



CHENNAI METRO RAIL LIMITED

ISO 9001:2015 and ISO 14001:2015 Certified
(A Joint Venture of Govt. of India & Govt. of Tamil Nadu)

METROS

ANNA SALAI, NANDANAM, CHENNAI - 600 035.

EMPLOYMENT NOTIFICATION No: CMRL/HR/CON/02/2025, dated 22-01-2025

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 and experienced personnel for the appointment of undermentioned posts on contract basis: -

Post Code	Name of the Post	No. of Post	Consolidated Pay (Per Month)	Min Exp. (Yrs)	Max Age (Yrs)
1	Manager (VAC & TVS)	1	Rs.85,000/-	7	38
2	AM (HR)	2	Rs.62,000/-	2	30

Note: -

- (i) Age, qualification & experience stipulated for the above post should be as on **22-01-2025**
Age will be relaxed for deserving and experienced candidates.
- (ii) Selected candidates on contract appointment may be considered for IDA Pay Scale on contract basis subject to satisfactory completion of 2 years contract period, depending upon the requirement of CMRL and performance of the candidate. Applicants who are applying through proper channel from Govt./ PSU's with minimum 2 years in regular pay scale may be considered for IDA Pay on contract basis directly on selection, as per the existing terms and conditions of CMRL policy.
- (iii) Higher remuneration / Higher post shall be considered based on the past experience, performance in the interview, higher qualification, exceptional credentials and expertise in the relevant field.
- (iv) Apart from the consolidated pay, benefits like Medical & Personal Accident Insurance, Life Insurance, Mobile Phone reimbursement & SIM Card for official use and other admissible allowances applicable as per the extant rules of CMRL HR policy shall be paid.

1) Required Qualification and Experience: -

a) Manager (VAC & TVS) (01 Post) - Post Code-1

Must be a B.E / B.Tech (Mech / EEE) graduate from a Govt. recognized University / Institute, approved by AICTE / UGC. The incumbent should possess post qualification experience of minimum 07 years with relevant experience in project management of Tunnel Ventilation System (TVS) or Air Conditioning System or Mechanical Electrical Plumbing (MEP) in a large infrastructure project, which shall include the following areas:

- (i) Review of Design verification and validation documents.
- (ii) Review of Equipment / material technical submittals.
- (iii) Factory acceptance testing (FAT)
- (iv) Co-ordination with contractor for pending civil / structural.
- (v) Management of contractual matters such as Access dates, Key dates, and Variation statements.
- (vi) Verification and Payment certification of works.
- (vii) Interface management with various stakeholders.
- (viii) Review of Method statement for installation of Equipment / materials.
- (ix) Supervision of equipment installation, pre-commissioning, testing, and commissioning activities
- (x) Experience in operations and maintenance of TVS or VAC or Mechanical & Electrical Plumbing (MEP) systems.

b) Assistant Manager – (HR) - (02 Posts) ; Post Code - 2

Must be a Graduate in Science/ Commerce/ Arts/ Humanities or equivalent.

MBA (HR) or equivalent degree from a Govt. recognized University / Institute, approved by AICTE/ UGC is desirable.

The candidate should possess minimum 2 years of post qualification experience in a large Govt/ PSU's/ Private organization of repute in handling establishment matters, recruitment, General Administration, IR & Labour matters, training and development.

Invoice/ Bills process, Logistics Management, Document control, Data Management, Managing outsource contracts etc are desirable.

Preference will be given for candidates working in/for Govt/PSU's

2) Selection process:

The selection methodology comprises of two - stage process, interview followed by a medical examination. The selection process will judge the candidate on different facets like knowledge, skills, comprehension, attitude, aptitude, and physical fitness.

Medical Examination:

Expenses for the first-time medical examination of the candidate will be borne by CMRL. However, in case a candidate seeks extension for joining, then the second time medical examination expenditure will be borne by the candidate. To & fro travel expenses for the medical test shall be borne by the candidate. The candidate who fails the prescribed medical test will not be given any alternative employment and the decision of CMRL is final on this issue.

3) Character & Antecedents:

The success in the above stated selection process does not confer any right to appointment unless CMRL is satisfied after such an inquiry, as may be considered necessary, that the candidate's character and antecedents is suitable in all respects for appointment to the service.

