

## CHENNAI METRO RAIL LIMITED

(A Joint Venture of Govt. of India & Govt. of Tamil Nadu)

Corporate Office: "Harini Towers", No.:7 Conron Smith Road, Gopalpuram,  
Chennai-600086

### EMPLOYMENT NOTICE No. :CMRL/HR/04/2012

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 now 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:-

Post No.	Post	Scale of Pay (IDA pattern)	No of posts	Minimum Years Experience	Age limit (Yrs)
1	General Manager (Operation)	Rs 51300-73000	01	18	50
2	Manager (Civil Design)	Rs 29100-54500	01	07	38
3	Deputy. Manager (Admin)	Rs 24900-50500	01	04	35
4	Accounts Executive (Audit)	Rs 12600-32500	01	04	35
5	Accounts Assistant (Audit)	Rs 10170-18500	01	02	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 the exceptional candidates.

#### **Qualifications and Experience:**

##### **Post No. 1: General Manager (Operation)**

Must be a Graduate Engineer in Electrical Engineering or Electronics or Communication Engineering or a combination of any of these disciplines. Minimum 18 years overall experience in Main Line Railways with atleast 10 years experience in Electrified Sections with Automatic Signalling System or minimum 8 years overall experience in handling operation in any Metro Railways.

Must have experience in Operation of EMUs, managing Operation Control Centre (OCC),management of EMU Car Sheds in Main Line Railway Division Or experience in Operation of trains in Automatic Signalling territories with Train Management System in Main Railways, for a minimum of 5 years. Should have been involved in managing day today Railway Operations, Monitoring Train Movements,Punctuality,Time Tabling and Crew Management. Should have good knowledge of all Railway Safety Rules, Accident/Disaster Management and Management of Training of Operating Staff.

Must have adequate experience in handling/managing works and /or service contracts.Age: Not above 50 years as on date of advertisement.

### **Post No. 2: Manager (Civil Design)**

Must be a B.E/B.Tech(Civil) graduate with minimum 07 years of design experience out of which 3 years in Railway / Metro Projects in a design of viaduct Elevated Stations or Underground structures. Age : Below 38 years as on date of advertisement.

### **Post No. 3: Deputy Manager (Admin)**

Must be a MBA or PG degree holder in HR or Industrial Relations with minimum 04 years of general administration experience in executive cadre. The candidate should have worked in a PSU or MNC or listed company with at least 200 regular employees. The candidate should have an exposure in handling procurement activities, man power contracts, House Keeping activities .Knowledge in contract management is desirable. Age : Below 35 years .

### **Post No. 4: Accounts Executive**

Must be a graduate with CA (Inter) .The candidate should have worked as an account executive in a PSU /Corporate Sector/Audit firm of repute for atleast 04 years in the internal audit department in a reputed firm having an annual turnover of atleast Rs 25 crores.Proficiency in use of computer and knowledge of accounting software packages such as Tally is essential.He shall assist in the performance of Internal Audit function, maintain all financial records/documentation for all audits and reviews performed, report audit recommendations and solve the audit problems, evaluate the adequacy of corrective action suggested and report the action taken to audit committee. He should be able to handle the correspondence independently. Age: Below 35 years.

### **Post No. 5: Accounts Assistant**

Must be a B.COM graduate. The candidate should have worked as an account assistant in a PSU /Corporate Sector/Audit firm of repute for atleast 02 years in the internal audit department in a reputed firm having an annual turnover of atleast Rs 25 crores. Proficiency in use of computer is essential.He shall assist in the performance of Internal Audit function, maintain all financial records/documentation for all audits and reviews performed,report the audit recommendations and assist in reporting the action taken to audit committee. He should be able to handle the correspondence independently. Age : Below 30 years.

### **General Conditions:**

1. Only Indian Nationals need apply.
2. 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 shortcomings is/are detected even after appointment of his / her services will be terminated without any notice.
3. All posts are initially on contract for a period of 3 years. Candidates will be absorbed permanently based on performance on completion of the contract period. Candidates from Railways/PSU's can be considered for absorption with a probation period of 01 year.
4. 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.
5. 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.
6. 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.
7. No **TA /DA** will be paid by CMRL to the candidates for attending the interview.
8. Acceptance or rejection of application of the candidates will be at the sole discretion of Management. Incomplete applications are liable to be rejected.
9. Candidates attempting to influence or interfere with the selection process will be rejected summarily and be declared disqualified for future CMRL recruitments.
10. Persons already working in Railways/Government/PSU organisation should give an undertaking that if selected, they will take voluntary retirement/resignation from their present service and join CMRL without undue delay.

## **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 must reach to **Addl. General Manager (HR), Chennai Metro Rail Limited, Harini Towers, No:7, Conron Smith Road, Gopalpuram, Chennai – 600 086** on or before **24.05.2012**. **CMRL** will not be responsible for any delay/loss in postal transit of any application or communication. The AGM(HR) can be reached at email ID: [agmhr.cmrl@tn.gov.in](mailto:agmhr.cmrl@tn.gov.in).
- 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.