



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.

WALK-IN-INTERVIEW

EMPLOYMENT NOTICE No.CMRL/HR/07/2017

Chennai Metro Rail Limited entrusted with the implementation of Chennai Metro Rail Project requires efficient, experienced and competent persons for the under mentioned posts on contract. The engagement on contract will not entail anyone to claim for any regular employment in CMRL.

| Post Code | Name of the Post | Consolidated Pay (per month) | No of Posts | Maximum Age Limit (Yrs) | Minimum Experience (Yrs.) | Contract Period |
|-----------|------------------------------|------------------------------|-------------|-------------------------|---------------------------|-----------------|
| 01 | Deputy Manager (Environment) | Rs.50,000/- | 1 | 35 | 5 | 3 |
| 02 | Assistant Manager (F & A) | Rs.40,000/- | 1 | 30 | 5 | 2 |
| 03 | Architect | Rs.40,000/- | 2 | 30 | 5 | 1 |

Note: Age, Qualification & experience stipulated above should be as on 09-08-2017. Age may be relaxed for deserving and experienced candidates. Apart from the consolidated pay, benefits like Medical & Accident Insurance will be extended.

Persons with requisite experience and qualification alone need to appear for walk-in-interview on 19-08-2017, 09:00 hrs at above mentioned address.

The number of vacancy indicated above may increase or decrease based on the requirement of the project.

Registration of candidates will commence from 0900 hrs on 19-08-2017 and close at 1400 hrs.

Required Qualification and Experience:

Deputy Manager (Environment) - Post Code 01

Should have B.E/B.Tech in Civil/Environment with minimum 60% of marks from a recognized University / Institute.

M.E/M.Tech/M.Sc in Environment Engineering / Environment Management is desirable.

Should have 5 years of post-qualification executive experience and proven track record including preparation of EIA work/report for various construction.

Experience in Metro Rail Projects/ Railway Project (JICA/ADB etc., funded projects) and Environment clearance for Class A and Class B Project are desirable.

Environment, Health, and Safety (System Certification etc.,) involving preparation of documents for ISO 140001, OHSAS18001 and ISO5001 is desirable.

Green Building knowledge about requirements of green building as per IGBC norms is desirable.

Assistant Manager (Finance & Accounts) - Post Code 02

Must be a Chartered Accountant and member of the Institute of Chartered Accountant of India with minimum 5 years of post qualification executive grade experience in Finance and Accounts department in a PSU or Govt Sector or in a listed Company or reputed Chartered Accountant firm. Shall be responsible for the verification of bills and preparation of all vouchers – cash, bank, journal. Maintaining books of accounts as per the Accounting Standards/Companies Act. Preparation/ Verification of Management Information Reports, Preparation and verification of the payroll processing, coordinating with Internal Auditors of the Company, Preparation of Revenue & Capital Budget. The candidate should have hand on experience in the finalisation of accounts with strict compliance with INDAS and other statutory requirement, filing of TDS return, Income Tax return, GST return, PF return, ESI return etc and shall be responsible for the filing of Income tax return, TDS return, GST return with the appropriate authorities and to issue the relevant certificate to the concerned employees and contractors. The candidate should possess sound knowledge in FEMA, RBI regulation and forex remittance and shall be responsible for the filing of statutory forms for the foreign remittance.

Architect - Post Code 03

Must be a B.Arch. graduate from a recognized Institute.

Should have minimum 5 years of post-qualification experience in the field of Architecture design in large Infrastructure project preferably in Metro Rail Projects/Railway Projects.

Familiar with design aspects of life safety and fire safety requirement in design implementations and material selection.

Experience in design / construction of various elements of Architectural finishes for flooring, cladding, glazing, ceiling system, room layout and partition, rooms interior design, station signage, subway design and finishes. Selection of materials for various element of Architecture finishes, adherence to public safety.

Quality Control & Assurance System in Architectural finishes, Safety implementation, Programme Monitoring. IS / International codes for Architectural finishes.

Exposure in use of the design software like CADD, Photoshop, 3D Max, Revit or Equivalent software etc.

This subject job is field job for the supervision of Architectural works for ongoing CMRL works.

1) Selection process:

The selection methodology comprises two-stage process, interview followed by Medical examination. The selection process would judge different facets of knowledge, skills, comprehension, aptitude and physical fitness.

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. To & fro travel expenses for the medical test shall be borne by the candidate. The candidate who fails in the prescribed medical test will not be given any alternative employment and decision of 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 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. The maximum age limit 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 the candidate is selected.

d. The upper age for Ex-Servicemen will be the length of service in armed forces plus 03 years.

4) General Conditions:

a. Only Indian Nationals need apply.

b. Age, Qualification & experience stipulated above should be as on 09-08-2017. The candidates are advised to ensure before appearing for the walk-in-interview that they fulfill the eligibility criteria and other requirements mentioned and that the particulars furnished by them are correct in all aspects. 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 the candidate has furnished any incorrect or false information or has suppressed any material fact, the candidature is liable to be rejected. If any of the above short comings is / are detected even after appointment, the services will be terminated without any notice.

c. The posts will be renewed only if requirement exists on mutually agreed terms subject to the performance of the candidate.

d. In order to regulate the number of candidates to appear for the walk-in-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 depending upon the response to the advertised posts and experience /merit of the candidates available for the walk-in-interview.

e. Merely meeting the above qualifications and experience shall not entitle a candidate to be selected for interview.

