

**Advt 08/2015**

**RECRUITMENT NOTIFICATION**

**Applications are invited for Appointment to the post of  
Maintainers  
Train Operators/ Station Controllers/ Junior Engineers and  
Section Engineers in Kochi Metro Rail Limited (KMRL)**

Opening Date for ON-LINE Registration of Application	30.09.2015
Closing date for ON-LINE Registration of Application	21.10.2015
Dates for Payment of Application Fee (ONLINE remittance only, through Net Banking/Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/Mobile Wallets).	From 30.09.2015 to 21.10.2015
Date of online test (Subject to change)	During Nov 2015

**1. VACANCIES :**

Post Code	Name of the post	Reservation					Total
		UR	SC	ST	OB C	Ex S	
1	Maintainers	35	6	0*	18	9	68
2	Train Operator/ Station Controllers	40	14	6	20	0*	80
3	Junior Engineers	13	3	1	5	0*	22
4	Section Engineers	11	2	1	4	0*	18

\*Even if there is no vacancy , relaxation in age/qualification/fee , as applicable , is allowed.

Abbreviations stand for: (UR – Un Reserved; OBC – Other Backward Classes; SC – Scheduled Caste; ST – Scheduled Tribe; Ex.S - Ex Servicemen.)

**Note :**

- (i) Preference in employment will be given to one person per affected family (as defined in the Rehabilitation & Resettlement Policy of KMRL) in the Aluva- Petta corridor, subject to the suitability of the affected person for employment and other requirement/conditions for employment being at par with the other candidates. If sufficient number of suitable candidates do not qualify in the selection process, then such vacant posts will be filled with other qualified candidates. The candidate has to provide documentary proof from the concerned Revenue Department. Such candidates must select the PAP (Project Affected Person) icon in the on line application format.
- (ii) The work involves day & Night duty.
- (iii) The number of vacancies as also the number of reserved vacancies is provisional and may vary according to the actual requirement. Further KMRL reserves the right to enhance or reduce the vacancies as per requirements at the time of final selection/appointment.

(iv) All the above are technical posts and there is no reservation for persons with disabilities in selection. Intake for PWD – Persons With Disabilities (PWDs) in identified categories, wherever applicable, to the extent admissible, will be processed separately.

**02. PAY SCALE & EMOLUMENTS:**

Sl. No.	Post	Grade	Pay Scale (DA as per IDA)	Annual Increment (based on performance evaluation)	Approx. Gross emoluments (as at Sept 2015)	Other benefits
1	Maintainer	NE III	8000 - 14140	3%	22000	Contributory PF, Medical reimbursement etc., as per Company rules.
2	Train Operator/ Station Controller/Junior Engineer	S1	13500 - 25520	3%	35000	
3	Section Engineer	S3	16000 - 30770	3%	44000	

**Note :** During the first year of appointment the selected employees will be on consolidated salary. On completion of one year of appointment, subject to assessment of performance, they will be placed at the minimum of the scale of pay applicable to the post. The applicable consolidated salary will be:

1	Maintainers	Rs.16000/-
2	Train Operator/ Station Controllers	Rs.27000/-
3	Junior Engineers	Rs. 27000/-
4	Section Engineers	Rs.32000/-

**03. ELIGIBILITY CRITERIA :**

**04. AGE (as on 01.10.2015) :**

1. For the post of Maintainers :Above 18 years – Below 24 years i.e. candidates should have been born not earlier than 02.10.1991, but not later than 01.10.1997 (both dates inclusive).

2. For the post of Train operator/ Station Controller/Junior Engineers Above 18 years – Below 25 years i.e. candidates should have been born not earlier than 02.10.1990, but not later than 01.10.1997 (both dates inclusive).
3. For the post of Section Engineers :Above 18 years – Below 26 years i.e. candidates should have been born not earlier than 02.10.1989, but not later than 01.10.1997 (both dates inclusive).

