



BANGALORE METRO RAIL CORPORATION LIMITED

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

III Floor, BMTC Complex, K.H. Road, Shanthinagar,
Bengaluru- 560027.

No. BMRCL/HR/0017/PRJ/2025

Date: 03.09.2025

NOTIFICATION FOR CONTRACT APPOINTMENT

BMRCCL invites applications from qualified and experienced officers for appointment for the following positions in the Project Wing. The appointment will be on Contract basis.

Sl. No	Name of Post	No. of posts
1	Dy. Company Secretary/ Assistant Company Secretary	01

Last date for receipt of on-line applications is 25/09/2025 and for receipt of signed print copy along with supporting documents is 04.00PM on 30/09/2025.

For details regarding eligibility criteria, salary, application process and other information, please visit our website: www.bmrc.co.in / Career Section

Sd/-
Dy. General Manager (HR)



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NOTIFICATION FOR CONTRACT APOINTMENT

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 Bengaluru.

BMRCL invites applications from qualified and experienced officers for appointment for the following positions in the Project Wing. The appointment will be on Contract basis.

I. NAME OF THE POST AND AGE LIMIT

Name of Post	No. of posts	Grade	Age Limit
Dy. Company Secretary	01*	E5	45 Years
Assistant Company Secretary		E3	40 Years

***only one of the post will be operated**

II. QUALIFICATION AND EXPERIENCE:

Name of the Post	Educational Qualification	Experience Criteria
Dy. Company Secretary	An Associate / Fellow Member of the Institute of Company Secretaries of India (ACS/FCS). Additional qualification in law (LLb/LLM/CMA/CA) is desirable.	Should have worked as Asst. Company Secretary (post qualification) for a minimum period of 8 years in Government / PSU /Company of repute and should be well versed with all secretarial compliances. Should have worked in IDA Pay Scale of Rs.60000-180000 or equivalent for at least four (4) years. The candidate should possess a thorough understanding about compliance management of large scale Public Limited Company under Companies Act, 2013 along with applicable rules, regulations and standards along with other corporate laws applicable to the organization. Should be familiar with working in a computerized environment. Practical experience with relevant computer applications related to the job is desirable. Proficiency in Kannada Language is essential.

Assistant Company Secretary	An Associate / Fellow Member of the Institute of Company Secretaries of India (ACS /FCS). Additional qualification in Law (LLb/LLM/CMA/CA) is desirable.	Should have worked in one level below the advertised grade as Asst. Company Secretary (post qualification) for a minimum period of 4 years (in IDA Pay Scale of Rs.46000 – 108570 or Rs.50000 – Rs.160000) in Government/ PSU/Company of repute and should be well versed with secretarial compliances and should possess practical knowledge about compliance management under Companies Act, 2013 along with applicable rules, regulations and standards along with other corporate laws applicable to the organization. Should be familiar with working in a computerized environment. Practical experience with relevant computer applications related to the job is desirable. Proficiency in Kannada language is essential.
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III. PAY AND ALLOWANCES:

Pay and Allowances	CONSOLIDATED PAY
Dy. Company Secretary	Rs. 164,000/-
Assistant Company Secretary	Rs. 1,06,250/-
Allowances	GPA, GMC, Transport and applicable allowances as per prevailing Rules of the Company.

IV. PERIOD OF CONTRACT APPOINTMENT:

1. The tenure of contract appointment will be initially for a period of 5 years and extendable based on performance and requirement.
2. The contract of appointment may be terminated by either side by giving 3 months' notice or by paying the contractual remuneration in lieu of notice period, if the circumstances so warrant.

V. GENERAL INSTRUCTIONS:

1. Candidates who have been shortlisted only will be called for interview.
2. Post-qualification experience will only be considered. 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 made through interview by a Committee constituted by the competent authority.
5. **Proficiency in Kannada language i.e. to read, write and speak is essential.**

6. 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.
7. BMRCL reserves the right to cancel the notified vacancies at its discretion at any stage of the recruitment process and such decision will be final and binding on all.
8. BMRCL reserves the right to assess the fitness or otherwise of the candidates selected.
9. BMRCL shall not be liable for any damage/injury/loss to the individual, if any, sustained during the entire recruitment process and journey.
10. BMRCL reserves the right to cancel the notified vacancies at its discretion and such decision will be final and binding on all.
11. 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, his application will be liable for rejection.
12. Candidate should ensure that he/she fulfils the eligibility and other norms mentioned in the Advertisement. Furnishing false information will be a disqualification and BMRCL will not be responsible for any consequence thereof.
13. In order to avoid last minute rush and inconvenience, the candidates are advised to apply well before the closing time and the date of the online application process. BMRCL will not be responsible for any network problems/interruptions in the submission of online applications due to any reasons whatsoever or any other problem which arises at the candidate's end, during the entire period of online application on the website of BMRCL.
14. Candidates should have a valid personal E-mail ID and Mobile Number. It should be kept active during the entire recruitment process.
15. The shortlisted candidates will be informed by email/SMS to appear for interview as and when called, at their own cost.
16. Incomplete application will be summarily rejected.
17. For candidates already working in Central/State PSUs, Government Dept. the management may consider giving Pay protection to such candidate in deserving cases.

VI. PROCEDURE FOR SUBMITTING APPLICATION AND SELECTION PROCESS:

1. Candidates are required to read the entire vacancy notification and the instructions carefully to make themselves familiar with the eligibility criteria, age, other conditions, etc. for the desired post and all the related information, instructions of this recruitment process.
2. To access the online application, candidates are required to visit BMRC website www.bmrc.co.in/careers for the desired recruitment notification for which online application is to be filled.
3. Candidate shall select the post applied and fill in the requisite details in the online application form.
4. After submitting the application form through online in BMRC careers website, candidates are required to save & print the computer generated online application form, affix the latest passport size photo and send the hard copy of the application form along with self-attested copies of all the supporting documents to the address mentioned below.

List of self-attested documents to be enclosed: -

- Affix the original passport size photograph on the submitted online application form.
- Age Proof – Copy of Birth Certificate / 10th Std. Certificate
- Educational Qualifications (from 10th Std. to last qualified degree)
- Service Certificate
- Experience Certificates (if any, in addition to service certificate).
- NOC/Through Proper Channel letter (wherever applicable)
- Copy of the detailed Resume / Bio data / CV
- Any Other relevant certificates (if any)
- Candidates already working in Central Government / State Government / Autonomous Body / Public Sector Undertaking who could not produce NOC along with application are required to produce “NO OBJECTION CERTIFICATE” from the present employer at the time of Application Verification, failing which his/her candidature will not be considered. Other claims such as undertaking to resign in the event of selection, acknowledged copy of applied NOC/Resignation Letter, Experience Certificate etc. shall not be considered in place of NOC.

VII. LAST DATE FOR RECEIPT OF APPLICATIONS:

Last date for receipt of on-line applications is 25/09/2025 and for receipt of signed print copy along with supporting documents is 04.00PM on 30/09/2025.

Applications should be sent through Speed Post/ courier to-

Dy. General Manager (HR),

Bangalore Metro Rail Corporation Limited,

III Floor, BMTC Complex, K.H. Road, Shanthinagar, Bengaluru 560027

superscribing the envelope as: “APPLICATION FOR THE POST OF _____

For clarification contact- (helpdesk@bmrc.co.in).

Sd/-

Dy. General Manager (HR)