

**6) How to Apply:**

- a. Applications must be in response to our advertisement quoting Employment Notification No. and Post on the application form.
- b. Applications should be submitted strictly as per the prescribed format.
- c. Name of the post applied for should be superscribed on the envelope containing the application.
- d. Candidates who fulfill the above requirement may apply in hardcopy along with duly filled in application form (**application form available in page No. 5 to 7**) and prescribed application fee (DD) supported by Bio-Data and one set of self-attested copies of certificate of educational qualifications, experience, age, community and latest passport through proper channel to the following address on or before 07-08-2020. Prescribed applications must be forwarded to CMRL through Post/Couriers service.

**CHIEF GENERAL MANAGER (HR)  
CHENNAI METRO RAIL LIMITED  
CMRL DEPOT, ADMIN BUILDING,  
POONAMALLEE HIGH ROAD,  
KOYAMBEDU, CHENNAI - 600 107.**

Applications may also be forwarded through email to the email ID [dmhr@cmrl.in](mailto:dmhr@cmrl.in) on or before 07-08-2020 and the application fee may be transferred to the below mentioned account and inform the UTR (Unique Transaction Reference) number on or before 07-08-2020.

BENEFICIARY NAME: M/S CHENNAI METRO RAIL LIMITED  
SBI Account: 00000030990166827  
IFSC: SBIN0009675  
BRANCH: KOYAMBEDU, CHENNAI

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.

CMRL will not be responsible for any delay/loss in postal/email transit of any application or DD or communication.

f. 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](mailto:dmhr@cmrl.in)”

Chief General Manager (HR).



**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.

*Affix Self-  
Attested  
Photograph*

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

Advertisement No. & Date: .....

Application for the Post of: ..... Post Code: .....

**Personal Details:**

<b>Name in CAPITAL LETTERS</b>		
Surname	First name	Middle name

<b>Father's Name</b>	<b>Husband's Name</b>

<b>Nationality</b>	<b>State of Domicile</b>	<b>Gender</b>		<b>Marital Status</b>			
		M	F	Married	Unmarried	Widow	Divorcee

<b>Date of Birth (DD/MM/YYYY)</b>			<b>Age (as on _____)</b> Yrs    Months    Days			<b>Religion</b>				
						Hindu	Muslim	Christian	Specify if Others	

<b>Category</b> (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

<b>Local Address / Address for communication</b>							<b>Permanent Address:</b>							
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

If selected specify the minimum required joining time

(Signature)

S.No	Languages known	Read	Write	Speak
Extra Curricular activities				

**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)