



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/2022-23/11, 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.

To assist in the HR functions, we are in lookout for a candidate with bright academic record to join the organization. We provide best in class exposure to our employees in terms of Pay & Allowances, Career Growth and Personal Development Opportunities.

The brief details of the post are as under:

Details of Post and Minimum Eligibility Criteria

Name of the Post	Assistant (HR & Admin)
Total no. of Vacancies	Two
Grade/Pay Scale	NE3, Rs.20000-52300(IDA)*
Type of Recruitment	Regular
Minimum Educational Qualification	Three Year Full time regular i) Bachelor of Business Administration (BBA) / ii) Bachelor of Business Management (BBM)/ iii) Bachelor of Social Work (BSW)/ BA (Social Work)/ iv) Bachelor in Human Resource Management (B-HRM) from any recognized University with MINIMUM 65 % marks. OR 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
Experience	Nil
Maximum Age Limit (as on 1st September 2022)	25 Years (Age relaxation applicable as per reservation rules).

* During the first year of appointment the selected candidates will be on a consolidated salary of Rs.16000/- per month. 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 approximate CTC based on the current DA will be Rs.5.40 Lakhs per annum.

General Conditions:-

- Age, Qualification & Experience will be reckoned as on 01.09.2022.
- Only shortlisted candidates will be notified for written test (may be 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 test (may be 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.
- Acceptance or rejection of application of the candidates will be at the sole discretion of the Management. Incomplete applications are liable to be rejected.
- Appointment of selected candidates will be subject to verification of character and antecedents & passing of Medical Examination as per KMRL requirement.
- 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 Written Test/Computer based test and/or interview.
- 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 qualification & age will not confer on any candidates the right to be shortlisted /called for Written Test/Computer based test and/or interview or to be selected.
- 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 Written Test/Computer based test and/or interview and reasons for not being called for written test and/or interview or selection.
- The applicants are required to fill in the exact percentage of marks scored by them in the qualifying examination in the online application submitted for the posts as applicable. Some Universities /Institutes/ Examination Boards do not award Class or Percentage of marks and allot Aggregate Grade Points (e.g. CGPA/OGPA/CPI etc). In case University/Institute/Examination Board defines criteria for conversion of Aggregate Grade Point into Class and/or percentage of marks, the same shall be accepted. However, where the University/Institute/ Examination Board does not define criteria for conversion of Aggregate Grade Point into Class and/or percentage of marks, the Aggregate Grade Points may be multiplied by 10 to get the required percentage of marks.
- Those applicants having qualifications equivalent to any of the prescribed qualifications should submit Equivalency Certificate issued by the Competent Authority and without such certificate, their candidature shall not be considered.
- Those applicants without prescribed qualification, but having higher qualifications shall not be considered.

- The minimum qualification stipulated for the posts must be from a University / Institute / Examination Board recognized by AICTE / appropriate statutory authority / State / Central Government.
- The following documents should be attached by the applicants along with the application for substantiating their Age & Qualification,
Proof of Age : Matriculation/Birth Certificate
Educational Qualifications : All Year/Semester Mark Sheets & Certificates & CGPA equivalency certificates.

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.)