



## 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/06/2013

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 official for the posts mentioned below:

Post No	Post	Scale of Pay (IDA Pattern)	No. of Posts	Minimum Years of Experience (Yrs)	Age limit (yrs)
1.	General Manager (Signal)	Rs 51300-73000	1	18	50
2.	General Manager (Finance)	Rs 51300-73000	1	18	50

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

#### 1. Required Qualifications and Experience:

##### Post Code: 01 General Manager (Signal)

No of Post -01

Must be a Graduate Engineer in Electrical Engineering or Electronics or Communication Engineering or a combination of any of these disciplines or Equivalent degree with minimum 18 years of experience in implementing design, installation, testing, commissioning & operation of AFTC based automatic signal system, Route Relay Interlocking or Electronic Interlocking of a big yard (Preferably for gauge conversion) with modern signal equipment system. He should also have sufficient exposure in the planning, procurement, tenders & contract management. Experience in Metro Rail project is preferable.

**Roles & Responsibilities:** He will be mainly responsible for monitoring, planning, procurement, tenders & contract management, execution and commissioning of Signal systems in Main line and in Depot along with PSD in underground section. He will also be responsible for interfacing with other related disciplines and should exercise quality, safety and cost control over the works. Age: Not exceeding 50 years as on date of advertisement. Age will be relaxed for experienced candidates.

**Post Code: 02 General Manager (Finance)****No of Post:01**

Must be a Graduate and Member of the Institute of Chartered Accountants of India or Member of the Institute of Cost Accountants of India or MBA with specialisation in Finance from a reputed Institute or a Member of Group "A" Service of Government of India in SG/SAG Grade. Appointment on deputation in case of Government Officers may also be considered.

He must have 18 years of experience in executive grade and dealt with areas like Project Finance, Finance, Accounting, Audit, setting up of Financial, Accounting and Audit Systems and procedures in a large public or private sector organization of repute. Age: Not exceeding 50 years as on date of advertisement. Age will be relaxed for experienced candidates.

**Roles & Responsibilities:** He shall be responsible for entire Finance & Accounts of the company and ensure proper accounting procedures, systems, budgeting and ensure to computerise the accounts regularly. He shall ensure to effect the payment of all vendors / service providers on time after scrutinising their claims/bills. He shall provide the requisite MIS and other information to the management, statutory authorities and other funding agencies. He shall ensure to submit claims periodically to the funding agencies to get the funds replenished on time. He shall co-ordinate with Government agencies to get the funds for the project. He shall be responsible for the management of the Finance & Accounts of the entire organization – Accounting of all Receipts and Payments of the company. He shall be responsible for setting up a formal system for budgeting and conduct review on monthly, quarterly and annual basis. He shall ensure the maintenance and updation of books of accounts under the Companies Act and other statutes. He shall be in charge for the preparation of revenue, capital budgets and MIS systems. He shall ensure strict adherence of compliance and ensure the filing of various returns / documents to the stator authorities such as Professional Tax /Income Tax/Service Tax. He shall be in charge for the corporate payroll of the company – Preparation, disbursement, Compliance – TDS, Professional Tax etc. He shall be in charge for the filing of all statutory returns including ROC, RBI, IT, Sales Tax, Service Tax, Professional Tax, etc. He shall assist in providing inputs in developing long term corporate plans. He shall perform any other assignments as and when entrusted by the superiors.

**2) Selection process:**

For 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 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 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 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).

**6. Payment of application fee (including postage charges) (Non-Refundable):**

a. Unreserved & Others 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 no 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

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. 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/Govt Organisation with extensive experience. Deputation may be considered by Management in case of candidates from Government Organisations 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 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/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 will be maintained as per the orders of the Government of Tamilnadu.

k. Persons already working in Government / PSU organisation 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) 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) must reach the General Manager (HR), Chennai Metro Rail Limited, Harini Towers, No.7, Conron Smith Road, Gopalapuram, Chennai 600 086 on or **before 16-12-2013**. 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.

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.

i) Candidates working in Government/Government Undertaking must forward application through proper channel.



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**APPLICATION FORMAT**

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

- a) Reference : Advertisement No. CMRL/HR/06/2013
- 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 :

Marital Status:

Male	Female

Married	Unmarried	Divorcee

h) Date of Birth: \_\_\_\_\_ Age as on date of advertisement: \_\_\_\_\_

D	D	M	M	Y	Y	Y	Y

Years	Months	Days	

a) Category:

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

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

b) Religion : (Please Tick)

HINDU	MUSLIM	CHRISTIAN	SIKH	SPECIFY IF OTHERS

i) Permanent Address:

STATE	PIN CODE						

j) Local Address/Address for communication

STATE	PIN CODE						

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

l) 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						

m) Work Experience-Post Qualification: (Mention of Pay Scale)

Name of Organization	Type of Org. Govt./ PSU/ PVT	Post(s) held	From	To	Years & Months	Scale of Pay and 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.

n) Application Fee Details:

Amount (in Figures)	Amount (in words)	Demand Draft Number	Date of Issue	Issue Bank Name

o). Whether any punishment is awarded during the last 10 years /Enquiry is going on Yes/ No

If yes, the details thereof

p) Extra Curricular activities: \_\_\_\_\_

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

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

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

(Read, Write and speak)

s) 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



t) List of documents to be attached along with the application form – CMRL/HR/04/2013

- 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.

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**