



## CHENNAI METRO RAIL LIMITED

(A Joint Venture of Govt. of India & Govt. of Tamil Nadu)  
Admin Building, CMRL Depot, Poonamallee High Road,  
Koyambedu, Chennai - 600107.

### **EMPLOYMENT NOTIFICATION No. CMRL/HR/DEP/01/2022 dated: 31-01-2022**

Chennai Metro Rail Limited (CMRL), a Joint Venture of Government of India and Government of Tamil Nadu, is a special purpose vehicle (SPV) entrusted to implement the Metro Rail Project in the Chennai city.

CMRL invites applications from the Office of the Comptroller & Auditor General of India on deputation basis for the post of General Manager (Finance & Accounts).

1	Name of the Organisation	Chennai Metro Rail Limited (CMRL)
2	Name of the Post	<b>General Manager (Finance &amp; Accounts)</b>
3	Service	IA&AS / Group 'A'
4	Scale of pay for deputation post	(i) The deputationist shall have option either to draw pay being drawn in the parent organization with deputation allowance and project allowance at 10% of Basic Pay each.  (or)  (ii) To draw equivalent cadre IDA pay scale in CMRL with IDA, HRA and Cafeteria Allowance.
5	Number of Post	<b>1 (One)</b>
6	Location	Chennai
7	Age (as on date of notification i.e. 31.01.2022)	Age not exceeding 55 years (Age will be relaxed for deserving candidates).
8	Method of Recruitment	On Deputation
9	Tenure of deputation	Initial period of deputation will be for a period of 3 years, which shall be extendable upto 5 years.
10	Qualification & Experience	i) Should be in SAG grade with minimum 20 years of experience.  ii) Experience in Project Finance, Audit, Accounts, Taxation, Legal Matters, Fund Management, Finance concurrence & vetting and Budget matters.  iii) Setting up of the Financial, Accounting Audit Systems and procedures.

### **General Terms and Conditions:**

- a. Application should be sent through proper channel to CMRL in the prescribed format as given below along with the following documents: -
  - i. Application Form
  - ii. Date of Birth Proof: Copy of Birth Certificate or 10<sup>th</sup> Certificate
  - iii. Copy of proof of Educational Qualifications.
  - iv. Copy of Experience Certificate
  - v. Copy of Community Certificate
  - vi. Other relevant certificates (if any)
  - vii. Duly attested copies of last 5 years ACRs of the applicant
  - viii. Vigilance clearance and Integrity certificate as per the pro-forma attached.
- b. Depending on the requirement the CMRL reserves the right to cancel / curtail / increase the number of vacancies without any further notice and without assigning any reason thereof.
- c. Merely meeting the above qualifications and experience shall not entitle a candidate to be selected for interview. Only short-listed candidates will be notified for interview. CMRL reserves the right to shortlist the candidates. Acceptance or rejection of application of the candidates will be at the sole discretion of Management.
- d. Depending upon the response, the management reserves the right to increase or decrease the eligibility standards / criteria for the said post.
- e. CMRL reserves the right to withdraw the advertised posts at any time without assigning any reason and also reserves the right to fill either in the same position or at a lower position or not to fill the posts and CMRL decision in this regard shall be final.
- f. The last date for receipt of application is 17.03.2022.
- g. Applicants shall compulsorily provide an email ID for correspondence. All correspondence from CMRL shall be sent only through the email ID provided by the applicant.
- h. Telephonic queries (044-2379 2000) will be attended on all working days between 10:00a.m to 6.00 p.m.
- i. Email queries may be addressed to [hr@cmrl.in](mailto:hr@cmrl.in)
- j. The forwarding authority should send the application form along with the above mentioned documents to the below mentioned address: -

**Joint General Manager (HR),  
Chennai Metro Rail Limited,  
Admin Building, CMRL Depot,  
Poonamallee High Road,  
Koyambedu, Chennai – 600107.**

**Joint General Manager (HR)**

**PROFORMA OF THE CERTIFICATE TO BE GIVEN BY THE HEAD OF THE OFFICE**

Certificate in respect of Shri/Smt. \_\_\_\_\_ (Name & Designation)

1. The particulars furnished by the applicant are correct and he/she fulfills the eligibility criteria.
2. It is certified that no disciplinary / vigilance case is pending or contemplated against the applicant and he/she is clear from the vigilance angle.
3. His / Her integrity is certified.
4. It is certified that no major / minor penalties have been imposed on the Officer during the last 10 years.
5. Attested copies of ACRs for the last five years are enclosed.

Signature of the head of the Office

Name along with official seal



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*Affix Self-  
Attested  
Photograph*

**APPLICATION FORM**  
(Please fill in **BLOCK** Letters only)

Advertisement No. & Date: .....

Application for the Post of: ..... Post Code: .....

**Personal Details:**

Name in CAPITAL LETTERS		
Surname	First name	Middle name

Father's Name	Husband's Name

Nationality	State of Domicile	Gender		Marital Status			
		M	F	Married	Unmarried	Widow	Divorcee

Date of Birth (DD/MM/YYYY)			Age (as on _____) Yrs Months Days			Religion				
						Hindu	Muslim	Christian	Specify if Others	

Category (Tick the appropriate category and enclose valid certificate from the appropriate Authority for categories other than General).									
GEN	BC	BCM	MBC & DC	SC	SCA	ST	EX- Service	Differently Abled Person	Tamil Medium Studied

Local Address / Address for communication							Permanent Address:						
Pin							Pin						
Tel . No / Mobile No:													
E-mail:													
Home Town													

(Signature)

**Details of Educational Qualification (Self attested certificate copies to be enclosed):**

Qualification	College / University / Institution	Name of the Degree	Duration of the course	Year of passing	% of Marks
Matriculation (10 <sup>th</sup> STD.)					
Higher Secondary (+2)					
Diploma					
UG					
PG					
Other Qualifications					

**Work Experience (Self attested certificate copies to be enclosed):**

Name of the organization/ Type of organization (Govt/PSU/PVT)	Post(s) held & Grade	(Mandatory to fill up all columns)						Total no. of Years & Months	Scale of Pay / Group salary	Job Responsibility
		From		To						
		DD	/MM	/YYYY						

Note:- You may attach additional sheets for qualification/Experience if required.

**Please indicate two references in senior positions in your previous workplaces: -**

S.No	Name	Current Designation	Organization	Contact No / Mob.No/Tel.No	Official Email ID
1					
2					

<b>Extra-Curricular activities</b>	
<b>If selected specify the minimum required joining time</b>	

(Signature)

S.No	Languages known	Read	Write	Speak

**List of documents to be attached along with the application form**

- i Date of Birth Proof: Copy of Birth Certificate or 10th Certificate
- ii Copy of proof of Educational Qualifications
- iii Copy of Experience Certificates
- iv Copy of Community Certificate
- v Other relevant certificates (if any)
- vi Duly attested copies of last 5 years ACRs of the applicant
- vii Vigilance clearance and Integrity certificate as per the pro-forma attached

Declaration:

I hereby 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 and I will not have any right to attend the interview nor will have the right to claim travelling expenses for attending the interview. If any shortcoming(s) is/are detected even after appointment, my services may be terminated. I also certify that 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.

Place:

Date:

(Signature)