



**BANGALORE METRO RAIL CORPORATION LIMITED**

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

No. BMRCL/ 0003/ADM/2020/PRJ/P&D (DC)/C-23561

Date: 11.03.2020

**NOTIFICATION FOR CONTRACT  
APPOINTMENT**

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

Sl. No.	Name of Post	No. of Posts
1	Sr. Document Controller	1
2	Associate Document controller	2

Last date for receipt of applications is 4.00 PM on **04.04.2020** 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)**



**BANGALORE METRO RAIL CORPORATION LIMITED**

(A Joint Venture of Govt. of India & Govt. of Karnataka)

III Floor, BMTC Complex, K.H Road, Shanthinagar, Bangalore – 560027

No. BMRCL/ 0003/ADM/2020/PRJ/P&D (DC)/C-23561

Date: 06.03.2020

**NOTIFICATION FOR CONTRACT APPOINTMENT**

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 qualified and experienced personnel for appointment to Document Controller in the Project Wing. All appointments proposed will be on “contract basis” only.

**I. QUALIFICATION AND EXPERIENCE:**

Sl. No	Name of Post	No. of Posts	Maximum Age Limit (Years)	Educational Qualification and Experience	Consolidated Pay (P.M.)
1.	Sr. Document Controller	1	40	The candidate should be First Class Graduate in Any Degree, Post Graduate Preferred. The candidate should have worked minimum 8 years' Experience, out of which minimum 5 years should be in similar post in Civil Infrastructure Projects/document control. Working knowledge of Software's like Acconex/New Form/Similar Documentation Software's. Certification Course on Documentation or Librarian course is preferred. Should have Proficiency in MS Office Software's and Computer Knowledge.	Rs. 35,910/-
2	Associate Document Controller	02	35	The candidate should be Graduate in Any Degree. The candidate should have worked minimum 5 years' Experience, out of which minimum 2 years should be in similar post in Civil Infrastructure Projects document control. Working knowledge of Software's like Acconex/New Form/Similar Documentation Software's. Certification Course on Documentation or Librarian course is preferred. Should have Proficiency in MS Office Software's and Computer Knowledge.	Rs. 26,360/-

**II.** Besides the above, employees will be extended medical and personal accident insurance cover & contribution to National Pension Scheme, CUG mobile facility as per rules of the Company.

### III. PERIOD OF CONTRACT APPOINTMENT

1. The tenure of contract appointment will be 3 years.
2. The contract of appointment may be terminated by either side by giving **3 months' notice** or by paying the contractual remuneration of three months in lieu of notice period, if the circumstances so warrant.

### IV. CONDITIONS

1. Candidates who have been shortlisted will only be called for interview.
2. The experience is post qualification and the minimum required. Mere possession of minimum experience does not confer any right to be called 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 will be through interview by a Committee constituted by the Competent Authority.

### V. SELECTION

1. Candidates should fill in the application in prescribed format and submit along with copies of all certificates in support of qualification and experience prescribed for the post.
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.

### VI. MISCELLANEOUS

1. Documents in support of qualification and relevant experience shall be sent along with the application. Non-submission of documents along with the application, will lead to rejection of application at any stage during the process of recruitment.
2. The number of vacancies indicated in this Notification is provisional and may increase or decrease depending upon the actual need. BMRCL also reserves the right to cancel the notified vacancies at its discretion and such decision will be final and binding on all.
3. BMRCL reserves the right to assess fitness or otherwise of the candidates selected.

### VII. LAST DATE FOR RECEIPT OF APPLICATIONS

Eligible candidates may fill in the application in prescribed format and submit along with relevant documents in support of qualification and experience. Such applications may be addressed to the **General Manager (HR), Bangalore Metro Rail Corporation Limited, III Floor, BMTCL Complex, K.H. Road, Shanthinagar, Bangalore 560027** superscribing the envelope as **"APPLICATION FOR THE POST OF .....**  
**....."**. Last date for receipt of the application is 4.00 PM of 04.04.2020

## **GENERAL MANAGER (HR)**