
 <p>DELHI METRO RAIL CORPORATION LTD. (A Joint venture of the Govt. of India and the Govt. of the NCT of Delhi)</p>	 <p><u>The Lifeline of Delhi.</u></p>
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ADVT No. DMRC/PERS/22/HR/2023(114), Dated: 08/02/2023

REQUIREMENT OF LEGAL ASSISTANT, IN DMRC, ON DIRECT RECRUITMENT BASIS

The Delhi Metro Rail Corporation (DMRC) Ltd., a Joint Venture company with equal equity participation from the Govt. of India and the Govt. of the National Capital Territory of Delhi, has been entrusted with the responsibility of implementation of the rail-based Mass Rapid Transit System, for Delhi. The Delhi Metro Rail Corporation, the Lifeline of Delhi, prides itself on its ability to nurture its employees through its unique work culture. Today, DMRC empowered by about 14,500 employees, with MRTS activities spread over Delhi-NCR, Mumbai, Patna etc., carry about 3 million passengers per day, in Delhi & NCR. In addition to the above, DMRC is involved in providing consultancy services to a number of cities, within India and abroad.

To meet the immediate requirement of DMRC, applications are invited from experienced, dynamic and motivated candidates, with Indian nationality, for filling up the following position on **Direct Recruitment** basis:–

S.N.	Post / Post Code	No. of Post	Pay scale (IDA) (in Rs.)	Education Qualification @	Age Limit @	Category
1	Legal Assistant / 01/LA	01 (One)*	37000-115000/-	Full time B.A. L.L.B/ B. Sc. LLB/ B. Com LLB/ BBA LLB Five years integrated programme from a Govt. recognized University / Institute of repute with a minimum of 80% marks / Equivalent CGPA	18 years to 28 years	UR

* Vacancy is provisional and subject to increase/decrease.

@ Eligibility criteria shall be reckoned as on 01.02.2023

2. JOB DESCRIPTION:

The job profile of Legal Assistant shall extend to attending court cases, prepare legal brief, liaise with advocates and legal authorities, attend arbitration and other legal/quasi legal matters in various courts/tribunals, etc.

3. PAY AND EMOLUMENTS:

The pay and emoluments shall be as per the pay scales under the IDA (Industrial DA) as applicable from time to time and other benefits, which include Perks, Lease/HRA, Medical benefits, EPF, Gratuity and Insurance, etc., as per the extant rules of the Corporation.

4. SCREENING PROCESS:

The screening methodology will comprise of two stage process i.e., Written Examination, followed by Medical Fitness Examination. The Medical Examination shall be Cee-one (C-1) Medical Category. The details of Medical Examination are available on the DMRC website.

The screening process would judge different facets of knowledge, skills, comprehension, aptitude and physical fitness. Candidates would have to qualify/pass **the Screening Process** and **the Medical examination**, before being adjudged as suitable. Candidates, who fail in the prescribed medical test, **will not** be given any alternative engagement and the decision of the Corporation shall be final on this issue. **All related information shall be available only on Website: <http://www.delhimetrorail.com> and candidates must regularly check the website for updates.**

5. CHARACTER & ANTECEDENTS:

The success in the screening process does not confer any right to appointment unless the Corporation is satisfied, after such an enquiry, as may be considered necessary, that the candidate having regard to his / her character & antecedents is suitable in all respects, for appointment to the service.

6. SURETY BOND:

The candidate selected for the post shall have to execute a Surety Bond of Rs. 1,50,000/- and cost of training, plus Taxes if applicable, to serve the Corporation for a minimum period of three years (exclusive of the period in which one remains on LWP or EOL). Three months prior notice, shall be required before seeking resignation from the Corporation.

7. PROBATION:

The selected candidate on appointment shall be on probation for a period of two years (including the period of training).

8. SCHEDULE OF SCREENING:

Last date of receipt of duly filled in application (along with relevant documents) through Speed Post OR email shall be 01/03/2023. Incomplete applications or applications received after the due date shall be summarily rejected. DMRC shall not be responsible for loss/delay in post.

Eligible and willing candidates for the aforesaid post may apply as per the application format at **Annexure-I**. The candidate must enclose all relevant documents in support of their qualification, work experience, pay & pay scale.

