



KOLKATA METRO RAIL CORPORATION LIMITED
 (a Joint Venture Company of Govt. of India and Govt. of West Bengal with
 equal equity participation)
 HRBC office complex (4th Floor)
 Munsii Premchand Sarani, Kolkata-700 021

Kolkata Metro Rail Corporation Ltd. (KMRCL), a Joint Venture Company of the Govt. of India and Govt. of West Bengal, set up to implement the East West Metro Corridor Project at Kolkata, invites applications from eligible candidates for appointment, on contractual basis, to the posts of Director (**Finance**) and Director (**Rolling Stock, S&T, Electrical**), KMRC Ltd., as per the terms and conditions regarding educational and other qualifications, experience, age limit, remuneration, *etc.*, as detailed below:

1.	Name of the Post	Director (Finance)
2.	No. of Post	1 (one)
3.	Job Description & Responsibilities www.railwayrecruitment.co.in	<p>He / She will be responsible for all Finance and Accounts functions including but not limited to the following:</p> <ul style="list-style-type: none"> • Overall supervision of the finance and accounts functions • Fund management (receipts, payments, cash and bank transactions and reconciliation, cash and fund flow <i>etc</i>) including ensuring that the financial resources are secured and funds deployed efficiently and effectively • Preparation of budgets – annual and as required • Ensuring Financial Reporting including P & L Account, Balance Sheet, Cash Flow statements <i>etc</i> duly audited by Internal Audit / Statutory Audit. • Project-related financial planning, follow up with funding agencies, submission of compliance, narrative reports and MIS • Coordination with Government of West Bengal, Government of India, Financial Institutions in India and overseas. • Preparation and implementation Drafting and adoption of “Finance Manual” • Overseeing installation of ERP packages in respect of modules relating to Finance and Accounts • Improving and implementing a comprehensive financial management plan that ensures an efficient, effective and sustainable programme consistent with Project Objectives. • Providing operational oversight from finance / accounts angle for the overall Project implementation • Coordinating the consolidation of the annual, short and long term financial plans, budgets and forecasts and prepare,

		<p>analyze and report the results to the Management.</p> <ul style="list-style-type: none"> • Optimizing deployment and ensuring adequacy of financial resources during the implementation of the Project • Appraisal of financial risks and remedial actions • Managing the HR functions of KMRCL • Manage the administration of the KMRCL offices.
4.	Qualification	<p>(i) Should be a Graduate and Member of the Institute of Chartered Accountants of India / Institute of Costs and Works Accounts of India / MBA with specialization in Finance from a reputed management institute</p>
5.	Experience	<p>(i) At least 20 years post-qualification experience in Project Finance / Finance / Accounting / Audit / setting up Financial, Accounting and Audit systems and procedures in reputed public or private sector organizations with a turnover of not less than Rs. 2000 500 crore per annum and / or networth of not less than Rs 1000 cr. as on 31.3.2012 of which at least 7 years should be at the level of General Manager (Finance) or equivalent and 2 years at Director's level. Candidate should have knowledge and experience in managing financial and accounting software. / Group General Manager (Finance) / independent Head of the Department of Finance & Accounts or equivalent. Should have worked in a computerized environment and should have adequate knowledge in handling financial management softwares.</p> <p>(ii) Candidate should be well versed with the accounting standards including Indian GAAP,</p>

		<p>as well as developments related to IFRS, taxation, investment and portfolio management, raising of funds, tender processes and contract administration.</p> <p>(iii) Should have proven ability to handle related functions independently and lead a team of finance and accounting professionals.</p>
6.	Age at recruitment	<p>(i) Minimum 45 years and not more than 58 years for internal candidates and 57 years for external candidates 57 years as on 31st May,2012.</p> <p>(ii) Minimum length of service in eligible scale of one year for internal candidates and 2 years for others as on date of vacancy.</p> <p>(iii) Government officers having qualification and experience prescribed will be eligible for consideration on immediate absorption basis.</p>
	Age at retirement	<p>Normally 60 years and in exceptional cases 62 years if the project completion is going to be adversely affected in his absence. Extension to 62 years to be approved by the Board Empowered Committee on MRTS in each case. such circumstance.</p>
7.	Emoluments	<p>The pay scale of the posts is 75000-100,000 (IDA). Apart from Basic Pay, DA (IDA Pattern), HRA (30%) and Allowances (35%) will be allowed.</p>
8.	Contractual Tenure	<p>Initially for a period upto 5 years on immediate absorption basis.</p>

