



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 2379 2000

EMPLOYMENT NOTIFICATION No.CMRL/HR/10/2020

Chennai Metro Rail Limited, entrusted with the implementation of Chennai Metro Rail Project, invites applications for the post of Chief General Manager (Operations) / General Manager (Operations) / Additional General Manager (Operations) on deputation basis.

1. Name of the post - Chief General Manager (Operations) /
General Manager (Operations) /
Additional General Manager (Operations)
2. Number of post - 01
3. Pay & Allowances - (i) The deputationist shall be entitled to draw pay being drawn in the parent organization. Additionally, deputation allowance and project allowance at 10% of Basic Pay each will be paid.

(ii) Option to draw pay and allowances as per the parent organization or to draw equivalent cadre pay scale in CMRL with IDA, HRA and Cafeteria Allowances of 20% of Basic pay.
4. Method of Recruitment - On Deputation
5. Qualification and Experience - (i) Graduate in any field. Post Graduation is preferable.

(ii) IRTS Officers (in Group A) presently in SG and above level with minimum 17 years of experience with Railway Operation and Commercial.

Experience in handling operations in any Metro Railways will be an added advantage.
6. Age - Age not exceeding 55 years as on date of notification i.e on 29-06-2020. Age will be relaxed for deserving candidates.
7. Period of deputation - Initial Period of deputation will be for a period of 3, which can be extendable for 5 years.

General Terms and Conditions:

a. Applications in the prescribed format (available in page No.4 to 6) along with the following documents should be routed through proper channel to Chief General Manager (HR), Chennai Metro Rail Limited, Admin Building, CMRL Depot, Poonamallee High Road, Koyambedu, Chennai – 600107 or through email (dmhr@cmrl.in). The shortlisted candidates are required to submit the hard copy of application along with copies of documents and passport size photo at the time of interview in case they have been shortlisted based on their application sent through email.

- i. Proforma (available in page No.3)
- ii. Date of Birth Proof: Copy of Birth Certificate or 10th Certificate
- iii. Copy of proof of Educational Qualifications
- iv. Copy of Experience Certificate
- v. Copy of Community Certificate
- vi. Other relevant certificates (if any)

The last date for receipt of application is 28-08-2020.

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.

Telephonic queries will be attended on all working days between 10:00 a.m to 6.00 p.m.

Email queries may be addressed to “dmhr@cmrl.in”

The forwarding authority should send the following information/documents along with applications in hard copy to the above mentioned address or soft copy through email (dmhr@cmrl.in):

1. Duly attested copies of last 5 years ACRs of the applicant.
2. A certificate from cadre controlling authority as per the proforma mentioned below to the effect of vigilance clearance, integrity certificate and major or minor penalty statement.

Chief General Manager (HR).

PROFORMA OF THE CERTIFICATE TO BE GIVEN BY THE HEAD OF THE OFFICE

Certificate in respect of Shri/Smt. _____ (Name & Designation)

1. The particulars furnished by the applicant are correct and he/she fulfills the eligibility criteria.
2. It is certified that no disciplinary / vigilance case is pending or contemplated against the applicant and he/she is clear from the vigilance angle.
3. His / Her integrity is certified.
4. It is certified that no major / minor penalties have been imposed on the Officer during the last 10 years.
5. Attested copies of ACRs for the last five years are enclosed.

Signature of the head of the Office

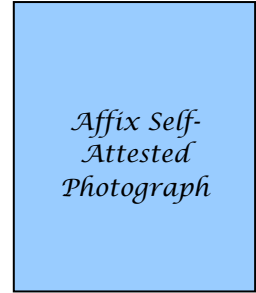
Name along with official seal



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



Advertisement 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	Divorcee

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).										
GEN	BC	BCM	MBC & DC	SC	SCA	ST	EX-Service	Differently Abled Person	Tamil Medium Studied	

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 STD.)					
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					

Application Fee Details: (Applicable if mentioned in the advertisement published in the website)

Amt (in Figures)	Amt (in Words)	DD Number	DD Date	Issue Bank Name

If selected specify the minimum required joining time

(Signature)

Extra Curricular activities	
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S.No	Languages known	Read	Write	Speak

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. Application fee – Demand Draft (if applicable)
- vi 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)