



# 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

## **EMPLOYMENT NOTIFICATION No: CMRL/HR/CON/07/2022 dated 23-05-2022**

Chennai Metro Rail Limited (CMRL), a Joint Venture of Government of India and Government of Tamil Nadu, is a special purpose vehicle (SPV) entrusted with the responsibility of implementing the Metro Rail Project in the city of Chennai.

CMRL invites applications from qualified and experienced personnel for the appointment of undermentioned position :-

Post Code	Name of the Post	Type of Appointment	No. of Post	Consolidated Pay (Per Month)	Exp. (Yrs)	Max Age (Yrs.)
01	DGM / JGM / AGM (Public Relation & Corporate Communication)	Contract	01	Rs.90,000 - 1,50,000/-	Min-13 Max-17	47

### **Note:-**

- (i) Age, qualification & experience stipulated for above posts should be as on **23-05-2022**. Age will be relaxed for deserving and experienced candidates.
- (ii) Apart from the consolidated pay, benefits like Medical & Personal Accident Insurance, Term Insurance, Mobile Phone reimbursement, Sim Card for official use, Medical Allowance and other allowances as admissible as per the extant rules of CMRL HR policy shall be paid.

### **1. Required Qualification and Experience:-**

#### **Post Code No. 01 – DGM/JGM/AGM (PR & Corporate Communication) (01 Post):-**

Must be a Graduate with PG Degree in Public relations or Communications from a recognized University / Institute, approved by AICTE / UGC.

Should have minimum post-qualification experience of 13 years for DGM, 15 years for JGM and 17 years for AGM in handling the following job responsibilities

- a. To manage local press / National media & event management and also monitor all the newspapers reporting on the project and update the top management.
- b. Documentation of CMRL Press Coverage's in Print media
- c. Issuing of Press Releases of important events and milestones.
- d. To Address the press and media interviews and arrange special interviews
- e. To arrange Photography & video coverage to record the meetings / functions whenever required
- f. To handle Social media, update CMRL webpages with Tenders and keeping the website up to date with information.
- g. To be responsible for the release of advertisements in newspapers through DIPR and document the same for official records.

- h. To publish editorial books and Publication of Newsletter in the CMRL website
- i. To prepare the publicity videos, print publicity materials like brochure, booklets on CMRL Projects.
- j. To prepare and create publicity video and erect stall in the annual fair organized at island grounds by TN Tourism department to publicise the project
- k. To Write special articles about the project as and when required
- l. To Coordinate with Education departments for Educational trips for school children
- m. To Coordinate with Press for VVIP Functions pertaining to CMRL events.
- n. Any special work assigned by MD

## **2) Selection process:**

The selection methodology comprises two-stage process, interview followed by medical examination. The selection process will judge the candidate on different facets like knowledge, skills, comprehension, attitude, aptitude and physical fitness.

### **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.

## **3) 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's character and antecedents is suitable in all respects for appointment to the service.

## **4) Concessions & Relaxations:**

- a. 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).
- b. A Differently Abled Person shall be eligible for an age concession up to ten years over and above the age limits prescribed for the notified post by direct recruitment only, provided the applicant is otherwise fully suitable and the disability is not such as would render him incapable of efficiently discharging the duties w.r.t post for which the candidate is selected.
- c. The upper age for Ex-Servicemen will be prescribed age limit plus the length of service in armed forces plus 03 years.

## **5) Payment of application fee (including postage charges) (Non-refundable):**

- a. Unreserved & candidates falling under other category 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) either in the form of Demand Draft drawn in favour of M/s Chennai Metro Rail Limited, payable at Chennai or may transfer the fees through electronic mode to the below mentioned account and submit the NEFT receipt/acknowledgement details in a printed copy along with the application form.

**BENEFICIARY NAME: M/S CHENNAI METRO RAIL LIMITED**

**SBI Account: 00000030990166827**

**IFSC: SBIN0009675**

**BRANCH: KOYAMBEDU, CHENNAI**

- b. 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.**
- c. Fee once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility and time limit before paying the application fee.
- d. Application form forwarded without prescribed format of CMRL and Demand Draft will be summarily rejected.

