

CHENNAI METRO RAIL LIMITED

(A Joint Venture of Govt. Of India & Govt. Of Tamil Nadu)
Corporate Office:"Harini Towers",
No:7, Conron Smith Road, Gopalapuram, Chennai 600 086.

EMPLOYMENT NOTICE No.:CMRL/HR/05/2013

Chennai Metro Rail Limited, entrusted with the implementation of Chennai Metro Rail Project, requires efficient, experienced and competent official for the post mentioned below.

| Post No. | Post | Scale of Pay (IDA pattern) / | No of post | Minimum Years of Experience (Yrs) | Age limit (Yrs) |
|----------|--|------------------------------|------------|-----------------------------------|-----------------|
| 1. | General Manager (Property Development) | Rs 51300-73000 | 1 | 18 | 50 |

Apart from the Basic Pay, DA (IDA Pattern), HRA (30%), Allowances (35%) and other benefits will also be paid. Age may be relaxed for exceptional candidate.

For details regarding qualification, experience, general conditions, application format etc., please visit our website, www.chennaiemtrorail.gov.in.

Persons with requisite experience and qualification alone need apply.

Applications must reach GM (HR) at the above mentioned address on or before 31.10.2013.

General Manager (HR)

CHENNAI METRO RAIL LIMITED



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Corporate Office: "Harini Towers", No:7, Connon Smith Road, Gopalapuram,
Chennai 600 086

EMPLOYMENT NOTICE No.:CMRL/HR/05/2013

The Government of Tamil Nadu created a Special Purpose Vehicle (SPV) for implementing the Chennai Metro Rail Project. This SPV named as "Chennai Metro Rail Limited (CMRL)" was incorporated on 03-12-2007 under the Companies Act. It has been converted into a Joint Venture of Government of India and Government of Tamil Nadu with equal equity holding. CMRL requires efficient, experienced and competent official for the post mentioned below:

| Post No | Post | Scale of Pay (IDA Pattern) | No. of Post | Minimum Years of Experience (Yrs) | Age limit (yrs) |
|---------|--|----------------------------|-------------|-----------------------------------|-----------------|
| 1. | General Manager (Property Development) | Rs 51300-73000 | 1 | 18 | 50 |

Apart from the Basic Pay, DA (IDA Pattern), HRA (30%), Allowances (35%) and other benefits will also be paid. Age may be relaxed for exceptional candidate.

1. Required Qualifications and Experience:

Post Code: 01 GM (Property Development)

No of Post -01

Must be a graduate from a recognized University. MBA degree from a reputed Business school will be an added qualification. Minimum 18 years of experience in property development is essential. An experience in undertaking similar kind of large scale property development or managing a large portfolio of developed property will be highly desirable attribute. The responsibility of the candidate will be to manage the extensive property development program of CMRL project and also to manage the property already developed, so as to maximize the revenues innovatively from property development. Age: Below 50 years as on date of advertisement.

The Roles and Responsibilities of GM(Property Development) shall be as follows:-

- He shall be responsible for overall property development (Non fare box revenue) activities for CMRL.

b. In charge of monitoring all Property Development (PD) activities in the project areas such as:

- Advertisements
- PD in stations
- Large area PD (outside stations)
- And any other associated with it.

c. Review and monitor the progress of PD related activities in house and outsource, give directions for all PD related initiative and projects – existing and proposed.

d. Liaison with external agencies and other governmental departments towards PD.

e. Review and monitor the work progress of people working under him.

f. Responsible for conducting regular meeting to make sure quality and environment with respect to PD.

g. In charge of coordination with Rail operations and other teams.

h. In charge of selection, coordination, review, monitor and termination of outsourcing agencies related to PD.

i. In charge of tendering of PD activities time to time with respect to contract period and related activities.

j. Conduct site visits as per requirements.

k. Coordinate with legal and contract team towards outsourcing, contracts, etc.,

l. Responsible for any emergency towards PD areas such as retails, Advertisements, etc.,

m. Responsible for preparation of progress reports, Overall responsible for operation and maintenance of PD areas, Submit and present reports related to PD, Preparation of tender documents, tender processing and awarding of contract and execution of contract and also responsible for research and development in PD, knowledge management, etc.,

2) Selection process:

For the above post the selection, methodology will comprise two-stage process - Interview followed by Medical examination. The selection process would judge different facets of knowledge, skills, comprehension, aptitude and physical fitness. Candidates

will have to pass through each stage successfully (including Medical examination), before being adjudged as suitable for selection.

a) 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 for the joining will be borne by the candidate himself/herself. Candidates, who fail in the prescribed medical test, will not be given any alternative employment and decision of the CMRL is final on this issue.