Facilities attached with the post:

The Director (Finance) will be a member in the Board of Directors of KMRC Ltd. He will be entitled to receive all facilities extended to other Directors, as per decision of the Board of Directors, KMRC Ltd., from time to time.

B. Director (Rolling Stock, S&T, Electrical)

1.	Name of the Post	Director (Rolling Stock, S&T, Electrical)
2.	No. of Post	1 (one)
3.	Job Description & Responsibilities	<p>He / She will be responsible for -</p> <ul style="list-style-type: none"> • The overall planning of Systems for the project including design & architecture, tendering, contracting. • Overall project Administration. • Supervision of construction and commissioning etc. • Project monitoring. • Interface management. • Quality assurance • Safety. • Cost control for systems.
4.	Qualification	<ul style="list-style-type: none"> • Degree in Electrical / Electronics and Communication Engineering from an Institution of repute.
5.	Experience (Essential)	<ul style="list-style-type: none"> • Should have proven track record of twenty five (25) years in Group-A/Executive Service. • Should have at least five (05) years of the twenty five (25) years mentioned above, shall be at senior level in Railway Electrification works of large nature. • Should have experience and knowledge of interfacing with Railway related disciplines such as track laying works, signaling, electrification and rolling stock etc. • Should have proven experience and knowledge in handling Metro Rail Operation or EMU or Rail operations.
6.	Experience (Desirable)	<ul style="list-style-type: none"> • Experience in Railway EMU / Electric Locomotive manufacturing, maintenance and operations. • Experience of all phases of major rail based urban transportation projects on contracts i.e. planning, bid documents, bidding, execution, commissioning, post-commissioning etc. • Experience of implementation major projects and complying with project related requirements of international funding institutions.
7.	Age at recruitment	<ul style="list-style-type: none"> • Minimum 45 years and not more than 57 years as on 31st May,2012.
	Age at retirement	Normally 60 years and in exceptional cases 62 years if the project completion is going to be adversely affected in his absence. Extension to 62 years to be approved by the Board in such circumstance.

7.	Emoluments	The pay scale of the posts is 75000-100,000 (IDA). Apart from Basic Pay, DA (IDA Pattern), HRA (30%) and Allowances (35%) will be allowed.
8.	Contractual Tenure	Initially for a period upto 5 years on immediate absorption basis.

Facilities attached with the post:

The Director (Rolling Stock, S&T, Electrical) will be a member in the Board of Directors of KMRC Ltd. He will be entitled to receive all facilities extended to other Directors, as per decision of the Board of Directors, KMRC Ltd., from time to time.

Procedure for Application:

1. Application in the enclosed format (Annexure) furnishing a comprehensive bio-data including name, father's name, date of birth, postal address, details of qualification and experience (covering organization, position held with areas of responsibility and emoluments drawn) supported by attested copies of documents along with two copies of passport size photograph and a non-refundable bank draft of Rs.100/- (Rupees One Hundred) only in favour of "Kolkata Metro Rail Corporation Limited" in a sealed envelope superscribed with "Application for appointment to the post of **Director (Finance)/Director(Rolling Stock, S&T, Electrical)** (on contractual basis)" should reach the Managing Director, Kolkata Metro Rail Corporation Limited, HRBC Bhawan, Munshi Premchand Sarani, 4th Floor, Kolkata-700 021 **by 10.08.2012.**
2. Persons employed in Government Departments/Public Sector Undertakings shall apply through proper channel and shall produce a "No Objection Certificate" from their employers at the time of interview. Candidates who belong to the category of Scheduled Castes and Scheduled Tribes need not submit a non-refundable bank draft of Rs.100/- only.
3. Applications received late/incomplete and/or without the bank draft will not be entertained.