f. Depending on the requirements, the CMRL 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. No application fee is to be paid by the candidate.
- i. The selection committee may recommend higher remuneration in case of candidates possessing higher qualification, experience and credentiality /expertise in the relevant field.
- j. CMRL reserves the right to withdraw advertised posts at any time without assigning any reason and also reserves the right to fill (either in the same position or downgraded position) or not to fill the posts and its decision in this regard shall be final.
- k. Persons already working in Government / PSU organization should produce NOC at the time of interview.
- l. Incomplete application or without relevant supporting enclosures (self-attested copies of degree/mark sheet/experience certificate) at the time of walk-in-interview will be out rightly rejected.
- m. Candidates attempting to influence or interfere with the selection process will be rejected summarily and be declared disqualified for future CMRL recruitments.
- n. Candidates who fulfill the above requirement may appear for walk-in- interview along with duly filled in application form (**application form available in page no.5 to 7**) supported by Bio-Data and one set of self-attested copies of certificate of educational qualifications, age, experience, community and latest passport size photograph. Candidates are required to bring all the original certificates for verification.

WALK-IN-INTERVIEW ON 19-08-2017

Registration commence from 0900 hrs and close at 1400 hrs

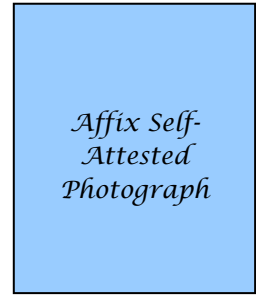
**CHENNAI METRO RAIL LIMITED
CMRL DEPOT, ADMIN BUILDING,
POONAMALLEE HIGH ROAD,
KOYAMBEDU, CHENNAI - 600 107.**

General Manager (HR).



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Admin Building, CMRL Depot, Poonamallee High Road,
Koyambedu, Chennai – 600107.

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



Advertisement No. & Date:

Application for the Post of: Post Code:

Personal Details:

| Name in CAPITAL LETTERS | | |
|-------------------------|------------|-------------|
| Surname | First name | Middle name |
| | | |

| Father's Name | Husband's Name |
|---------------|----------------|
| | |

| Nationality | State of Domicile | Gender | | Marital Status | | | |
|-------------|-------------------|--------|---|----------------|-----------|-------|----------|
| | | M | F | Married | Unmarried | Widow | Divorcee |
| | | | | | | | |

| Date of Birth (DD/MM/YYYY) | | | Age (as on _____) Yrs Months Days | | | Religion | | | | |
|----------------------------|--|--|--------------------------------------|--|--|----------|--------|-----------|-------------------|--|
| | | | | | | Hindu | Muslim | Christian | Specify if Others | |

| Category (Tick the appropriate category and enclose valid certificate from the appropriate Authority for categories other than General). | | | | | | | | | | |
|---|----|-----|----------|----|-----|----|------------|--------------------------|----------------------|--|
| GEN | BC | BCM | MBC & DC | SC | SCA | ST | EX-Service | Differently Abled Person | Tamil Medium Studied | |
| | | | | | | | | | | |

| Local Address / Address for communication | Permanent Address: |
|---|--------------------|
| | |
| | |
| | |
| Pin | Pin |
| | |
| Tel . No / Mobile No: | |
| E-mail: | |
| Home Town | |

(Signature)

Details of Educational Qualification (Self attested certificate copies to be enclosed):

| Qualification | College / University / Institution | Name of the Degree | Duration of the course | Year of passing | % of Marks |
|---------------------------------------|------------------------------------|--------------------|------------------------|-----------------|------------|
| Matriculation (10 th STD.) | | | | | |
| Higher Secondary (+2) | | | | | |
| UG | | | | | |
| PG | | | | | |
| Other Qualifications | | | | | |
| | | | | | |

Work Experience (Self attested certificate copies to be enclosed):

| Name of the organization/ Type of organization (Govt/PSU/PVT) | Post(s) held | (Mandatory to fill up all columns) | | | | | | Total no. of Years & Months | Scale of pay / gross salary | Job Responsibility |
|---|--------------|------------------------------------|----|------|--|--|--|-----------------------------|-----------------------------|--------------------|
| | | From | | To | | | | | | |
| | | DD | MM | YYYY | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |

Note:- You may attach additional sheets for qualification/Experience if required.

Please indicate two references in senior positions in your previous workplaces:-

| S.No | Name | Current Designation | Organization | Contact No / Mob.No/Tel.No | Official Email ID |
|------|------|---------------------|--------------|----------------------------|-------------------|
| 1 | | | | | |
| 2 | | | | | |

Application Fee Details: (Applicable if mentioned in the advertisement published in the website)

| Amt (in Figures) | Amt (in Words) | DD Number | DD Date | Issue Bank Name |
|------------------|----------------|-----------|---------|-----------------|
| | | | | |

If selected specify the minimum required joining time

(Signature)

| | |
|------------------------------------|--|
| Extra Curricular activities | |
|------------------------------------|--|

| S.No | Languages known | Read | Write | Speak |
|------|-----------------|------|-------|-------|
| | | | | |
| | | | | |
| | | | | |

List of documents to be attached along with the application form

- i Date of Birth Proof: Copy of Birth Certificate or 10th Certificate
- ii Copy of proof of Educational Qualifications
- iii Copy of Experience Certificates
- iv Copy of Community Certificate
- v If studied in Tamil Medium – Proof for the same
- vi Application fee – Demand Draft (if applicable)
- vii Other relevant certificates (if any)

Declaration:

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)