**Relaxation of upper age limit :**

Sl. No.	Category	Relaxation in upper age limit
1	Scheduled Caste/Scheduled tribe Candidates	5 years
2	Other Backward Class Candidates	3 years
3	Ex . Servicemen	Actual year of qualified service + 3 years will be deducted to arrive at the eligibility age as per rules

**Note :**

1. No other combination of age relaxation other than specified in the table above, will be applicable.
2. Above relaxations are available only if the candidates fulfill the various conditions prescribed in the Govt. of India instructions in this regard. To claim age relaxation, reserved category candidates will be required to submit a copy of the Community Certificate at the time of document verification.

**05.Educational Qualification (as on 01.10.2015):**

**For Post Code 1.** Maintainers : SSLC pass with ITI (Two years) with 60% aggregate marks for UR/OBC/ Ex.S candidates & 50% aggregate marks for SC/ST candidates in Mechanical/Electrical/Electronics/Civil trades. Working knowledge of Malayalam language is compulsory. This will be subject to verification before selection.

Only ITI certificate holder in Fitter under Mechanical trade, Electrician under Electrical trade, Electronics under Electronics trade and Draftsman Civil under civil trade will be considered eligible for applying against Maintainers.

**For Post Code 2.** Train Operator/ Station Controllers: Diploma (Three years) from a Govt. recognized Institute with 60% aggregate marks for UR/OBC/ Ex.S candidates & 50% aggregate marks for SC/ST candidates in Mechanical/Electrical/Electronics trades. Knowledge of Malayalam language in all the three attributes ie Read, Speak and write is compulsory. This will be subject to verification before selection.

Only Diploma certificate holder in Mechanical under Mechanical trade Electrical under Electrical trade and Electronics, Applied Electronics, Electronics & Communication, Electronics&

Telecommunication under Electronics trade will be considered eligible for applying against Train Operator/Station Controllers.

**For Post Code 3. Junior Engineers:** A Three year Diploma from a Govt. recognized Institute with 60% aggregate marks for UR/OBC/ Ex.S candidates & 50% aggregate marks for SC/ST candidates in Mechanical/Electrical/Electronics/Civil trades. Working knowledge of Malayalam language is compulsory. This will be subject to verification before selection.

Only Diploma certificate holder in Mechanical under Mechanical trade, Electrical under Electrical trade, Electronics, Applied Electronics, Electronics & Communication, Electronics& Telecommunication under Electronics trade and Civil under Civil trade will be considered eligible for applying against Junior Engineers.

**For Post Code 4. Section Engineers:** Bachelor Degree in Engineering from a Govt. recognized university / Institute with 60% aggregate marks for UR/OBC/ Ex.S candidates & 50% aggregate marks for SC/ST candidates in Mechanical/Electrical/Electronics/Civil disciplines. Working knowledge of Malayalam language is compulsory. This will be subject to verification before selection.

Only BTech/BE or equivalent degree in Mechanical under Mechanical stream, Electrical under Electrical Stream, Electronics, Applied Electronics, Electronics & Communication, Electronics& Telecommunication, Electronics & Instrumentation, Industrial Electronics under Electronics Stream and Civil under Civil stream will be considered eligible for applying against Section Engineers.

**Note:** The percentage of marks shall be arrived at by dividing the aggregate/total marks obtained by the candidate in all subjects, as graded by the concerned University/Board,/Institute with the aggregate maximum marks of the examination passed for all the years of the examination. In case, the Universities or Boards or Institute award marks in the form of Grades, such Grades will be considered to the equivalent percentage specified above as per the rules of the Universities or Boards.

#### **06. Application Fee including Bank and other Charges (Non-Refundable):**

The application fee including intimation charges (non-refundable), is prescribed as under:

Sl.No.	Category	Fees
1.	SC/ST	Rs. 300/-
2.	Un Reserved/OBC / Ex.S	Rs.600/-

Bank Transaction charges for Online Payment of fees will have to be borne by the candidate including the candidate applying under reserved category. The fee/intimation charges as mentioned in the above table is excluding the transaction charges payable.

