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| Name of the post | General Manager (Finance & Accounts) |
| No. of posts | One |
| Grade & Pay Scale | E8, 51300 – 73000 (IDA) |
| Term of appointment | On deputation/contract basis initially for three years, extendable for further periods on mutually agreed terms and conditions |
| Educational Qualification | CA/ICWA |
| Experience | Group A Officers in the grade 37400 – 67000 (grade pay Rs.10000) or Group A Officers with grade pay Rs.8700 with 5 years in SG level/PSU Officers working in the pay scale of 51300 – 73000(IDA) or Officers working in the next lower pay scale or equivalent pay scale with at least three years experience in the same level or persons with similar experience in reputed private sector organisation in senior management level and possessing 17 years of post qualification experience in Executive service. |
| Age limit | Maximum age should not exceed 57 years as on 1 st June 2013 |
| Job Description | Shall report to Director (Finance) and be responsible for all the finance and account functions of the Organisation. |

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| Name of the post | Sr. Mgr.(Accounts & Audit) |
| No. of posts | One |
| Grade & Pay Scale | E5, 32900 – 58000 (IDA) |
| Term of appointment | On deputation/contract basis initially for three years, extendable for further periods on mutually agreed terms and conditions |
| Educational Qualification | CA/ICWA |
| Experience | Minimum 10 years of post qualification experience out of which at least three years should be in a large Public Sector Organisation in Finance, Accounts, Tax, Audit etc. |
| Age limit | Maximum age should not exceed 45 years as on 1 st June 2013 |
| Job Description | Oversee the various statutory compliances, taxation matters, audit, financial concurrence, finalization of Accounts, preparation of budget, short term and long term plans, ,coordination with various funding agencies etc. |

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|---------------------------|---|
| Name of the post | Dy. General Manager (Property Development) |
| No. of posts | One |
| Grade & Pay Scale | E7, 43200 – 66000 (IDA) |
| Term of appointment | On deputation/contract basis initially for three years, extendable for further periods on mutually agreed terms and conditions |
| Educational Qualification | Degree in Town/Urban Planning from a reputed Institute or B Tech or equivalent in civil Engineering. Preference will be given for those having Post Graduate degree/MBA from a reputed institute. |
| Experience | Minimum 15 years of experience, out of which at least 5 years in large scale property development/Town planning etc. The candidate should have experience in managing a large portfolio of developed property in Govt./Private Organisations. |
| Age limit | Maximum age should not exceed 55 years as on 1 st June 2013 |
| Job Description | Shall report to Director (Finance) and be responsible for managing the property development program of Kochi Metro Rail Project. |

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| Name of the post | Company Secretary |
| No. of posts | One |
| Grade & Pay Scale | E7, 43200 – 60000 (IDA) |
| Term of appointment | On deputation/contract basis initially for three years, extendable for further periods on mutually agreed terms and conditions |
| Educational Qualification | ACS/FCS |
| Experience | Not less than 10 years of post qualification experience in Secretarial Practice. Weightage will be given for persons with at least 5 years relevant experience in Government/Public Sector Undertakings. The applicant should possess sound knowledge of Companies Act and Company Law procedures, financial and accounting management functions and should be proficient in working in a computerized eco-system. |
| Job Description | i) To undertake and execute the job of Secretary to the Company as envisaged in the Statutory Acts. ii) Other related duties and responsibilities as required by the management. |

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| Name of the post | Dy. General Manager (HR, Administration & Training) |
| No. of posts | One |
| Grade & Pay Scale | E7, 43200 – 60000 (IDA) |
| Term of appointment | On deputation/contract basis initially for three years, extendable for further periods on mutually agreed terms and conditions |
| Educational Qualification | Graduate with Post Graduate Degree/Diploma in HR from a reputed Institute. Preference will be given to candidates having additional qualification of Bachelors degree in Law. |
| Experience | Minimum of 15 years of post qualification experience in similar field in a Public Sector Organisation/Govt. Organisation or reputed Private sector Organisation. |
| Age limit | Maximum age should not exceed 55 years as on 1 st June 2013 |
| Job Description | Shall report to Director (Finance) and be responsible for the entire Human Resource, Training & administrative functions of the organization. |

General conditions:

- Experience and age criteria can be relaxed in case of otherwise exceptionally deserving candidates.
- Applicants engaged in Govt./Quasi Govt./PSU Should send their applications through proper channel , after forwarding the advance copy along with the application fee.
- Only shortlisted candidates will be notified for interview. KMRL reserves the right to short-list the candidates.
- Depending on the requirements, the Company reserves the right to cancel/curtail/increase the number of vacancies without any further notice and without assigning any reason thereof.
- Acceptance or rejection of application of the candidates will be the sole discretion of 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 will be declared disqualified for future vacancies in KMRL.
- No TA/DA will be paid by KMRL to the candidates for attending interview.

How to apply

- Application form may be downloaded from KMRL website.
- The filled in application form along with application fee and self attested copies of proof of age, qualifications & experience may be send by Registered post/Speed post/courier in an envelope superscribing the name of the post applied for.
- The application fee should be paid in the form of a demand draft for Rs.250.00 drawn in favour of Kochi Metro Rail Ltd., payable at Kochi. This is non-refundable under any circumstances.
- Applications shall be send to Manager (HR & Training), Kochi Metro Rail Ltd., 8th Floor, Revenue Tower, Park Avenue, Kochi – 682 011 so as to reach the office latest by 10th July 2013.
- The application shall be forwarded to KMRL through Post/Courier service only. Applications forwarded though any other means including by fax or e-mail will not be entertained.

KOCHI METRO RAIL LTD
8th Floor, Revenue Tower, Park Avenue, Kochi - 682 011

Attach a
recent
passport size
photograph

APPLICATION FORM FOR EMPLOYMENT

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| POSITION APPLIED FOR: |
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| Whether deputation/contract (Tick the appropriate option) | Deputation | Contract |
|--|------------|----------|

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|---|---------|-----------|
| Name of the candidate | | |
| Address for communication | | |
| Permanent Address | | |
| Telephone no(with STD code) | Office: | Residence |
| Mobile number | | |
| e-mail id | | |
| Date of birth (dd-mm-yyyy) | | |
| Whether SC/ST/OBC/GENERAL (Strike off the non applicable one) | | |

| Criteria | As per advertisement | Possessed by the candidate |
|--|----------------------|----------------------------|
| Educational qualifications | | |
| Total experience (in years) | | |
| Post qualification experience (in years) | | |

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| Experience in Govt./PSU (in years) | | |
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| Age criteria | Specified in advertisement | Possessed by the candidate |
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Details of academic qualifications (from Graduation onwards)

| Sl. No. | Examination passed | Name of University/Institute | Year of passing | Percentage of marks |
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Details of work experience (in the descending order)

| Sl. No | Designation | Organisation | Nature of duties performed | Period (mm-yyyy) | | Pay scale |
|--------|-------------|--------------|----------------------------|-------------------|----|-----------|
| | | | | From | To | |
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Details of Demand Draft

: DD No.
Date:

Bank Name:

Notice period required, if selected :

Certified that the information furnished above are true to the best of my knowledge and belief.

Signature :

Name :

Date :