved & other candidates are required to pay a Non-refundable fee of Rs.300/- and SC/ST are required to pay a non-refundable fee of Rs.50/- (for processing & postage charge) in the form of Demand Draft drawn in favour of M/s Chennai Metro Rail Limited, payable at Chennai. Candidates should clearly mention their name, post code and mobile number at the back of the Demand Draft. **No application fee for Differently Abled persons. Only disability certificate to be attached along with the application.**

b. Fee once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility, time limit before paying the application fee.

c. Application form forwarded without Demand Draft will be summarily rejected.

#### **7. General Conditions:**

a. Only Indian Nationals need apply.

b. Age, Qualification & experience stipulated above should be as on the date of advertisement. The candidates are advised to ensure while applying that they fulfill the eligibility criteria and other requirements mentioned and that the particulars furnished by them are correct in all respects. In case, if it is detected at any stage of recruitment process that the candidate does not fulfill the eligibility criteria and / or does not comply with other requirements of this advertisement and / or he / she has furnished any incorrect or false information or has suppressed any material fact, his / her candidature is liable to be rejected. If any of the above short comings is / are detected even after appointment, his / her services will be terminated without any notice.

c. All the posts are on contract for a period of 2 years. Deputation may be considered by Management in case of candidates from Government Organizations like Indian Railways etc.

d. In order to regulate the number of candidates to be called for the interview, if so required, the Management reserves the right to raise the minimum eligibility standards/criteria, or to relax the minimum eligibility standards/criteria including age limit in otherwise suitable candidates depending upon the response to the advertised post.

e. Merely meeting the above qualifications and experience shall not entitle a candidate to be called for interview. Only short-listed candidates will be notified for interview. CMRL reserves the right to shortlist the candidates.

f. Depending on the requirements, the Company reserves the right to cancel / curtail / increase the number of vacancies without any further notice and without assigning any reason thereof.

g. No **TA/DA** will be paid by CMRL to the candidates for attending the interview.

h. Acceptance or rejection of application of the candidates will be at the sole discretion of Management. Incomplete applications are liable to be rejected.

i. Candidates attempting to influence or interfere with the selection process will be rejected summarily and be declared disqualified for future CMRL recruitments.

j. Reservation of post for SC/ST/BC/MBC will be maintained as per the orders of the Government of Tamil Nadu.

k. Persons already working in Government / PSU organization should forward their application through proper channel or produce NOC at the time of interview.

## **8) HOW TO APPLY:**

a) Application form may be downloaded from CMRL Website

b) Applications must be in response to our advertisement quoting Advertisement Reference No. and Post on the application form.

c) Applications should be submitted strictly as per the prescribed format.

d) Name of the post applied for, should be superscribed on the envelope containing the application.

e) The application should contain one recent passport size photograph pasted on the form, self-attested copy of proof of age, caste certificate in the prescribed format as applicable, degree certificate and experience certificate.

f) Prescribed applications must be forwarded to CMRL through Post/Courier Service only. Applications forwarded through any other means including by Fax or e-mail will not be entertained.

g) Signed Applications in hard copy along with prescribed application fee (DD) and related document copies must reach the General Manager (HR), Chennai Metro Rail Limited, Admin Building, CMRL Depot, Poonamallee High Road, Koyambedu, Chennai – 600107 on or **before 24-04-2015**. CMRL will not be responsible for any delay / loss in postal transit of any application or DD or communication. GM(HR) can be reached at email ID “gmhr.cmrl@tn.gov.in”

h) Candidates shall compulsorily provide an email ID for correspondence. All correspondence from CMRL shall be sent only through the email ID provided by the candidate.



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### APPLICATION FORMAT

(Please fill in **BLOCK** Letters only)

Reference : Advertisement No. CMRL/HR/01/2015

b) Application for the post of \_\_\_\_\_ Post Code \_\_\_\_\_

c) Name in full :

Surname	First Name	Middle Name

d) Father's Name:

Surname	First Name	Middle Name

e) Husband's Name:

Surname	First Name	Middle Name

f) Nationality:  State of Domicile:

g) Gender :

Male	Female

Marital Status:

Married	Unmarried	Divorcee

h) Date of Birth:

D	D	M	M	Y	Y	Y	Y

Age as on 25-3-2015:

Years	Months	Days	

i) Category:

GEN	BC	BCM	MBC & DC	SC	SCA	ST	Ex- Serviceman	Tamil Medium Studied

(Tick the appropriate category and enclose valid certificate from the appropriate Authority for categories other than general).

j) Religion: (Please Tick)

HINDU	MUSLIM	CHRISTIAN	SIKH	SPECIFY IF OTHERS

k) Permanent Address:

STATE CODE		PIN					

l) Local Address/Address for communication

STATE CODE		PIN					

m) Contact Number: STD code \_\_\_ Tel. No. \_\_\_\_\_ Mobile No. \_\_\_\_\_  
Fax.No. \_\_\_\_\_ E-mail ID \_\_\_\_\_.

n) Educational/Technical Qualification/Professional Institution Memberships:

Sr. No	Degree/Diploma(With Discipline)/ Membership	Name of Institute	Name of University	Year & Month of Passing	% of marks obtained	Class/ Division
1						
2						
3						

o) Work Experience-Post Qualification: (Mention Pay Scale)

Name of Organization	Type of Org. Govt./ PSU/ PVT	Post(s) held	From	To	Years & Months	Scale of Pay & Annual Gross Salary/ CTC	Job Responsibility

**Note:-** You shall attach additional sheets for the details of Experience including employer experience certificates of last 03 relevant employments.

p) Application Fee Details:

Amt (in Figures)	Amount (in words)	DD Number	Date of Issue	Issue Bank Name

q) Whether any punishment is awarded during the last 10 years /Enquiry is going on Yes/ No  
If yes, the details thereof

r) Extra Curricular activities: \_\_\_\_\_

s) If selected specify the minimum required joining time & date: \_\_\_\_\_

t) Languages known : (i) Mother tongue \_\_\_\_\_

(ii) Other languages \_\_\_\_\_

(Read, Write and speak)

u) Please indicate two references in senior positions in your previous workplaces:-

S. No	Name	Current Designation	Organisation	Contact.No Mob.No/Tel.No	Official Email ID

v) List of documents to be attached along with the application form – CMRL/HR/01/2015

- 1) Date of Birth Proof: Copy of 10<sup>th</sup> or 12<sup>th</sup> Certificate
- 2) Copy of proof of Educational Qualification
- 3) Copy of Experience Certificate
- 4) Copy of Community Certificate
- 5) If studied in Tamil Medium – Proof for the same
- 6) Application fee – Demand Draft
- 7) Any other relevant certificates.

Note : No original documents to be forwarded. CMRL will not be responsible for loss in case of any original documents forwarded along with the application form.

I hereby declare that all statements as mentioned in this application are true and correct to the best of my knowledge and belief. I understand that in the event of any particulars or information given above being found false or incorrect, or if at any stage it is found that I do not possess the prescribed qualification/experience for the post, my candidature will be rejected ab-initio and I will not have any right to attend the interview nor will have the right to claim Travelling expenses for attending the interview. If any shortcoming(s) is/are detected even after appointment, my services may be terminated. I also certify that I am not facing any charge of, nor have ever been convicted for, any act of moral turpitude or economic offence. I am also aware that all correspondence to the candidates will be only through email id provided by me.

**Place:**

**Date:**

**Signature**