

- j. Persons already working in Government / PSU organization should apply through proper channel to hr@cmrl.in and produce NOC at the time of interview.
- k. Incomplete online application or without relevant supporting enclosures (self-attested copies of degree / mark sheet / experience certificate of the latest position should indicate a detail / nature / function / job presently being handled etc. will be out rightly rejected.
- l. Candidates attempting to influence or interfere with the selection process will be rejected summarily and be declared disqualified for future CMRL recruitments.
- m. Provisionally selected candidates need to submit the original certificates / other related documents during the certificate verification process. The provisionally selected candidates will be intimated to appear for original certificates verification and medical examination.

7. **How to Apply through Online & other instructions:**

- a. Before applying, candidates are advised to read the advertisement carefully and ensure that they fulfil all the eligibility criteria. Their eligibility is provisional and the same will be verified only in case they are shortlisted for selection. Eligible and interested candidates are required to apply only online on CMRL Website under careers section vide URL <https://careers.chennaietrorail.org/>
- b. **Step by step procedure to apply online.**
 - Step 1** - Candidate must register in CMRL Career portal by using a valid email id. The email id registered in the portal will only be used for any further correspondences from CMRL.
 - Step 2** - A registration link will be sent to the candidate's registered email id. Therefore, candidates are required to click the verify button to authenticate their email id. Upon verifying, the user will be redirected to the CMRL career page to log in and apply.
 - Step 3** – Candidates are required to fill all details in each section and make sure to upload the requisite documents as per the notification, wherever applicable, in order to authenticate the details mentioned in the application form.
- c. Scrutiny of applications for short listing of candidates will be solely based on documents / certificates uploaded by the candidates at the time of registration / submission of application through ONLINE. In case, if it is detected at any stage of recruitment process that the candidate does not fulfill the eligibility criteria and / or does not comply with other requirements of this advertisement and / or the candidate has furnished any incorrect or false information or has suppressed any material fact or fake certificates / documents, the candidature is liable to be rejected. If any of the above shortcomings is / are detected even after appointment, the services will be terminated without any notice.
- d. No Hard copy / paper applications will be entertained, and candidates are advised not to send any hard copy to this office.
- e. Candidates are required to submit the online application along with requisite documents on or before **10-02-2025**.

- f. List of self-attested documents to be uploaded online.

Sl. No	<u>List of Self- Attested documents to be uploaded</u>	Doc Format (2MB Comprising for each Doc.)
1	Upload the recent passport size photograph in the online application form	JPEG/PNG
2	Age Proof – Copy of Birth Certificate / 10 th Std. Certificate	PDF
3	Copy of Community Certificate	
4	Educational Qualifications (from 10th Std,12th Std, Diploma Certificate, Graduation degree Certificate, Post Graduation degree certificate)	
5	Experience Certificates (Present & Previous employments)	
6	NOC/Through Proper Channel letter (Applicable for Govt/PSU)	
7	Application fee – NEFT/UPI Payment details	
8	Copy of the detailed Resume / Bio data / CV	
9	Proof for women Ex-Service personnel details (as applicable)	
10	Proof of Disability Certificate (as applicable)	
11	Any Other relevant certificates (if any)	

- g. In case of any assistance with respect to submission of online applications, candidates are requested to contact CMRL by telephone (044-24378000) during working days between 10:00 a.m. to 6.00 p.m.
- h. Email queries may be addressed to “hr@cmrl.in”

Chief General Manager (HR & Legal)