Candidates have to make the payment of requisite fees through the **ONLINE mode only**.

#### **07. SELECTION PROCEDURE:**

The selection of the candidates shall be made on the basis of:

Online Test and medical examination for **Maintainers and Junior Engineers**.

Online Test, medical examination and Psychometric test for the post of **Train Operators/ Station Controllers**.

Online Test, medical examination and Interview for **Section Engineers**.

Note: Medical standards (as per Indian Railway Medical standards) required for qualifying a candidate for the above posts are as follows:

Sl. No.	Post	Class
1	Maintainer	Bee-1 (B-1)
2	Train Operator/ Station Controller	Aye-1 (A-1)
3	Junior Engineer	Aye-3 (A-3)
3	Section Engineer	Aye-3 (A-3)

The Online Test other than Malayalam language proficiency test will be conducted in English. There will be an online test of Malayalam language also for all posts. Minimum passing in Malayalam test as well as other tests as stipulated/decided by KMRL will be applicable.

All the eligible candidates who apply with the requisite fee and whose applications are received in time will be called for the online test, and the details about the test is as follows:

**A.** Online Test question contents would be as under :

**For post Code No. 1- Maintainers**

**Duration of the test will be 90 minutes for all parts together**

An online test for the fresh ITI certificate holders in the following four disciplines; viz:

Mechanical,  
Electrical,  
Electronics &  
Civil.

The test will consist of 3 parts, Part-1, Part-2 and Part-3.

Part 1- Malayalam language (10% marks). Candidates scoring minimum 40% marks in part-1 (Malayalam language) will only considered eligible for the post of maintainers. For other parts/tests minimum passing will be decided by KMRL.

Part-2- Aptitude (40% marks) consisting of Quantitative aptitude, Test of Reasoning and General English.

Part 3-Technical Aptitude (50% marks) in the respective discipline.

The questions under part -1 will be of multiple choice, objective type and available in Malayalam. The part 2 & 3 will be of multiple-choice, objective type and available in English.

### **For post Code No.2 .Train Operators/Station Controllers**

**Duration of the test will be 120 minutes for all parts together**

A common online test for the fresh Diploma holders who satisfies the educational qualifications and other requirements.

The test will consist of 2 parts, Part-1 and Part-2.

Part 1- Malayalam language (10% marks). Candidates scoring minimum 60% marks in part-1 (Malayalam language) will only considered eligible for the post of Train Operator/ Station Controllers. For other parts/tests minimum passing will be decided by KMRL.

Part-2- Aptitude (90% marks) consisting of Quantitative aptitude, Test of Reasoning, General English & General Knowledge.

The questions under part -1 will be of multiple choice, objective type and available in Malayalam. The part 2 will be of multiple-choice, objective type and available in English.

### **Post Code 3 -Junior Engineers**

**Duration of the test will be 90 minutes for all parts together**

An online test for the fresh Diploma holders in the following four disciplines; viz:

Mechanical,  
Electrical,  
Electronics &  
Civil.

The test will consist of 3 parts, Part-1, Part-2 and Part-3.

Part 1- Malayalam language (10% marks). Candidates scoring minimum 40% marks in part-1 (Malayalam language) will only considered eligible for the post of Junior Engineers. For other parts/tests minimum passing will be decided by KMRL.

Part-2- Aptitude (40% marks) consisting of Quantitative aptitude, Test of Reasoning and General English.

Part 3-Technical Aptitude (50% marks) in the respective discipline.

The questions under part -1 will be of multiple choice, objective type and available in Malayalam. The part 2 & 3 will be of multiple-choice, objective type and available in English.

Post code 4 - **Section Engineers**

**Duration of the test will be 90 minutes for all parts together**

An online test for the fresh Graduate Engineers in the following four disciplines; viz:

Mechanical,

Electrical,

Electronics &

Civil.

