

**BANGALORE METRO RAIL CORPORATION LIMITED**

No. BMRCL/ 38/ ADM/2013/PRJ

July 13, 2013

**NOTIFICATION FOR CONTRACT APPOINTMENT**

Bangalore Metro Rail Corporation Limited (BMRCL), a Joint Venture of Government of India and Government of Karnataka, is the Special Purpose Vehicle (SPV) entrusted with the responsibility of implementation of Bangalore Metro Rail system.

BMRCL invites applications “on line” from eligible candidates for the following posts :

Sl No	Name of Post	No. of posts	Educational Qualification	Experience
1.	Executive Assistants (Gen)	14	<p>1. Graduate from a recognized University</p> <p>2. Sr. English Shorthand</p> <p>Preference will be given to those who have both English &amp; Kannada Shorthand and among them those who have done Sr. Shorthand.</p> <p>3. Sr. English &amp; Sr. Kannada Typewriting</p> <p>4. Expertise in MS Office, Internet &amp; Email</p> <p align="center"><b>OR</b></p> <p>Diploma in Commercial Practice with English Shorthand.</p> <p>Preference will be given to those who have done Kannada Shorthand also</p> <p><b>Desirable:</b> Diploma / Certificate in Computer Applications / Office Management / Secretarial Practice, from a reputed Institute</p>	3 years as Personal Secretary/ Personal Assistant or Secretarial Assistant or in similar capacity in Govt. Department / reputed Company.
2.	Executive Assistant (IT)	2	Graduate from a recognised University with Diploma in IT or BCA.	Three years relevant experience in Maintenance of LAN, Website, Database and day-to-day troubleshooting in computer related matters.

Sl No	Name of Post	No. of posts	Educational Qualification	Experience
3.	Executive Assistant (IT – Animation)	2	1) Diploma in IT or BCA 2) Degree in Animation from a reputed Animation Institute.	Three years relevant experience in 3 D imagery, visuals and animations for different software applications, website and training course modules.
4.	Executive Assistant (Finance & Accounts)	7	Graduate in Commerce / BBM / BBA from a reputed University  Working knowledge of MS Office, Tally, internet & e-mail	Minimum 3 years experience in maintenance of Books of Accounts, Finalization of Accounts and/or audit of (i) Books of Accounts of Firm / Company/ Corporate body/ Board
5.	Executive Assistant (Property Development)	2	Graduate or BBM from a recognized University.  Expertise in MS Office, internet & e-mail	3 years experience in Retail Marketing, Vendor Management, and Retail Operations, real estate. Should possess good knowledge of real estate and retail market in Bangalore.  <u>Desirable</u> 1) Hands on exposure in research & analysis . 2) Knowledge of the pulse of the local market with an eye on the international trends. 3) Candidates shouldering responsibility/ having experience in developing relationships with key decision-makers in target organizations for business development in retail outlets, advertising, memorabilia, event, brand management and related activities for generating revenue, would be preferred.
6.	Executive Assistant (Vigilance)	1	Graduate from a recognized University.	3 years experience in handling disciplinary matters / and vigilance

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			Expertise in MS Office, internet, e-mail	and legal matters. departmental enquiries in any Govt. / reputed Company.
7.	Executive Assistant (HR)	2	<p>1. Graduate from a recognized University</p> <p>2. Sr. English Shorthand</p> <p>Preference will be given to those who have both English &amp; Kannada Shorthand and among them those who have done Sr. Shorthand.</p> <p>3. Sr. English &amp; Sr. Kannada Typewriting</p> <p>4. Expertise in MS Office, Internet &amp; Email</p> <p><b>OR</b></p> <p>Diploma in Commercial Practice with English Shorthand.</p> <p>Preference will be given to those who have done Kannada Shorthand also</p> <p><b>Desirable:</b></p> <p>Diploma / Certificate in Computer Applications /Office Management / Secretarial Practice, from a reputed Institute.</p>	3 years experience in handling HR / Labour matters in any Government Department / reputed organization .
8.	Executive Assistant (Primavera)	1	<p>Diploma in Civil/ Electrical/ Electronics/ IT/ Computer Science from a recognized Institution.</p> <p>Working Knowledge in the usage of Primavera software.</p> <p>Expertise in MS Office, internet &amp; e-mail</p>	3 years experience in Primavera usage in construction industry.
9.	Executive Assistant (Admn & Finance)	2	<p>Graduate in Commerce / BBM/ BBA from a reputed University.</p> <p>Working knowledge of MS Office, Tally, internet &amp; e-mail</p>	Minimum 3 years experience in maintenance of Books of Accounts, Finalization of Accounts and/or audit of (i) Books of Accounts of Firm / Company/ Corporate body/ Board.

