



**KOCHI WATER METRO LIMITED**  
(A Joint Venture of Government of Kerala & KMRL)  
4<sup>th</sup> Floor, JLN Metro Station, Kaloor, Kochi-682 017

Advt. No: KWML/HR/2023-24/08

16-03-2024

Kochi Water Metro Project – is an integrated Water Transport System that was envisaged with the objective of connecting the mainland with the islands, around the Kochi lagoon, through Modern Water Transport system. The primary aim is improving connectivity of people and thereby improving their livelihood and standard of living.

The project is conceived as an environment friendly, modern urban transport system , with a fleet of 78 boats, 38 terminal and 15 routes. Kochi Water Metro Project would be the second largest water transport system next to Venice.

The fleet has state of the art modern electric catamaran boats for the operations.

Kochi Water Metro Limited invites application for the following positions:

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1	Public Relations Executive	2
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<b>Name of the Post</b>	<b>Public Relations Executive - on Fixed Term Basis</b>
<b>Total no. of Posts</b>	1 (Nos.)
<b>Period</b>	Initially for 2 Year and further extendable on yearly basis
<b>Qualification</b>	1) Masters degree in Journalism/ Mass Communication/Public Relations 2) Proficiency in speaking and writing Malayalam apart from English and other languages.
<b>Experience</b>	Candidate with minimum 5 Years experience in public relation, journalism or event mangement in main stream media and social media.  Preference will be given to candidates who handled Govt /PSU sector PR activities.
<b>Job Description &amp; Responsibilities (Indicative &amp; Not Exhaustive)</b>	<ul style="list-style-type: none"> <li>● Public Relations Activities - Press and Visual Media.</li> <li>● Strengthen the existing network in print media and digital media</li> <li>● The person is also required to handle various print media and social media work at the department in coordination with various agencies including Govt departments.</li> <li>● He/ she will also be looking into content development of various brochures, website, videos, journals, newsletters, e-newsletters, etc.</li> <li>● To actively associated with events /functions &amp; celebrations</li> <li>● Content development in English&amp; Malayalam.</li> <li>● He /She will also manage the Social media application, blogs, etc.</li> <li>● He /She will have to arrange for interviews or public speaking events and construct press releases.</li> <li>● Plan,organize and coordinate creative public relations programs,</li> <li>● Develop effective PR plans using appropriate strategies and tactics</li> <li>● Liaise with marketing professionals to ensure consistency in promoting corporate image.</li> <li>● Social Responsibilities: To plan and help implementing the activities and the programmes of social importance, disseminating information in the timely manner and press and visual media coverage etc.</li> <li>● Advice mangement on handling sensitive public issues to preserve reputation</li> <li>● Advice management on policy issues and communication strategies etc</li> <li>● Assess opportunities for sponsorship and other partnerships and manage relations</li> <li>● Analyze results of PR campaigns or efforts and prepare reports</li> <li>● Any other duties as may be assigned by the management from time to time.</li> </ul>
<b>Pay &amp;Other Benefits</b>	Rs. 19000 - 40500 (IDA scale) - EPF, Health insurance, Personal accident insurance
<b>Maximum Age Limit (as on 01<sup>st</sup> March 2024)</b>	37 Years (Age relaxation applicable as per reservation rules)
<b>Selection Process</b>	Interview

<b>Name of the Post</b>	<b>Junior Officer (HR) -on Fixed Term Basis</b>
<b>Total no. of Posts</b>	One (1) Number
<b>Period</b>	Initially for 2 Year and further extendable on yearly basis
<b>Qualification</b>	Post graduate degree / PG Diploma in Management with specialization in HR/ Personnel Management/ Industrial Relations/ Labour Management / Organizational Development/ etc., from recognized Institutes / Universities.
<b>Experience</b>	Minimum 3 years post qualification experience in various aspects of HR / Personnel Management / Industrial Relations/Labour Management/Organizational Development in Public Sector Undertakings or in large and reputed Private Companies (minimum annual turnover of Rs. 75 crores).
<b>Job Description &amp; Responsibilities (Indicative &amp; Not Exhaustive)</b>	<ul style="list-style-type: none"> <li>● Recruitment</li> <li>● Induction and Orientation, Training &amp; Development,</li> <li>● Time management and leave management</li> <li>● Implementation of Compensation, Transfer, performance appraisal, Promotion, Interns, Short Term Consultants, Grievance Redressal and Exit.</li> <li>● Implementation of HR Policies &amp; Manuals.</li> <li>● Employees Empowerment, Employee Engagement, Employee Retention</li> <li>● Activities related to HR operations</li> <li>● Administrative Support: Provision of adequate Human Resource, Office utilities, Logistics arrangements, Facilities maintenance, Vendor Management, Contract Management</li> <li>● Any other duties as may be assigned by the management from time to time.</li> </ul>
<b>Pay&amp;Other Benefits</b>	Rs.10750-29000 (IDA scale) - EPF, Health insurance, Personal accident insurance
<b>Maximum Age Limit (as on 01<sup>st</sup> March 2024)</b>	35 Years (Age relaxation applicable as per reservation rules)
<b>Selection Process</b>	Interview

<b>Name of the Post</b>	<b>Junior Officer (Procurement) -on Fixed Term Basis</b>
<b>Total no. of Posts</b>	One (1) Number
<b>Period</b>	Initially for 2 Year and further extendable on yearly basis
<b>Qualification</b>	B.E./ B. Tech/ B.Sc. (Engg.) in any branch of Engineering / MBA in Logistics / Supply Chain Management from a recognized university/ Institute.
<b>Experience</b>	Minimum 3 years experience in tendering/procurement and/or contract management in Public Sector Undertakings or in large and reputed Private Companies (minimum annual turnover of Rs.75 crores).

