

Employee Requirement Design Report

To: HR Department, Kochi Metro Rail Limited (KMRL)

From: Operations & Planning Department

Date: 03-10-2025

Subject: Submission of Employee Requirement Design and Request for Approval

1. Introduction

As part of our continuous efforts to improve operational efficiency and passenger service quality, a review of our current manpower structure has been carried out. Based on workload analysis and future expansion plans, we have designed the employee requirement plan for the upcoming year.

2. Key Highlights of the Requirement Design

1. Station Operations Staff

- Additional 20 Customer Service Executives (CSEs) required across major stations (Aluva, Edappally, Maharaja's College) due to increased footfall.

2. Technical & Maintenance Team

- 10 Engineers for Track & Rolling Stock maintenance.
- 8 Technicians for Electrical & Power Systems support.

3. Safety & Security

- Requirement of 15 Security Officers to ensure better coverage across entry/exit gates and parking areas.

4. Administration & Support

- 5 HR Assistants to support recruitment and employee engagement programs.
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3. Justification

- **Passenger Growth:** The daily ridership has increased by 18% over the last six months.
- **Operational Expansion:** New routes under consideration demand additional technical support.

- **Safety Compliance:** Additional manpower is essential to maintain national safety standards.
 - **Employee Workload Balance:** Reducing overtime and stress by distributing responsibilities effectively.
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4. Request for Approval

We hereby submit the **Employee Requirement Design** for your kind review and approval. The HR Department's sanction is requested to initiate the recruitment process at the earliest, in alignment with KMRL's operational goals.

Prepared by:

Operations & Planning Department
Kochi Metro Rail Limited

Approved by:

(Authorized HR Representative)

KMRL, Kochi is hiring Apprentice Trainees.

**Kochi Metro Rail Limited**
KOCHI METRO RAIL LIMITED

Experience:	Freshers
Post Name:	Graduate, Technician (Diploma) and Non-Technical Graduate Apprentices
Last Date:	14.10.2022 (NATS Registration) 25.10.2022 (Applying against KMRL)
Qualification:	BE/BTech/Diploma/BCom/BA
Year of Passing:	2020, 2021, 2022
No. of posts:	35
Job Locations:	Kochi, Ernakulam

Telegram Channel: <https://t.me/govtjobsforfreshers>