

**BANGALORE METRO RAIL CORPORATION LIMITED**  
(A Joint Venture of Govt. of India & Govt. of Karnataka)  
III Floor, BMTC Complex, K.H.Road, Shanthinagar, Bangalore – 27

No. BMRCL/ 86/ADM/ 2017/PRJ - ACT

Date: 18.5.2017

**NOTIFICATION FOR CONTRACT APPOINTMENT**

Bangalore Metro Rail Corporation Limited, a Joint Venture of Government of India and Government of Karnataka, is a Special Purpose Vehicle (SPV) entrusted with the responsibility of implementing the Metro Rail Project in the city of Bangalore.

BMRCL invites applications from eligible candidates (Indian citizens only) having required qualification and experience to work in the Finance & Accounts Division of the Company. All appointments proposed will be on “contract basis” only.

The maximum age limit for the posts of Assistant Manager is 40 years and for Executive Assistants 32 years.

**No. of posts, qualification and experience prescribed is given below:**

Sl. No	Name of Post	No. of posts	Minimum Educational Qualification	Experience
1	Assistant Manager (F&A)	4	<p>B Com/B.B.A./BCA /BBM from a recognised university (full time) with Accounts as one of the subjects.</p> <p><b>OR</b></p> <p>Any Degree from a recognised university (full time) with CA / ICWA (Inter)</p> <p><b>OR</b></p> <p>Any Degree from a recognised university (full time) with CA / ICWA</p> <p><b>OR</b></p> <p>M Com / MBA (Finance) from a recognised university (full time)</p>	<p>In case of B Com / BBA/ BCA / BBM passed candidates and candidates with any degree with CA / ICWA Inter, minimum 8 years relevant experience at AM level or one level below.</p> <p>In case of M Com / MBA (Finance) candidates with relevant post qualification experience of 5 years can be considered.</p> <p>Candidates having passed Final CA / ICWA with relevant post qualification experience of 2 years can be considered.</p> <p>Relevant experience includes experience as Asst. manager / Assistant in a large PSU / Metro Rail corporation in the fields of:</p> <p>- Finance &amp; Accounts</p>

				<ul style="list-style-type: none"> <li>- Assisting in preparation of periodical cash flow forecast</li> <li>- Assisting in Budgeting &amp; monitoring of expenditure</li> <li>- Assisting in preparation of MIS</li> <li>- Initiating proposals clearly indicating decision criteria</li> <li>- Assisting in scrutiny of tender documents</li> <li>- Assisting in processing of contractors payments</li> <li>- Preparation of vouchers, posting and reconciliation, etc.</li> </ul> <p>Knowledge of Kannada essential.</p>
2.	Executive Assistants (F&A)	8	B.Com. / BBM/ BCA / BBA from a recognised university (full time) with Accounts as one of the subjects.	<p>Minimum 2 years experience in Accounts / Finance of a large PSU / Metro Rail Corporation.</p> <p>Knowledge of Kannada essential.</p>

**Note:**

**Detailed job profile is put up on the Company Website**

**I. PAY**

Sl. No.	Post	Consolidated pay To be fixed
1.	Assistant Manager	Rs. 48000
2.	Executive Assistant	Rs. 26360

Besides the above, employees will be extended medical and personal accident insurance cover, contribution to superannuation fund and conveyance facility as per Rules.

**II. PERIOD OF CONTRACT APPOINTMENT**

1. The contract appointment will be for 3 years.
2. The contract of appointment may be terminated by either side by giving 30 days notice or by paying the contractual remuneration of one month in lieu of notice period, if the circumstances so warrant.

### **III. CONDITIONS**

1. Candidates who have been shortlisted will only be called for interview.
2. Prescribed qualifications are the minimum requirements and mere possession of the same does not entitle candidates to be called for interview. However BMRCL reserves the right to relax the age / experience in case of deserving candidates.
3. The experience is post qualification and the minimum required. Mere possession of minimum experience does not confer any right to be called for interview / selection.
4. Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to selection/appointment shall be a disqualification.
5. Selection will be through written test and / or Interview by a Committee constituted by the Competent Authority.
6. Salary is not a constraint for deserving candidates. Management may consider higher starting salary for deserving candidates.

### **IV. SELECTION**

1. Candidates should fill in the application on-line, take a print out of the same and submit along with copies of all the relevant certificates, testimonials in support of qualification and experience prescribed for the post. Candidates who fail to send hard copy of the application along with relevant documents will not be considered even though they have submitted application on-line.
2. The application of any candidate found guilty of impersonation or submitting fabricated documents or making statements, which are false or incorrect or indulging in suppression of facts, attempting to use unfair means for the purpose of recruitment, will be liable for rejection.
3. The candidates shall have to appear for written test / interview as and when called, at their own cost.

### **V. MISCELLANEOUS**

1. Documents in support of Date of Birth, qualification and relevant experience shall be sent along with the application. Non-submission of documents along with the application, will lead to rejection of application at any stage during the process of recruitment. BMRCL reserves the right to conduct verification of certificates / antecedents of the candidates at any time.
2. The number of vacancies indicated in this Notification is provisional and may increase or decrease depending upon the actual need. BMRCL also reserves the right to cancel the notified vacancies at its discretion and such decision will be final and binding on all.
3. BMRCL reserves the right to assess fitness or otherwise of the candidates selected.
4. BMRCL shall not be liable for any damage / injury / loss to the individual, if any, sustained during the entire recruitment process and journey.

5. Candidates are advised to apply well in advance to avoid last hour rush & technical glitches. BMRCL will not responsible for any technical issues/server problems.

## **VI. LAST DATE FOR RECEIPT OF APPLICATIONS**

Eligible candidates may fill in the application on-line, take a print out of the same and forward along with relevant documents in support of qualification and experience. Such applications may be addressed to the **General Manager (HR), Bangalore Metro Rail Corporation Limited, III Floor, BMTC Complex, K.H.Road, Shanthinagar, Bangalore** “.....”. Last date for receipt of applications is **4.00 PM of 17.6.2017.**

**GENERAL MANAGER(HR)**