<b>Job Description &amp; Responsibilities (Indicative &amp; Not Exhaustive)</b>	<ul style="list-style-type: none"> <li>● To have involved in procurement activities from local and global market.</li> <li>● Conversant with Government e-Market (GeM) portal and CPP Portal of NIC, E-Tender Management etc.</li> <li>● Drafting of enquiries and tender documents, proposals and requests for quotations.</li> <li>● Conduct pre-bid and pre-proposal conferences</li> <li>● Coordinate and supervise activities of evaluation committees.</li> <li>● Search and source potential suppliers and vendors.</li> <li>● Experience in handling SAP Material management module</li> <li>● Any other duties as may be assigned by the management from time to time.</li> </ul>
<b>Pay&amp;Other Benefits</b>	Rs.10750-29000 (IDA scale) - EPF, Health insurance, Personal accident insurance
<b>Maximum Age Limit (as on 01<sup>st</sup> March 2024)</b>	35 Years (Age relaxation applicable as per reservation rules)
<b>Selection Process</b>	Interview

<b>Name of the Post</b>	<b>Marketing Executive -on Fixed Term Basis</b>
<b>Total no. of Posts</b>	1 (Nos.)
<b>Period</b>	Initially for 2 Year and further extendable on yearly basis
<b>Qualification</b>	MBA from an institute of repute with Marketing as one of the main specialization.
<b>Experience</b>	Minimum 3 years of post-qualification field experience in the management of revenue/sales, identification of initiatives for generating new channels of revenue, advertising and marketing in a Public Sector Organization/ Government Organization/ large private organization of repute.
<b>Job Description &amp; Responsibilities (Indicative &amp; Not Exhaustive)</b>	<ul style="list-style-type: none"> <li>● The job responsibilities interalia includes incorporate marketing needs into overall company planning and conceive and develop efficient and intuitive alternate revenue generating marketing campaigns and promotional events.</li> <li>● Collaborate with managers in preparing budgets and monitoring revenue generation.</li> <li>● Finding sponsorship for organizational events, managing budget accordingly.</li> <li>● Contract Management</li> <li>● Any other duties as may be assigned by the management from time to time.</li> </ul>
<b>Pay</b>	Rs.10750-29000 (IDA scale) - EPF, Health insurance, Personal accident insurance
<b>Maximum Age Limit (as on 01<sup>st</sup> March 2024)</b>	35 Years (Age relaxation applicable as per reservation rules)
<b>Selection Process</b>	Interview

**General Conditions: -**

- The posts advertised are on Fixed Term Basis, initially for a period of two years and further extendable on yearly basis at the sole discretion of Management.
- Acceptance or rejection of application of the candidates will be the sole discretion of the Management. Incomplete applications are liable to be rejected.
- Only shortlisted candidates will be notified for written test and/or Interview, which will be

communicated through email only. Kochi Water Metro Ltd reserves the right to shortlist the candidates.

- Age limit may be relaxed for experienced, outstanding and exceptionally deserving candidates and will be the sole discretion of the Management
- Applicants employed in Govt./Quasi Govt./ PSUs shall produce a “No Objection Certificate” from their employer at the time of interview.
- The number of vacancies shown above is tentative and may undergo change.
- Kochi Water Metro Ltd Management reserves the right to cancel or amend this advertisement.
- Kochi Water Metro Ltd reserves the right to fill or not to fill any or all the posts or select any candidate without assigning any reason.
- Merely fulfilling the minimum qualifications and experience will not confer on any candidates the right to be called for Interview or to be selected.
- No correspondence, whatsoever, will be entertained from candidates regarding conduct and result of Interview and reasons for not being called for Interview or selection.
- 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 Kochi Water Metro Ltd .
- 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.
- Any corrigendum/ addendum to this advertisement will be displayed only on the Kochi Metro Rail Ltd website. Applicants are requested to visit the website from time to time for all updates.
- No TA/DA will be paid by Kochi Water Metro to the candidates for attending Interview.

#### **How to apply: -**

- Applicants should read the instructions in the website thoroughly before applying.
- Application form may be filled online by selecting the link in KWML and KMRL website. The scan copy of the supporting documents should be uploaded, failing which the application will be treated as incomplete.
- 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 **01<sup>st</sup> April 2024**.
- For any clarifications, please write to [hr.kwml@kmrl.co.in](mailto:hr.kwml@kmrl.co.in) .

Sd/-  
Manager (HR)