The test will consist of 3 parts, Part-1, Part-2 and Part-3.

Part 1- Malayalam language (10% marks). Candidates scoring minimum 40% marks in part-1 (Malayalam language) will only considered eligible for the post of Section Engineers. For other parts/tests minimum passing will be decided by KMRL.

Part-2- Aptitude (40% marks) consisting of Quantitative aptitude, Test of reasoning, General English and General Knowledge.

Part 3-Technical Aptitude (50% marks) in the respective discipline.

The questions under part -1 will be of multiple choice, objective type and available in Malayalam. The part 2 & 3 will be of multiple-choice, objective type and available in English.

**B.** Other detailed information regarding the examination will be given in an Information Handout which will be made available for the candidates to download along with the call letter for examination from KMRL's Website.

**C. PENALTY FOR WRONG ANSWERS:**

There will be penalty for wrong answers marked in the Objective Tests. For each question for which a wrong answer has been given by the candidate one fourth of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If a question is left blank, i.e., no answer is marked by the candidate, there will be no penalty for that question.

**D. CUTOFF SCORE /EQUATING**

Each test/part will have a minimum passing/cut of score as stipulated. Cut off on total score will be decided by KMRL.

If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any center or for any candidate.

#### **E. QUALIFYING IN THE ONLINE TEST:**

Marks obtained in the on line test will be reckoned for shortlisting for further selection process. Depending upon the number of vacancies, only those candidates who rank sufficiently high in the Online test will be called for Medical/ Psychometric test/ interview (if applicable) in a ratio fixed by KMRL. Mere eligibility/pass in the test shall not vest any right for being called for further selection. The list of candidates shortlisted for further selection, will be made available on KMRL's website.

#### **Test (on-line mode) :**

(i) The tentative list of centres is as follows:

Sl No	Name of Centre
1	Alappuzha
2	Ernakulam
3	Idukki
4	Kannur
5	Kasaragod
6	Kollam
7	Kottayam
8	Kozhikode
9	Malappuram
10	Palakkad
11	Pathanamthitta
12	Thiruvananthapuram
13	Thrissur
14	Nagercoil
15	Coimbatore
16	Chennai
17	Banglore
18	Namakkal



- (ii) Choice of centre once exercised by the candidate will be final. No request for change of centre/venue/date/session for Examination shall be entertained.
- (iii) KMRL reserves the right to allot the candidate to any centre other than the one he/she has opted for.
- (iv) KMRL, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
- (v) Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and KMRL will not be responsible for any injury or losses etc. of any nature.
- (vi) If sufficient number of candidates do not opt for a particular centre for "Online" examination, KMRL reserves the right to allot any other adjacent centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a centre, KMRL reserves the right to allot any other centre to the candidate.

The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.

## **08. HOW TO APPLY:**

### **DETAILED GUIDELINES/PROCEDURES FOR:**

#### **A. APPLICATION REGISTRATION**

#### **B. PAYMENT OF FEES**

#### **C. PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD**

Candidates can apply online only from **30.09.2015** to **21.10.2015** and no other mode of application will be accepted.

#### **IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION**

Before applying online, candidates should-

- (i) Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given under Guideline for photograph & signature scan and upload.
- (ii) Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. KMRL may send call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.
- (iii) **APPLICATION FEES/INTIMATION CHARGES (NON REFUNDABLE). PAYMENT OF FEE ONLINE:**  
30.09.2015 to 21.10.2015.

Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.

### **(A) Application Procedure**

1. Candidates may go to the KMRL website <http://www.kochimetro.org> and click on the option "APPLY ONLINE" which will open a new screen.
2. To register application, choose the tab "Click here for New Registration" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
3. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required.
4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/entertained after clicking the FINAL SUBMIT BUTTON.
5. The Name of the candidate or his /her Father/Husband etc. should be spelt correctly in the application as it appears in the Certificates/Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
10. Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
11. Click on 'Payment' Tab and proceed for payment.
12. Click on 'Submit' button.

