BANGALORE METRO RAIL CORPORATION LIMITED

Joint Venture of Govt. of India & Govt. of Karnataka)
III Floor, BMTC Complex, K.H. Road, Shanthinagar,
Bangalore – 560 027

No. BMRCL/0025/FIN/2020/C24435 Date: 22.06.2020

NOTIFICATION FOR CONTRACT APPOINTMENT/ ON DEPUTATION

BMRCL invites applications from qualified and experienced personnel for appointment to following positions in the Project Wing.

Sl No.	Designation / Post	No. of Posts
1	General Manager (F&A)	1
2	General Manager (Project Finance)	1
3	Deputy General Manager	2
4	Assistant General Manager	2
5	Manager	2
6	Assistant Manager	4
7	Executive Assistants	4

Last date for receipt of applications is 4.00 PM on **21.07.2020** For details regarding eligibility criteria, on-line application, etc. please visit our website: www.bmrc.co.in/ Career Section.

General Manager (HR)

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NOTIFICATION FOR CONTRACT APPOINTMENT

Bangalore Metro Rail Corporation Limited, a Joint Venture of Government of India and Government of Karnataka, is a Special Purpose Vehicle (SPV) entrusted with the responsibility of implementing the Metro Rail Project in the city of Bangalore.

BMRCL invites applications from eligible candidates on contract basis / from serving employees on deputation basis from Government departments, PSUs and Banks subject to meeting educational and experience criteria, as on the last date for submission of application. The contract will be initially for 3 years for candidates below 60 years and one year for those above 60 and further extendable based on performance and future requirement. Salary and other details are indicated in table below.For candidates applying on deputation, maximum age is 55 years.

I. GENERAL JOB DESCRIPTION FOR FINANCE AND ACCOUNTS WING OF BMRCL ARE AS UNDER:

Project Finance	Accounts
1) Raising funds for the project including preparation of draft appraisal documents, Information Memorandum, dealing with multilateral / bilateral development banks, financial institutions, domestic banks, etc. 2) Budgeting and maintaining correspondence with Govt. of India and Govt. of Karnataka for release of funds.	1) Compilation and maintenance of Books of Accounts including preparation of vouchers, authentication of vouchers before posting, monthly trial balance, etc 2) Preparation of Bank Reconciliation Statements and verification of cash on hand. 3) Coordination with other wings for (1) and (2) above.

3) Scrutiny of draft tender documents, evaluation of technical bids and financial bids.	4) Compilation of half yearly and annual financial statements, Preparation of MIS, etc.
4) Scrutiny of contractors bills as per terms of contract.	5) Treasury operations and Investment proposals.
5) Diligent processing of justifications for variations / deviations from the accepted contractual terms.	6) Verification of complete documentation for accounting transactions including journal entries.
6) Developing appropriate systems, controls and procedures for simplification / automation of works, payments, etc.	7) Processing of land compensation payments and R&R packages.
7) Preparation of supporting documents and evidences in respect of matters referred to Arbitration / litigation.	8) Processing of administrative, establishment and Other entitlement claims of the staff / contractors.
8) Coordination with Internal Audit, Statutory Audit and CAG Auditors.	9) Continuous review of existing system and procedures for improvement.
9) Maintenance and updating of all Bank guarantees.	10) Vetting of tender documents.
10) Compilation and updating of information on various project related matters.	11) All tax matters – Income tax, GST, Customs duty, etc.
11) Other related matters like periodical review of adequacy of internal controls, internal checklist, integration of accounts with ERP or such other integrated system, etc.	12) Scrutiny of imprest accounts maintained by CEs etc. and processing for recoupment of imprest amount.
12) All other matters in discharge of Project Finance functions.	13) Any other matter as may be required from time to time.

II. QUALIFICATION AND EXPERIENCE:

Designation / Post	No. of vacancies	Age	Academic & Professional Qualification	Relevant post qualification Experience in Finance & Accounts
General Manager (F&A)	1	Maximum Age 50 years.	Graduate in Commerce from a recognised university (regular full time course) with professional qualifications like Chartered Accountant (CA) / Cost Accountant (ICWA) / MBA (full time) with Finance as one of specialization, from Reputed Management Institutes	Not less than 20 years' experience in handling Finance & Accounts in a PSU /reputed company. Of this at least 10 years should be at the level of Dy. General Manager (F) or equivalent.
General Manager (Project Finance)	1	Maximum Age 62 years.	Graduate in Commerce from a recognised University (regular full time course) with professional qualifications like Chartered Accountant (CA) / Cost Accountant (ICWA) / MBA (full time) with Finance as one of specialisation, from Reputed Management Institutes preferably with CAIIB from Indian Institute of Banking.	Not less than 20 years' experience in project appraisal and project funding including raising / arranging funds for projects from domestic banks / financial institutions / public or on private placement basis, of which at least 10 years should be at the level of Dy. General Manager (F) or equivalent.
Deputy General Manager	2	Maximum Age 45 years	Graduate in Commerce from a recognised University (regular full time course) with professional qualifications like Chartered Accountant (CA) / Cost Accountant (ICWA)	Should have at least 18 years' experience including at least 10 years at the level of Manager or equivalent.