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10.	Executive Assistant (Training)		Graduate from a reputed University.  Working knowledge of MS Office, internet & e-mail	Minimum 3 years experience in reputed Training Institute in handling training programmes, preparation of training calendar etc.
11.	Data Entry Operator	19	PUC (10 + 2) with Sr . Typewriting in English and Sr. Typewriting in Kannada.  <b>OR</b> Graduate with Expertise in MS Office, internet, e-mail usage and speed in PC keyboard usage.  <b>OR</b> Diploma in Commercial Practice with English Shorthand and Expertise in MS Office, internet, e-mail usage	3 years experience in Govt. / reputed company in maintenance of data base on Computer, assisting in day to day office functions of the senior officers.

**Essential requirement:** Knowledge of Kannada to read, speak and write is mandatory. Should be able to independently work on MS Word, Excel, Power Point.

**Other details in respect of posts sought to be filled up:**

Sl. No	Name of Post	No. of posts	Age as on 1.1.2013 should not exceed	Job description
1.	Executive Assistant (General)	14	40	Shall assist Directors / GMs/ Chief Engineers in their day to day functions in file and tappal management, follow up with concerned inhouse as well as outside, taking dictation and transcription, attending to telephone calls. They should be capable of managing databases, retrieval of information from data bases, managing files and papers in accordance with the instructions of the concerned officers as issued from time to time.

<b>2.</b>	Executive Assistant (IT)	<b>2</b>	<b>40</b>	Should be able to independently look after maintenance of LAN, Website, Database and day-to-day troubleshooting in computer related matters. Will be responsible for basic management work related to software installation, configuration of mail servers and maintenance of hardware etc.
<b>3.</b>	Executive Assistant (IT) (Animation)	<b>2</b>	<b>40</b>	Should be able to develop 3 D imagery, visuals and animations for different software applications, website and training course modules.
<b>4.</b>	Executive Assistant (F & A)	<b>7</b>	<b>40</b>	Shall report to the Manager (Finance & Accounts), should be capable of taking the responsibility of any part of Finance and Accounts Division which includes handling imprest and processing files for payment to contractors / suppliers, preparation of salary bills, maintenance of Bank Guarantees and related work thereof, participating in / assisting in the tender opening committees, attending to statutory compliances in respect of Income Tax, VAT, Service Tax etc., fund management, and above all maintenance of accounting-data-bases on Tally upto date and generation of MIS reports therefrom and preparation of final accounts and attending to audit queries - under the guidance of Senior officers.
<b>5.</b>	Executive Assistant (Property Development)	<b>2</b>	<b>40</b>	Shall report to the Manager (Property Development) / GM (F). Should be able to shoulder responsibility in developing relationships with key decision-makers in target organizations for business development in retail outlets. Should be capable of handling issues relating to advertisements, tenders, event / brand management and related activities for generating revenue to the Company.
<b>6.</b>	Executive Assistant (Vigilance)	<b>1</b>	<b>40</b>	Shall report to Chief Vigilance Officer / Manager (Vigilance) and assist in vigilance matters, maintenance of files and related correspondence thereof. The job involves extensive running around specially throughout the Metro network, gathering information, interacting with personnel working for Metro, prepare reports analyse them.