### **(B) PAYMENT OF FEES**

#### **ONLINE MODE ONLY**

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
3. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE
4. On successful completion of the transaction, an e-Receipt will be generated.
5. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
6. Candidates are required to take a printout of the e-Receipt and online Application Form. Please note that if the same cannot be generated, online transaction may not have been successful.

7. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
8. To ensure the security of your data, please close the browser window once your transaction is completed.
9. There is facility to print application form containing fee details after payment of fees.

### **(C) GUIDELINES FOR PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD**

- **IN CASE THE FACE IN THE PHOTOGRAPH OR SIGNATURE IS UNCLEAR, THE APPLICATION MAY BE REJECTED.**
- **CANDIDATE MAY EDIT THE APPLICATION AND RE-UPLOAD THE PHOTOGRAPH/ SIGNATURE IN SUCH CASE.**

#### **PHOTOGRAPH IMAGE:**

- Photograph must be a recent passport size colour picture.
- The picture should be in colour, against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face.
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
- If you have to use flash, ensure there's no "red-eye".
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred).
- Size of file should be between 20kb-50kb.
- Ensure that the size of the scanned image is not more than 50KB. If the size of the file is more than 50KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

#### **SIGNATURE IMAGE:**

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The Applicant's signature obtained on the call letter and attendance sheet at the time of the examination should match the uploaded signature. In case of mismatch, the candidate may be disqualified.
- Dimensions
- 140 x 60 pixels (preferred).
- Size of file should be between 10kb —20kb.
- Ensure that the size of the scanned image is not more than 20KB.

#### **SCANNING THE PHOTOGRAPH & SIGNATURE:**

- Set the scanner resolution to a minimum of 200 dpi (dots per inch).
- Set Color to True Color.
- File Size as specified above.

- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01 .jpg or image01 .jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon. Candidates using MS Windows/MS Office can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MS Office Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50KB (photograph) & 20KB (signature) by using crop and then resize option [Please see point (i) & (ii) above for the pixel size] in the 'Image' menu. Similar options are available in other photo editor also.

**If the file size and format are not as prescribed, an error message will be displayed.**

While filling in the Online Application Form the candidate will be provided with a link to upload his photograph and signature.

### **Procedure for Uploading the Photograph and Signature**

- There will be two separate links for uploading Photograph and Signature.
- Click on the respective link "Upload Photograph / Signature".
- Browse & Select the location where the Scanned Photo/ Signature file has been saved.
- Select the file by clicking on it.
- Click the 'Upload' button

### **Note:**

- (a) After registering online, candidates are advised to take a print out of their system generated online application forms.
- (b) In case the photograph or signature is unclear, the candidate may edit his/her application and re-upload his/her photograph or signature.
- (c) The link for registration of application will be open on our website <http://www.kochimetro.org> on the dates indicated at the top of this advertisement (30.09.2015 to 21.10.2015).
- (d) There is a provision to save and then edit the application. Once submitted, the application cannot be edited.
- (e) Candidates should take utmost care to furnish the correct details while filling in on-line application.
- (f) After applying on-line, the candidate should take a print out of the system generated on-line application form and retain it along with Registration Number & Password safely for future reference. They should not send this print out to KMRL. The print out of the on-line application will have to be invariably submitted at the time of Interview/ further selection.
- (g) Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fees to avoid the possibility of disconnection/ inability/failure to log on to KMRL's website on account of heavy load on internet/website jam.
- (h) KMRL does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of KMRL.
- (i) Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and any such incomplete/incorrect applications would be rejected.
- (j) The Candidate should note/remember the password for future reference and use.
- (k) **NOTE** - There is also a provision to reprint the Application form at later stage.

