



# 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/05/2021**

Chennai Metro Rail Limited is entrusted with the implementation of Chennai Metro Rail Project requires efficient, experienced and competent person for the under mentioned posts on contract basis for a period of 2 years:-

| Post Code | Name of the Post                            | No. of Post | Consolidated Pay (Per Month) | Min. Exp. (Yrs) | Max. Age Limit (Yrs.) |
|-----------|---|-------------|------------------------------|-----------------|-----------------------|
| 1         | Joint General Manager (BIM)                 | 1           | Rs.1,00,000/-                | 15              | 43                    |
| 2         | Deputy General Manager (Finance & Accounts) | 2           | Rs. 90,000/-                 | 13              | 40                    |
| 3         | Deputy Manager (Planning)                   | 2           | Rs.70,000/-                  | 4               | 35                    |

### **Note:-**

- (i) Age, qualification & experience stipulated above should be as on 16.06.2021. Age will be relaxed for deserving and experienced candidates.
- (ii) 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. Apart from the consolidated pay, benefits like Medical & Accident Insurance, Mobile Phone reimbursement and Annual Increment will be extended.

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

#### **a) Post Code No.01**

- Must be a Graduate in Mechanical / Civil engineering from recognized Institute / University. The candidate should possess minimum 15 years of post qualification experience in BIM in AEC Sector. The candidate should be familiar with softwares like Nazi work, Revit, BIM360, Rhino, CAD, etc.

The roles and responsibilities of the incumbent shall be as follows:-

- Prepare BIM Execution Plan as per employers' requirement.
- Should implement Common Data Environment (CDE) and align BIM work accordingly.
- To identify future BIM environment requirement in line with PMIS.
- Ensure successful implementation of BEP for all stakeholders related to project.
- Act as a Technical Supporter for PMIS Software by coordinating with the concerned departments of CMRL like Architecture, Structure, MEP, Estimation and Billing etc.,
- Prepare the checklist of all discipline for model review and ensure that all the stakeholders fulfill their requirement as per contract/LOD.

**b) Post Code No.02**

Should be a Graduate from a reputed Institute / University and Member of the Institute of Chartered Accountants of India or Member of the Institute of Cost Accountants of India. He / She should possess minimum of 13 years of post qualification experience in executive grade in the relevant field in a PSU or a Govt. Sector or in a Listed Company.

**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 for obtaining 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 that daily back up of financial data is taken. He / She shall ensure that 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 Organization and ensure that immediate updating is done as and when details are obtained from the HR department. He / She shall ensure that exact tax is deducted at source from the employees and that the 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 Tamil Nadu. 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 finalization 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 of income tax audit, sales tax audit and appear before the statutory authorities for the hearing as and when necessary.

**c) Post Code No.03**

Must be a Graduate in Mechanical / Civil engineering from a recognized Institute / University. The Candidate should possess minimum 4 years of post-qualification experience in relevant field with the knowledge of Primavera software. The candidate should be familiar with softwares like MS Office, CAD etc.

The roles and responsibilities of the incumbent shall be as follows:-

- Monitor and track project progress and familiar with preparation and presentation of reports.
- Act as a Technical Supporter for PMIS Software by coordinating with the concerned departments of CMRL like Architecture, Structure, MEP, Estimation and Billing etc.,
- Should prepare the checklist of all discipline for review and ensure that all the stakeholders fulfill the requisite requirement as per the contract/LOD.
- To co-ordinate with CMRL, GC and contractor Team for collection of data / information w.r.t PMIS and Primavera.

## **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 & other 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 and time limit before paying the application fee.

- c. Application form forwarded without prescribed format 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 16.06.2021. 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. The candidate engaged on contract basis in CMRL will not be entitled to claim for any regular employment in CMRL.
- 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. No TA/DA will be paid by CMRL to the candidates for attending the interview.
- h. 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 downgraded position) or not to fill the posts and its decision in this regard shall be final.
- i. Persons already working in Government / PSU organization should apply through proper channel and produce NOC at the time of interview.
- j. 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.
- k. Candidates attempting to influence or interfere with the selection process will be rejected summarily and be declared disqualified for future CMRL recruitments.

**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.
- 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) 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 15.07.2021. Prescribed application form must be forwarded to CMRL through Post/Couriers addressed to

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

Applications along with all supporting documents along with all the required documents may also be forwarded through email to the email ID [senthil.s@cmrl.in](mailto:senthil.s@cmrl.in) on or before 15.07.2021 and the application fee may be transferred to the below mentioned account and to mention the UTR (Unique Transaction Reference) number in the e-mail.

BENEFICIARY NAME: M/S CHENNAI METRO RAIL LIMITED

SBI Account: 00000030990166827

IFSC: SBIN0009675

BRANCH: KOYAMBEDU, CHENNAI

The shortlisted candidates are required to submit the hard copy of application along with copies of documents and passport size photo at the time of interview in case they have been shortlisted based on their application sent through email.

CMRL will not be responsible for any delay/loss in postal/email transit of any application or DD or communication.

- e. Candidates shall compulsorily provide an email ID for all correspondence. All correspondence from CMRL shall be sent only through the email ID provided by the candidate.
- f. Telephonic queries will be attended on all working days between 10:00 a.m to 6.00 p.m.
- g. Email queries may be addressed to “[senthil.s@cmrl.in](mailto:senthil.s@cmrl.in)”

Joint General Manager (HR).



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

Affix Self-  
Attested

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

Advertisement No. & Date: .....

Application for the Post of: ..... Post Code: .....

**Personal Details:**

|                                |            |             |
|--------------------------------|------------|-------------|
| <b>Name in CAPITAL LETTERS</b> |            |             |
| Surname                        | First name | Middle name |
|                                |            |             |

|                      |                       |
|----------------------|-----------------------|
| <b>Father's Name</b> | <b>Husband's Name</b> |
|                      |                       |

|                    |                          |               |                       |           |       |          |
|--------------------|--------------------------|---------------|-----------------------|-----------|-------|----------|
| <b>Nationality</b> | <b>State of Domicile</b> | <b>Gender</b> | <b>Marital Status</b> |           |       |          |
|                    |                          | M      F      | Married               | Unmarried | Widow | Divorcee |

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

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

|  |                           |
|--|---------------------------|
| <b>Local Address / Address for communication</b> | <b>Permanent Address:</b> |
|  |                           |
|  |                           |
|  |                           |
| 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 <sup>th</sup> STD.) |                                    |                    |                        |                 |            |
| Higher Secondary (+2)                 |                                    |                    |                        |                 |            |
| UG                                    |                                    |                    |                        |                 |            |
| PG                                    |                                    |                    |                        |                 |            |
| Other Qualifications                  |                                    |                    |                        |                 |            |
|                                       |                                    |                    |                        |                 |            |

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

| Name of the organization/<br>Type of organization<br>(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)

|                                    |  |
|------------------------------------|--|
| <b>Extra Curricular activities</b> |  |
|------------------------------------|--|

| 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 Qualification
- iii. Copy of Experience Certificates
- iv. Copy of Community Certificates
- 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)