



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 23792000

EMPLOYMENT NOTIFICATION No.CMRL/HR/CON/10/2021 dated 15.09.2021

CMRL invites application from qualified and experienced person to fill up the under mentioned position:-

| Name of the Post | No. of Post | Pay Scale | Max. Age Limit (Yrs.) |
|--------------------|-------------|--------------------------|-----------------------|
| Director (Finance) | 01 | Rs.1,80,000 – 3,40,000/- | 58 |

1. Required Qualification and Experience:

Should be a first class Graduate and Member of the Institute of Chartered Accountants of India or Member of the Institute of Cost Accountants of India or MBA with specialisation in Finance from a reputed Management Institutes or a Member of Group "A" Accounts Service of Government of India.

Essential Experience:

Should have 25 years post qualification experience in Project Finance, Finance, Accounting, Audit, setting up of Financial, Accounting and Audit Systems and procedures in a large public or private sector organization of repute with experience in a project size of not less than Rs.1,000/- Cr. OR a company with an annual turnover of not less than Rs.200 crores for the last 3 years.

Should have worked for at least 5 years at the level of General Manager/ Group General Manager or equivalent.

Should have worked in a computerized environment and should have adequate knowledge and experience to handle enterprise level financial management and accounting software.

Should be well versed with the accounting standards including GAAP, latest acts, codes, regulation and developments in tax and financial areas like IFRA etc. funds management, forex risk management, raising of funds, tender processes, contract terms and conditions etc.

Should have proven ability to handle related functions independently.

Desirable Experience:

Those with experience of at least 1 year at Director level will be preferred.

Experience in HR and raising capital from markets will be an added advantage.

Contractual Tenure:

The appointment is on contract basis for a period of 5 years or till the age of superannuation whichever is earlier.

Age not more than 58 years as on **15.09.2021**. Age of superannuation is 62 years.

2. Pay & Emoluments:

The details of Gross pay with the minimum Basic Pay in the Pay Scale of Rs. 1,80,000 - 3,40,000 will be as under:

| | | |
|-------------------------------------|---|--------------------|
| Basic Pay | - | Rs.1,80,000 |
| IDA (Currently 23.2% of Basic Pay) | - | Rs. 41,760 |
| HRA (24% of Basic Pay) | - | Rs. 43,200 |
| Cafeteria Allowance (20% Basic Pay) | - | Rs. 36,000 |
| Gross Pay | - | Rs.3,00,960 |

In addition, Health insurance, EPF contribution and other allowances as admissible shall be paid as per the extant rules of CMRL HR policy.

3. General Conditions:

- a. Only Indian Nationals need to apply.
- b. Age, Qualification & Experience stipulated above should be as on **15.09.2021**. 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 respects. 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 he / she has furnished any incorrect or false information or has suppressed any material fact, his / her candidature is liable to be rejected. If any of the above shortcomings is / are detected even after appointment, his/ her services will be terminated without any notice.
- c. Merely meeting the above qualifications and experience shall not entitle a candidate to be called for interview. Only short-listed candidates will be notified for interview. CMRL reserves the right to shortlist the candidates.
- d. Depending on the requirements, the Company reserves the right to cancel the notification without any further notice and without assigning any reason thereof.
- e. Acceptance or rejection of application of the candidates will be at the sole discretion of Management. Incomplete applications are liable to be rejected.
- f. Candidates attempting to influence or interfere with the selection process will be rejected summarily and be declared disqualified for future CMRL recruitments.
- g. Persons already working in Government / PSU organization should forward their application through proper channel or produce NOC at the time of interview.

4. **How to apply:**

- a. Application form may be downloaded from CMRL website <http://chennaietrorail.org>.
- b. Applications must be in response to our advertisement quoting Advertisement Reference No. and Post on the application form.
- c. Applications should be submitted strictly as per the prescribed format of CMRL.
- d. Name of the post applied for should be superscribed on the envelope containing the application.
- e. The application should contain one recent passport size photograph pasted on the form, self-attested copy of proof of age, caste certificate in the prescribed format as applicable, degree certificates and experiences certificate.
- f. Prescribed application form along with the requisite documents must be forwarded only by hard copy to CMRL through Post/Courier on or before 16.10.2021 to following address: -

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

CMRL will not be responsible for any delay / loss in postal transit of any application or communication. JGM (HR) can be reached at email ID vinodkumar.tp@cmrl.in for any queries. 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.

- g. Applications forwarded through any other means including fax or email will not be entertained.

Joint General Manager (HR).



CHENNAI METRO RAIL LIMITED

(A Joint Venture of Govt. of India & Govt. of Tamil Nadu) Admin
Building, CMRL Depot, Poonamallee High Road,
Koyambedu, Chennai – 600107.

*Affix Self-
Attested
Photograph*

APPLICATION FORM

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

Employment Notification 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 | Divo |

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

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

| 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) | | | | | |
| 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 | | | | | |

| | |
|--|--|
| If selected specify the minimum required joining time | |
|--|--|

| | |
|-----------------------------------|--|
| ExtraCurricular activities | |
|-----------------------------------|--|

| S.No | Languages known | Read | Write | Speak |
|-------------|------------------------|-------------|--------------|--------------|
| | | | | |
| | | | | |
| | | | | |

(Signature)

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 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)