4) Concessions & Relaxations:

- a. The age limit prescribed shall be increased by five years in respect of candidates belonging to Scheduled Castes or Scheduled Caste (Arunthathiyars) or Scheduled Tribes and two years in respect of candidates belonging to Most Backward Classes/ Denotified Communities, Backward Classes (other than Muslim) or Backward Classes (Muslim).
- b. A Differently Abled Person shall be eligible for an age concession up to ten years over and above the age limits prescribed for the notified post by direct recruitment only, provided the applicant is otherwise fully suitable and the disability is not such as would render him incapable of efficiently discharging the duties w.r.t post for which the candidate is selected.
- c. The upper age for Ex-Servicemen will be prescribed age limit plus the length of service in armed forces plus 03 years.

5) Payment of application fee (Non-refundable fee):

- a. Unreserved & candidates falling under other category are required to pay/transfer a Non-refundable fee of Rs.300/- and SC/ST are required to pay/transfer a non-refundable fee of Rs.50/- (for processing charge) through online payment through electronic mode to the below mentioned account and upload the NEFT/UPI payment receipt/acknowledgement details in the online application form.

BENEFICIARY NAME: M/S CHENNAI METRO RAIL LIMITED

Canara Bank: 041621400030

Type of Account: Current Account

IFSC: CNRB0000416

Branch: Teynampet, Chennai.

- b. No application fee for Differently Abled persons. Only disability certificate to be uploaded online in the application.
- c. Fee once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility and time limit before paying the application fee.

6) General Conditions:

- a. Only Indian Nationals need to apply.
- b. Age, Qualification & experience stipulated above should be as on **22-01-2025**. 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 the candidate has furnished any incorrect or false information or has suppressed any material fact, the candidature is liable to be rejected. If any of the above shortcomings is / are detected even after appointment; the services will be terminated without any notice.

- c. The contract period for contract type of appointment is initially for a period of 2 years and the same will be extended for further period subject to the requirement and performance of the candidates as per the existing terms and conditions on mutual consent.
- d. In order to regulate the number of candidates to be called for interview, if so required, the management reserves the right to raise the minimum eligibility standards/criteria.
- e. 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.
- f. Depending on the requirements, the CMRL reserves the right to cancel / curtail / increase the number of vacancies without any further notice and without assigning any reason thereof.
- g. Depending upon the response, the management reserves the right to increase or relax the eligibility standards / criteria for the said post.
- h. No TA / DA will be paid by CMRL to the candidates for attending the interview.
- i. 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.
- j. Persons already working in Government / PSU organization should apply through proper channel to hr@cmrl.in and produce NOC at the time of interview.
- k. Incomplete online 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 etc. will be out rightly rejected.
- l. Candidates attempting to influence or interfere with the selection process will be rejected summarily and be declared disqualified for future CMRL recruitments.
- m. Provisionally selected candidates need to submit the original certificates / other related documents during the certificate verification process. The provisionally selected candidates will be intimated to appear for original certificates verification and medical examination.

7. 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 only online on CMRL Website under careers section vide URL <https://careers.chennaietrorail.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 candidate's 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 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. Scrutiny of applications for short listing of candidates will be solely based on documents / certificates uploaded by the candidates at the time of registration / submission of application through ONLINE. 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 the candidate has furnished any incorrect or false information or has suppressed any material fact or fake certificates / documents, the candidature is liable to be rejected. If any of the above shortcomings is / are detected even after appointment, the services will be terminated without any notice.
- d. No Hard copy / paper applications will be entertained, and candidates are advised not to send any hard copy to this office.
- e. Candidates are required to submit the online application along with requisite documents on or before **12-02-2025**.
- f. List of self-attested documents to be uploaded online.

Sl. No	<u>List of Self- Attested documents to be uploaded</u>	Doc Format (2MB Comprising for each Doc.)
1	Upload the recent passport size photograph in the online application form	JPEG/PNG
2	Age Proof – Copy of Birth Certificate / 10 th Std. Certificate	PDF
3	Copy of Community Certificate	
4	Educational Qualifications (from 10th Std, 12th Std, Diploma Certificate, Graduation degree Certificate, Post Graduation degree certificate)	
5	Experience Certificates (Present & Previous employments)	
6	NOC/Through Proper Channel letter (Applicable for Govt/PSU)	
7	Application fee – NEFT/UPI Payment details	
8	Copy of the detailed Resume / Bio data / CV	
9	Proof for Ex-Servicemen details (as applicable)	
10	Proof of Disability Certificate (as applicable)	
11	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”

Chief General Manager (HR & Legal)