

Name of the post	Legal Officer
No. of posts	One
Grade & Pay Scale	E6, 36600 – 62000 (IDA)
Term of appointment	On deputation/contract basis initially for three years, extendable for further periods on mutually agreed terms and conditions
Educational Qualification	Full time LLB with first division from a reputed institute
Experience	Minimum 12 years of post qualification experience in similar capacity in a Govt./PSU Organisation
Age limit	Maximum age should not exceed 50 years as on 1 st January 2013
Job Description	Will head the legal section dealing with the entire legal matters of the organization. He will also draft legal documents and also represent organization in various dispute redressal forums.

Name of the post	Sr. Manager(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/ICWAI
Experience	Minimum 10 years of post qualification experience out of which at least seven years should be in a large Public Sector Organisation. The candidate must have at least 5 years experience in Internal Audit and related areas.
Age limit	Maximum age should not exceed 45 years as on 1 st January 2013
Job Description	Oversee the various statutory compliances, design & develop procedures for internal control and checks, devise, implement & update the internal audit system, conduct internal audit, initiate corrective actions whenever necessary, oversee preparation and scrutiny of all accounts and ensure that the same are kept up-to-date, prepare monthly & annual accounts, ensure that all the systems rules and procedures are implemented properly, compliance of tax matters, coordination with other audit teams etc.

Name of the post	DY. MANAGER ADMINISTRATION
No. of posts	ONE
Grade & Pay Scale	E3, 24900 – 50500 (IDA)
Term of appointment	On contract basis initially for three years, extendable for further periods on mutually agreed terms and conditions
Educational Qualification	Post Graduate in any discipline with sound IT skills.
Experience	Minimum of 6 years of experience in similar filed in a Public Sector Organisation/Govt. Organisation.
Age limit	Maximum age should not exceed 40 years as on 1 st January 2013
Job Description	The candidate will be discharging responsibilities on whole gamut of administrative areas ranging from policy compliance by employees to travel, accommodation, office inventory management, housekeeping, security and safety of assets as well as personnel and adherence to legal requirements. He should drive contract negotiations and finalization with selected contractors/vendors. He should also monitor and take initiative in controlling cost of administrative functions.

Name of the post	PERSONAL SECRETARY
No. of posts	Two
Grade & Pay Scale	NE4, 10170 – 18500 (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 in any discipline and should have passed Shorthand Higher/Lower Grade. Should also posses excellent IT skills including MsWord, MsExcel, PowerPoint and other computer applications. Knowledge of Hindi is desirable.
Experience	Minimum of 5 years of experience in similar filed in a Public Sector Organisation/Govt. Organisation. Should be capable in exercising discretion in dealing with confidential and sensitive matters.
Age limit	Maximum age should not exceed 40 years as on 1 st January 2013
Job Description	The candidate will be responsible for managing the Directors diary, arranging meetings, tour arrangements etc., file maintenance, preparing correspondence, drafting replies, taking minutes of general meetings, proactively ensuring that action points are delivered on time etc.

General conditions:

- Experience and age criteria can be relaxed in case of otherwise exceptionally deserving candidates.
- 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.150.00 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 20th February 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

POSITION APPLIED FOR:

Whether deputation/contract (Tick the appropriate option)	Deputation	Contract
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Name of the candidate		
Address for communication		
Telephone no(with STD code)	Office:	Residence
Mobile number		
e-mail id		
Date of birth (mm-dd-yyyy)		

Criteria	As per 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.
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 :