



# 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/18/2020**

Chennai Metro Rail Limited entrusted with the implementation of Chennai Metro Rail Project requires efficient, experienced and competent person for the under mentioned post on contract for a period of 2 years.

Post Code	Name of the Post	Consolidated Pay (per month)	No. of Post	Max. Age Limit (Yrs)	Min. Exp (Yrs)
01	Asst. Manager (Finance & Accounts) / Dy. Manager (Finance & Accounts) / Manager (Finance & Accounts)	Rs.40,000/- to Rs.80,000/-	1	38	2/4/7

**Note:** Age, Qualification & experience stipulated above should be as on 19.08.2020. Age may be relaxed for deserving and experienced candidates.

Higher remuneration / post may be considered in case of candidate possessing higher qualification, experience, exceptional credentials and expertise in the relevant field. Apart from the consolidated pay, benefits like Medical & Accident Insurance & Annual Increment will be extended. Post and consolidated pay will be decided based on the experience and performance in the interview.

### **Required Qualification and Experience:**

Must be a Chartered Accountant and member of the Institute of Chartered Accountant of India or Cost Accountant and member of Institute of Cost Accountant of India with minimum 2 to 7 years of post-qualification executive experience in Finance and Accounts department in a PSU or Govt Sector or in a private company or reputed Chartered Accountant firm. The candidate should have sound knowledge and experience in Accounting, MIS, Indirect Taxes and Direct Taxes.

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

### **3) 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. 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 him incapable of efficiently discharging the duties of the 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.

### **4) 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, time limit before paying the application fee.
- c. Application form forwarded without prescribed format and Demand Draft will be summarily rejected.

### **5) General Conditions:**

- a. Only Indian Nationals need apply.
- b. Age, Qualification & experience stipulated above should be as on 19.08.2020. 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 only if requirement exists on mutually agreed terms subject to the performance of the candidate. The engagement on contract will not entitle anyone 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 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.

**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**) and prescribed application fee (DD) 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 18.09.2020. Prescribed applications must be forwarded to CMRL through Post/Couriers service.

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

Applications along with all supporting documents may also be forwarded through email to the email ID [dmhr@cmrl.in](mailto:dmhr@cmrl.in) on or before 18.09.2020 and the application fee may be transferred to the below mentioned account and inform the UTR (Unique Transaction Reference) number on or before 18.09.2020.

**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.

f. 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.

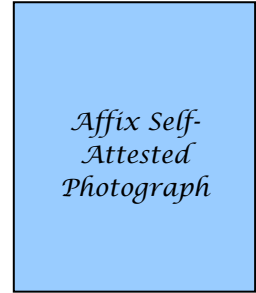
Email queries may be addressed to “dmhr@cmrl.in”

Chief General Manager (HR).



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 (A Joint Venture of Govt. of India & Govt. of Tamil Nadu)  
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**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	

<b>Category</b> (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 <sup>th</sup> 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)

<b>Extra Curricular activities</b>	
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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)