



CHENNAI METRO RAIL LIMITED

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

EMPLOYMENT NOTICE No.:CMRL/HR/01/2014

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 code	Post	Scale of Pay (IDA Pattern)	No. of Posts	Min Yrs of Experience in Executive Cadre (Yrs)	Gen	B C	BCM	MBC & DC	SC	SCA	ST	Age Limit (Yrs)
1	Manager (Legal)	Rs 29100-54500	01	07	1	-	-	-	-	-	-	38
2	Manager (Finance & Accounts)	Rs 29100-54500	01	07	1	-	-	-	-	-	-	38
3	Assistant Manager (Finance & Accounts)	Rs.20600-46500	02 *	02	1	-	-	-	-	1	-	30

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.

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

* One Post reserved for Differently Abled Person

Post No 01 – Manger (Legal)

No of Post 01

Must be a graduate in Law. A Master's degree in law will be an added advantage. Experience in dealing with legal cases arising out of Contracts, Arbitration etc will be preferred. The Candidate should possess minimum 07 years of Executive experience in handling legal matters 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 along with the application to establish that the Pvt. Company has an annual turnover of Rs.250 Crore. or more). Age not exceeding 38 years as on date of advertisement.

Roles and Responsibilities:

The incumbent shall be responsible for reviewing and providing legal advice on tender Documents, review ongoing cases and advice accordingly. He shall liaise with relevant departments to ensure that where legal risks have been identified, appropriate courses of action have been taken. He shall provide legal protection and risk management advice to management especially on contract management. He shall provide and interpret legal information, conduct training and disseminate appropriate legal requirements to staff. He shall review and draft contracts, agreements and internal policies and ensure that they are in compliance with all statutory or legal requirements.

He shall review progress of outstanding litigation and liaise with and manage external lawyers. He shall continuously monitor compliance with statutory obligations and advise management accordingly. The incumbent to review all contracts or any other documentation where the Company has committed itself and assess legal implications that need to be brought to the management's attention.

Post No: 02 - Manager (Finance & Accounts)

No of Post:01

Must be a B.Com Graduate and a Member of the Institute of Chartered Accountants of India or a 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" Accounts Service of Government of India. He should possess minimum 07 years of Executive experience in Finance & Accounts field 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 38 years as on date of advertisement.

Roles & Responsibilities:

He shall be responsible for the 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 No.03 - Asst. Manager (Finance & Accounts)

No of Post : 02

Must be Commerce Graduate from a recognized Institute / University with additional qualification like MBA (Finance) or equivalent Post Graduation in Finance. Candidates working in State/Central Government Finance and Accounts department with minimum 02 years may also apply. He 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 shall be responsible for the 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.

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. The to & fro for Medical test shall be borne by the candidate.

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).

c. A differently abled 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 differently abled 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.

e. Age may be relaxed for candidates with exceptional qualification and experience.

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. **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 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.

l. Reservation for Differently abled person is applicable for this recruitment. 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. One post of AM (F&A) at Post No.3 reserved for Differently Abled Person.

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, Harini Towers, No.7, Conron Smith Road, Gopalapuram, Chennai 600 086 on or **before 28 .03.2014**. 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.

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/01/2014
- 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:

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 State of Domicile:

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- g) Gender :

Male	Female

Marital Status:

Married	Unmarried	Divorcee

- h) Date of Birth:

Age as on date of advertisement:

D	D	M	M	Y	Y	Y	Y

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 Organiza - tion	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/01/2014

- 1) Date of Birth Proof: Copy of 10th or 12th 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