3) Character & Antecedents: The success in the selection process does not confer any right to appointment unless the CMRL is satisfied after such an inquiry, as may be considered necessary, that the candidate having regard to his/her character and antecedents is suitable in all respects for appointment to the service.

4) Pay & Emoluments:

The pay & emoluments for direct recruits shall be as per pay scales under the IDA (Industrial DA) as applicable from time to time and other benefits which include Perks, HRA, Medical benefit, EPF, Gratuity, and Insurance etc. as per rules of HR Manual, CMRL.

5) Concessions & Relaxations:

a. Save or otherwise stated in the Job Notification / Advertisement, no person shall be eligible for appointment to any service by direct recruitment, unless he has completed 18 years of age on the date of Notification in which the vacancy is notified. The maximum age limit, if any, prescribed for the appointment does not apply to a candidate belonging to a Scheduled Caste or Scheduled Caste (Arunthathiyars) or Scheduled Tribe or to any of the Most Backward Classes/ Denotified Communities or Backward Classes (other than Muslim) or Backward Class (Muslim)

b. 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).

6. Payment of application fee (including postage charges) (Non-Refundable):

a. Unreserved & Others candidates are required to pay a Non-refundable fee of Rs.300/- and SC/ST are required to pay a non-refundable fee of Rs.50/- (for processing & postage charge) in the form of Demand Draft drawn in favour of M/s Chennai Metro Rail Limited, payable at Chennai. Candidates should clearly mention their name, post no and mobile number at the back of the Demand Draft.

b. Fee once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility, time limit before paying the application fee. If a candidate wishes to apply for more than one post, he/she will have to remit the fee separately for each post.

c. Application form forwarded without Demand Draft will be summarily rejected.

7. General Conditions:

a. Only Indian Nationals need apply.

b. Age, Qualification & experience stipulated above should be as on the date of advertisement. The candidates are advised to ensure while applying that they fulfill the eligibility criteria and other requirements mentioned and that the particulars furnished by them are correct in all respects. In case 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 he / she has furnished any incorrect or false information or has suppressed any material fact, his / her candidature is liable to be rejected. If any of the above short comings is / are detected even after appointment of his / her services will be terminated without any notice.

c. Candidates shall be absorbed permanently based on performance and eligibility as per CMRL HR Manual. Age relaxation will be extended for candidates from Railways/ PSU's/Govt Organisation with extensive experience.

d. In order to regulate the number of candidates to be called for the interview, if so required, the Management reserves the right to raise the minimum eligibility standards/criteria, or to relax the minimum eligibility standards/criteria including age limit in otherwise suitable candidates depending upon the response to the advertised posts.

e. Merely meeting the above qualifications and experience shall not entitle a candidate to be called for interview. Only short-listed candidates will be notified for interview. CMRL reserves the right to shortlist the candidates.

f. Depending on the requirements, the Company reserves the right to cancel/increase the number of vacancies without any further notice and without assigning any reason thereof.

g. No TA/DA will be paid by CMRL to the candidates for attending the interview.

h. Acceptance or rejection of application of the candidates will be at the sole discretion of Management. Incomplete applications are liable to be rejected.

i. Candidates attempting to influence or interfere with the selection process will be rejected summarily and be declared disqualified for future CMRL recruitments.

j. Reservation of post will be maintained as per the orders of the Government of Tamilnadu.

k. Persons already working in Government / PSU organisation should forward their application through proper channel or produce NOC at the time of interview.

8.HOW TO APPLY

a) Application form may be downloaded from CMRL Website

b) Applications must be in response to our advertisement quoting Advertisement Reference No. and Post on the application form.

c) Applications should be submitted strictly as per the prescribed format.

d) Name of the post applied for, should be superscribed on the envelope containing the application.

e) The application should contain one recent passport size photograph pasted on the form, self-attested copy of proof of age, caste certificate in the prescribed format as applicable, degree certificate and experience certificate.

f) Applications must be forwarded to CMRL through Post/Courier Service only. Applications forwarded through any other means including by Fax or e-mail will not be entertained.

g) Signed Applications in hard copy along with prescribed application fee (DD) must reach the General Manager (HR), Chennai Metro Rail Limited, Harini Towers, No.7, Conron Smith Road, Gopalapuram, Chennai 600 086 on or **before 31.10.2013**. CMRL will not be responsible for any delay / loss in postal transit of any application or DD or communication. GM(HR) can be reached at email ID. gmhr.cmrl@tn.gov.in. Application received without DD will be summarily rejected.

h) 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.



