



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/02/2023 dated 25-01-2023

CMRL invites applications from Indian Railways / Metros / RRTS / PSU's and other Govt. Organizations on deputation basis for the post of Chief Vigilance Officer.

1	Name of the Organization	Chennai Metro Rail Limited (CMRL)
2	Name of the Post	Chief Vigilance Officer
3	Service	Group 'A' Service
4	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).
5	Number of Post	01 (One)
6	Location	Chennai
7	Maximum Age	56 years as on 1 st April 2023.
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	Qualification / Eligibility Criteria & Experience	<ol style="list-style-type: none">i. Must be an Officer belonging to Organized Group-A Services drawing pay in the scale of Senior Administrative Grade (SAG) in their cadres (Functional/Non Functional)ii. The officer having experience of working in technical disciplines of Group A engineering disciplines of railways will be preferred.iii. The Bench Mark for selection would be at least '8.0' in the APAR Grading of the last 5 years ACR and the integrity should be beyond doubt. (Wherever number grading is not available, 'Very Good' will be acceptable)iv. The officer having experience in handling various preventive and punitive measures in detection, punishment of corruption and other malpractices are preferable.

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 /cadre controlling authority along with attested/certified copies of qualification, experience details, ACR's/APAR's (last 05 years), Vigilance / D&AR Clearance & other supporting certificates/documents to CMRL.
- b. 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.
- c. CMRL reserves the right to withdraw the advertised posts at any time without assigning any reason.

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 25.04.2023.

**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 **25.04.2023**. 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 to be uploaded online
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 ACR's / APAR's	
11	Vigilance clearance & Integrity certificate	
12	Proforma of the Certificate to be obtained by the HR/Personnel from the current organization	
13	Any Other relevant certificates (if any)	

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

Additional General Manager (HR)