



**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.

**EMPLOYMENT NOTIFICATION No. CMRL/HR/DEP/04/2021**

CMRL invites applications from Indian Railway Officials on deputation basis for the post of AGM / JGM (Finance & Accounts)

1. Name of the Organisation - Chennai Metro Rail Limited (CMRL)
2. Name of the post - **AGM / JGM (Finance & Accounts)**
3. Service - IRAS / Group 'A' / Finance & Accounts
4. Scale of Pay for deputation post - (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 IDA pay scale in CMRL with IDA, HRA and Cafeteria Allowances of 20% of Basic Pay.
5. Number of post - **01 (One)**
6. Location - Chennai
7. Age (as on 08.06.2021) - 47 years for AGM  
45 years for JGM  
(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 shall be extendable up to 5 years.
10. Minimum eligibility required for deputation - i) Should be in SG grade /IRAS Group-A Officer with minimum of 15 years / 17 years (JGM/AGM) of experience in finance and accounts related works.  
  
iii) Preferably 05 years of experience of working in Accounting, Taxation, Legal Matters, Fund Management, Finance concurrence and vetting and Budget matters. Preference will be given to the Officer having experience in works and tender matters.

**General Terms and Conditions:**

- a. Application in the prescribed format as attached below along with the following documents should be routed through proper channel to CMRL.
- i. Application Form
  - ii. Date of Birth Proof: Copy of Birth Certificate or 10<sup>th</sup> Certificate
  - iii. Copy of proof of Educational Qualifications.
  - iv. Copy of Experience Certificate
  - v. Copy of Community Certificate
  - vi. Other relevant certificates (if any)
  - vii. Duly attested copies of last 5 years ACRs of the applicant
  - viii. Vigilance clearance and Integrity certificate as per the pro-forma attached.
- 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. The last date for receipt of application is 22.06.2021.
- d. 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.
- e. Telephonic queries will be attended on all working days between 10:00 a.m. to 6.00 p.m.
- f. Email queries may be addressed to “senthil.s@cmrl.in”
- g. The forwarding authority should send the application form along with the above mentioned documents to the below mentioned address: -

Joint General Manager (HR),  
Chennai Metro Rail Limited,  
Admin Building, CMRL Depot,  
Poonamallee High Road,  
Koyambedu, Chennai – 600107.

**Lt. Cdr. T.P. Vinod Kumar (IN. Retd.)**  
**Joint 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

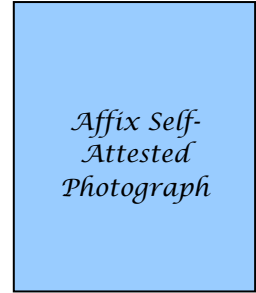
Name along with official seal



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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 <sup>th</sup> 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

<b>If selected specify the minimum required joining time</b>	
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(Signature)

<b>Extra Curricular activities</b>	
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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)