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

- Reference : Advertisement No. CMRL/HR/05/2013
- Application for the post of _____ Post Code

c) Name in full :

| | | |
|---------|------------|-------------|
| | | |
| Surname | First Name | Middle Name |

• Father's Name:

| | | |
|---------|------------|-------------|
| | | |
| Surname | First Name | Middle Name |

• Husband's Name:

| | | |
|---------|------------|-------------|
| | | |
| Surname | First Name | Middle Name |

f) Nationality: _____ State of Domicile: _____

g) Gender : _____ Marital Status: _____

| | | | | | |
|------|--------|--|---------|-----------|----------|
| Male | Female | | Married | Unmarried | Divorcee |
| | | | | | |

h) Date of Birth: _____ Age as on date of advertisement: _____

| | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|--|--|-------|--------|------|--|--|
| | | | | | | | | | | | | | | |
| D | D | M | M | Y | Y | Y | Y | | | Years | Months | Days | | |

• Category:

| | | | | | | | | |
|-----|----|-----|------------|----|-----|----|-------------------|----------------------------|
| GEN | BC | BCM | MBC &DC | SC | SCA | ST | Ex- Serviceman | Tamil Medium Studied |
| | | | | | | | | |

(Tick the appropriate category and enclose valid certificate from the appropriate Authority for categories other than general).

- Religion : (Please Tick)

| HINDU | MUSLIM | CHRISTIAN | SIKH | SPECIFY IF OTHERS |
|-------|--------|-----------|------|-------------------|
| | | | | |

- i) Permanent Address:

| | | | | | | |
|-------------------|--|--|--|--|--|--|
| | | | | | | |
| | | | | | | |
| STATE PIN CODE | | | | | | |

- j) Local Address/Address for communication

| | | | | | | |
|-------------------|--|--|--|--|--|--|
| | | | | | | |
| | | | | | | |
| STATE PIN CODE | | | | | | |

- k) Contact Number: STD code _____ Tel. No. _____ Mobile No. _____
Fax.No. _____ E-mail ID _____

- l) Educational/Technical Qualification/Professional Institution Memberships:

| Sr. No. | Degree/Diploma (With Discipline)/ Membership | Name of Institute | Name of University | Year & Month of Passing | % of marks obtained | Class/ Division |
|---------|--|-------------------|--------------------|-------------------------|---------------------|-----------------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |

- m) Work Experience-Post Qualification: (Mention of Pay Scale)

| Name of Organization | Type of Org. Govt./ PSU/ PVT | Post(s) held | From | To | Years & Months | Scale of Pay and annual gross salary/ CTC | Job Responsibility |
|----------------------|------------------------------|--------------|------|----|----------------|---|--------------------|
| | | | | | | | |

| | | | | | | | |
|--|--|--|--|--|--|--|--|
| | | | | | | | |
| | | | | | | | |

Note:- You shall attach additional sheets for the details of Experience including employer experience certificates of last 03 relevant employments.

n) Application Fee Details:

| Amount (in Figures) | Amount (in words) | Demand Draft Number | Date of Issue | Issue Name | Bank |
|------------------------|----------------------|---------------------------|---------------------|---------------|------|
| | | | | | |

o). Whether any punishment is awarded during the last 10 years /Enquiry is going on Yes/
No

If yes, the details thereof

p) Extra Curricular activities: _____

q) If selected specify the minimum required joining time & date: _____

r) Languages known : (i) Mother tongue_____

(ii)Other languages_____

(Read, Write and speak)

s) Please indicate two references in senior positions in your previous workplaces:-

| S.No | Name | Current Designation | Organisation | Contact.No Mob.No/Tel.No | Official Email ID |
|------|------|------------------------|--------------|-----------------------------|----------------------|
| | | | | | |
| | | | | | |

t) List of documents to be attached along with the application form –
CMRL/HR/05/2013

- 1) Date of Birth Proof: Copy of 10th or 12th Certificate
- 2) Copy of proof of Educational Qualification
- 3) Copy of Experience Certificate
- 4) Copy of Community Certificate
- 5) If studied in Tamil Medium – Proof for the same
- 6) Application fee – Demand Draft
- 7) Any other relevant certificates.

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