7.	Executive Assistant (HR)	2	40	Shall report to DGM (HR) / AGM (HR) in handling routine HR functions like recruitment, appraisals, promotions, annual increments, pay and perks including DA and HRA, conveyance, general office administration like procurement & issue of stationery maintenance of records. Handling of labour issues and correspondence with various statutory authorities like PF , Labour Dept. and other Government Departments, employee grievances and issues relating to terminal benefits like Superannuation, Gratuity etc.
8.	Executive Assistant (Primavera)	1	40	Shall be incharge of and responsible for the usage and maintenance of Primavera software. Shall assist the officer incharge of Project Management / Contract Management through optimum utilization of Primavera software including status updation, coordination with company officers for obtaining information for such updation and generation of MIS reports.
9.	Executive Assistant (Admin & Finance )	1	40	Shall assist the Training Institute in maintenance of relevant accounts, files, papers. Liaison with Accounts Dept. handling petty cash, coordination with Internal Audit etc.
10.	Executive Assistant (Training)	1	40	Shall assist the Principal / Vice Principal , BMR Training Institute in conducting regular induction training classes. Assist in preparation of training schedule / plans, issue of competency certificates, develop feedback formats and analyse the feedback from trainees, maintenance of data bases on the computer, looking after receipt / dispatch of tappals etc.
11.	DEO	19	40	Shall assist Senior and Middle level officers in day to day functions. Assist in typing, making notes in respective files, maintenance of database and retrieval thereof.

## I. PAY

### a. DEPUTATION

As drawn in the Parent Department., plus Allowances as admissible under BMRCL Rules

**b. PAY ON CONTRACT**

<b>Sl. No.</b>	<b>Name of Post</b>	<b>CDA Pay Scale</b>	<b>CTC</b> (Excluding Medical & PA insurance)
1	Executive Assistants (Gen)	Rs. 9300 – 34800 + 4200 GP	28150+1620 = 29770
2	Executive Assistants (IT, F &A, PD, Vigilance, HR, Primavera, Admn & Finance , Training)	Rs. 9300 – 34800 + 4200 GP	28150+1620 = 29770
3	Data Entry Operator	Consolidated pay of Rs. 18000/- p.m.	18000 + 1512 = 19512

Besides the above monthly salary, medical and personal accident insurance cover and Superannuation contribution will be provided as admissible under BMRCL rules for all the above positions.

**II. CONTRACT APPOINTMENT**

1. The Contract Appointment will be for 3 years
2. The contractual period 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. Prescribed qualifications are the minimum requirements and mere possession of the same does not entitle candidates to be called for interview.
2. The experience is post qualification and the minimum required. Mere possession of minimum experience does not confer any right for interview / selection.
3. 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.
4. Selection process will consist of written test followed by Interview. Written test will consist of questions on General English / Kannada, Passage writing, drafting in Kannada / English, computer literacy and typing. In case of EA (Finance) the test will be on Accounts & Finance and will include working on Tally and for EA (IT/Animation) there will be a separate test on IT / Animation.
5. Employees working in BMRCL may also apply provided they fulfill the prescribed qualification and experience. Such employees will be entitled to age relaxation by no. of years of service they have put in the Company and they will be considered for the written test irrespective of the marks scored in the qualifying examination.
6. If sufficient number of qualified candidates are not available for the post of Executive Assistants (General) then to that extent the number of posts of Data Entry Operators will get enhanced.

#### **IV. HOW TO APPLY**

1. Applications should be submitted on line
2. Candidates desirous of applying for more than one post shall submit separate applications for each post
3. The certificates in support of educational qualification and experience should be scanned and uploaded along with the application.

