



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/11/2023 dated 01.11.2023

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 & experienced personnel for appointment of the under mentioned post on deputation / contract basis: -

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 specialization 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 atleast 5 years at the level of General Manager / Group General Manager in the IDA pay scale of Rs 1,20,000- Rs 2,80,000 and above or equivalent (SAG and above grade).

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 handling HR, Planning & Business Development and raising capital from markets will be an added advantage.

2. Tenure of Appointment:

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

Age not more than 58 years as on **01.11.2023**. Age of superannuation is 62 years. The upper age limit will be relaxed by 2 years for candidates with exceptional experience.

3. IDA Pay Scale & Emoluments:

- a) 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
Current IDA (43.8% of Basic Pay)	- Rs. 78,840
HRA (27% of Basic Pay)	- Rs. 48,600
Cafeteria Allowance (20% Basic Pay)	- Rs. 36,000
Gross Pay	- Rs.3,43,440

(OR)

- b) The deputationist shall have the option either to draw pay being drawn in the parent organization with deputation allowance (10% of Basic Pay) and project allowance (10% of Basic Pay) or IDA pay scale in CMRL for the said post.

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

4. General Conditions:

- Only Indian Nationals need to apply.
- Age, Qualification & experience stipulated above should be as on **01.11.2023**. 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 he / she as furnished any incorrect or false information or as suppressed any material facts, 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.
- 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.
- Depending upon the response, the management reserves the right to increase or relax the eligibility criteria for the said post.
- Depending on the requirements, the company reserves the right to cancel the notification without any further notice and without assigning any reason thereof.

- f. Acceptance or rejection of the application of the candidates will be at the sole discretion of Management. Incomplete applications are liable to be rejected.
- g. Candidates attempting to influence or interfere with the selection process will be rejected summarily and be declared disqualified for future CMRL recruitments.
- h. Candidates already working in Government / PSU organization should apply online and forward their computer generated application through proper channel along with attested copies of last 5 years ACRs' Vigilance / D&AR clearance and other supporting certificates / documents to CMRL or produce NOC at the time of interview.

5. How to Apply through Online & other instructions:

- 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 through CMRL Website vide URL <https://careers.chennaiMetroRail.org/>.

b. Step by step procedure to apply online: -

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 notification, 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 **01.12.2023**.

**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 at the top of envelope 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 **01.12.2023**.

Candidates failing to submit the hard copy of the online application with all required enclosures will not be considered for further selection process. CMRL will not be responsible for any delay / loss in postal transit of any application or any other documentary proof.

f. List of self-attested documents to be enclosed are as follows: -

Sl. No	<u>Documents</u>	<u>Format & Size</u>
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	Copy of the detailed Resume / Bio data / CV	
8	Proof for Ex-Servicemen details (as applicable)	
9	Proof of Disability Certificate (as applicable)	
10	Duly attested copies of last 5 years ACRs (Applicable for deputation post only)	
11	Vigilance clearance & Integrity certificate (Applicable for deputation post only)	
12	Proforma of the Certificate to be obtained by the HR/Personnel from the current organization (Applicable for deputation post only)	
13	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