



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/2024-25/05,

Dated (05.06.2024)

Kochi Metro Rail Limited (KMRL) 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.

For augmenting its finance department, the company intends to fill up the THREE (3) numbers of Assistance (Finance). The detailed job specification of the post is as detailed below:-

1. Assistant (Finance)

Name of the Post	Assistant (Finance)
Total no. of Posts	Three (3)-UR
Grade/ Pay scale	NE3, Rs 20000-52300 (IDA)
Type of Recruitment	Regular
Essential Educational Qualification	Full time regular graduation in any discipline with 60% marks from a recognized university and also having passed CA Intermediate or CMA Intermediate from CA/CMA institute respectively (Candidates who have passed CA Final or CMA Final examination are NOT eligible to apply.)
Experience	Minimum 3 Years of post-qualification experience in commercial Accounts/Finance. (The articleship training/practical training which are integrated into the curriculum of respective course/institution shall not be considered as valid experience for this purpose.)
Maximum Age Limit (as on 1st June 2024)	28 Years (Age Relaxation applicable as per reservation rules)
Job Description & Responsibilities (Indicative & not exhaustive)	Bill verification and accounting, Employee payment processing, Cash and Bank Transactions with BRS, Customer Transactions, Income tax/TDS/GST – Statutory compliances, MIS preparation etc. Any other finance & accounts related jobs .

General Conditions: -

- Age, Qualification & Experience will be reckoned as on 01.06.2024.
- Only shortlisted candidates will be notified for written/online 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/online test and/or interview.
- Candidates if shortlisted for further selection process, will not be allowed to join, in case they pass the CA Final or CMA Final Examination on/before the date of declaration of this recruitment.
- 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/online test and/or interview.
- Experience 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 written/online test and/or 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/online 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.
- 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/online test and/or interview and reasons for not being called for selection.
- The following documents should be attached by the applicants along with the application for substantiating their Age, Qualification, Experience, CTC:

Proof of Age : Matriculation/Birth Certificate
Educational Qualifications : All Year/Semester Mark Sheets & Certificates/CA Intermediate/CMA Intermediate Mark sheet)

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.
c) Turn Over Proof of Private Organizations & Proof of Listed Companies

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 19th June 2024 .

General Manager (HR, Admin & Trg.)