



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/2022-23/05, Dated (27.04.2022)

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 in Kochi intends to appoint a Deputy General manager/ Sr. Deputy General Manager (Procurement) on deputation basis :-

Name of the Post	Deputy General Manager/ Sr. Deputy General Manager (Procurement)
Total no. of Post	One
Type of Employment	On Deputation for a period of two years extendable for further period of one year
Qualification	B.E./ B. Tech/ B.Sc. (Engg.) in Mechanical/ Electrical/ Electronics/ Civil or any other branch of Technical discipline from Recognized university/ Institute.
Experience	<ol style="list-style-type: none">1. Serving Officers of Government Departments/ Organizations/ PSU/ State Govt. in the pay scale of Rs.15600-39100 (Grade pay Rs.7600/- or above - CDA pattern) OR the pay scale of Rs.70000-200000/- (IDA) OR equivalent pay scales in state Govt.2. <ol style="list-style-type: none">a) Minimum 10 years of post-qualification experience for DGM (Procurement)/b) Minimum 12 years of post-qualification experience for SDGM (Procurement)c) Of these, minimum SEVEN (7) years must be in<ol style="list-style-type: none">(i) Contract management - drafting of enquiries and tender documents, proposals and requests for quotations(ii) Handling Public Procurement thru Government e-Market (GeM) portal and CPP Portal of NIC, E-Tender Management etc. <p>Candidates with experience in Railway/Metro will be given preference.</p>

Maximum Age Limit(as on 1st April 2022)	57 Years as on 01/04/2022
Job Description (Indicative & Not Exhaustive)	<ul style="list-style-type: none"> • To handle Procurement from local, National & Global market. • Contract Management • Good written and verbal communication, interpersonal and leadership skills.. • Conversant with Government e-Market (GeM) portal and CPP Portal of NIC, E-Tender Management etc. • Planning of procurement strategies and procurement of components, equipment, systems, capital goods etc. from National & Global markets • Drafting of enquiries and tender documents, proposals and requests for quotations. • Conduct pre-bid and pre-proposal conferences • Coordinate and supervise activities of evaluation committees. • Search and source potential suppliers and vendors. • Experience in handling SAP Material management module.
Pay	As per deputation terms and conditions

General Conditions:-

- Only Indian Nationals should apply.
- Age, Qualification & Experience shall be reckoned as on **01.04.2022**.
- Only shortlisted candidates will be notified for interview, which will be communicated through email only. KMRL reserves the right to shortlist the candidates.
- Acceptance or rejection of application of the candidates will be 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 interview.
- KMRL reserves the right not to fill the position or 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 called for an 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.

How to apply:-

- Applicants should send their application, as per the enclosed Format
- Name of the post applied for should be super scribed on the envelope containing the application.
- The application should contain one recent passport size photograph pasted on the form, self-attested copy of proof of age, degree certificates and experiences certificate.
- Prescribed applications must be forwarded to KMRL through Post / Courier Service and alternatively through email (hadmin@kmrl.co.in).
- Duly filled in applications in hard copy along with related document copies must reach the General Manager (HR, Admin. & Trg.), Kochi Metro Rail Limited, 4th Floor, JLN Metro Station, Kaloor, Kochi-682 017 or through email to hadmin@kmrl.co.in on or before 11.05.2022 5.00 PM
- KMRL will not be responsible for any delay / loss in postal/email transit of any application or communication.

General Manager (HR, Admin. & Trg)

KOCHI METRO RAIL LTD

4th Floor, JLN Metro Station, Kaloor, Kochi – 682 017

APPLICATION FORM FOR EMPLOYMENT

(To be filled in Capital Letters)

APPLICATION FOR THE POST OF
ON DEPUTATION/ RE-EMPLOYMENT/ AS CONSULTANT

Name of the candidate (As per the matriculation Certificate)	
Gender	
Religion	
Category General/ SC/ ST/ OBC/ OTHERS (PLS SPECIFY)	
Address for communication	
Permanent Address	
Telephone no(with STD code)	
Mobile number	
e-mail id	
Date of birth (dd-mm-yyyy)	
Age As on 01.04.2022YEARSMONTHSDAYS

Educational Qualification	Specified in notification	Possessed by the candidate

Experience	Specified in notification	Possessed by the candidate

Details of academic qualifications (Self Attested certificate copies to be enclosed)

Sl. No.	Examination passed	Name of the Course	Name of University/Institute/ Board	Year of passing	Duration of the Course & Whether Full Time/distance course	Percentage of marks/Grade/ CGPA
1	Matriculation (10th))					
2	Higher Secondary (+2)					
3	UG					
4	PG					
5	Other Qualifications					

Current Organization/ Department	
Designation & Pay Scale (IDA/CDA) (Pls attach service certificate , last month payslip)	

LANGUAGES KNOWN	READ : YES/ NO	WRITE: YES/ NO	SPEAK: YES/ NO

Details of work experience-since date of initial appointment to the current one (Self attested copies to be enclosed)

Sl. No	Designation held	Name of the Organization & Type of Organization (GOVT/ PSU/ PVT.)	Nature of duties performed	Period (dd-mm-yyyy)		Total no. of Years & Months	Pay scale/Gross Salary
				From	To		

Note : You may attach additional sheets for qualification/experience if required

Please indicate two references in senior positions: -

S.No	Name	Current Designation	Organization	Contact No / Mob.No	Official email-id

List of documents to be attached along with the application form

1. Date of Birth Proof: Copy of Birth Certificate or 10th Certificate
2. Copy of proof of Educational Qualifications
3. Copy of Experience Certificates
4. Copy of Community Certificate
5. Other relevant certificates (if any)