



CHENNAI METRO RAIL LIMITED

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

METROS

ANNA SALAI, NANDANAM, CHENNAI - 600 035.

EMPLOYMENT NOTIFICATION No: CMRL/HR/CON&DEP/05/2023 dated 12-04-2023

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 the following posts on contract/deputation basis:-

Post Code	Name of the Post	No. of Post	Type of Employment	Consolidated Pay (Per Month)	Min Exp. (Yrs)	Max Age (Yrs.)
01	DGM / JGM / AGM (Finance & Accounts)	01	Deputation	Refer Sl. No.1(a)		
			Contract	Rs.90,000/- to Rs. 1,50,000/-	13 - 17	40 - 47
02	AM / DM / Manager (Finance & Accounts)	01	Contract	Rs.60,000/- to Rs. 80,000/-	2 - 7	30 - 38
03	AM / DM / Manager (Planning & Business Development)	02	Contract	Rs.60,000/- to Rs. 80,000/-	2 - 7	30 - 38

Note:-

- (i) Age, qualification & experience stipulated for above posts should be as on **12-04-2023**. Age will be relaxed for deserving and experienced candidates.
- (ii) Selected candidates on contract appointment may be considered for IDA Pay Scale on contract basis subject to satisfactory completion of 2 years contract period, depending upon the requirement of CMRL and performance of the candidate. Applicants, who are applying through proper channel from Govt./ PSU's with minimum 2 years in regular pay scale may be considered for IDA Pay on contract basis directly on selection, as per the existing terms and conditions of CMRL policy.
- (iii) 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.
- (iv) Apart from the consolidated pay, benefits like Medical & Personal Accident Insurance, Life Insurance, Mobile Phone reimbursement, Sim Card for official use and other admissible allowances as per the extant rules of CMRL HR policy shall be paid.

- (v) **For Deputation post:** The candidate must apply through online in CMRL website under careers section and should forward the duly signed computer generated online application form in hard copy through proper channel along with attested copies of qualification, experience details, ACR's, Vigilance /D & AR Clearance & other supporting certificates/documents to CMRL.

1) Required Qualification and Experience:-

a) DGM / JGM / AGM (Finance & Accounts) - On Deputation basis:-

Must be an Officer in Group 'A' / 'B' service from Indian Railways / Central & State government departments or equivalent cadre in PSU/ Metro /other Govt. Organizations as per the following criteria:-

1	Name of the Post	DGM/JGM/AGM (Finance & Accounts)
2	Service	IRAS / Group 'A' or Group 'B'
3	Scale of pay for deputation post	(i) The deputationist shall have option either to draw pay being drawn in the parent organization with deputation allowance and project allowance at 10% of Basic Pay each. (or) (ii) To draw equivalent cadre IDA pay scale in CMRL with IDA, HRA and Cafeteria Allowance (20% of Basic Pay).
4	Max Age (as on date of notification ie 12.04.2023)	DGM - 45yrs JGM - 50 yrs AGM - 52 yrs (Age will be relaxed for deserving candidates)
5	Tenure of deputation	Initial period of deputation will be for a period of 3 years, Which may be extendable upto 5 years.
6	Qualification & Experience	(i) Must be qualified Chartered Accountant / Cost Accountant / 2 year MBA (Finance) from institute of repute. (ii) For DGM post - Should be in JAG grade in Group (A) with minimum 06 years or Group B with minimum 10 years of experience (iii) For JGM post - Should be in SG grade in Group (A) with minimum of 15 years of experience (iv) For AGM Post - Should be in SG grade in Group (A) with minimum of 17 years of experience (v) Officers Must have exposure to MIS, Audit, Taxation (direct & indirect) and Indian Accounting Standards (IND-AS). Candidate must have experience in Corporate accounts, audit, taxation, budget, concurrence etc from organizations of repute and requisite exposure to Oracle based accounting software/SAP. Exposure to Metro Rail Industry shall be an added advantage.

b. Post Code No. 01 - DGM / JGM / AGM (Finance & Accounts) - On Contract basis:-

Must be a qualified Chartered Accountant / Cost Accountant / 2 year MBA (Finance) from institute of repute with minimum post-qualification experience of 13 years for DGM, 15 years for JGM and 17 years for AGM respectively. Must have exposure to MIS, Audit, Taxation (direct & indirect) and Indian Accounting Standards (IND-AS). Candidate must have experience in Corporate accounts, audit, taxation, budget, concurrence etc from organizations of repute and requisite exposure to Oracle based accounting software/SAP. Exposure to Metro Rail Industry shall be an added advantage.

c. Post Code No. 02 - AM / DM / Manager (Finance & Accounts) - On Contract basis:-

