

**CHENNAI METRO RAIL LIMITED**

(A Joint Venture of Govt. Of India & Govt. Of Tamil Nadu)
Corporate Office: "Harini Towers",
No:7, Conron Smith Road, Gopalapuram, Chennai 600 086

EMPLOYMENT NOTICE No.CMRL/HR/03/2013

Chennai Metro Rail Limited, entrusted with the implementation of Chennai Metro Rail Project, requires young, dynamic and motivated persons of Indian nationality for the following posts in CMRL:

Sl. No	Name of Post	Post Code	Scale of Pay (Rs.)	Min experience	No. of Posts	Gen	BC	BC Muslim	MBC & DC	SC	SCA	ST
1.	DGM (Material Management)	01	32900-58000	10	01	1	-	-	-	-	-	-
2.	Manager (Administration)	02	29100-54500	7	01	1	-	-	-	-	-	-
3.	Manager (Training Institute)	03	29100-54500	7	01	1						
4.	Manager (OCC)	04	29100-54500	7	01	1						
5.	Asst. Chief Controller	05	18500-35600	15	04	1	1	-	1	-	1	-
6.	Section Engineer (Electrical/Mechanical/Civil/ Electronics)	06	16000-30770	7	08	2	2	-	2	1	1	-
7.	Section Engineer - Stores	07	16000-30770	7	01	1	-	-	-	-	-	-
8.	Crew Controller/Line Supervisor	08	16000-30770	7	05	2	1	-	1	-	1	-
9.	Train Operator /Train Instructor	09	14000-26950	5	04	1	1	-	1	-	1	-
10.	Superintendent – (HR & Admn)	10	14000-26950	5	02	1	-	-	-	-	1	-
11.	Assistant - HR	11	10170-18500	2	02	1	-	-	-	-	1	-
12.	Assistant - Accounts	12	10170-18500	2	01	1	-	-	-	-	-	-
13.	Store Keeper	13	10170-18500	2	02	1	-	-	-	-	1	-

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

* Reservation of posts is applicable for Women, Differently Abled Persons and Ex-Servicemen as per the Govt. of Tamil Nadu Guidelines.

For details regarding qualification, age, experience, general conditions, application format etc., please visit our **website**, www.chennaiemr rail.gov.in.

Persons with requisite experience and qualification alone need apply.

Applications along with Demand Draft and copies of certificates must reach GM (HR) at above mentioned address on or before 05.07.2013

General Manager (HR)



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EMPLOYMENT NOTICE No.CMRL/HR/03/2012

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 following posts:

Indicative Vacancy Notification:

Sl. No	Name of Post	Post Code	Scale of Pay (Rs.)	Min experience	No. of Posts	Gen	BC	BC Muslim	MBC & DC	SC	SCA	ST
1.	DGM (Material Management)	01	32900-58000	10	01	1	-	-	-	-	-	-
2.	Manager (Administration)	02	29100-54500	7	01	1	-	-	-	-	-	-
3.	Manager (Training Institute)	03	29100-54500	7	01	1						
4.	Manager (OCC)	04	29100-54500	7	01	1						
5.	Asst. Chief Controller	05	18500-35600	15	04	1	1	-	1	-	1	-
6.	Section Engineer (Electrical/Mechanical/Civil/ Electronics)	06	16000-30770	7	08	2	2	-	2	1	1	-
7.	Section Engineer - Stores	07	16000-30770	7	01	1	-	-	-	-	-	-
8.	Crew Controller / Line Supervisor	08	16000-30770	7	05	2	1	-	1	-	1	-
9.	Train Operator /Train Instructor	09	14000-26950	5	04	1	1	-	1	-	1	-
10.	Superintendent – (HR & Admn)	10	14000-26950	5	02	1	-	-	-	-	1	-
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12.	Assistant - Accounts	12	10170-18500	2	01	1	-	-	-	-	-	-
13.	Store Keeper	13	10170-18500	2	02	1	-	-	-	-	1	-

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

*Reservation of posts is applicable for Women, Differently Abled Persons and Ex-Servicemen as per the Govt. of Tamil Nadu Guidelines.

