



Advt No. 01/2015

Name of the post	Addl. General Manager (Finance & IT)
Total No. of posts	One
Grade	E7, 43200 – 66000 (IDA)
Qualification	CA/ICWA and DISA/CISA or equivalent or any diploma or a higher qualification in Information Technology.
Experience	Minimum 15 years' experience in Finance/Accounts. The overall experience shall include at least 2 years in overseeing the functions of the IT department in a public/private sector organization of repute. Out of the total experience at least two years shall be in the grade of E6 or equivalent. In case of candidates having metro rail/railway experience of at least two years, overall experience required is relaxable.
Job Description	Shall report to Director (Finance) & Director (Systems) and be responsible for all the finance & IT functions of the Organisation
Tenure	On deputation/contract basis for three years, extendable for further periods on mutually agreed terms and conditions.
Maximum age limit (as on 1st March 2015)	50 years.

Name of the post	Executive Trainee
Total No. of posts	One
Grade	E0, `12600 – 32500 (IDA)
Qualification	Post Graduate with diploma in Public Administration
Tenure	On deputation/contract basis for three years, extendable for further periods on mutually agreed terms and conditions.
Experience	Minimum 2 years' experience in administration in a public/private sector organisation.
Maximum age limit (as on 1st March 2015)	36 years.



General Conditions:-

- Experience and age criteria can be relaxed in case of otherwise exceptionally deserving candidates.
- The number of vacancies shown above is tentative and may undergo change.
- Only shortlisted candidates will be notified for 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 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 Dy. General Manager (HR & Training), Kochi Metro Rail Ltd., 8th Floor, Revenue Tower, Park Avenue, Kochi – 682 011 so as to reach the office latest by **29th April 2015**.
- 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.

Addl. General Manager (HR, Admn. & Trg.)
KMRL
Kochi – 682 011.



KOCHI METRO RAIL LTD

8th Floor, Revenue Tower, Park Avenue, Kochi - 682 011

Attach a recent passport size photograph

APPLICATION FORM FOR EMPLOYMENT

POSITION APPLIED FOR:

GRADE OF THE POSITION APPLIED FOR	
-----------------------------------	--

Whether deputation/ contract (Tick the appropriate option)	Deputation	Contract
---	------------	----------

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)		
Gender	Male / Female (Tick the relevant option)	
Religion & Caste		SC/ST/OBC/EX-SERVICE/GENERAL (Tick the appropriate one)

Criteria	As per the advertisement	Possessed by the candidate
----------	--------------------------	----------------------------



Educational qualifications		
Total experience (in years)		
Post qualification experience (in years)		
Experience in Govt./PSU (in years)		

Age criteria	Specified in advertisement	Possessed by the candidate

Details of academic qualifications (from Graduation onwards)

Sl. No.	Examination passed	Name of University/Institute	Year of passing	Percentage of marks

Details of work experience (in the descending order)



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

Details of Demand Draft : DD No.

Bank Name:

Date:

Notice period required, if selected:

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

Signature :

Name :

Date :