



KOCHI METRO RAIL LTD

(A joint venture Company of Govt. of India and Govt. of Kerala)

Ref : KMRL/HR/2024-25/07

Date: 09/07/2024

Kochi Metro Rail Limited (KMRL) a 50:50 Joint Venture of Government of India and Government of Kerala incorporated for the implementation of the Kochi Metro Rail project in Kochi and for its operation & Maintenance intends to appoint the following official:-

Name of the Post	: DIRECTOR (FINANCE)
Date of vacancy	: 01.10.2024
Pay Scale of the Post	: Rs.180000 - 340000 (IDA) and other allowances/ perks/privilege.
Duration of Appointment	: The appointment will be on Deputation/ contract basis for a period of 5 years, or up to the date of superannuation, whichever is earlier.

1. Job description and responsibilities

The incumbent shall be a member of the Board of Directors of KMRL and will report to the Managing Director of the Company.

He/ she will be responsible for all Finance related work in KMRL. He/ she will be the overall in-charge of Finance, Accounts, Audit functions and fund management of the organization and shall be responsible for –

- a) Improving and implementing a comprehensive financial management plan
- b) Providing operational oversight from finance/ accounts angle for overall project implementation
- c) Coordinating the consolidation of the annual, short and long term financial plans, budgets, forecasts; preparing, analyzing and reporting the results to the management
- d) Optimizing deployment and ensuring adequacy of financial resources during the implementation of the project
- e) Appraisal of financial risks and remedial actions
- f) Coordination with Govt. of India, Govt. of Kerala, financial institutions in India and overseas.

He/ she shall also may have to oversee and supervise some other general administration functions of KMRL.

2. **Eligibility (to be reckoned as on 01.10.2024)**

(I) **Age: As on 01.10.2024**

Age limit as on date of vacancy	
Minimum (in years)	Maximum age (In years)
45 Years as on 01.10.2024	<u>57 Years as on 01.10.2024</u> Should possess 3 years of residual service as on 01.10.2024
Age of Superannuation: 60 years for the post of Director in KMRL	

(II) **Educational Qualification**

The applicant should have the qualification of CA / CMA / MBA (Finance) or equivalent*

*MBA / Equivalent must be a full time 2-year course, from a University / Institute recognized by the UGC / Accreditation body. **Preference would be given to Chartered Accountants.**

OR

Officers of organized Group A Accounts Services (i.e. Indian Audit & Accounts Service, Indian Defence Accounts Service, Indian Railways Accounts Service, Indian Civil Accounts service, Indian P & T Accounts & Finance Service and Indian Cost Accounts Service)

(III) **Work Experience (To be reckoned as on 01.10.2024)**

- (1) At least 25 (Twenty-Five) years post qualification experience in Project Finance/ Finance and Accounts/ Audit/ setting up Financial, Accounting and Audit systems and procedures in a large public or private sector organizations of repute.
- (2) Candidate should have knowledge and experience in managing financial and accounting software.
- (3) Candidate should be well versed with the Indian accounting standards including developments related to taxation, investment and portfolio management, raising of funds, tendering and contracting..
- (4) Should have proven ability to handle related functions independently and lead a team of finance & accounting.
- (5) Individuals with experience and knowledge in securing funds from external agencies and its management will be preferred.

(IV) **Required Professional Experience and minimum requirements on the scale of pay: (To be reckoned as on 01.10.2024)**

A. Applicant from Govt. Organizations

Should be Member of Group "A" Accounts Service of Government of India with overall 25 years of post – qualification work experience as mentioned above.

Officers should have worked at least for a period of 2 years in the level 14 of the 7th CPC or Senior Administrative Grade (SAG) (with Grade Pay of Rs.10000 in Pay Band 4 of CDA Grade of Rs. 37400-67000 (pre-revised) or higher

B. Applicant from PSUs:

Should have overall 25 years of post - qualification work experience as mentioned above.

Should have worked at least 2 years in the pay scale of Rs. 120000 – 280000 or Rs 51300-73000 (Pre-revised IDA) or higher.

C. Applicant from Private Sector:

Should have overall 25 years of post -qualification work experience as mentioned above.

Should have worked in companies where the project size of not less than Rs 1000 Crore or a company with an annual turnover of not less than Rs 500 Crore in the last 3 years for which the documentary proof of company's Project size / turnover to be attached along with experience proof.

In the preceding 7 years, should have worked at least 5 years in a level reporting directly to a Director on the Board i.e. one level below Board level with last drawn minimum CTC of Rs.36.00 lakhs per annum. Proof of Organizational hierarchy, depicting the same should be attached along with payslips/IT returns for proof of CTC.