#### **V. PROCEDURE FOR SHORTLISTING CONDITIONS FOR WRITTEN TEST**

1. Based on the percentage of marks scored in the qualifying examination (degree / diploma) prescribed for the post the eligible applications will be shortlisted in the ratio of 1 : 5 in order of merit for written test. This will be subject to III (5) above. In respect of posts for which Typing & Shorthand qualification is prescribed then 50% weightage will be given to educational qualification and 50% weightage to the technical qualification i.e. typing / shorthand. While considering the technical qualification, highest marks scored by the candidate (English or Kannada, Typing or Shorthand whichever is beneficial to the candidate) will be taken for calculating the weightage.
2. While shortlisting, the experience as declared by the candidate will be accepted subject to verification of the same at the time of Interview. The candidates shortlisted will only be called for Written Test to be conducted by BMRCL Office, at the venue and on a date to be intimated to shortlisted candidates separately by post / email.
3. The candidates shortlisted for Written Test shall attend the same at their own cost.
4. No request for change of date of written test will be entertained at any cost.
5. Written test will consist of the following:
  - Kannada drafting / English drafting - common for all posts (on paper by hand)
  - English / Kannada Typing - common for all posts (on PC)
  - Computer Literacy Test - common for all posts (on PC)
  - Test on Finance & Accounts including Tally / ERP for EA (F) (partly on paper by hand and partly on PC)
  - Test on IT (on PC)
  - Test on Animation (on PC)
6. Candidates shortlisted for the Written Test shall bring the call letter in original. Non production of original call letter will entail rejection of the candidature.
7. Based on the marks scored in the Written Test, candidates in the ratio of 1:2 will be called for Interview. The candidates shortlisted for Interview shall bring all original documents with one set self attested Xerox copies in support of educational qualification and experience for verification
8. Selection list will be prepared by taking 85% weightage of Written Test marks and 15 marks of the Interview.
9. Selected candidates will have to produce Medical Fitness Certificate in accordance with the norms of the Company.

#### **VI. MISCELLANEOUS**

1. Documents in support of qualification and relevant experience shall be scanned and uploaded along with the application.



2. BMRCL shall not be liable for any damage / injury / loss to the individual, if any, sustained during the entire recruitment process and journey.
3. Any candidate found guilty of impersonation or submitting fabricated documents or making statements, which are false or incorrect or attempts to use unfair means for the purpose of recruitment, will be liable for rejection.
4. BMRCL reserves the right to assess fitness or otherwise of the candidates selected.

## VII. INSTRUCTIONS FOR FILLING UP THE APPLICATION FORM

- There are 25 fields in the application form. Of this, 22 are to be filled by the candidate and 3 fields contain instructions thereof. Before filling up each field, read the instructions concerned and fill up accordingly. Enter all the details correctly and carefully.
- You cannot use any special characters, only alphabets/numerals, as the case may be, should be used, except for entry of Email ID in Field 14, and address for communication in Field 12.

Sl. No	Fields		Instructions
01	Select Post*	:	Select the post for which you are applying from the list. If you are applying for more than one post a separate application for each post should be submitted.
02	Candidate's full name*	:	Enter your full name correctly as appearing in the SSLC / X Std. / Matriculation Marks Card including initials, surname if any.
03	Father / Husband / Guardian's Name*	:	Enter your Father / Husband / Guardian's name correctly
04	Mother's Name *	:	Enter your Mother's name correctly.
05	Nationality*	:	Only Indian nationals are eligible to apply. If you are not an Indian national do not apply. Select the nationality as "Indian" by clicking on "Indian" only if you are an Indian citizen.
06	Religion *	:	Select your religion from the list by clicking on the religion. If your religion is not in the list then click on "others" and specify the Religion.
07	Gender*	:	Select the Gender
08	Marital status	:	Select the Marital Status
09	Date of Birth*	:	Click on date and select the date. Then click on month and select the month. Click on year and select the year. Please ensure that date month and year selected by you are correct as they appear in the SSLC / X Std. / Matriculation Marks Card . <u>Age as on 1.1.2013 will be calculated automatically once you click "SUBMIT".</u>
10	Category*	:	Select the Category i.e. indicating whether you belong to SC / ST / OBC category. If you do not belong to any of the three reserved categories, select GM (General Merit).
11	Visible Mark of Identification on Body	:	Please Specify identification marks on your body such as birth mark, mole, scar etc.
12	Full address for communication*	:	Enter address for communication fully describing door no, street no, area, taluka, district, State and enter pin code. For District and State, select from the list. Since all our correspondence with you will be to this