The candidates presently employed in Govt. sector / Public Sector Undertaking (PSUs) should send their application through proper channel along with Vigilance and D&AR clearance, so as to reach the below mentioned address within the stipulated time.

The duly filled in application form should be sent in an envelope super scribing the **Name of Post** on the cover prominently, **latest by 01/03/2023**, through Speed Post to the following address **OR** email the scanned copy of duly filled in Application Form along with scanned copies of all other documents sought (as stated in the Application Form) to dmrc.hrp.recruitment@gmail.com (mention the name of post and Advt. No. in the subject of email).

**Executive Director (HR)
Delhi Metro Rail Corporation Ltd.
Metro Bhawan, Fire Brigade Lane,
Barakhamba Road, New Delhi**



दिल्ली मेट्रो रेल कॉर्पोरेशन लि० DELHI METRO RAIL CORPORATION LTD.

(A JOINT VENTURE OF GOVERNMENT OF INDIA AND GOVT OF DELHI)

ADVT.No. DMRC/PERS/22/HR/2023(114)

ANNEXURE-I

AFFIX A
RECENT
PASSPORT
SIZE SELF
ATTESTED
PHOTOGRAPH

DMRC APPLICATION FORMAT

(TO BE FILLED IN CAPITAL LETTERS BY THE APPLICANT IN HIS/HER OWN HANDWRITING)

S.No	DETAILS	PARTICULARS				
1 A	POST NAME	Legal Assistant				
1 B	POST CODE	01/LA				
2	APPLICANT's NAME (Sh./Smt./Ms.)					
3	FATHER's / HUSBAND's NAME (Sh.)					
4	DATE OF BIRTH (dd/mm/yyyy)					
5	AGE as on 01/02/2023 (Max. age 28 years)	YEARS	MONTHS	DAYS		
6	CORRESPONDENCE ADDRESS					
		STATE:		PIN CODE:		
7	CONTACT NUMBER WITH STD CODE					
8	MOBILE NUMBER					
9	EMAIL ID					
10	CATEGORY (SC/ST/OBC/EWS/GENERAL)					
11	EDUCATIONAL QUALIFICATIONS (AS ON 01.02.2023) Separate sheet may be attached, if necessary					
	Qualification	Particulars (Name of degree)	Subject	Institute / University	% or CGPA	Passing Year
A						
B						
C						
12	WORK EXPERIENCE (AS ON 01/02/2023) (FILL ONLY THE APPLICABLE COLUMN)					
I	TOTAL WORK EXPERIENCE	YEARS	MONTHS	DAYS		
A	DATE OF LAST PASSED REGULAR EXAMINATION					
B	DATE OF JOINING FIRST REGULAR JOB (DD/MM/YYYY)					

	IF YES, DETAILS OF EXPERIENCE				
II	Complete details of service / position held since joining service (Separate sheet may be attached, if necessary)				
	Post Held	Organization Name	Pay / CTC	Period (From – To) dd/mm/yy – dd/mm/yy	Job Profile
A					
B					
C					
III	BRIEF DESCRIPTION OF THE WORK EXPERIENCE (separate sheet may be attached, if necessary)				
13	WHETHER ANY PUNISHMENT / PENALTY WAS AWARDED TO APPLICANT IN LAST 10 YEARS				YES / NO
	IF YES, DETAILS THEREOF				
14	WHETHER ANY ACTION OR ENQUIRY IS GOING ON AGAINST APPLICANT				YES / NO
	IF YES, DETAILS THEREOF				
15	WHETHER APPEARED FOR WRITTEN TEST / INTERVIEW IN DMRC IN PAST (IF YES, DETAILS THEREOF)				
16	ANY OTHER RELEVANT INFORMATION (DISTINCTION/AWARD/CERTIFICATE etc.)				

I hereby declare that the particulars furnished above are true. I understand that my candidature will be cancelled, if any information is found to be incorrect or false at any point in time.

Date: _____

Place: _____

Signature of Candidate

Name:

Mobile No.:

Email ID:

Documents to be enclosed

1. Educational Certificates (Graduation, Professional, Post-Graduation & Others) (Marks card and Degree certificates).
2. Work Experience Certificates (indicating the nature of job).