1) Required Qualifications and Experience:

Post Code : 01 DGM (Materials Management)

No of Post -01

Must possess Degree in Engineering from a Govt. recognised University/Institute. Graduate in Engineering with Post Graduate in Materials Management is desirable. He / She Should have minimum of 10 years experience in preparation of RFQ / RFP /EOI documents, Tender schedules, defining the scope of work, framing of special conditions of contract both technical and commercial, scripting special technical pre-qualification criteria over and above the general eligibility clauses, listing mile stones for progress and payments, clauses on QAP / inspection, clauses on penalties and LDs, clauses on payments and recoveries, clauses on guarantee / warrantee, inclusion of arbitration clauses, etc., for various type of bids of works contracts, services and procurement for MEP, S&T, Civil Engineering assets pertaining to Railway Stations / Metro stations and other activities incidental to Railways / Metro railways. He / She should have thorough knowledge on codal provisions and modalities for inviting bids, receiving tenders, opening and further handling of tenders, CVC guidelines, the Cannons of Financial property, Statutory taxations and levies etc., as applicable to tenders and contracts. Candidates with exposure to pre-bid clarification meetings, tender bid evaluation, post-tender negotiations, enforcement of contractual conditions etc., would be given preference. Age: Not exceeding 40 years as on date of advertisement.

Post Code 02 – Manager (Administration)

No of Post- 01

Must possess MBA with Personal Management and/or IR awarded by a Govt. recognised University / Institute or a Post graduate degree / Two years Post Graduate diploma from a Govt. recognized University / Institute in Labour & Social Welfare or Labour Studies or Labour Welfare or PM & IR or Management Studies or Human Resource Management OR Personnel Management and/or Industrial Relations. Post qualification relevant minimum 07 years of work experience in executive cadre in a PSU/Govt.Organisation/MNC .The job involves handling HRM, Industrial Relations & Employee Relations / Training & Development / Man Management/ Performance Management System, Compensation and Benefits and general Administration. Knowledge in contract management and statutory provision is desirable. Age: Not exceeding 38 years as on date of advertisement.

Post Code 03: Manager (Training Institute)

No of Posts:01

Must possess any degree from a Govt. recognised university / institute. Diploma in Rail Transport Management from IRT, New Delhi is essential. Additional qualification in training and development and certification in training the trainers course is desirable. He / She should have minimum 07 years of service in any Railway Organisation out of which at least 2 years should have been spent in Training Institute as a Trainer. Both serving and retired Railway Staff can apply. The job involves organising training programme for various training courses of CMRL, Development of training Institute, Management of Hostel, etc. Age: Not exceeding 38 years as on date of advertisement.

Post Code 04: Manager (OCC)**No of Post-01**

Must possess a degree in any discipline from a Govt. recognized University / Institute. He / She should have minimum 7 years of Railway or Metro experience out of which, 2 years experience as Chief Controller or Deputy Chief Controller in a Railway Division, handling EMU Operation with Automatic Stock System and should have experience in time tabling. Persons recruited as Traffic Apprentices of Railways having minimum 5 years experience in Control Office handling EMU Operations with Automatic Block System would be preferred. The job includes Operation of Train services, Regulation, Punctuality, Monitoring of train services and will be overall in-charge of Operation Control Centre. Age: Not exceeding 38 years as on date of advertisement.

Post Code 05: Assistant Chief Controller:**No of Post-04**

Must possess a degree in any discipline from a Govt. recognized University / Institute. He / She should have minimum 15 years of Railway experience, out of which at least 5 years experience in Control Office as a Controller is essential. The job involves to work in shifts and supervise the controllers on shift in the Operation Control Centre. Age: Not exceeding 45 years as on date of advertisement.

Post Code 06 : Section Engineer (Civil (01)/Electrical(3)/Mechanical(2)/Electronics(2))**No of Posts:08**

Must possess three year engineering Diploma in Civil/Electrical/ Electronics/Mechanical from a Govt. recognized Institute with a minimum 7 years relevant experience in the respective field. Age not exceeding 45 years as on date of advertisement.

The job of Section Engineer includes maintenance of various Electrical (Rolling Stock/Lift/Escalators/Power supply, stores etc), Electronics (Rolling Stock, E&M & Stores, Signal & Telecom etc), Monitor the civil maintenance and outsource activities of contractors & Mechanical systems, train maintenance, handling/operating Tower Wagon/Shunting etc. in shift duty including night shift.