Sl. No	Fields		Instructions
			address, correct and adequate address should be given. Pin code is a must. (Name of the candidate will be taken as given against field No. 2. Therefore name need not be entered).
13	Place of permanent residence	:	Please mention village, taluka, district and State. [For eg. "Savadi" village, "Athani" taluk, "Belgaum" district, "Karnataka" State.]
14	E Mail*	:	Enter your Email address. Since all communications will essentially be through Email, it is very important that correct Email address is given. To ensure correct Email id, you need to enter the same twice and confirm. <b>BMRCL's responsibility towards sending communication shall stand fulfilled, once Email is sent to the Email address given.</b>
15	Landline number**	:	Enter landline Telephone number with STD Code or mobile number or both. Entering at least one of the two numbers is compulsory. While entering the phone numbers, do not enter any special characters such as -, ( ) +, space. The number should be continuous & in case of Mobile No, it should be 10 digit number only
16	Mobile Number**	:	Please note that giving mobile number will enable us to send SMS if required.
17	Knowledge of Kannada*	:	Knowledge of Kannada, to speak, to understand, to read and write is compulsory. Hence appropriately tick against each box provided therefore.
18	Essential Qualification prescribed*	:	You will find the list of qualification/s prescribed for the post. Tick the appropriate box <input type="checkbox"/> for the qualification which you possess and then enter details viz. University/Institute, State/UTI, year of passing and percentage of marks in the appropriate columns.
19	Experience	:	Please mention your experience details like organisation name, nature of work, experience in months in respect of minimum years of experience prescribed for the post. Rest of the experience may be mentioned in the column "others".
20	No. of months of experience in BMRCL	:	Please specify the no. of months experience in BMRCL.
21	List of documents uploaded in support of educational qualification and experience	:	Document name : Please indicate the name of document uploaded. Upload file : Click on choose file to select the document for uploading then click on add to list.
22	SUBMIT	:	After entering all fields up to and including field No. 21, verify the correctness once again. Read the Declaration / Certificate contained in Field 21 and then click on "Submit". This will signify that you have confirmed / agreed to the said Declaration / Certificate. If all the entries are correct, it will ask, "Yes / No" to confirm the data entered by you in the application. Please select "Yes" if you want to confirm. Select "No" to modify data in the application and submit again.
23	Pop up Messages	:	If you have correctly filled the application including all mandatory fields the <b>application number</b> gets generated. If there are any mistakes, a message gets displayed for carrying out required corrections. Please correct wherever necessary and submit again. This process needs to be repeated till the application is filled correctly resulting in the message "saved". This message viz. 'saved', signifies that you have successfully filled the application. This also results in generation of application number in field No. 24. Please note that if you do not fulfill the criteria prescribed for the post, the application gets rejected.
24.	Application Number	:	Once you enter all the details and finally get the message "saved", the system will generate " <b>Application Number</b> ". Immediately note the

Sl. No	Fields		Instructions
			application number on a paper and keep it safely with you, so that even if the system closes for any reason like power failure etc., you can recoup the application by mentioning the application number. However, this will not be possible without application number. Application number is compulsorily required in all communications. No communication shall be entertained without the correct application number.
25.	Print Acknowledgement	:	Click here to print acknowledgement.

#### **VIII. LAST DATE FOR SUBMISSION OF APPLICATIONS ONLINE**

Last date for submission of applications online is 12<sup>th</sup> August 2013.

**Shortlisted candidates only will be called for written test followed by Interview.**

Sd/-  
Company Secretary & General Manager