



CHENNAI METRO RAIL LIMITED
(A Joint Venture of Govt. of India & Govt. of Tamil Nadu)
Admin Building, CMRL Depot,
Poonamallee High Road, Koyambedu,
Chennai – 600 107.

EMPLOYMENT NOTIFICATION No.: CMRL/HR/04/2016

Chennai Metro Rail Limited entrusted with the implementation of Chennai Metro Rail Project, requires efficient, experienced and competent Officers for the under mentioned posts on contract basis:-

Post Code	Name of the Post	Consolidated Pay/Month	No. of Posts	Min Exp. (Yrs.)
01	Dy. General Manager (Finance)	Rs.90,000*	01	10
02	Asst. Manager (F & A)	Rs.40,000*	01	02

Note*: Apart from the consolidated pay, benefits like Medical and Accident Insurance, LTC will be extended. Increment will be given for the second year based on the performance in the first year.

(A) Required Qualification and Experience:

Post Code 01 – Dy. General Manager (Finance)

No of Post - 01

i) Should 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. He/She should possess minimum of ten years of work experience in executive grade in the relevant field in a PSU or a Govt. Sector or in a Listed Company. Age not exceeding 40 years as on 10-08-2016. Age will be relaxed for experienced candidates.

ii) Roles & Responsibilities:

He/She shall be responsible for the verification of all vouchers – cash, bank, and journal. He/She shall be responsible for the verification of cash requirement and responsible for submission of cash withdrawal proposal. He/She shall be responsible for the verification of daily MIS, namely the Fund Flow Statement, status of pending bills on hand, etc. He/She shall be responsible for the verification of all the vendor bills in respect of arithmetical accuracy and necessary approval of concerned authorities. He/She shall be responsible for maintaining all books of accounts as per the Accounting Standards/Companies Act. He/She shall provide monthly MIS (Profit & Loss statement Regular analysis of the Trial Balance). He/She shall be responsible for the preparation / Verification of Monthly management reports

in the format prescribed. He/She shall ensure that any new ledger or group creation is done only with the approval of concerned authorities. He/She shall ensure daily back up of financial data is taken. He/She shall ensure the Registers maintained by the F &A division is updated as and when required. He/She shall 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. He shall be responsible for the verification of the Payroll processing of the Organisation and ensure that immediate updating is done as and when details are obtained from the HR department. He/She shall ensure exact tax is deducted at source for the employees and documents in support of deduction claimed by the employees are obtained. He/She shall ensure verification of the Payroll processing of the Organization and ensure that immediate updating is done as and when details are obtained from the HR department. He/She shall ensure verification of MIS to EAP Department of Government of TamilNadu. He/She is responsible for coordinating with Internal Auditors of the Company. He/She shall be responsible for the preparation of Annual Budget for the Company which includes coordinating with the other divisions/departments for collating requisite information and to assist in finalizing the budget. He/She shall be responsible for preparation/ Maintenance of all books of accounts as specified under the Companies Act, 1956. He/She shall be responsible for the closing of accounts at the end of the year. He/She shall be responsible for coordinating with Statutory & CAG Auditors in finalisation of accounts and audit of accounts and providing requisite information in consultation with the supervisors. He/She shall be responsible for ensuring compliance of the company in respect of Income Tax, wealth tax, TDS, VAT, Professional Tax, Service Tax, etc. and all other applicable statutes. He/She shall be responsible for providing requisite information/other information to concerned authorities as and when need arises. He/She shall perform any other work as and when entrusted by his superiors. He/She shall be responsible for the filing of annual income tax return, sales tax return. He/She shall be responsible for the finalization income tax audit, sales tax audit and appear before the statutory authorities for the hearing.

Post Code 02 – Assistant Manager (F & A)

No of Posts - 01

i) Must be a Commerce graduate from a govt. recognized Institute / University. Possession of MBA (Finance) / M.Com or equivalent Post Graduation in Finance is desirable. He / She should possess minimum 2 years of executive grade experience in Finance and Accounts department in a PSU or Govt Sector or in a Reputed Private Company. Age not exceeding 30 years as on 10-08-2016. Age will be relaxed for experienced candidates.

ii. 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.

He / She shall be responsible for the filing of Income tax, Sales Tax, Service Tax return with the appropriate authorities and to issue the relevant forms to the employees and contractors. He / She shall be responsible for the filing of Form 15 CA for the foreign remittance.

1) 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 will be borne by the candidate themselves. To & fro travel expenses for the medical test shall be borne by the candidate. The 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.

2) 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.

3) 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 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 disability 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.

4) Payment of application fee (including postage charges) (non-refundable):

- a. 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 prescribed format and Demand Draft will be summarily rejected.

5) General Conditions:

- a. Only Indian Nationals need apply.
- b. Age, Qualification & experience stipulated above should be as on 10-08-2016. 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 services will be terminated without any notice.
- c. All the above mentioned positions are on contract basis for a 2 years. The same will be renewed only if there exists requirement on mutually agreed terms subject to the performance of the candidate.
- 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 for 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. Persons already working in Government / PSU organization should forward their application through proper channel or produce NOC at the time of interview.

6) 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 - 600 107 on or **before 09-09-2016**. 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.

General Manager (HR)