Discipline/Trade wise Distribution of vacancies – Section Engineer

Discipline/Trade	Post Code	No of Vacancies	Reservation of Posts					
			Gen	BC	MBC	SC	SCA	ST
Mechanical	06	02	1				1	
Electrical	06	03	1		1		1	
Electronics	06	02	1				1	
Civil	06	01	1					
Grand Total		08	4		1		3	

Post Code 07 : Section Engineer (Stores)**No of Posts-01**

Must possess three year engineering Diploma in any discipline from a Govt. recognised Institute with a minimum 7 years relevant experience in Material Planning, Inventory Control of store items, store keeping, vendor development and procurement of store items in a Govt Organization / PSU. Certification in Material Management is desirable. Age not exceeding 45 years as on date of advertisement.

Post Code 08 : Crew Controller(CC) / Line Supervisor**No of Posts- 05**

Must possess three year engineering Diploma in any discipline from a Govt recognized institute. Qualification is relaxable for experienced candidates. A minimum of 7 years of experience in a Railway organisation in any electrified division, out of which 5 years experience as Loco Inspector /Crew Controller is desirable. Additional experience as Instructor in Electrical training institute is desirable. He / She shall be responsible for preparing crew link for train operators, nominating train operators for training, maintenance of crew control office and arranging train operators in case of emergency / special train operation. He / She is also responsible for maintenance of all necessary equipments and registers for crew control office, monitor the performance of train operators. Age not exceeding 45 years as on date of advertisement.

Post Code 09: Train Operator / Instructor**No of Posts - 04**

Must possess three years diploma in Electrical Engineering or Electrical & Electronics Engineering or Electronics & Communication Engineering or Electrical Power Systems or Industrial Electronics or Mechanical Engineering or Equivalent qualification from a Govt. recognised University/Institute. Minimum 05 years experience in driving EMU / Electrical. Locomotive in Indian Railways or 3 years driving experience in Metro Train operations. He / She shall report at the nominated place as per the link/roster or advise of Crew Controller, at least half an hour before scheduled departure of the train from the place. He / She shall be sober and shall be equipped with full complements of equipments supplied to him. He /She shall ensure that rake for revenue service is properly certified for the purpose by depot supervisor and that the cab other than the working cab has been closed and locked properly before proceeding to working cab. He / She also shall ensure availability of train log book in the rake. He / She shall be responsible to run the train safely and report any unusual to TC/ACHC in case of any unusual without delay. He / She shall maintain speed restrictions as per directions given to him. Age: Not to exceed 45 years as on date of advertisement.

Post Code 10 : Superintendent (HR & Admin)**No of Posts-02**

Must possess degree / post graduate in any discipline from a Govt recognized institute with a minimum 5 years experience in handling HRM, Industrial Relations, Employee Relations, Facility Management and Administration activities in a Govt. Organization/PSU/MNC. Preference will be given to Ex-servicemen. Age not exceeding 45 years as on date of advertisement.

Post Code 11 :Assistant – HR**No of Posts-02**

Must possess a degree / Post Graduate degree in any discipline from a Govt recognized Institute with minimum 2 years of experience in relevant field. Proficiency in computers with good working knowledge/Skill of MS Word, Excel, Power Point, Internet & Typing. Working experience of 2 year in HR / Admin activities like grievance handling, welfare activities, facility management, meeting and travel arrangement in a Govt. organisation / PSU/MNC. Age not exceeding 28 years as on date of advertisement.

The job profile of Assistants-HR involves assisting the HR & Admin department with various HR activities like Recruitment, training, process travel claims &allowances, pay bills, leave rules, attendance, PF, IR, maintenance & processing of employees particulars in SAP/ERP etc.

Post Code 12 : Assistant – Accounts**No of Posts-01**

Must possess degree in B.Com from a Govt. recognized University/Institute. Proficiency in computers with good working knowledge/Skills of MS Word, Excel, Power Point, Internet & Typing. Working experience of 2 years in Finance and Accounts Department in Govt. organisation / PSU/MNC is essential.

The Job profile of Assistant – Accounts comprise looking after establishment, expenditure, budget, salary, bills, reimbursement etc extensively in SAP/ERP Knowledge of tally software is essential. Age not exceeding 28 years as on date of advertisement.

