



KOCHI METRO RAIL LIMITED
(A 50 :50 Joint Venture of Government of India & Government of Kerala)
4th Floor, JLN Metro Station, Kaloor, Kochi-682 017

Advt. No : KMRL/HR/2022-23/10, Dated (06.09.2022)

Kochi Metro Rail Limited (KMRL) is a 50:50 Joint Venture of Government of India and Government of Kerala incorporated for the implementation of the Kochi Metro Rail project and for its Operation & Maintenance.

We are looking for an experienced HR professional with bright academic record to join the organization in their HR Department as an Executive (HR) at E1 level or as an Asst. Executive (HR) at E0 Level. We provide best in class exposure to our employees in terms of Pay & Allowances, Career Growth & Professional and Personal Development Opportunities.

The brief details of the post are as under:

Details of Post and Minimum Eligibility Criteria

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| Name of the Post | Executive (HR)-(E1)/ Asst. Executive (HR)-(E0) |
| Total no. of Vacancies | One (either E0 or E1) |
| Grade/Pay Scale | E0-Rs.30000-120000/- E1-Rs.40000-140000/- (IDA Scale) |
| Type of Recruitment | Regular |
| Minimum Educational Qualification | Full Time regular graduation in any discipline and with Two years' full time REGULAR Post Graduate MBA (HR) Degree / PG Diploma in Management with specialization in HR from any AICTE recognized Institution/ University with MINIMUM 60 % marks. Degree in Law is desirable. |
| Minimum Job Experience | <u>For Executive (HR)</u> Minimum 3 years post qualification experience in various aspects of HR / Personnel Management / Industrial Relations in Public Sector Undertakings or in large and reputed Private Companies (minimum annual turnover of Rs. 200 crores) <u>For Asst. Executive (HR)</u> Minimum 2 years post qualification experience in various aspects of HR / Personnel Management / Industrial Relations in Public Sector Undertakings or in large and reputed Private Companies (minimum annual turnover of Rs. 200 crores) |

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| Maximum Age Limit (as on 1st September 2022) | <p><u>For Executive (HR)</u></p> <p>32 Years (Age relaxation applicable as per reservation rules).</p> <p><u>For Asst. Executive (HR)</u></p> <p>30 Years (Age relaxation applicable as per reservation rules).</p> |
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General Conditions:-

- Age, Qualification & Experience will be reckoned as on 01.09.2022.
- Only shortlisted candidates will be notified for written test/Computer based test and/or interview, which will be communicated through email id registered with KMRL by the applicants. No other mode of communication will be attempted.
- KMRL reserves the right to shortlist the applicants for written/computer based test and/or Interview.
- Any corrigendum/ addendum to this advertisement will be displayed only in the website (kochimetro.org). Applicants are requested to visit the website from time to time for all updates.
- Applicants employed in Govt. /Quasi Govt. / PSUs shall produce a “No Objection Certificate” from their employer at the time of written/computer based test and/or interview.
- Candidates from PSU/Govt. Organizations should be presently working in the equivalent grade/its equivalent scale or in the immediate lower grade/its equivalent scale and proof thereof shall be submitted along with application or at the time of interview.
- Candidates from private sector applying for the post of Asst. Executive (HR) shall be presently having CTC of minimum Rs. 5.50 lakhs per annum and those applying for the post of Executive (HR) shall be presently having CTC of minimum Rs. 7.00 lakhs per annum and proof thereof shall be submitted along with application or at the time of interview.
- Acceptance or rejection of application of the candidates will be at the sole discretion of the Management. Incomplete applications are liable to be rejected.
- KMRL management reserves the right to cancel or amend this advertisement.
- 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 the selection process.
- KMRL reserves the right to cancel the selection process or not to fill the position/ select any candidate, without assigning any reason.
- Candidature of a candidate is liable to be rejected at any stage of the recruitment process or after recruitment or joining, if any information provided by the candidate is found to be false or not in conformity with the eligibility criteria mentioned in the advertisement.
- Merely fulfilling the minimum qualifications and experience will not confer on any candidates the right to be shortlisted /called for written/computer based test and/or interview or to be selected.

- KMRL reserves the right to offer a grade lower than that which was applied for by the candidates.
- Merely fulfilling the experience of 3 years does not confer any right to the candidates to be considered for the Executive (E1) position. Selection and fixation of Grade is the sole discretion of KMRL and it depends upon the suitability/performance/ previous experience/pay drawn etc of the candidate. The decision of the management regarding the Grade (E1/E0) offered to the selected candidate shall be final and binding.
- KMRL reserves the right to maintain a list of waitlisted candidates after selection process for filling future vacancies, if any as per the Recruitment Rules.
- No correspondence, whatsoever, will be entertained from candidates regarding conduct and result of interview and reasons for not being called for interview or selection.
- The following documents should be attached by the applicants along with the application for substantiating their Age, Qualification, Experience, CTC & Annual Turnover of the Company:

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| Proof of Age | : Matriculation/Birth Certificate |
| Educational Qualifications | : All Year/Semester Mark Sheets & Certificates. |
| Experience | : a) Past Employments- Service certificate (It should have Date of joining, date of Relieving, Pay Scale etc.) b) Current Experience : Appointment Letter, Proof of date of joining, Latest Payslip etc. |
| CTC | : Form 16/Payslip showing total income. |
| Annual Turnover | : Latest Annual Report (relevant Extracts) or any other valid document showing the Annual Turn over of the company |

How to apply:-

- Applicants should read the instructions in the website (kochimetro.org/careers) thoroughly before applying.
- Application form may be filled online by selecting the link in KMRL website. The scanned copy of the supporting documents should be uploaded, failing which the application will be treated as incomplete. All the supporting documents shall be uploaded.
- Applications forwarded through any other means including fax or e-mail will not be entertained.
- The last date of submission of on-line application is 28th September 2022.

General Manager (HR, Admin & Trg.)