



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. Phone: 044 2379 2000

WALK-IN-INTERVIEW

EMPLOYMENT NOTICE No.CMRL/HR/05/2019

Chennai Metro Rail Limited entrusted with the implementation of Chennai Metro Rail Project requires efficient, experienced and competent person 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 (p.m)	No. of Post	Maximum Age Limit (Yrs)	Minimum Experience (Yrs)
01	Assistant (Accounts)	Rs.25,000/-	2	28	2 years
02	Assistant (DMS)	Rs.25,000/-	1	28	2 years

DMS – Document Management System

Note: Age, Qualification & experience stipulated above should be as on 14-08-2019. Age may be relaxed for deserving and experienced candidates. Apart from the consolidated pay, benefits like Medical, Accident Insurance & Increment will be extended.

Persons with requisite experience and qualification alone need to appear for walk-in-interview on 24-08-2019 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 24-08-2019 and will close at 1400 hrs.

Required Qualification and Experience:

Post Code 01: Assistant (Accounts)

Candidate must possess post-graduation in Commerce discipline with an aggregate of 60% & above from a reputed University recognized by Govt. Should possess minimum of 2 years of post-qualification experience in a PSU / Listed Company / Private Sector in Finance and Accounts department.

Candidate should have handled the complete payment process from PO checking, invoice processing and loading payments in the bank portal. Candidate shall also 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.

Post Code 02: Assistant (DMS)

Candidate must possess graduation in any discipline with an aggregate of 60% & above from a reputed University recognized by Govt. Degree in Computer Application will be given preference. Should possess minimum of 2 years of post-qualification experience in handling project related documents (both hard copy to digital) and document management. Candidates with skills and experience in using Project Document Management/ software such as MS share point will be preferred. Diploma / Certification in computer application (MS office etc,) will be desirable.

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 14-08-2019. 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 contract period is initially for a period of 2 years and the same will be extended only if requirement exists on mutually agreed terms subject to the performance of the candidates.

- 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 candidates.
- i. The selection committee may recommend higher remuneration in case of candidate 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 PSU / Government 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.4 to 6**) 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 24-08-2019

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.**

Chief General Manager (HR).



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



*Affix Self-
Attested
Photograph*

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

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	
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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. Application fee – Demand Draft (if applicable)
- vi 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)