

Name of the post	<b>Executive Trainee</b>
Total No. of posts	1
Grade	E0, 12600-32500(IDA))
Qualification	Post Graduate in Commerce/Economics
Experience	Minimum 3 years of experience in customer service/ front office management, out of which at least one year should be in Govt. organization/PSU
Tenure	On deputation/contract basis for three years, extendable for further periods on mutually agreed terms and conditions.
Maximum age limit ( as on 1 <sup>st</sup> June 2015)	35 years.

**General Conditions:-**

- **KMRL strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.**
- 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 filled online by selecting the link in KMRL website.
- The filled in application form (downloaded from the website) 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 17<sup>th</sup> July 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.