Name of the post	Assistant Manager (Admin)
Total No. of posts	One
Grade	E2, Rs.20600 – 46500 (IDA)
Qualification	Post Graduate in Commerce/Economics
Experience	Minimum 3 years post qualification experience in customer service/front office management, out of which at least two years should be in a Govt Organisation/PSU. Preference will be given to candidates with Diploma in Business Administration and experience in managing admin functions in a Govt/PSU/Private organization of repute.
Maximum age limit (as on 1st November 2017)	35 years (Age relaxation applicable as per reservation rules)
Name of the post	Assistant Manager (Legal)
Total No. of posts	One
Grade	E2, Rs.20600 – 46500 (IDA)
Qualification	First class Law graduate from a recognised University in India.
Experience	Shall be enrolled as an Advocate. Minimum 3 years post qualification experience as Legal Officer in Govt/PSU/Listed Company.
Maximum age limit (as on 1st November 2017)	36 years. (Age relaxation applicable as per reservation rules)

General Conditions:-

- Experience and age criteria can be relaxed in case of otherwise exceptionally deserving candidates. Based on the credentials of the candidate, the post may be offered at the immediate lower grade, at the sole discretion of management.
- The number of vacancies shown above is tentative and may undergo change.
- Only shortlisted candidates will be notified for written test/interview. KMRL reserves the right to shortlist the candidates.
- Applicants employed in Govt./Quasi Govt./ PSUs shall apply through proper channel, after forwarding the advance copy along with the application fee and shall produce a "No Objection Certificate" from their employer at the time of interview.
- Acceptance or rejection of application of the candidates will be the sole discretion of the Management. Incomplete applications are liable to be rejected.
- Applications of candidates attempting to influence or interfere with the selection process will be rejected summarily and he/she will be declared disqualified for future vacancies in KMRL.

- No TA/DA will be paid by KMRL to candidates for attending written test/interview

How to apply:-

- Applicants should read the instructions in the website thoroughly before applying.

- Application form may be filled online by selecting the link in KMRL website. The scan copy of the supporting documents should be uploaded, failing which the application will be treated as incomplete.
- Applications forwarded through any other means including fax or e-mail will not be entertained.
- The application fee of Rs.500.00 should be paid online through the payment gateway of Kochi Metro Rail website. No other mode of payment will be entertained. This is non-refundable under any circumstances.
- The last date of submission of on-line application is 29th November 2017.

General Manager (HR, Admn. & Trg.)