**6) General Conditions:**

- a. Only Indian Nationals need apply.
- b. Age, Qualification & experience stipulated above should be as on **23-05-2022** The candidates are advised to ensure before applying 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 for further period subject to requirement and performance of the candidates as per the existing terms and conditions on mutual consent.
- d. In order to regulate the number of candidates to be called for interview, if so required, the management reserves the right to raise the minimum eligibility standards/criteria.
- e. Merely meeting the above qualifications and experience shall not entitle a candidate to be selected for interview. Only short-listed candidates will be notified for interview. CMRL reserves the right to shortlist the candidates. Acceptance or rejection of application of the candidates will be at the sole discretion of Management.
- 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. Depending upon the response, the management reserves the right to increase or decrease the eligibility standards / criteria for the said post.
- h. No TA/DA will be paid by CMRL to the candidates for attending the interview.
- i. CMRL reserves the right to withdraw the advertised posts at any time without assigning any reason and also reserves the right to fill either in the same position or at a lower position or not to fill the posts and CMRL decision in this regard shall be final.
- j. Persons already working in Government / PSU organization should apply through proper channel and produce NOC at the time of interview.
- k. Incomplete application or without relevant supporting enclosures (self-attested copies of degree/mark sheet/experience certificate of the latest position should indicate a detail/nature / function / job presently being handled) will be out rightly rejected.
- l. Candidates attempting to influence or interfere with the selection process will be rejected summarily and be declared disqualified for future CMRL recruitments.

- m. Higher remuneration / Higher post shall be considered based on the past experience, performance in the interview, higher qualification, exceptional credentials and expertise in the relevant field.

**7. How to Apply:**

- a. Applications must be in response to our advertisement quoting “Employment Notification No.” and “Post applied for” in the application form.
- b. Applications should be submitted strictly as per the prescribed format of CMRL.
- c. Name of the “Post applied for” should be superscribed on the envelope containing the application.
- d. Candidates who fulfill the above requirement should submit duly filled application form as per attached format in hardcopy along with prescribed application fee (DD/NEFT) supported by Bio-Data and one set of self-attested copies of educational qualification certificate, experience certificate, birth certificate, community certificate and latest passport size photo through proper channel to the following address on or before **06-06-2022.**
- e. Prescribed application form along with the requisite documents must be forwarded only by hard copy to CMRL through Post/Courier addressed to

**JOINT GENERAL MANAGER (HR)  
CHENNAI METRO RAIL LIMITED  
CMRL DEPOT, ADMIN BUILDING,  
POONAMALLEE HIGH ROAD,  
KOYAMBEDU, CHENNAI - 600 107.**

- f. CMRL will not be responsible for any delay/loss in postal transit of any application or DD/NEFT payment details or any other documentary proof.
- g. Candidates shall compulsorily provide a valid email ID in the application Form. All correspondence from CMRL shall be sent only through the email ID provided by the candidate.
- h. Telephonic queries (044-2379 2000) will be attended on all working days between 10:00 a.m to 6.00 p.m.
- i. Email queries may be addressed to “[hr@cmrl.in](mailto:hr@cmrl.in)”

Joint 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/ CGPA
Matriculation (10 <sup>th</sup> STD.)					
Higher Secondary (+2)					
Diploma					
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/NEFT Number	DD/ NEFT Date	Issue Bank Name

**Extra Curricular activities**

If selected specify the minimum required joining time

(Signature)

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 10<sup>th</sup> Certificate
- ii. Copy of proof of Education Qualifications
- iii. Copy of Experience Certificates
- iv. Copy of Community Certificate
- v. Other relevant certificates (if any)
- vi. Application fee – Demand Draft / Online Payment (*applicable for contractual post only*)
- vii. Copy of the detailed Resume / Bio-data / CV

**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)