Must be a qualified Chartered Accountant/ Cost Accountant / 2 year MBA (Finance) from institute of repute with minimum post-qualification experience of 02 years for AM, 04 years for DM and 07 years for Manager respectively in Finance & Accounts department in a PSU or Govt Sector or in a Private Company of repute or from reputed Chartered Accountant/Cost Accountant firm. The candidate should have sound knowledge and experience in Accounting, MIS, Taxation, Concurrence and exposure to Oracle based software/SAP. Exposure to Metro Rail Industry shall be an added advantage.

d. Post Code No. 03 - AM / DM / Manager (Planning and Business development) - On Contract basis:-

Must be a B. E / B.Tech (Civil) / MBA (Marketing) from a recognized University / Institute, approved by AICTE / UGC. Possession of M.E / M.Tech (Civil) is preferable. Candidate should have minimum post-qualification experience of 02 years for AM, 04 years for DM and 07 years for Manager respectively in major civil infra projects/Metro Rail Projects. Managing a portfolio of Planning and Business development will be highly preferable. Out of the total experience, the candidate for DM/Mgr should have at least minimum two years' experience in city level planning and non-fare revenue related activities in Mass transit systems /Metro rail projects.

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 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 (Arunthaiyars) 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 for contract type of appointment only (including postage/other 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, postcode 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 forms forwarded without submission through online careers page 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 **12-04-2023**. The candidates before applying are advised to ensure 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 shortcomings 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 the 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.

7. How to Apply through Online:

- a. Before applying, candidates are advised to read the advertisement carefully and ensure that they fulfil all the eligibility criteria. Their eligibility is provisional and the same will be verified only in case they are shortlisted for selection. Eligible and interested candidates are required to apply online on CMRL Website under careers section vide URL <https://careers.chennaietrorail.org/>

b. Step by step procedure to apply online application

Step 1 - Candidate must register in CMRL Career portal by using a valid email id. The email id registered in the portal will only be used for any further correspondences from CMRL.

Step 2 - A registration link will be sent to the registered email id. Therefore, candidates are required to click the verify button to authenticate their email id. Upon verifying, the user will be redirected again to the CMRL career page to log in and apply.

Step 3 – Candidates are required to fill all details in each section and make sure to upload the requisite documents as per the specification, wherever applicable, in order to authenticate the details mentioned in the application form.

- c. After submitting the application form through online in CMRL careers website, candidates are required to save & print the computer generated online application form, affix the latest

passport size photo and should send the HARD Copy of the application form along with self-attested copies of educational qualification certificate, experience certificate, birth certificate, community certificate and other supporting documents through the forwarding authority to the below mentioned address on or before **11.05.2023**.

**THE ADDITIONAL GENERAL MANAGER (HR)
CHENNAI METRO RAIL LIMITED
METROS
ANNA SALAI,
NANDANAM, CHENNAI - 600 035.**

- d. Application envelope containing the application form should be superscribed with “Employment Notification No.” and “Post applied for”.
- e. Candidates are requested to apply online in advance before the actual closing date and send the Hard copy of the application form with requisite documents to CMRL on or before 11.05.2023. CMRL in this regard will not be responsible for any delay/loss in postal transit of any application or DD/NEFT payment details or any other documentary proof.
- f. List of self-attested documents to be enclosed:-

Sl. No	<u>Documents</u>	Format & Size
1	Affix the original passport size photograph on the submitted online application form	JPEG/PNG (Max2MB)
2	Age Proof – Copy of Birth Certificate / 10 th Std. Certificate	PDF (Max2MP)
3	Copy of Community Certificate	
4	Educational Qualifications (from 10 th Std. to last qualified degree)	
5	Experience Certificates (Present & Previous employments)	
6	NOC/Through Proper Channel letter (Applicable for Govt/PSU)	
7	Application fee – Original Demand Draft / NEFT Payment details	
8	Copy of the detailed Resume / Bio data / CV	
9	Proof for Ex-Servicemen details (as applicable)	
10	Proof of Disability Certificate (as applicable)	
11	Duly attested copies of last 5 years ACRs (Applicable for deputation post only)	
12	Vigilance clearance & Integrity certificate (Applicable for deputation post only)	
14	Proforma of the Certificate to be obtained by the HR/Personnel from the current organization (Applicable for deputation post only)	
15	Any Other relevant certificates (if any)	

- g. In case of any assistance with respect to submission of online applications, candidates are requested to contact CMRL by telephone (044-24378000) during working days between 10:00 a.m to 6.00 p.m.
- h. Email queries may be addressed to “hr@cmrl.in”

Additional General Manager (HR)