Post Code 13 : Store Keeper**No of Posts-02**

Must possess a degree from a Govt. recognized University/Institute. Proficiency in computers with good working knowledge/Skill of MS Word, Excel, Power Point, Internet & Typing is essential. Working experience of 2 year in Material Management Module of SAP-R3 in Govt. organisation / PSU/MNC is essential. The Job profile of Stores Keeper includes receipt and dispatch of items, maintaining inventory, etc. Age not exceeding 28 years as on date of advertisement.

2) Selection process:

For all the above posts the selection, methodology will comprise two-stage process - Interview 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 (including Medical examination), 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 for the joining 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.

3)Character & Antecedents: The success in the examination does not confer any right to appointment unless the CMRL is satisfied after such an inquiry, as may be considered necessary, that the candidate having regard to his/her character and antecedents is suitable in all respects for appointment to the service.

4) Pay & Emoluments:

The pay & emoluments for direct recruits 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, Gratuity, and Insurance etc. as per 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. 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 him 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. UR & Others candidates are required to pay a Non-refundable fee of **Rs.300/-** and SC/ST/Differently Abled persons 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, Chennai payable at Chennai. Candidates should clearly mention their name, post code and mobile number at the back of the Demand Draft.
- 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. If a candidate wishes to apply for more than one post, he/she will have to remit the fee separately for each post.
- 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 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 of his / her services will be terminated without any notice.

c. All posts are initially on contract for a period of 2 years. Candidates shall be absorbed permanently based on performance and eligibility as per CMRL HR Manual. Age relaxation will be extended for candidates from Railways/ PSU's with extensive experience. Retired / serving officers from Railways / PSU will be considered for Post Code 7,8 and 9. In case of serving officers from Railways / PSU selected, they should be ready to join CMRL immediately on resignation / or on VRS.

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 posts.

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 posts for SC/ST/BC/MBC will be maintained as per the orders of the Government of Tamilnadu.

k. **Reservation for women** : Reservation of vacancies for women candidates is within a category (General/SC/ST/MBC/BC/BCM) If no qualified and suitable women candidates are available for selection against the vacancies reserved for them, those vacancies will be filled by male candidates belonging to the respective communal category. Reservation to "Destitute Widows" will not apply to this recruitment.

l. 3% reservation for Differently abled person is applicable for this recruitment for the identified posts (Post Code 01,02,10,11,12 & 13). Reservation to differently abled candidates belonging to any category (General/SC/ST/BC/MBC & DC) will be adjusted within the category to which the candidate belongs. The candidate applying against vacancies reserved for Persons with Disabilities shall submit a valid and appropriate disability certificate issued by the competent Medical Authority as prescribed by the appropriate Government under the Persons With Disability (Equal Opportunities, Protection of Rights and Full Participation Act 1995). A Differently Abled candidate will be considered to be eligible for appointment only if he/she (after such medical fitness tests as the appointing authority may prescribe in this behalf) is found by CMRL to satisfy other requirements of medical standards prescribed for the concerned post.

m. In G.O Ms.No.145, Personnel and Administrative Reforms (S) Department, dated 30.09.2010, the Government have issued orders to fill up 20% of all vacancies in Direct Recruitment on preferential basis with persons who studied the prescribed qualification in Tamil Medium. The 20% reservation of vacancies on preferential allotment to Persons Studied in Tamil Medium (PSTM) will apply for this recruitment. Persons studied in Tamil Medium means persons who have obtained the educational

qualification or qualifications prescribed for direct recruitment in the rules or regulations or orders applicable to any appointment in the services under the State through Tamil Medium of instruction. To claim relaxation in this clause candidate has to submit supportive documents (Tamil medium studied qualification).

n. 5% reservation for ex-servicemen is applicable in respect of the posts mentioned. If no qualified and suitable ex-servicemen belonging to a particular category is available for selection for appointment against reserved turn, such turn shall be filled up by a candidate other than ex-servicemen but belonging to the particular communal category.

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

p. The number of vacancies advertised is only indicative and is liable for modifications with reference to the vacancy position at any time before finalization of selection.

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) 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) Separate applications with all enclosures should be sent if applying for more than one post.

h) Signed Applications in hard copy along with prescribed application fee (DD) must reach the General Manager (HR), Chennai Metro Rail Limited, Harini Towers, No.7, Conron Smith Road, Gopalapuram, Chennai 600 086 on or **before 05.07.2013**. 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. Application received without DD will be summarily rejected.

i) 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.