Designation / Post	No. of vacancies	Age	Academic & Professional Qualification	Relevant post qualification Experience in Finance & Accounts
Assistant General Manager	2	Maximum Age 45 years	Graduate in Commerce from a recognised University (regular full time course) with professional qualifications like Chartered Accountant (CA) / Cost Accountant (ICWA)	Minimum of 15 years' experience including experience of 10 years in the cadre of Manager.
Manager	2	Maximum Age 40 years	Graduate in Commerce from a recognised University (regular full time course) with professional qualifications like Chartered Accountant (CA) / Cost Accountant (ICWA) or MBA with Finance (full time) from a recognised Institute / University	Minimum 8 years' experience. In case of candidates having CA / ICWA 3 years post qualification experience at same or one level below
Assistant Manager	4	Maximum Age 40 years	Must be a Commerce Graduate and Inter passed CA / Post Graduate in Commerce or ICWA / CA or MBA with Finance / Accounts as one of the subjects	Minimum 05 years of experience. In case of CA / ICWA, post qualification experience of 2 years is required.
Executive Assistants	4	Maximum age 30 years	Graduate in Commerce or inter passed Cost Accountant or Chartered Accountant or MBA with Finance	Minimum 02 years' experience for graduates. One-year experience for inter passed CA / ICWA.

Additional requirements

- Exposure to Contract Management / handling of Arbitration cases / Govt. Audit / finalization of accounts / coordination with Auditors will be an added advantage.
- Candidate well conversant with ERP environment, MS Office (mainly Excel) and system driven work processes will be given preference.
- AGM / DGM / GM shall have basic knowledge of GST, Customs Act and IND AS.

III. REMUNARATION AND ALLOWANCES:

1. Consolidated Pay:

Sl. No	Name of Post	Consolidated Pay (in Lakhs) p.m	Employees Below 60
1	General Manager (F&A)	1.4 to 1.79	Consolidated pay are only indicative as pay will be fixed as per existing policies and norms of the company. For meritorious candidates, management may consider higher pay. For candidates above 60, the management will reserve the right to fix pay at lower than that stated above depending on post held before retirement, experience, etc
2	General Manager (Project Finance)	1.40 to 1.79	
3	Deputy General Manager	1.10 to 1.40	
4	Assistant General Manager	0.67 to 0.93	
5	Manager	0.55 to 0.80	
6	Assistant Manager	0.48 to 0.58	
7	Executive Assistants	0.26 to 0.35	

2. Allowances:

Besides the above, employees will be extended medical and personal accident insurance cover & contribution to National Pension Scheme, conveyance allowances, CUG mobile facility as per rules of the Company.

IV. CONDITIONS :

1. BMRCL reserves the right to increase or decrease or cancel any or all vacancies.
2. Above are minimum prescribed qualifications. Candidates possessing higher qualification / experience may also apply.

3. BMRCL reserves the right to relax age and experience criteria for deserving candidates as also for internal candidates.
4. Relevant experience means experience in Finance / Accounts / Audit / Contracts Management of similar Metro Rail companies / PSUs / Govt. departments / large infrastructure companies, at same level of designations advertised above / one level below. Internship / Article ship / Apprenticeship will not be counted for experience purposes.
5. Deputationist will receive pay & allowances as per parent scale for the post currently held in parent cadre and allowances as per BMRCL Rules will be paid.
6. Candidates with knowledge of Kannada will be given preference over others.
7. Candidates with good character and background only will be considered. Further BMRCL reserves the right for verification of certificates furnished by selected candidates at any time after selection, and if it comes to BMRCL's notice that the selected candidate has falsified or submitted fraudulent certificates for getting employed in BMRCL, he / she will be dismissed without prior notice.

GENERAL CONDITIONS

1. The contract appointment may be terminated by either side by giving 90 days' notice or by paying the contractual remuneration of one month in lieu of notice period, if the circumstances so warrant.
2. Candidates who have been shortlisted will only be called for written test / interview.
3. Mere possession of minimum experience does not confer any right to be called for interview / selection.
4. Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to selection / appointment shall be a disqualification.
5. Salary is not a constraint for deserving candidates. Management may consider higher starting salary for deserving candidates.

V. PROCEDURE FOR SUBMITTING APPLICATION AND SELECTION PROCESS

1. Candidates should fill in the application on-line, take a print out of the same and submit along with copies of all the relevant certificates, testimonials in support of qualification and experience prescribed for the post. Candidates who fail to send hard copy of the application along with relevant documents will not be considered even though they have submitted application on-line. Candidates applying for any posts on deputation basis, need to submit online application on or before 21st July 2020 and forward the signed hard copies through proper channel so as to reach BMRCL on or before 8th Aug. 2020.

2. The application of any candidate found guilty of impersonation or submitting fabricated documents or making statements, which are false or incorrect or indulging in suppression of facts, attempting to use unfair means for the purpose of recruitment, will be liable for rejection.
3. The shortlisted candidates will be informed by email / SMS to appear for written test / interview as and when called, at their own cost.

VI. MISCELLANEOUS

1. Documents in support of Date of Birth, qualification and relevant experience shall be sent along with the application. Non-submission of documents along with the application, will lead to rejection of application at any stage during the process of recruitment. BMRCL reserves the right to conduct verification of certificates / antecedents of the candidates at any time.
2. BMRCL reserves the right to cancel the notified vacancies at its discretion and such decision will be final and binding on all.
3. BMRCL reserves the right to assess fitness or otherwise of the candidates selected.
4. BMRCL shall not be liable for any damage / injury / loss to the individual, if any, sustained during the entire recruitment process and journey.
5. Candidates are advised to apply well in advance to avoid last hour rush & technical glitches. BMRCL will not be responsible for any technical issues/server problems.

VII. LAST DATE FOR RECEIPT OF APPLICATIONS

Eligible candidates may fill in the application on-line, take a print out of the same and forward along with relevant documents in support of qualification and experience. Such applications may be addressed to the **General Manager (HR), Bangalore Metro Rail Corporation Limited, III Floor, BMTC Complex, K.H.Road, Shanthinagar, Bangalore "..... ".** Last date for receipt of applications is **4.00 PM of 21-07-2020.**