



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 NOTICE No.CMRL/HR/07/2020

Chennai Metro Rail Limited entrusted with the implementation of Chennai Metro Rail Project, invites applications from efficient and competent persons for the post of Chief Vigilance Officer on deputation / contract basis. Internal candidates can also apply and will be considered subject to fulfillment of prescribed eligibility criteria.

Post Code	Name of the Post	Pay (per month)	No. of Post	Max. Age Limit (Yrs)
01	Chief Vigilance Officer	Deputation – Pay being drawn plus deputation allowance and project allowance at 10% of Basic Pay each.	1	50
		Option to draw pay and allowances as per the parent organization or to draw equivalent cadre pay scale in CMRL with IDA, HRA and cafeteria allowances of 20% of Basic pay		
		Contract – Rs.1,20,000/- to Rs.1,50,000/-.		

Note: Age, qualification & experience stipulated above should be as on 10-06-2020. Age may be relaxed for deserving and experienced candidates. Apart from the pay mentioned above, benefits like Medical, Accident Insurance and Increment will be extended.

Required Qualification and Experience:

Group 'A' officials from Central Govt./ Govt. of Tamil Nadu, Central Govt./GoTN Organizations, Central Govt./GoTN PSUs, Central Govt./GoTN Autonomous Bodies and Central Govt./GoTN Boards.

(a)Eligibility:

i) The officers should be holding equivalent to Deputy Secretary level /Director Level post in Govt. of India in the pay scale of Rs 15,600-39,100, Grade Pay Rs 7,600 (Pay Band-3 Pre-revised in CDA Pattern) equivalent to Level 12 of 7th CPC / Rs 37,400-67,000, Grade Pay 8,700 (Pay Band - 4 Pre-revised in CDA Pattern) equivalent to Level 13 of 7th CPC in any of the following establishments:-

- Central Govt.
- Govt. of Tamil Nadu
- Central Govt. organization/Central Public Sector Enterprises/Central Autonomous Bodies/Central Govt. Board.
- Govt. of Tamil Nadu organization/ Govt. of Tamil Nadu Public Sector Enterprises/ Govt. of Tamil Nadu Autonomous Bodies/ Govt. of Tamil Nadu Board.

ii) The officers sponsored for the post of CVO will not be allowed to withdraw candidature subsequently and it will be the responsibility of the respective cadre controlling authorities to ensure the release of the officers in the event of their selection.

Initial Period of deputation will be for a period of 3 years which can be extended upto 5 years. In case of appointment on contract, the initial period of contract will be for a period of 2 years which can be extended only if requirement exists on mutually agreed terms subject to the performance of the candidate against contract basis. The engagement on contract will not entail anyone to claim for any regular employment in CMRL

(b) Pay & Allowances:

On Deputation:

The deputationist shall be entitled to draw pay being drawn in the parent organization. Additionally, deputation allowance and project allowance at 10% of Basic Pay each will be paid.

Option to draw pay and allowances as per the parent organization or to draw equivalent cadre pay scale in CMRL with IDA, HRA and cafeteria allowances of 20% of Basic pay

On Contract:

Consolidated pay in the range of Rs.1,20,000/- to Rs.1,50,000/-. Higher remuneration may be considered in case of candidate possessing higher qualification, experience and credentiality /expertise in the relevant field.

(c) Job Requirements:

(i) To deal with matters relating to Vigilance in Preventive and Punitive actions. On the Preventive side, to examine in detail the commercial & administrative activities of CMRL employees vis-à-vis the rules and established procedures of CMRL with a view to minimize the scope for corruption/ malpractices.

(ii) To prepare the 'agreed list' and a list of all the Officers of doubtful integrity and to keep a watch on such Officers.

(iii) To process the investigation reports and vigilance cases at various stages, inquiry reports received from the inquiry Officers for final orders by Chief Vigilance Officers/ Disciplinary Authority / Appellate Authority / Reviewing Authority.

(v) To observe vigilance duty in CMRL as per the stipulated duties by Government of India.

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 and experience stipulated above should be as on 10-06-2020. 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 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. 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 depending upon the response to the advertised posts and experience /merit of the candidates applied for the post.
- 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.
- d. 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.
- f. No TA/DA will be paid by CMRL to the candidates for attending the interview.
- g. No application fee is to be paid by the candidate.
- h. 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.

- i. Persons already working in Government / PSU organization should produce NOC at the time of interview.
- j. Incomplete application or without relevant supporting enclosures (self-attested copies of degree/mark sheet/experience certificate) 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.

6) How to Apply:

- a. Applications must be in response to our advertisement quoting Employment Notification No. and Post on 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 may apply in hardcopy 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, experience, age, community and latest passport through proper channel to the following address on or before 08-08-2020. Prescribed applications must be forwarded to CMRL through Post/Couriers service. Applications may also be forwarded through email ID to the email ID dmhr@cmrl.in on or before 08-08-2020. 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.

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.

Telephonic queries will be attended on all working days between 10:00 a.m to 6.00 p.m.

Email queries may be addressed to “dmhr@cmrl.in”

For Deputation:

The forwarding authority should send the following information/documents along with applications in hardcopy (to the below address) / softcopy (to dmhr@cmrl.in):

1. Duly attested copies of last 5 years ACRs of the applicant.
2. A certificate from cadre controlling authority as per the proforma mentioned below to the effect of vigilance clearance, integrity certificate and major or minor penalty statement (proforma available in page No.8)

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

Chief General Manager (HR).



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Koyambedu, Chennai – 600107.

Affix Self-
Attested
Photograph

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 _____)			Religion			
Yrs	Months	Days				Hindu	Muslim	Christian	Specify if Others

Category (Tick the appropriate category and enclose valid certificate from the appro 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	
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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)

PROFORMA OF THE CERTIFICATE TO BE GIVEN BY THE HEAD OF THE OFFICE

Certificate in respect of Shri/Smt. _____ (Name & Designation)

1. The particulars furnished by the applicant are correct and he/she fulfills the eligibility criteria.
2. It is certified that no disciplinary / vigilance case is pending or contemplated against the applicant and he/she is clear from the vigilance angle.
3. His / Her integrity is certified.
4. It is certified that no major / minor penalties have been imposed on the Officer during the last 10 years.
5. Attested copies of ACRs for the last five years are enclosed.

Signature of the head of the Office

Name along with official seal