



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/DEP/12/2023 dated 19.10.2023

CMRL invites applications from officials of Indian Railway / PSUs / Govt. Organisation on deputation basis for the following post.

| | | |
|----|--------------------------------------|---|
| 1 | Name of the Organization | Chennai Metro Rail Limited (CMRL) |
| 2 | Name of the Post | General Manager (Maintenance) |
| 3 | Service | Group 'A' |
| 4 | Scale of Pay | (i) The deputationist shall have the 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). |
| 5 | Number of Post | 01 (One) |
| 6 | Location | Chennai |
| 7 | Age | Age not exceeding 55 years as on date of notification i.e. <u>19.10.2023</u> (Age will be relaxed for deserving candidates) |
| 8 | Method of Recruitment | On Deputation |
| 9 | Tenure of deputation | Initial period of deputation will be for a period of 3 years, which may be extendable upto 5 years. |
| 10 | Eligibility Criteria / Qualification | (i) Should be a B.E / B. Tech (EEE/Mechanical) degree holder from a recognized Institute / University, approved by AICTE / UGC. (ii) Should be in SAG grade or Equivalent cadre in PSU/Govt organisation with minimum of 20 years of experience in maintenance field. |
| 11 | Experience | (i) Overseeing Maintenance and up-keeping of all electrical / Mechanical assets including MEP, TVS, HVAC other related assets. (ii) Overseeing Maintenance of tracks and civil assets and co-ordinate with track and civil team for any technical inputs. (iii) Responsible for Planning and conducting scheduled and unscheduled maintenance, breakdown management, monitoring of assets, technical modifications if any. (iv) Responsible for ensuring technical and legal compliance in maintenance of assets and execution of contracts. (v) Any other duties assigned by concerned Director. |

1. General Terms and Conditions: -

- a. The candidate must apply online in CMRL website under careers section and should forward the duly signed computer-generated online application 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.
- b. Depending on the requirement, the CMRL reserves the right to cancel / curtail / increase the number of vacancies without any further notice and without assigning any reason thereof.
- c. 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 the application of the candidates will be at the sole discretion of Management.
- d. Depending upon the response, the management reserves the right to increase or decrease the eligibility standards / criteria for the said post.
- e. 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.
- f. 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 outrightly rejected.

2. 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 candidate's individual registered email id. Therefore, candidates are required to click the verify button to authenticate their email id. Upon verifying, the user will be redirected to the CMRL career page.

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 **18.12.2023**

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

- d. 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 **18.12.2023**. Candidates failing to submit the hard copy of the online application with all required enclosures will not be considered for further selection. CMRL in this regard will not be responsible for any delay/loss in postal transit of any application.
- f. In case of any assistance with respect to submission of online applications, candidates are requested to contact CMRL through telephone (044-2437 8000) during working days between 10:00 a.m to 6.00 p.m.
- g. 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 (Max 2MP) |
| 3 | Copy of Community Certificate | |
| 4 | Educational Qualifications (<i>from 10th Std. to last qualified degree</i>) | |
| 5 | Experience Certificates (<i>Present & Previous employments</i>) | |
| 6 | NOC/Through Proper Channel letter (<i>Applicable for Govt/PSU</i>) | |
| 7 | Application fee – Original Demand Draft / NEFT Payment details | |
| 8 | Copy of the detailed Resume / Bio data / CV | |
| 9 | Proof for Ex-Servicemen details (<i>as applicable</i>) | |
| 10 | Proof of Disability Certificate (<i>as applicable</i>) | |
| 11 | Duly attested copies of last 5 years ACRs (<i>Applicable for deputation post only</i>) | |
| 12 | Vigilance clearance & Integrity certificate (<i>Applicable for deputation post only</i>) | |
| 13 | Proforma of the Certificate to be obtained by the HR/Personnel from the current organization (<i>Applicable for deputation post only</i>) | |
| 14 | Any Other relevant certificates (if any) | |

- h. Email queries may be addressed to “hr@cmrl.in”

Additional General Manager (HR)