**Managing Director,
KMRC Ltd.**

DIRECTOR (FINANCE)**ANNEXURE**

(Applicant to furnish information within space provided for each item)

Personal Information:

1	Name:	
2.	Father's Name:	
3.	Date of Birth : (Photocopy of proof of Age to be annexed)	
4.	Age on 31.5.2012 (in months & years):	
5.	Postal Address:	
6.	E.mail:	
7.	Contact Phone No.:	

Qualification:

1	Graduate: (Mention the name of Institute/University and The Subject of Graduation) (Photocopy of certificates)	
2	Members of the Institute of Chartered Accounts of India /Institute of Costs & Works Accounts of India / MBA with Specialization in Finance (Mention the specific qualification/s and provide photocopy of testimonials)	

Experience:

1	Post – qualification experience of 20 years in Project Finance / Finance / Accounting / Audit setting up of Financial, Accounting and Audit Systems & procedures in a large Public Sector or Private Sector Organization of repute (Mention designation in the organization, Name of the Organization, working period from (M/Y) to (M/Y) in the Organization).	
2	7 years of working at the level of General Manager (Finance) / Group General Manager/s /Independent Head of Department of Accounts & Finance / or equivalent (mention the post held, name of the Organization, working period as from (M/Y) to (M/Y)	
3	Turnover of the Company as on 31.3.2012 (to be not less than Rs 500 crore): (copy of latest audited balance sheet to be attached)	
4	Net worth of the company as on 31.3.2012 (to be not less than Rs 1000 crore):	
5	To be well conversant with the accounting standards including –	

	<ul style="list-style-type: none">• G A A P• Latest development in tax & financial areas like IFRA etc.• Funds management• Raising of funds• Tender processes• Contract terms & conditions• Handling of latest softwares relating to financial and accounts management. <p>(describe in which post in his working the above were dealt by him).</p>	
6	Proven ability to handle related functions independently (Mention in which organization and in which capacity handled the related functions).	

DIRECTOR (Rolling Stock, S&T, Electrical)

ANNEXURE

(Applicant to furnish information within space provided for each item)

Personal Information:

1	Name:	
2.	Father's Name:	
3.	Date of Birth : (Photocopy of proof of Age to be annexed)	
4.	Age on 31.5.2012 (in months & years):	
5.	Postal Address:	
6.	E.mail:	
7.	Contact Phone No.:	

Qualification:

1	Graduate: (Mention the name of Institute/University and The Subject of Graduation) (Photocopy of certificates to be annexed)	
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Experience (Essential) :

1	<ul style="list-style-type: none">• proven track record of twenty five (25) years in Group-A/Executive Service• Five (05) years of the twenty five (25) years mentioned above, shall be at senior level in Railway Electrification works of large nature• Experience and knowledge of interfacing with Railway related disciplines such as track laying works, signaling, electrification and rolling stock etc.• Proven experience and knowledge in handling Metro Rail Operation or EMU or Rail operations. <p>(Mention designation in the organization, Name of the Organization, working period from (M/Y) to (M/Y) in the Organization).</p>	
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Experience Desirable:

1	<ul style="list-style-type: none">• Experience in Railway EMU / Electric Locomotive manufacturing, maintenance and operations.• Experience of all phases of major rail based urban transportation projects on contracts i.e. planning, bid documents, bidding, execution,	
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commissioning, post-commissioning etc.

- Experience of implementation major projects and complying with project related requirements of international funding institutions.

(Mention designation in the organization, Name of the Organization, working period from (M/Y) to (M/Y) in the Organization).