- (1) **The candidate must ensure that the filled in information is correct and no correction will be accepted at subsequent stage in any field.**

#### **09. VERIFICATION OF CREDENTIALS:**

The candidates who qualify for further selection / interview will be subjected to verification of credentials, such as, verification of Original Certificates of Educational Qualifications, other Qualifications, Caste Certificates, Physically Challenged certificates, etc., and also subjected to verification with the respective Universities/Authorities.

#### **10. APPOINTMENT:**

Candidates selected for current vacancies shall be taken into the service in the order of merit–cum–roster as per the requirement. The candidate, upon selection, has to execute a Contract Bond with a liability for the amount (as decided by the Management of KMRL), that, he/she would serve KMRL continuously for a minimum period of 3 years including Training (if any). Selected candidates will be on probation for a period of Two years and will be on consolidated pay applicable during the first year of appointment and thereafter on the minimum of the scale of pay applicable.

#### **11. SPECIAL INSTRUCTIONS:**

Candidates have to submit the **online examination call letter** at the time of online examination.

##### **Identity Verification**

In the examination hall as well as at the time of interview, the call letter along with original and a photocopy of the candidate's currently valid photo identity such as PAN Card/ Passport/ Driving License/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead/ Photo identity proof issued by a People's Representative on official letterhead/ valid recent Identity Card issued by a recognized College/ University/ Aadhar card with a photograph/ Employee ID with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. **If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination. In case of candidates who have changed their name will be allowed only if they produce Gazette notification/their marriage certificate/affidavit.**

E-Aadhar Card and Ration Card are not valid ID proofs for this recruitment process.

##### **Note:**

- 1) Candidates have **to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter** as well as the Interview Call Letter while attending the examination/interview respectively, without which they will not be allowed to take up the examination/interview.
- 2) Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof.
- 3) **Female candidates who have changed first/last/middle name post marriage must take special note of this.** If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof the candidate

will not be allowed to appear for the examination. In case of candidates who have changed their name will be allowed only if they produce Gazette notification/their marriage certificate/affidavit.

- 4) Decision of KMRL in respect of all matters pertaining to this examination would be final and binding on all candidates.

Candidates are advised to regularly keep in touch with KMRL's website <http://www.kochimetro.org>, for details, updates and any information which may be posted for further guidance as well as to check their registered e-mail account from time to time during the recruitment process.

**12. GENERAL INSTRUCTIONS:**

- a) As the applications are to be processed by a Computerized System, it is essential that the application should be filled in properly and completely.
- b) Before applying, the candidate should ensure that he/she fulfills the eligibility and other norms mentioned in this notification. KMRL would be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post. The decision of KMRL shall be final on qualification and other eligibility norms.
- c) Candidates should ensure that the photographs and signatures appended by them in all the places, viz., uploaded in online application, call letter, attendance sheet, etc., and in all correspondence with KMRL, in future, should be identical and there should be no variation of any kind.
- d) Application once made will not be allowed to be withdrawn.
- e) Candidates need not submit/send at any address, application printouts or any certificates or copies thereof at the time of online application. Their candidature will be considered on the strength of the information declared in the application.
- f) KMRL shall not entertain requests from the candidates seeking advice about their eligibility to apply.
- g) Candidates seeking age relaxation are required to show originals and submit copies of necessary certificate(s) at the time of interview.
- h) Candidates belonging to 'Non Creamy Layer ' are eligible to apply under OBC Category. The OBC candidates who belong to 'Creamy Layer' are not entitled to apply under OBC Category. They should indicate their category as general.
- i) In case of multiple registrations for the same post only last registration will be kept valid
- j) In case of candidates desiring to apply for more than one post, they should submit separate applications for each post and pay application fee separately against each post.
- k) Candidates already in employment in Govt./PSU should produce 'no objection certificate' from their employer, at the time of interview, in the absence of which their candidature will not be considered.
- l) Only candidate willing to serve anywhere in India should apply.
- m) The decision of KMRL in all aspects pertaining to the application and its acceptance or rejection as the case may be, conduct of examination and at all consequent stages, culminating in the selection or otherwise of any candidate, shall be final in all respects and binding on all concerned, under the power vested with it under the Recruitment and Conditions of Service Rules of KMRL and it also reserves its right to alter and modify the terms and conditions laid down in the notification for conducting the various stages up to selection, duly intimating details thereof to all concerned, as warranted by any unforeseen circumstances arising during the course of the recruitment process, or as deemed necessary by KMRL at any stage.
- n) Decision of KMRL in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the document(s) to be produced for the purpose of the conduct of examination, interview, selection and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained in this behalf.

