



**BANGALORE METRO RAIL CORPORATION LIMITED**

Joint Venture of Govt. of India & Govt. of Karnataka)  
III Floor, BMTC Complex, K.H. Road, Shanthinagar,  
Bengaluru – 560 027

No. BMRCL/HR/0002/PRJ/2023

Date:07/01/2023

**NOTIFICATION FOR CONTRACT APPOINTMENT/ ON DEPUTATION**

BMRCCL invites applications from qualified and experienced personnel for appointment to following positions in the Project Wing.

Sl No.	Designation / Post	No. of Posts
1	General Manager (F&A)	1
2	Additional General Manager (F&A)	2
3	Deputy General Manager(F&A)	1
4	Assistant General Manager(F&A)	3
5	Manager(F&A)	2
6	Assistant Manager(F&A)	5

Last date for online of applications is 4.00 PM on 07.02.2022.For details regarding eligibility criteria, on-line application, etc. please visit our website: [www.bmrc.co.in/](http://www.bmrc.co.in/) Career Section.

General Manager (HR)



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**NOTIFICATION FOR CONTRACT APOINTMENT / ON DEPUTATION**

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 on contract basis / from serving employees on deputation basis from Metro Rail Companies / CPSU's / PSU's/ Government departments subject to meeting Qualification, experience and age, as on 07.01.2023. The contract period will be initially for 3 years for candidates below 55 years and further extendable based on performance and future requirement. Salary and other details are indicated in table below. For candidates applying on deputation, maximum age is 55 years.

**I.NAME OF THE POSTS, NO OF THE POSTS AND AGE LMIT:**

<b>Designation/ Post</b>	<b>No. of Posts</b>	<b>Age limit</b>
General Manager (F&A)	1	55 years.
Additional General Manager (F&A)	2	50 years.
Deputy General Manager (F&A)	1	45 years
Assistant General Manager (F&A)	3	40 years
Manager (F&A)	2	40 years
Assistant Manager (F&A)	5	35 years

## **II. QUALIFICATION AND EXPERIENCE:**

<b>Designation/ Post</b>	<b>Academic &amp; Professional Qualification</b>	<b>Relevant total post qualification Experience in Finance &amp; Accounts</b>
General Manager (F&A)	Graduate from a recognized university (regular full time course) with professional qualifications like Chartered Accountant (CA) / Cost Accountant (CMA)	<p>1. Should have total post qualification executive service of not less than 20 years' experience in handling Finance &amp; Accounts in a Metrorail company/PSU.</p> <p>2. Should be presently working as Sr. AGM (F) for a period of not less than 2 years/Additional GM (F) for not less than 5 years.</p>
Additional General Manager (F&A)	Graduate from a recognized university (regular full time course) with professional qualifications like Chartered Accountant (CA) / Cost Accountant (CMA)	<p>1. Should have total post qualification executive service of not less than 17 years' experience in handling Finance &amp; Accounts in a Metrorail company/PSU.</p> <p>2. Should be presently working as Sr. AGM (F) for a period of not less than 4 years/DGM (F) for not less than 7 years.</p>
Deputy General Manager (F&A)	Graduate from a recognized university (regular full time course) with professional qualifications like Chartered Accountant (CA) / Cost Accountant (CMA)	<p>1. Should have total post qualification executive experience of not less than 15 years.</p> <p>2. Should be presently working as Manger (F) for net less than 6 years/ Assistant GM (F) for not less than 4 years/DGM (F) for no less than 2 years.</p>
Assistant General Manager (F&A)	Graduate from a recognized university (regular full time course) with professional qualifications like Chartered Accountant (CA) / Cost Accountant (CMA)	<p>1. Should have total post qualification executive service of not less than 12 years.</p> <p>2. Should be presently working as Manager (F) for not less than 4 years.</p>

<b>Designation/ Post</b>	<b>Academic &amp; Professional Qualification</b>	<b>Relevant total post qualification Experience in Finance &amp; Accounts</b>
Manager (F&A)	Graduate from a recognized university (regular full time course) with professional qualifications like Chartered Accountant (CA) / Cost Accountant (CMA)	1. Should have total post qualification executive service of not less than 8 years. 2. Should be presently working as Assistant Manager (F) for not less than 4 years.
Assistant Manager (F&A)	Graduate from a recognized university (regular full time course) with professional qualifications like Chartered Accountant (CA) / Cost Accountant (CMA)	1. Should have total post qualification executive service of not less than 4 years/should be presently working as senior most worker level in any metro rail/PSU company for not less than 5 years.

**III. GENERAL JOB DESCRIPTION FOR FINANCE AND ACCOUNTS WING OF  
BMRCL ARE AS UNDER:**

1. Compilation and maintenance of Books of Accounts including preparation of vouchers, authentication of vouchers before posting, monthly trial balance, etc.
2. Preparation of Bank Reconciliation Statements and verification of cash on hand.
3. Compilation of Quarterly and annual financial statements, Preparation of MIS, etc.
4. Treasury operations and Investment proposals.
5. Verification of complete documentation for accounting transactions Including journal entries.
6. Processing of land compensation payments and R&R packages.
7. Raising funds for the project including preparation of draft appraisal documents, Information Memorandum, dealing with multilateral / bilateral development banks, financial institutions, domestic banks, etc.