3. Submission of application: Applicants should send their application, as per the enclosed Format (Annexure I)

- (a) Application in the enclosed format (Annexure-I) giving details about qualification, experience and career achievements (in a separate sheet) along with self-attested copies of testimonials in support of age, qualification and experience, should reach at the undermentioned address, positively by **06th August 2024 5.00 pm** in hard copy, duly super scribing on the envelope as **“Application for the post of Director (Finance)”**
- (b) Candidates presently employed in Government or Public Sector Undertakings (PSUs), should forward their applications through proper channel along with their ACRs/ APARs of the last five years, so as to reach the under mentioned address, by the stipulated date. Advance copy of the applications will be entertained before the stipulated due date, only if the applications is forwarded through proper channel within 15 days of the last date of submission of application.
- (c) The Disciplinary and Vigilance Clearance of the Candidates certified by the present employer should also be enclosed.

The last date of receipt of complete application in hard copy in KMRL shall be 06th August 2024.

No application shall be entertained under any circumstances after the stipulated date. Incomplete applications, applications not in format, applications received after the stipulated date, shall be REJECTED. KMRL reserves the right to shortlist the applicants for interview. The decision of the selection committee shall be final.

The candidates shortlisted for the interview will be advised through email and shall be eligible for reimbursement of to and fro, economy class air fare, or, AC 2 tier railway fare.

Applications should be addressed to the:

**General Manager (HR, Admn & Training).
Kochi Metro Rail Ltd.,
JLN Metro Station, 4th Floor, Kaloor, Ernakulam Kerala – 682017**



Kindly affix a recent passport size photograph & cross sign

ANNEXURE-I

KOCHI METRO RAIL LTD

4th Floor, JLN Metro Station, Kaloor, Kochi – 682 017

APPLICATION FORM FOR EMPLOYMENT

(To be filled in Capital Letters)

APPLICATION FOR THE POST OF DIRECTOR(FINANCE)

Name of the candidate(As per the matriculation Certificate)		
Gender		
Religion		
Category(SC/ST/OBC/UR/OTHERS(PLS SPECIFY)		
Address for communication		
Permanent Address		
Present Office Address		
Telephone no(with STD code)	Office:	Residence
Mobile number		
e-mail id(Personal & Official)	1. 2.	
Date of birth (dd-mm-yyyy)		
Age As on 01.10.2024 YEARSMONTHSDAYS	

Educational Qualification	Specified in notification	Possessed by the candidate
	CA/CMA/MBA(full time – 2 years)/ IAS/ IA & AS/ IRAS/ IDAS etc	

Experience	Specified in notification	Possessed by the candidate
	At least 25 (Twenty Five) years post qualification experience in Project Finance /Finance and Accounts/ Audit/setting up Financial, Accounting and Audit systems and procedures in a large public or private sector organizations of repute.	

Details of Length of Service	Specified in the Notification	Possessed by the candidate
Length of Service in the Eligible Pay Scale as on 01.10.2024	Minimum 2 years	
Residual Service Left as on 01.10.2024	Minimum 3 years	

Details of academic qualifications (Self Attested certificate copies to be enclosed)

Sl. No.	Examination passed	Name of the Course	Name of University/Institute /Board	Year of passing	Duration of the Course/Whether Full Time/ distance course	Percentage of marks/ Grade/CGPA
1	Matriculation (10th))					
2	Higher Secondary (+2)					
3	Graduate					
4	PG					
5	Other Qualifications					

Details of Present Employment/ Organization	
Current Designation	
Present Pay Scale (IDA/ CDA/ Gross in respect of Private Sector Candidates)	
Date of entry into the present pay scale (attach Proof)	

Details of work experience-since date of initial appointment to the current one (Self attested copies to be enclosed)

Sl. No	Designations held	Name of the Organization & Type (GOVT/ PSU/ PVT.)	Nature of duties performed	Period (dd-mm-yyyy)		Total no. of Years & Months	Pay scale/Gross Salary
				From	To		

Sl. No	Designations held	Name of the Organization & Type (GOVT/ PSU/ PVT.)	Nature of duties performed	Period (dd-mm-yyyy)		Total no. of Years & Months	Pay scale/Gross Salary
				From	To		

Note : You may attach additional sheets for qualification/experience if required

List of documents to be attached along with the application form

- | | |
|---|--|
| 1) Date of Birth Proof: Copy of Birth Certificate or 10th Certificate | 2) Copy of proof of Educational Qualifications |
| 3) Copy of Experience Certificates | 4) Copy of Community Certificate |
| 5) Other relevant certificates (if any) | |

Whether any punishment has been awarded to the applicant during the last 10 year:
YES/ NO

If yes, the details thereof :

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.....

Whether any enquiry is underway against the applicant to the best of his/ her knowledge:- YES/ No

If yes, the details there of:

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.....

Please indicate two references in senior positions in your previous workplace: -

S.No	Name	Current Designation	Organization	Contact No / Mob.No	Official email-id

If selected, specify the minimum required joining time	
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Declaration:

ISon/ daughter ofhereby 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. I also certify that I have not been disqualified to act as a Director under the provisions of the Companies Act, 2013 and 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.

Signature :

Date:

Name :