- o) The requests of the applicants seeking marks obtained by them in the online test/interview will not be entertained.
- p) KMRL, may at its discretion hold re-examination wherever necessary in respect of any center/venue/specific post of venue or a candidate(s). Further, KMRL reserves its right to postpone/cancel the online test, if the situation warrants.
- q) KMRL shall not be responsible for an application being rejected which is based on wrong information provided in any advertisement issued by an unauthorized person/institution.
- r) Data once submitted cannot be changed.
- s) **Canvassing in any form will be a disqualification.**
- t) Any resultant dispute arising out of this notification shall be subject to the sole jurisdiction of the courts situated at ERNAKULAM Dist, Kerala only.
- u) KMRL takes no responsibility for any certificate/remittance sent separately by candidate.
- v) No Candidate is permitted to use calculator, Mobiles, papers or any other such instruments during the examination. The candidates will appear for the written examination/interview at the allotted centers at their own expenses and risks and KMRL will not be responsible for any injury/loss etc. of any nature.
- \* Candidates in their own interest are advised to submit their application on-line well in time before the last date to avoid possible technical snags.
  - \* For post of Train operator/Station Controller prior to Medical examination a pass in the psychometric test also is mandatory.
  - \* The medical test is per the standards being followed in Indian Railway for equivalent categories.
  - \* Appointment of selected candidates is subjected to his/her being declared medically fit as per the recruitment rules of KMRL. Such appointments will be subject to the Service & Conduct Rules of the KMRL.
- w) Competent Authority for issue of Certificate to SC/ST/OBC is as under: (to be produced at the time of interview)
- \* For SC/ST/OBC – District Magistrate/Addl. Dist. Magistrate/Collector/Deputy Commissioner/Addl. Dy. Commissioner/Dy. Collector/First Class Stipendiary Magistrate/Sub-Division Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner/Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate/Revenue Officer not below the rank of Tahsildar Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.
- x) Action Against Candidates Found Guilty of Misconduct:
- Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any KMRL recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.
- Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated and should not suppress any material information while filling up the application form. At the time of written examination/interview, if a candidate is (or has been) found guilty of
- (i) using unfair means during the examination or
  - (ii) impersonating or procuring impersonation by any person or

- (iii) misbehaving in the examination hall
- (iv) resorting to any irregular or improper means in connection with his/her candidature for selection or
- (v) obtaining support for his/her candidature by unfair means ; such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable :
  - a) To be disqualified from the examination for which he/she is a candidate.
  - b) To be debarred either permanently or for a specified period from any examination or recruitment conducted by KMRL
  - c) For termination of service, if he/she has already joined the KMRL.

KMRL would be analyzing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by KMRL in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/valid, KMRL reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.

### 13. CALL LETTERS FOR ONLINE EXAMINATION:

Candidates will have to visit KMRL's website <http://www.kochimetro.org> for downloading call letters for online test. Intimation for downloading call letter will also be sent through email/SMS, about ten days in advance of the date of examination. Once the candidate clicks the relevant link, he/she can access the window for call letter download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the examination centre with (i) Call Letter (ii) Photo Identity Proof as specified in the call letter and photocopy of the same Photo Identity Proof as brought in original.

CANDIDATES REPORTING LATE i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is 2 hours, candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.

**Place:** Ernakulam

**Date:** 30.09.2015.

**Addl General Manager (HR, Admn & Trg)**  
**Kochi Metro Rail Limited**