8. Budgeting and maintaining correspondence with Govt. of India and Govt. of Karnataka for release of funds.
9. Scrutiny of draft tender documents, evaluation of technical bids and financial bids.
10. Scrutiny of contractors bills for payment as per terms of contract
11. Diligent processing of justifications for variations / deviations from the accepted contractual terms.
12. Developing appropriate systems, controls and procedures for simplification /automation of works, payments, etc.
13. Preparation of supporting documents and evidences in respect of matters referred to Arbitration / litigation.
14. Coordination with Internal Audit, Statutory Audit and CAG Auditors.
15. Maintenance and updating of all Bank guarantees.
16. Compilation and updating of information on various project related matters.
17. Other related matters like periodical review of adequacy of internal controls, internal checklist, integration of accounts with ERP or such other integrated system, etc.
18. Processing of administrative, establishment and Other entitlement claims of the staff / contractors.
19. Continuous review of existing system and procedures for improvement.
20. All tax matters – Income tax, GST, Customs duty, etc.
21. Any other matter as may be required from time to time or assigned by officers.

**IV. ADDITIONAL REQUIREMENTS:**

1. Candidate well conversant with ERP environment, MS Office (mainly Excel) and system driven work processes will be given preference.
2. Should have basic knowledge of IT Act, GST, Customs Act and IND AS.

## **V. REMUNARATION AND ALLOWANCES:**

### **1. Consolidated Pay:**

<b>Designation/ Post</b>	<b>Consolidated Pay</b>	<b>Employees Below 60</b>
General Manager (F&A)	1,65,000/-	Consolidated pay is only indicative as pay will be fixed as per existing policies and norms of the company. For candidates with metro rail experience, management may consider for higher consolidated pay by taking into account their last pay drawn.
Additional General Manager (F&A)	1,50,000/-	
Deputy General Manager (F&A)	1,40,000/-	
Assistant General Manager (F&A)	85,000/-	
Manager (F&A)	75,000/-	
Assistant Manager (F&A)	50,000/-	

### **2. Allowances:**

Employees are also eligible for fixed Medical allowances, Group Medical & Personal Accident Insurance cover, contribution to National Pension Scheme (NPS) and other applicable allowances as per the rules of the Company.

## **VI. CONDITIONS:**

1. BMRCL reserves the right to increase or decrease or cancel any or all vacancies.
2. Above are minimum prescribed qualifications. Candidates possessing higher qualification / experience may also apply
3. BMRCL reserves the right to relax age and experience criteria for deserving candidates as also for internal candidates.
4. Relevant experience means experience in Finance / Accounts / Audit / Contracts Management of similar Metro Rail companies / PSUs / Govt. departments / large infrastructure companies, at same level of designations

advertised above / one level below. Internship / Article ship/ Apprenticeship will not be counted for experience purposes.

5. Deputationist will receive pay & allowances as per parent scale for the post currently held in parent cadre and allowances as per BMRCL Rules will be paid.
6. Candidates with knowledge of Kannada will be given preference over others.
7. Candidates with good character and background only will be considered. Further BMRCL reserves the right for verification of certificates furnished selected candidates at any time after selection, and if it comes to BMRCL's notice that the selected candidate has falsified or submitted fraudulent certificates for getting employed in BMRCL, he / she will be dismissed without prior notice.
8. Candidates already working in BMRCL on the date of notification shall be considered as internal candidates. The minimum qualification for the internal candidates for the post of Asst. Manager (Finance) is first class graduate in Commerce or graduate with inter CA/ICWA along with 8 years' experience and for Manager (F) post, the required qualification shall be Graduate with CA/ICWA inter pass however, only the candidates who are already working as AM(F) for more than 2 years on date are eligible to apply.

#### **VII. GENERAL CONDITIONS:**

1. The contract appointment may be terminated by either side by giving 90 days' notice or by paying the contractual remuneration of three months in lieu of notice period, if the circumstances so warrant.
2. Candidates who have been shortlisted will only be called for written test / interview.
3. 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.

## **VIII. PROCEDURE FOR SUBMITTING APPLICATION AND SELECTION PROCESS**

1. Candidates (including deputationist) applying for any posts, need to apply online on or before 07.02.2023 and take a print out of the same and submit along with copies of all the relevant certificates, testimonials in support of qualification, experience and age prescribed for the post to BMRCL on or before 17.02.2023. Candidates who fail to send hard copy of the application along with relevant documents will not be considered even though they have submitted application online. BMRCL reserves the right to conduct verification of certificates / antecedents of the candidates at any time.
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 shortlisted candidates will be informed by email / SMS to appear for written test / Personal interview or Virtual interview as and when called, at their own cost.
4. No TA DA will be paid by BMRCL to the candidates for attending the interview.

## **IX. MISCELLANEOUS**

1. BMRCL reserves the right to cancel the notified vacancies at its discretion and such decision will be final and binding on all.
2. BMRCL reserves the right to assess fitness or otherwise of the candidates selected.
3. BMRCL shall not be liable for any damage / injury / loss to the individual, if any, sustained during the entire recruitment process and journey.
4. Candidates are advised to apply well in advance to avoid last hour rush & technical glitches. BMRCL will not be responsible for any technical issues/server problems.



**X. LAST DATE FOR RECEIPT OF APPLICATIONS**

Eligible Candidates should fill in the application in prescribed format online, 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.

Applications should be sent through Speed Post/ courier to

General Manager (HR),

Bangalore Metro Rail Corporation Limited,

III Floor, BMTC Complex, K.H. Road,

Shanthinagar, Bengaluru - 560027

super-scribing the envelope as “APPLICATION FOR THE POST OF .....”.

Last date of the online application submission is on 07.02.2023 and last date for receipt of the applications (hard copy) is 04.00PM on 17.02.2023.

While filling the online application, If you face any issues/ challenges kindly send us an e-mail ([helpdesk@bmrc.co.in](mailto:helpdesk@bmrc.co.in)) to resolve the issue.

GENERAL MANAGER (HR)